



Ozarka
College

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2003-2005 CATALOG
Volume XIII



A message from the President--

Welcome to Ozarka College, a college committed to excellence in education, training, and service. Whether you are taking one class or completing a program, we are pleased to have you here.

Ozarka prides itself on the quality of its faculty and staff. Our low student-teacher ratio means that you, as an individual, will always come first. Being in small classes gives you the advantage of direct attention from your instructors.

Services available to you include tutorial assistance in the Learning Lab whenever you need help, a growing collection of books and other materials in our library, personal and career counseling to help you make important decisions, and several student clubs where you can learn and exercise leadership skills.

The faculty, staff, and administration of Ozarka are all here to help you succeed in your college experience. Your own determination to do your best will be the key to that success, but be assured that we are all here to assist you.

Douglas W. Rush
President

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Accreditations

Ozarka College is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, (312) 263-0456 or www.ncacihe.org. Ozarka is approved by the Veterans Administration for individuals eligible for educational benefits under the GI Bill. The Basic EMT program is approved by the Arkansas Department of Health, Division of Emergency Medical Services. Ozarka Kid's Academy is licensed by the Arkansas Department of Human Services, Division of Child Care and Early Childhood Education. The Licensed Practical Nursing program is approved by the Arkansas State Board of Nursing. The Automotive Service Technology program is accredited by the National Automotive Technicians Education Foundation. The Culinary Arts program is approved by the Arkansas Hospitality Association.

Equal Opportunity/Affirmative Action Statement

Ozarka College does not discriminate against any individual on the basis of race, color, gender, religion, ethnic origin, age, marital status, sexual preference, or mental or physical disability in any of its programs or activities. Questions about this policy should be addressed to the Director of Human Resources.

The provisions of this publication are not to be regarded as a contract between the student and Ozarka College. The College reserves the right to change any provision or requirement when such action will serve the interest of the College or its students. The College further reserves the right at any time to ask a student to withdraw when it considers such action to be in the best interest of the College. Policies and procedures set forth by this catalog pertain to all Ozarka students. Any student falsifying information will not receive credit for that semester.

Mission Statement and Objectives

The mission of Ozarka College, a public two-year institution located in north central Arkansas, is to provide its students and other citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education, and cultural opportunities. Ozarka's primary objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive, and fulfilling life in an ever-changing world.

The College is committed to the following general objectives:

1. Through the Associate of Arts program, Ozarka students will gain the general education information, skills, and attitudes that support successful transfer to a four-year college or university.
2. Through the Associate of Applied Science programs, Ozarka students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.
3. Through the Technical Certificate and Certificate of Proficiency programs, Ozarka students will gain the specialized knowledge, skills, and attitudes required for entry -level positions in their fields.
4. Through the Adult Education program, adult learners throughout the service area will be able to improve their academic and practical skills and complete a GED.
5. Through the Continuing Education program, citizens of Ozarka's service area will gain the knowledge and skills they desire for personal improvement or community service.
6. Through the Business and Industry Outreach program, adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities that promote workforce readiness and on-the-job success.
7. A low teacher-to-student ratio will promote comprehensive learning and understanding.
8. Learners will benefit from ease of access to educational facilities by provision of off-campus sites.

9. Learners will benefit from being able to choose from a variety of technology-supported, distance-education learning opportunities: web-based and telecourse instruction in academic areas, compressed two-way video delivery, and expanded technological access to library and research materials.
10. Expanded financial and scholarship assistance, as well as academic, vocational, and personal guidance and counseling, will help students meet their educational goals.
11. The College will assist educational, civic, social, and cultural endeavors in the service area by offering its facilities and professional staff in support.
12. The College is committed to assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.

Academic Calendar 2003- 2004

FALL SEMESTER

New Faculty Orientation.....	August 5-6
Reporting Day for Faculty.....	August 7
Open Registration.....	August 11-15
New Student Orientation.....	August 13-14
Day and Evening Classes Begin.....	August 18
Late Registration Ends.....	August 22
Labor Day Holiday (office closed).....	September 1
Mid-term Advisory Grade Due.....	October 10
Faculty Development Days (classes do not meet) ...	October 13-14
College Planning Day.....	October 29
Last Day to Drop Individual Course.....	October 31
CAAP testing (Associate of Arts students).....	November 3-7
OPAC testing (Business Technology students) ...	November 10-14
Thanksgiving Holiday (office closed).....	November 26-28
Last Day to Withdraw and Receive a "W".....	December 4
Classes End.....	December 5
Semester Final Exams.....	December 8-12
Final Grades Due.....	December 15
Last Day for Faculty.....	December 16
Office Closed.....	December 22, 2003 – January 5, 2004

SPRING SEMESTER

Office Open.....	January 5
Reporting Day for Faculty.....	January 5
Open Registration.....	January 5-9
New Student Orientation.....	January 6-8
Day and Evening Classes Begin.....	January 12
Late Registration Ends.....	January 16
High School Business Competition Day.....	January 28
Mid-term Advisory Grades Due.....	March 12
Spring Break (office closed).....	March 22-26
Last Day to Drop Individual Course.....	April 2
CAAP testing (Associate of Arts students).....	April 12-16
Community Service Day.....	To Be Announced
OPAC testing (Business Technology students).....	April 19-23
Last Day to Withdraw and receive a "W".....	April 29
Classes End.....	April 30
Final Exams.....	May 3-7
Final Grades Due.....	May 10
Faculty Development Days.....	May 11-12
Commencement.....	May 13
Last Day for Faculty.....	May 14

SUMMER SESSION

First Term

Registration Through May 28
Memorial Day Holiday (office closed) May 31
Classes Begin June 1
Late Registration Ends June 2
Last Day to Drop Individual Course June 23
Last Day to Withdraw and Receive a "W" June 30
Final Exams July 1
Final Grades Due July 6

Second Term

Registration Through July 1
Independence Day Holiday (office closed) July 4
Classes Begin July 6
Late Registration Ends July 7
Last Day to Drop Individual Course July 21
Last Day to Withdraw and Receive a "W" August 4
Final Exams August 5
Final Grades Due August 9

TENTATIVE Academic Calendar 2004- 2005

FALL SEMESTER

New Faculty Orientation.....	August 9-10
Reporting Day for Faculty.....	August 11
Open Registration	August 12-17
New Student Orientation	August 13, 16-17
Day and Evening Classes Begin	August 19
Late Registration Ends.....	August 24
Labor Day Holiday (office closed).....	September 6
Mid-term Advisory Grade Due.....	October 7
Faculty Development Days (classes do not meet)	TBD
College Planning Day	TBD
Last Day to Drop Individual Course.....	October 29
CAAP testing (Associate of Arts students).....	November 1-5
OPAC testing (Business Technology students)	November 8-12
Thanksgiving Holiday (office closed)	November 25-26
Last Day to Withdraw and Receive a "W"	December 2
Classes End.....	December 3
Semester Final Exams.....	December 6-10
Final Grades Due	December 16
Last Day for Faculty	December 17
Office Closed.....	December 20, 2004 – January 3, 2005

SPRING SEMESTER

Office Open	January 4
Reporting Day for Faculty.....	January 4
Open Registration	January 4-7
New Student Orientation	January 4-6
Day and Evening Classes Begin	January 10
Late Registration Ends.....	January 14
High School Business Competition Day.....	January 28
Mid-term Advisory Grades Due	March 11
Spring Break (office closed).....	March 14-18
Last Day to Drop Individual Course.....	April 2
CAAP testing (Associate of Arts students).....	April 11-15
Community Service Day.....	To Be Announced
OPAC testing (Business Technology students)	April 18-22
Last Day to Withdraw and receive a "W"	April 28
Classes End.....	April 29
Final Exams	May 2-6

Final Grades Due May 9
 Faculty Development Days..... May 10-13
 Commencement May 12
 Last Day for Faculty May 13

SUMMER SESSION

First Term

Registration Through May 31
 Memorial Day Holiday (office closed) May 30
 Classes Begin..... June 1
 Late Registration Ends..... June 2
 Last Day to Drop Individual Course..... June 23
 Last Day to Withdraw and Receive a “W” June 30
 Final Exams July 1
 Final Grades Due July 6

Second Term

Registration..... Through July 1
 Independence Day Holiday (office closed)..... July 4
 Classes Begin..... July 5
 Late Registration Ends..... July 6
 Last Day to Drop Individual Course..... July 21
 Last Day to Withdraw and Receive a “W” August 4
 Final Exams August 5
 Final Grades Due August 9

About The College

In the early 1970s, Arkansas had only a few vocational-technical schools scattered across the state. After several communities lobbied for additional schools to provide more access for citizens, in 1973 the Arkansas Department of Education selected ten communities as sites for new schools, and the Legislature appropriated funds to build and equip these institutions.

Melbourne, the county seat of IZARD County, was one of those selected. Located on the eastern edge of the Ozarks, Melbourne still has a population of fewer than 2000. The school's service area, IZARD, FULTON, STONE, and SHARP counties, covers 2370 square miles and has a population of fewer than 50,000. Until recently, only about a third of the area's high school graduates have gone on to institutions of higher education.

Opening in the fall of 1975, Ozarka Vocational Technical School employed fourteen people, seven of them instructors, and offered Automotive Service Technology, Food Service, Major Appliance Service, Business Education, Building Trades, Industrial Equipment Technology, and Licensed Practical Nursing. Classes leading to the GED were also offered. The first class of forty-three students graduated in July 1976.

Under the leadership of Dr. Walter B. Hall, the first Director, Ozarka grew. In 1978 the LPN program moved into a freestanding building on campus. In 1986 a modern brick Business Education building containing classrooms and a science lab was constructed. After completion of an addition in the summer of 1993, the building was renamed in honor of Dr. Hall. A major new building, the John E. Miller Education Complex was constructed in 1996, containing a large auditorium, lecture hall, industry training room, classrooms, board room, and faculty offices. An addition was completed in 1999.

In July 1991, the Arkansas Legislature passed Act 1244, transforming a number of vocational technical schools, including Ozarka, into technical colleges. In addition to the courses traditionally offered, these new colleges also offered courses for college credit under contracts with other state institutions of higher education. Ozarka Technical College formed a relationship with Arkansas State University at Jonesboro, which provided a full-time administrator on the Ozarka campus, along with a number of adjunct and full-time instructors. In August 1993, Ozarka became a candidate for accreditation, offering transfer classes in its own right. In 1996, the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools determined that the College fulfilled all requirements for accreditation.

While most instruction takes place on the College's Melbourne campus, other options increase access to higher education. Ozarka offers courses for college credit at several high schools throughout its service area. In 1997 Ozarka opened an off-campus educational center in Mountain View (Stone County) to serve its constituents south of the White River, and in 2001 opened the Ozarka College Sharp County center at Ash Flat both providing general education and business technology courses. Each semester the College also offers telecourses in cooperation with the Arkansas Educational Television Network, and Internet-supported courses, affording its students greater flexibility in scheduling.

Students at Ozarka can take one or more courses and then transfer to a four-year college or university to complete a baccalaureate degree, or they can complete the Associate of Arts degree here before continuing their education.

Students can earn the Associate of Applied Science degree in Automotive Service Technology, Business Technology (with options in Business Administration, or Information Management), Criminal Justice Leadership, General Technology, Health Information Management, and Information Science Technology.

Ozarka also offers Technical Certificates in Automotive Service Technology, Business Technology, Culinary Arts, and Licensed Practical Nursing.

Ozarka hosts an ASU program leading to the Associate in Science in Nursing. In this program, area LPNs take additional nursing courses as well as general education courses at the College to become registered nurses. Other ASU courses, such as BSN requirements and graduate-level education and agriculture are also available over compressed video.

Ozarka College is poised for growth as it becomes more and more capable of meeting the educational needs of a wide variety of students in north central Arkansas. With over 950 students enrolled both on- and off-campus last year, Ozarka is an excellent choice for the student looking for an affordable education in either technical or academic areas. At Ozarka, truly "Tomorrow's Success Begins Today."

Admissions and Registration

The following credentials must be submitted no later than the third week of the first semester a student is enrolled or within the first week of a summer term:

1. A formal application for admission.
2. Transcripts of all previous high school and college work, or presentation of official General Education Development (GED) transcript or score report. Placement is based on prior coursework at time of registration.
3. An official copy of the ACT Student Profile Report or results from the ASSET Assessment are due at time of registration when enrolling in Math, English, or Reading classes.
4. Proof of immunization against measles and rubella if born after January 1, 1957 (required of full-time students only).

Admissions Documents

The registrar's office will accept transcripts by fax transmission only as a working document, pending the receipt of an official transcript from the sending institution.

A written request for transcript information from a student will be honored with the signature of the student, his/her social security number, the last date of attendance, and payment of transcript fee.

All new students are expected to attend a scheduled orientation meeting, complete an interview with an assigned advisor, and pay tuition and fees. Students who register after the official registration period listed in the calendar must pay a late registration fee of \$5.00.

In addition, other pertinent information will be given to each student on the specified registration/orientation day.

►► NOTICE: Applicants for the LPN, Health Information Management, Culinary Arts, and Information Science Technology programs are admitted to those programs only after meeting specific selection criteria. Information about these criteria is available from the Ozarka Director of Admissions/Recruiter. Applicants for the Criminal Justice Leadership program must have completed or be currently enrolled in courses providing the state's basic

certification requirements for law enforcement or corrections officers and be employed in the criminal justice field.

Some technical programs limit enrollment. Recommended maximum numbers are as follows:

Automotive Service Technology	18 students per class
Culinary Arts	15 students per class
Health Information Management	10 students per class
Practical Nursing	18 students per class

First-Time-Entering Freshmen

Admission to Ozarka College is open to any qualified individual. Application forms may be obtained from the Director of Admissions/Recruiter or the main office in Melbourne or at the Ash Flat Center or the Mountain View Center.

College Preparation Core

Unconditional Acceptance

Act 1290 (1997 General Assembly of the State of Arkansas) as amended Act 520 of 1999, requires any public school student who graduates from a public high school after May 1, 2002, to have successfully completed the core curriculum as recommended by the State Board of Education in order to be unconditionally admitted to Arkansas public colleges or universities. This is in addition to any other requirement(s) for unconditional admission established by an individual institution.

Conditional Acceptance

A public school student who graduates after May 1, 2002 and has not completed the core curriculum will be admitted conditionally. To change to unconditional status, a student must successfully complete the required hours of core academic subjects with a 2.00 cumulative GPA and any remedial course work within the first 30 semester hours.

Placement Standards. State law requires that all new students must present placement scores (usually Enhanced ACT or ASSET) before enrolling so that they may be placed in English, mathematics, or reading courses at a level which promotes their academic success. Students whose placement scores are below 33 on ASSET Reading, Math, or Writing tests or below 12 on ACT reading may work on basic skills in the Learning Laboratory until they are able to retest.

Students should contact the Admission's office for the ASSET test schedule. The fee for the ASSET test is \$10.00. Acceptable

identification must be presented at check-in or you will not be allowed to test. You must present one of the acceptable forms of identification listed. If you have any questions, contact the Admission's office.

Any first-time, full-time Associate of Arts student who tests into developmental classes at Ozarka College must enroll in any required developmental course (math, English, and/or reading) the first semester and continue enrolling in such courses until the required remediation program is successfully completed.

If a student has placement scores on the ACT or ASSET that are more than 4 years old it is recommended that the student retest. A student may retest every 3 months. Exception: upon completion of a development course.

Mathematics. Students scoring 19 or above on the mathematics section of the Enhanced ACT or 39 or above on the ASSET Intermediate Algebra test may enroll in college-level mathematics courses (**College Algebra** and higher level courses). Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics course or courses, demonstrating achievement at least as sophisticated as Intermediate Algebra in order to be placed in college-level mathematics courses. College Algebra is required for college transfer students and will satisfy graduation requirements for all other programs as well, if the student chooses to take this course.

All students with an ASSET numerical score between 33 -37 or an ACT math score 12-15 must enroll in Fundamentals of Arithmetic, a developmental course in general mathematics covering fractions, decimal fractions, percent, ratio and proportions, and measurement. Completion of this course with a grade of "C" or better qualifies a student to enroll in Mathematics with Business Applications or Fundamentals of Algebra. Students whose placement scores are below 33 on the ASSET numerical test or below 12 on the ACT math test may work on basic skills in the Learning Laboratory until they are able to retest.

Students enrolling in a technical program who have an ASSET numerical score of 38 or higher or an ACT math score of 16 or higher (or permission of instructor) may enroll in Mathematics with Business Applications, which emphasizes applications of mathematics in technical areas. This course is required in the Business Technology program and meets the graduation requirements for most other technical certificate and AAS programs (see individual program requirements).

Students in any AAS degree program (except Business Technology) or a college transfer program who have an ASSET numerical score of at least 38 **and** an ASSET algebra score up through 36 or an ACT math score up through 16 may take **Fundamentals of Algebra**, a review of

basic algebraic concepts. This course is considered developmental for these students, who will have to complete an additional course or courses to meet graduation requirements. Completion with a grade of "C" or better qualifies a student to enroll in Intermediate Algebra. Students whose placements scores are below 38 on the ASSET numerical test or below 12 on the ACT math may work on basic skills in the Learning Laboratory until they are able to retest.

Students in technical certificate programs other than Business Technology may also choose to take this course, which will satisfy their graduation requirements, instead of Mathematics with Business Applications.

Students in any AAS degree program (except Business Technology) or a college transfer program who have an ASSET algebra score of 37-38 or an ACT math score of 17 - 18 may take **Intermediate Algebra**, a review of such concepts as polynomials, rational expressions, inequalities, quadratic equations, and graph functions, to meet graduation requirements. It is considered developmental for college transfer students. Completion with a grade of "C" or better qualifies a student to enroll in College Algebra. Students in technical certificate programs (except Business Technology) who meet the entrance requirements may choose to take this course, which will satisfy their graduation requirements, instead of Mathematics with Business Applications.

Mathematics Placement			
ACT Score	ASSET Algebra Score	ASSET Numerical Score	Course
Below 12		23-32	Math Lab
12-15		33-37	Fundamentals of Arithmetic
16	23-36	38+	Fundamentals of Algebra
16+		38+	Math with Business Applications
17-18	37-38		Intermediate Algebra
19+	39+		College Algebra

Students may enroll in any level of mathematics by meeting the placement requirements outlined above. They may choose to enroll in a lower level course if they feel they are not ready for the course which their placement scores indicate. During the first week of class, an

instructor may determine that a student might perform better in either a higher or lower level course and will advise the student of that determination. Some students may be referred to the Learning Lab for one-on-one assistance or computerized tutorial work. Students should consult their academic advisor, the counselor, or the registrar about enrollment options.

English. Students scoring 19 or above on the English section of the Enhanced ACT or 45 or above on the ASSET Writing test may enroll in English Composition I. Students not meeting the standards must successfully complete a developmental course or courses in English composition before taking English Composition I. Students in technical certificate programs with placement scores in this range may complete English Composition I to meet their graduation requirements instead of Practical Writing. English Composition I is the first of two courses required for the AAS and college transfer programs.

Students must complete English Composition I with a grade of "C" or better before they can enroll in English Composition II or Technical and Business English. Satisfactory completion of English Composition II or Technical and Business English requires that a student earn a grade of "C" or better. Students making less than "C" must repeat the course and earn a higher grade in order to meet graduation requirements.

All students with an ASSET writing score of 33-36 or an ACT English score of 14-16 must enroll in **Beginning Writing**, a review of grammar and sentence structure as applied to student writing. Completion of this developmental course with a grade of "C" or better qualifies students to enroll in Practical Writing. Students whose placement scores are below 33 on the ASSET writing test or below 14 on the ACT English test may work on basic skills in the Learning Laboratory until they are able to retest.

Students in an AAS degree program or a college transfer program who have an ASSET writing score of 37-44 or an ACT English score of 17-18 must take **Practical Writing**, a review of mechanics and usage in conjunction with writing exercises. It is regarded as a developmental course for these students and carries no credit toward any associate degree. It does, however, satisfy graduation requirements for technical certificates. Completion with a grade of "C" or better qualifies a student to enroll in English Composition I.

Writing Placement		
ACT Score	ASSET Score	Course
Below 14	23-32	Writing Lab
14-16	33-36	Beginning Writing
17-18	37-44	Practical Writing

19+	45+	English Composition I
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Students may enroll in any level of English by meeting the placement requirements outlined above. They may choose to enroll in a lower level course if they feel they are not ready for the course which their placement scores indicate. During the first week of class, an instructor may determine that a student would perform better in a higher or lower level class and will advise the student of that determination. Students should consult their academic advisor, the counselor, or the registrar about enrollment options.

Reading. Students scoring 19 or above on the Reading Section of the Enhanced ACT or 43 or above on the ASSET Reading Skills test will be considered to have met minimal reading skill requirements. Students who score 16 –18 on the Reading Section of the Enhanced ACT or 33 – 42 on the ASSET Reading test must enroll in **Reading Improvement** during their first semester in college and each subsequent semester (if necessary) until the course is successfully completed. Students may not enroll in English Composition I until they have completed any required remediation in reading. Students whose placement scores are below 33 on the ASSET Reading test or below 16 on the ACT Reading test may work on basic skills in the Learning Laboratory until they are able to retest.

Reading Placement		
ACT Score	ASSET Score	Course
Below 16	23-32	Reading Lab
16-18	33-42	Reading Improvement
19+	43+	College Level

► **NOTE:** Students testing at the developmental level in two or more areas must enroll in COLL1003, Becoming a Master Student, during their first semester at Ozarka.

Other Students

Former Students. Students who have interrupted their attendance at Ozarka College usually will be readmitted automatically if the academic record for the last semester of college work is satisfactory. Nevertheless, another application for admission must be filed by students who have not attended Ozarka College during the past semester and by students who have attended another college since attending Ozarka College.

Transfer Students. A student currently enrolled in an accredited college may transfer to Ozarka College. Transfer students must meet Ozarka's

requirements regarding grade point average to maintain good academic standing.

Transfer students applying for admission to Ozarka College must submit official transcripts from all colleges and universities at which they have been officially registered. Students with fewer than twenty-four semester hours must also submit a high school transcript. In the event that receipt of a student's transcript is unavoidably delayed, a transfer student may be admitted provisionally pending receipt of the transcript, but the institution reserves the right to require immediate withdrawal if the previous record does not meet admission requirements. Only grades of "C" or better will transfer. Before transfer credit can be applied toward any certificate or degree a Transfer Credit Evaluation must be completed. See the Director of Counseling/Registrar or the Vice President for Student Services for more information. Transfer students applying to some technical programs with limited enrollments may have to wait to be admitted until openings are available.

Concurrent Enrollees. A public school, private school, or home school student who has completed the eighth grade may be eligible to enroll concurrently at Ozarka College, provided the student otherwise meets the normal requirements for admission set forth for entering freshmen. The student must also present a recommendation from his or her high school counselor, principal or superintendent each semester of attendance. The recommendation form is available from the Office of the Vice President for Student Services or the Director of Counseling/Registrar.

Concurrently enrolled students who make less than a "C" in a course must normally wait one semester before being eligible to re-enroll. Concurrently enrolled students are not eligible for financial aid.

Non-Degree-Seeking Students. Persons holding at least a high school diploma or a GED will be allowed to take no more than two courses per semester or summer term for personal interests without providing any normal documentation. If such students eventually complete 18 semester hours, however, they must provide all normal documentation before they can re-enroll. Before taking English composition or mathematics courses, they must provide ACT or ASSET scores for proper placement.

Alternative Ways to Earn Credit

Credit for Military Training. Up to six hours of credit may be awarded toward completion of certificate or degree requirements, based on recommendations published by the American Council on Education. Students must submit an Army/ACE Registry Transcript or equivalent documentation to the Registrar for evaluation of credit to be awarded.

Advanced Placement. The Advanced Placement program of the College Board enables high school students to earn college credits for successful completion and testing in particular subjects. The results of the test(s) may also be used for placement in certain subjects, such as foreign language.

Ozarka College awards credit for scores of Three (3) or higher in the following subjects:

AP Test	Ozarka Course	Credits Awarded
Art History	ART1003	3
Biology	BIOL1001 and 1003	4
Chemistry	CHEM1011 and 1013	4
Economics	ECON2313	3
English Language	ENGL1013	3
Government and Politics	PLSC2003	3
Psychology	PSYC2003	3
Spanish Language	SPAN1013	3
US History	HIST2003 or 2013	3
World History	HIST1003 or 1013	3

► NOTE: Although a score of 3 allows credit for several courses to be awarded at Ozarka, students planning to transfer should check with the particular four-year institution they plan to attend. **Some colleges and universities do not award credit for Advanced Placement, and those which do may require a score of 4 or higher.**

CLEP Credit. The College Level Examination Program (CLEP) of the College Board enables students to earn college credit by examination in areas where they already possess college-level knowledge.

CLEP examinations will be offered at Ozarka in October and in June and must be taken before students enroll in the equivalent courses. Credit earned through CLEP examinations will be recorded on the transcript only after the student has successfully completed a minimum of 12 hours of credit at Ozarka and paid the \$10.00 grade recording fee.

Ozarka College awards credit for the following examinations:

<u>CLEP Exam</u>	<u>Ozarka Course</u>	<u>Sem. Hours</u>	<u>Required Score</u>
English Composition with essay	ENGL 1013	3	490
College Algebra	MATH 1203	3	50
Trigonometry	MATH 1303	3	50
Amer. History I	HIST 2003	3	50
Amer. History II	HIST 2013	3	50
World Civilization I	HIST 1003	3	50
World Civilization II	HIST 1013	3	50
Amer. Government	PLSC 2003	3	50
Intro. Psychology	PSYC 2003	3	50
Intro. Sociology	SOCI 2013	3	50
Prin. of Management	MGMT 2623	3	50
Prin. of Marketing	MKTG 2633	3	50

Total cost for a CLEP examination is \$65.00. A check for \$50.00 per test should be made payable to CLEP and a service fee of \$15.00 should be made payable to Ozarka.

Students should register for CLEP tests with the Director of Counseling/Registrar.

Correspondence Courses. No more than six hours from correspondence courses may be counted toward meeting certificate or degree requirements. The Vice President for Academic Affairs may grant exceptions in extraordinary circumstances.

Credit by Examination. College credit may be granted for acceptable results on tests or projects identified by Ozarka faculty, provided the credit does not duplicate previous college credit.

These options are available in a limited number of courses, such as English Composition I and various technical skill areas. Credit for all Criminal Justice Leadership courses above the level of CJL 1001 is awarded in this manner. Students who feel qualified through previous work experience, course work, or placement test scores to take such tests must contact their advisors and the Director of Counseling/Registrar

before signing up for the relevant course. The examination may require written or verbal tests, performance tests, portfolio review, or other forms of evaluation.

Successful students must pay a \$10 recording fee per course before credit can be entered on the transcript, which will show a "P" for the course rather than a letter grade.

Telecourses. Telecourses offered by the College are treated in the same manner as courses offered on campus. Requirements for faculty, support services, and instruction follow state guidelines. In addition to normal tuition, a \$25 fee is charged for each telecourse.

Course Cancellation

Normally, any section of a course which does not have at least twelve students enrolled by the end of the registration period will be canceled. Those students who have attempted to enroll will be notified, and any tuition directly applied to that course will be refunded. The College President must approve any exception to the cancellation policy (such as to provide a required course for students in their last semester before graduation).

Time Required to Complete Programs

Technical certificate programs normally require two semesters for completion, with the exception of Licensed Practical Nursing, which is a three-semester program. Associate degree programs normally require four semesters. Students must, however, average 15-17 hours per semester of course work carrying credit toward their certificates or degrees to graduate within these time frames.

Students who must complete transitional courses in mathematics, English, or reading before entering some college-level courses should expect that completion of degree requirements may take longer or include attendance during one or more summer terms.

*Of 111 first-time, full-time, degree-seeking students who entered Ozarka in the fall of 1999, 8.1% completed a technical certificate before the fall of 2002, and 18% had completed an associate degree. In all two-year colleges statewide, 7.6% completed technical certificates and 12.5% completed associate degrees within the same time periods.

**Source: Arkansas Department of Higher Education, Student Enrollments, Fall 2002.*

For updated information during the 2004-2005 academic year on the Fall 2000 cohort group, see the Ozarka website.

Student Identification Numbers

The student identification number will normally be the Social Security number for record purposes only. Students who do not have a Social Security number or who do not wish to use their Social Security number will be assigned a random nine-digit number. In compliance with **Act 108 of 2003, House Bill 1034**, student's Social Security numbers will not appear on students' identification cards in print nor be available by reading the magnetic strip or other encoded information on the identification card.

Guaranteed Skills Policy

Ozarka College makes the commitment to business and industry that all technical-program graduates will be professionally competent in entry-level job skills and will be prepared for the ethical, social, and knowledge demands of the modern workplace. The following guarantee states that commitment.

Policy

1. An Ozarka College Associate of Applied Science or Technical Certificate graduate will perform competently.
2. If an employer judges an Ozarka graduate to be deficient in technical job skills identified as exit competencies for a specific program, the graduate will be provided additional training of up to 12 tuition-free semester credit hours. The skills listed for each program will be developed in collaboration with the employer.
3. Ozarka College recognizes that personal attributes such as enthusiasm, judgment, interpersonal awareness, concern for effectiveness, etc., are just as important to both employer and employee as technical job skills. Ozarka students are required to enroll in courses that address the issue of ethical behavior in business and industry. It is the College's intent to interrelate these topics throughout the curriculum, whenever possible, and to provide graduates with a well-rounded view of society and the work environment.

Stipulations

1. This guarantee applies to Ozarka graduates who earned Associate of Applied Science Degrees or Technical Certificates during and after the 1994-95 academic year.
2. The graduate must be initially employed within twelve (12) months of graduation.
3. The graduate must have earned the degree or certificate in a specific program, as evidenced by the student's official transcript.
4. The graduate must have completed the last 15 semester credit hours at Ozarka College, within four (4) years prior to initial employment.
5. The graduate must be employed full-time in an area directly related to the program in which he or she earned a degree or certificate, as certified by the College.

6. Within 90 days of the graduate's initial employment, the employer must inform the College in writing that the employee is deficient in technical job skills and must identify the deficiencies.
7. Retraining will be limited to 12 semester credit hours of regularly-scheduled classes related to the skill deficiencies agreed to by the College and the employer.
8. The employer, the graduate, and the College will develop a written educational plan for retraining.
9. Retraining must be completed within one (1) year after the College has certified a plan of study for the employee.
10. The skills guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
12. Students' sole remedy against the College and its employees for skill deficiencies shall be limited to twelve (12) semester credit hours of tuition-free education under conditions described above.
13. The program for remediation can be initiated through written contact with the President of Ozarka College.

Financial Information

Tuition and Fees

In-state, per credit hour.....	\$60.00
Out-of-state, per credit hour.....	168.00
Infrastructure Fee, per credit hour	5.00
Technology Fee	10.00
Arkansas Assessment Fee	5.00
Late Registration Fee.....	5.00
Drop/Add/Withdraw Fee	5.00
Transcript Fee	5.00
Grade Recording Fee	10.00
(CLEP/advanced placement/credit by exam only)	
Graduation Fee	35.00
(Nonrefundable fee includes cap, gown, and diploma. Must be paid when registering for last semester. Applies to students in Certificate of Proficiency programs as well as to those in Technical Certificate and Degree programs. Does not apply to GED.)	
Course Related Fees, per semester (non-refundable):	
Science Lab Fee.....	50.00
Automotive Lab Fee	50.00
Culinary Lab Fee	50.00
LPN Lab Fee.....	50.00
Physical Education Fee.....	5.00
Telecourse Fee.....	25.00
Testing Fees:	
ASSET	10.00
Individual Sections of ASSET	3.00
LPN Assessment Test	25.00
(Charged during third semester only)	
CLEP	50.00
CLEP Service Fee.....	15.00

Tuition and fees are subject to change without notice as recommended by the Arkansas Higher Education Coordinating Board or the Ozarka College Board of Trustees. Residents of Oregon County, Missouri, are considered in-state for tuition and fee purposes.

Senior Citizen Waiver

Citizens of Arkansas who are at least 60 years of age are exempt from paying tuition for courses carrying college credit. They are still responsible for any required fees and for the cost of textbooks. This policy does not extend to short, non-credit courses offered for job training or personal enrichment.

Refund Policy

Refunds of tuition are made according to the following schedules:

Before first class meeting	100 percent
First two weeks of semester	75 percent
Third and fourth weeks of semester	50 percent
After fourth week	No Refund

Ozarka College follows the guidelines of the Federal Refund policy or Pro-Rata Refund policy for a student who has received federal financial aid funds and who has withdrawn on or after the first day of class. A portion of the student's award may need to be refunded to the Title IV programs and/or the student may need to repay a portion of the award funds received.

Refund and repayment amounts must be distributed according to a specific order of priority mandated in the law and regulations.

Refunds on behalf of student financial aid recipients must be distributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Pell Grants
4. Other Student Financial Aid Programs
5. Other federal, state, private, or institutional sources of aid
6. The student

Repayments from student financial aid recipients must be distributed in the following order:

1. Federal Pell Grants
2. Other Student Financial Aid Programs
3. Other federal, state, private, or institutional sources of aid

The Financial Aid Officer calculates a refund if the student received student financial aid funds and withdraws on or before the 60% point in time of the enrollment period for which he or she was charged.

► **SPECIAL NOTE FOR VETERANS:** The College maintains a refund policy for VA students enrolled in any program which provides that the amount charged for tuition, fees, and other charges for a portion of the course does not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length. This policy does not extend to books, supplies, and consumables which are purchased by the student and remain the property of the student.

Payment Policy

Students with account balances from prior semester charges will not be allowed to register for subsequent classes until the account is paid in full. Charges are due at the time of registration. Summer session tuition charges and fees must be paid in full at the time of registration.

Federal and State Financial Aid

For the purpose of determining financial aid eligibility, 12 semester hours is considered to be full time.

► **NOTE:** A student is eligible for financial assistance through the Pell Grant and Federal Family Education Loan (Stafford Loan) programs if the following criteria are met:

1. The applicant is a U.S. citizen or eligible non-citizen.
2. The applicant demonstrates financial need.
3. The applicant is enrolled at Ozarka College in an eligible certificate or degree program.
4. The applicant maintains minimum standards of academic progress.
5. The applicant signs a statement of educational purpose and Selective Service certification.
6. The applicant is not in default on a Guaranteed Student Loan and/or does not owe a refund to a Title IV program at any institution.

Pell Grant. This is a federal student financial aid program designed to assist students in their postsecondary education. Its purpose is to provide eligible students with a "foundation" of financial aid to help defray the costs of their education. All undergraduate students are eligible to apply for Pell Grant assistance. Student eligibility is based on financial need and is determined by a formula applied consistently to all applicants.

The formula is developed by the Office of Education and reviewed by Congress on an annual basis. These grants are to be used solely for educational purposes.

Federal Family Education Loan Program. This is a program designed to make low interest loans available to students for their educational expenses. The funds come through local lending agencies and are guaranteed by Student Loan Guarantee Foundations. An independent student can borrow up to \$2,625 per academic year or a dependent student can borrow a total of \$2,625 for undergraduate study. The amount of the loan is dependent on the amount of the need. Application and information for this loan may be secured in the Financial Aid Office or from the local lender. Borrowers must attend a counseling session before a loan can be processed. Loans may not be applicable for summer sessions.

Federal Supplemental Educational Opportunity Grant. This program is for students with exceptional need and gives priority to those who have also received Pell Grants. If sufficient federal funds are available to the College, eligible students may receive \$100 a semester. This money will generally be paid directly to the student.

Federal Work-Study. The Federal Work-Study (FWS) program provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education. It encourages students receiving FWS assistance to participate in community service activities.

Department of Veterans Affairs. Ozarka College is approved for veterans' training. Information and enrollment forms are available through the Financial Aid Office.

Programs Using Survivor's/Disability Benefits. Generally, those eligible for education benefits from the VA are survivors of deceased veterans, spouses of living veterans, or children between the ages of 18 and 26 years, when the death or permanent and total disability was the result of service in the military.

Arkansas Student Assistance Grant Program. The Arkansas Student Assistance Grant Program provides scholarships to aid undergraduate students in need of financial assistance. The program's primary purpose is to enable the most deserving full-time students the opportunity to continue their program of education in an approved public or private institution. Scholarships range from a minimum of \$100 to a maximum of \$600 or one-half the tuition and fees charged to all students, whichever is less. The scholarship may be prorated as to the availability

of funds. Students must adhere to the satisfactory progress requirements established by the institution.

To be eligible for a grant from the Arkansas Student Assistance Grant Program a person must:

1. Be a citizen of the United States or maintain a permanent resident status.
2. Be an Arkansas resident. A dependent student is a resident only when his/her parents reside within the state and are classified as residents who pay taxes, vote, have Arkansas licenses, etc. Self-supporting students must have established a legal home of permanent character in Arkansas other than for attendance in college and resided here six consecutive months prior to application deadline date.
3. Be enrolled or accepted for enrollment as a full-time undergraduate student. For purposes of Student Assistance Grant eligibility, a "full-time" student must be pursuing 12 semester credit hours or equivalent clock hours.
4. Be an undergraduate student. A student is considered an undergraduate if he/she has not earned a first baccalaureate degree.
5. Meet the requirements for satisfactory academic progress as established by the local institution.

Rehabilitation Services. In certain situations, students may be eligible to attend school under the sponsorship of Rehabilitation Services. To qualify for this program, the applicant must have a physical or mental disability. Rehabilitation Services may pay for all fees, books, and supplies for the students, as well as most of their medical bills.

Arkansas Police Corps Scholarships. Students pursuing the Associate of Applied Science in Criminal Justice Leadership are eligible to apply for these scholarships, which are administered by the Criminal Justice Institute and funded by the U.S. Department of Justice. Recipients are required to complete a specified term of service as a law enforcement officer after completing the degree. Dependent children of law enforcement officials are also eligible to apply for scholarship assistance but do not have to meet the service requirement. Selection of winners is competitive, based on academic, career, and civic accomplishments. Applications are available from the Criminal Justice Institute, 7723B Asher Avenue, Little Rock, AR 72204.

Arkansas Tourism and Hospitality Education Foundation Scholarship. Arkansas residents enrolled full-time in the Culinary Arts program are eligible to apply for this scholarship. Amounts awarded may vary. Selection is competitive, based on leadership abilities and desire to be part of the hospitality industry in Arkansas. All applicants must submit at least two letters of recommendation from persons in the hospitality industry and/or hospitality instructors. Current students must submit college transcripts. Entering freshmen must submit high school transcripts and the letter of acceptance by Ozarka into the Culinary Arts program. Applications are available from the Arkansas Hospitality Association, P. O. Box 3866, Little Rock, AR 72203.

Arkansas Technical Careers Student Loan Forgiveness Program. Students completing technical certificates or degree programs in specific areas involving high-demand technical fields may be eligible for forgiveness of up to \$2,500 per year for each year of education and documented employment in their field in the state of Arkansas. Graduates have up to six months to apply for loan forgiveness after program completion. The program is administered by the State Board of Workforce Education and Career Opportunities. Information about eligible programs is available from the financial aid officer.

Arkansas Governors and Other State Scholarships and Grants. The Arkansas Department of Higher Education sponsors financial assistance programs that are available to eligible students in the state. Students must contact the Arkansas Department of Higher Education at 1-800-54-STUDY for requirements and applications for these programs, which include, besides Arkansas Academic Challenge Scholarships (see above), MIA/KIA Dependents' Scholarships and Law Enforcement Officer's Dependents' Scholarships.

Financial Aid Satisfactory Progress

Federal regulations require a student to be making measurable academic progress toward completion of his/her program in order to receive federally funded student financial aid. This policy applies to Pell Grants, Federal Work-Study, the Federal Family Education Loan Program, and the Arkansas State Student Assistance Grant.

Students are considered to be making satisfactory academic progress as long as they meet the following criteria:

1. Students must maintain academic grades in accordance with institutional policy.

2. Students must complete their educational program within one hundred fifty percent (150%) of the normal time frame (eighteen months for a twelve-month program, etc.)
3. Full-time students must successfully complete, as a minimum, the hours of credit indicated in the following table. Less than full-time enrollment will be evaluated proportionately. Allowances will be made on an individual basis for semesters involving remedial course work. Additionally, all students must complete three-fourths of all attempted course work each semester **and** maintain the required grade point average.

<u>Semester</u>	<u>Cumulative Earned Hours</u>	<u>Semester or Cumulative GPA</u>
1	9	1.5
2	18	1.5
3	27	2.0
4	39	2.0
5	51	2.0
6	63	2.0

4. Repeat courses may count toward enrollment status.
5. Students' academic progress will be evaluated at the end of each fall and spring semester. Transfer work will be evaluated in the same manner as credit hours received at Ozarka College. Students pursuing a second undergraduate degree will have a new maximum time frame established for that particular pursuit.
6. If at the end of a semester a student is not maintaining satisfactory progress, he/she will not be awarded any further Title IV aid until satisfactory progress is reestablished.
7. Students withdrawing from the program will be considered as **not** making satisfactory progress.
8. A student may be reinstated to financial aid eligibility when he/she achieves academic standing consistent with the institutional grading policy and graduation requirements.

9. It is possible that exceptions can be made to this policy under extenuating circumstances. Students removed from financial aid eligibility may file an appeal with the Vice President for Finance. The appeal must be in writing, and extenuating circumstances must be well documented. Appeals will be responded to within three weeks of submission.

Payment of Financial Aid

1. Upon receipt of valid Student Aid Report (SAR) (and completion of verification process, if required), a student's account may be credited for tuition and fees, at the request of the student.
2. Pell Grant and other financial aid checks will be issued on the fourteenth day after classes begin **and** the student has submitted **all** required verification documents. Each student must submit a valid SAR and a copy of his or her federal tax return. In addition, students may be required to submit information related to social security, retirement, unemployment, child support, etc.
3. Any questions about payment of financial aid should be referred to the Financial Aid Office. Students should contact the Financial Aid Officer for deadlines for applying for loans and scholarships.

Ozarka and Other Local Scholarships

Ozarka offers various kinds of scholarship assistance, including tuition waivers for spouses and children of employees and trustees, sponsored scholarships donated by area businesses and civic organizations (Lions Club, Kiwanis, Farm Bureau, etc.), and special designated scholarship programs.

Students who are eligible for multiple scholarships from Ozarka (Ozarka Academic Excellence, Ozarka Ambassador of the Year, Ozarka Regional Scholarship, PBL Leadership Scholarship, etc.) will be awarded only one of these, so that the maximum number of students in the region will have access to higher education with no burden of tuition. Scholarships awarded by the state of Arkansas, civic clubs, area businesses, etc., are not subject to this provision.

For a complete list of available scholarships, students may contact the Director of Counseling/Registrar or the Financial Aid Office.

Academic Excellence Scholarships. These scholarships are awarded to Arkansas high school seniors who plan to enroll as first-time, full-time students at Ozarka within one year of graduation. Applicants must have at least an ACT Composite score of 24 or an SAT cumulative math and

verbal score of 1010. Students whose scores fall below these can still qualify if they were named National Merit Semifinalists or if they graduate in the top ten percent of their high school class and have an overall high school grade point average (GPA) of 3.00 or higher on a 4.00 scale.

These scholarships are renewable each semester (not to exceed 4 semesters) provided the recipient completes at least 12 credit hours per semester (does not include transitional courses) with a GPA of at least 3.00 or a cumulative GPA of 3.25.

Students should submit an Academic Excellence Scholarship application along with their ACT or SAT scores, a copy of their National Merit Semifinalist notification letter, or an official high school transcript along with a letter from the high school counselor stating their class rank and GPA.

► **NOTE:** Students who retain this scholarship for at least two semesters may qualify under certain conditions for an Academic Distinction Transfer Scholarship at Arkansas State University-Jonesboro. Students who would like more information on this possibility should contact the Ozarka Director of Counseling/Registrar or the Financial Aid Office at Arkansas State University.

New Horizon Scholarship. Applicants enrolling as first time, full-time students after earning a GED with a score of at least 600 are eligible for full-tuition scholarships. Qualified persons must submit a New Horizon Scholarship application along with an official copy of their GED score report. Applicants must have completed the GED within the five years preceding their enrollment in a technical certificate or associate degree program at Ozarka College.

These scholarships are also renewable each semester (not to exceed 4 semesters) as long as the recipient completes at least 12 credit hours per semester (not including transitional courses) with a GPA of at least 3.00 or a cumulative GPA of 3.25.

GED Scholarship. Students who are studying at Ozarka for the GED may apply to have tuition waived for enrollment in six semester hours of math and English designed to prepare them for later enrollment in college-level courses.

Ozarka Ambassador Scholarships. Ambassador Scholarships are awarded to students who have participated successfully in the Ozarka Student Ambassador Program while still enrolled in high school. Up to thirty students may participate and be awarded partial scholarships in exchange for assisting in publicizing the College and recruiting students

from their home high schools. Applications for participation in the Ambassador program are available from the Director of Admissions/Recruiter or the students' high school counselors.

Participants will be selected from among concurrently enrolled high school students. Criteria includes earning a GPA of 3.00 or better on courses taken concurrently at Ozarka and receiving a positive recommendation from the high school counselor. A student must enroll full-time in the fall semester following graduation from high school in the spring.

Responsibilities of Student Ambassadors include attending an on-campus orientation, assisting the high school counselor by serving as a source of information about Ozarka to other students in their home schools, assisting Ozarka personnel when they visit in the high schools (subject to approval by the principal), submitting names of potential students to the Ozarka Director of Admissions/Recruiter, and conducting themselves in a manner which reflects well on their high school, community, and Ozarka College.

Concurrently enrolled Student Ambassadors will be awarded a \$50 scholarship. Upon enrollment as a full-time student at Ozarka, Student Ambassadors will receive a scholarship of \$100 per semester and will be expected to assist with at least one recruiting activity each semester.

Each year, one of the concurrently enrolled Student Ambassadors will be named the Ambassador of the Year and will be awarded a full tuition scholarship. Selection is based on number of student referrals completing a campus visit (weighted for size of home high school), Ozarka GPA, high school GPA, and recommendations of Ozarka instructors who had the student in class. Recommendations will be based on attitude, class participation, attendance, work habits, ability to get along with others, quality of work, appearance, and willingness to help other students. The Ambassador of the Year is expected to participate in at least two recruiting activities per semester.

At the end of the first semester as a full-time student, each recipient of an Ambassador scholarship must be in good standing and have completed at least 12 hours with a GPA of 2.00 or higher to remain eligible for scholarship assistance the next semester. Students completing their first year with at least 24 hours and maintaining an overall GPA of at least 3.00 may retain the scholarship for the next year as well. This scholarship cannot exceed 4 semesters.

Ozarka Regional Scholarships. All public high schools in Fulton, Izard, Sharp, and Stone Counties, along with some other public high schools in the region, are provided with a scholarship to be awarded

annually to a new graduate who wishes to attend Ozarka College as a first-time, full-time student. A committee named by each high school selects the recipient.

To qualify, students must have a high school GPA of 2.50 or better on a 4.00 scale. These scholarships are renewable each semester (not to exceed 4 semesters) that the recipient earns at least 12 credit hours (may include transitional courses) with a GPA of at least 2.00 or a cumulative GPA of 2.25.

Phi Beta Lambda Leadership Scholarship. The PBL Leadership Scholarship is awarded each year to the area high school that scores the highest at the annual PBL Competition Day. The high school awards the scholarship for the next school year to a student who is to enroll in business classes and who has an overall high school GPA of at least 2.00.

VSO Scholarships. Each fall and spring semester one member each of Phi Beta Lambda, HOSA, and VICA can be awarded a half-tuition scholarship. Students may receive this award only once. To be selected, students must be enrolled full-time during the semester they apply and the semester when the award is effective. They must demonstrate leadership through their participation in at least three VSO activities each semester and have a grade point average of at least 2.50. Students already receiving full tuition scholarships from other sources are not eligible.

Ozarka College Foundation Student Aid. The Ozarka College Foundation offers financial assistance in the form of work-study, scholarships, and loans. To be eligible, students must be full-time (enrolled in at least 12 hours) and have demonstrated need after applying for other sources of financial aid for which they may be eligible (Pell, Rehabilitation Services, etc.).

A student who is already working may be offered a scholarship. Those not working may be offered work-study. Students enrolled in programs requiring an internship, practicum, or greater than usual expenses or supplies may be offered a loan and/or scholarship. All scholarship and loan funds will be credited to the student's account. Loan funds will be disbursed to students only after all College obligations are met.

To continue to receive aid from this program, a student must be full-time, successfully complete at least 75% of all courses for the semester, and maintain a 2.0 GPA. Because funding is limited, continuance is not guaranteed beyond one semester, and eligibility must be re-established each semester. The maximum time for which this assistance is available is four semesters.

English Scholarships. The English Department will award two one-year, full-tuition scholarships to two high school students who participate in the department's annual writing contest for area high school seniors. At the end of the first semester, each recipient must have completed 12 hours with a GPA of 3.0 or higher to remain eligible for scholarship assistance the next semester.

Student Services

Counseling

Two kinds of counseling are available from the student services staff. The first deals with planning an academic program and providing basic financial aid information. The Director of Counseling/Registrar's office maintains a library of information pertaining to other colleges and universities and assists students who plan to transfer to senior institutions.

The other offers professional personal counseling. Any student who needs assistance in exploring career possibilities, assessing personal strengths, or dealing with problems is encouraged to visit the Director of Counseling/Registrar. In order to combat substance abuse, counseling is available throughout the year for all students and staff. All counseling is done on a confidential basis.

The Director of Counseling/Registrar's office, located at the north side of the dining room in the main administrative building in Room 202A, is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. Other times may be arranged by appointment.

Student Support Services

The Student Support Services is a federally funded TRIO program designed to help low-income, first-generation, and those with disabilities to achieve their academic potential throughout their enrollment at Ozarka and beyond. Some 200 students are admitted to the Student Support Services program annually and advised on academic, career, and financial matters through group and peer tutoring, workshops, computer-aided instruction, and one-on-one counseling. All services are provided to qualified students free of charge. A small computer lab is available on the main campus to allow professional staff and peer tutors to assist students with assignments.

Student Support Services is here to help students make a smooth transition from Ozarka to other educational institutions. The program sponsors visitation trips to four-year colleges and universities to help students choose the setting that best suits them and their educational plans.

In addition to on-campus services and transfer trips, Student Support Services helps broaden students' horizons by exposure to various cultural events. Several times a year, Student Support Services sponsors trips to museums, plays, art exhibits, and other events.

Interested students should consult the program Director for application information. The Student Support Services office is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. Other times may be arranged by appointment. Staff members also visit the College's Stone County Education Center and the Sharp County Center regularly.

Academic Advising

Ozarka College is committed to a strong, effective academic advisement system, a system, in which advisement goes beyond mere schedule building to assisting students to explore their potential, clarify their goals, and discover the best means of achieving those goals. The advisement function at Ozarka serves to assist and often initiate this process of self-exploration with trained advisors who provide general information and expertise in their fields.

Advisors at Ozarka serve at least three roles: clerical, informational, and developmental. In the routine clerical role, advisors insure that students register for courses consistent with their abilities and needs. They assist students in coping with paperwork associated with a college education.

Advisors also serve as a source of information. Using the College Catalog, the semester schedule of classes, articulation agreements, and catalogs from receiving institutions, advisors should be able to answer most questions concerning academic policies and procedures. When unable to provide needed information, advisors refer students to the office where they can obtain additional assistance.

The third role, the developmental role, is closely related to some definitions of "counselor". The ability to listen with empathy when a student voices a concern is the mark of a good advisor as well as counselor. Advisors should not hesitate, however, to refer students to other alternatives when the complexity of the students' problems warrants it. The developmental role also involves aiding students in improving their decision-making skills and assisting students in career planning decisions.

Responsibilities of the Advisor

1. The advisor is responsible for using SONIS to retrieve information vital to advising a student. The information contained therein included but is not limited to a list of advisee contacts, academic information, and assessment results
2. The advisor creates an atmosphere of openness, caring, and concern where meaningful communication, confidence, and trust exist. The advisor serves as a faculty friend to the student

by demonstrating a personal interest in the intellectual, emotional, and social growth of the student.

3. The advisor has the responsibility to articulate the College requirements as they relate to the philosophy of the College and to the student's major.
4. The advisor is the primary source for the student and must possess adequate information concerning academic policies and procedures.
5. The advisor should have knowledge of the resources available to the student in order to make appropriate suggestions and referrals to meet the student's needs and interests.
6. The advisor provides information concerning career and educational opportunities. The advisor works with the Director of Counseling/Registrar and Student Support Services to assist the student in identifying career goals. If an Associate of Arts student joins Student Support Services, the Student Support Services advisor would then be the primary advisor. Students in technical programs who are members of Student Support Services would continue to be advised by advisors in particular technical disciplines.
7. The advisor has the responsibility to refer to the Director of Counseling/Registrar or Student Support Services special groups such as transfer students, under-prepared students, older students, and students with learning disabilities, when deemed necessary and appropriate.
8. The advisor helps the student examine the course offerings in his or her major, relate these to other possible majors and understand the graduation requirements for the eventual chosen curriculum.

Assignments of Advisors

Students are generally assigned by the Director of Admissions/Recruiter to advisors on the basis of their academic major. Associate of Arts students who are eligible for the Student Support Services program and students who are current participants will be assigned or reassigned to one of the staff members who serve as advisors. Students who are taking six hours or more of developmental courses will be assigned to an advisor in the "Bridge" program until they have completed their developmental work. At that point, they will be reassigned to an advisor in their major.

Students who express a high degree of uncertainty about their career goals and their choice of majors will be assigned to the Director of Counseling/Registrar. Once undecided students have become more definite about their career plans, they will be re-assigned to an appropriate advisor in their major. The Vice President for Student Services and the Director of Counseling/Registrar will serve as advisors to off campus/concurrent students.

Testing

Although educational and career testing cannot provide the final answer about future directions, testing is useful in helping the student explore educational and vocational choices as well as helping the student gain personal insight into individual strengths and abilities. To supplement the group and individual counseling, Ozarka College has testing programs in the areas of academic ability, aptitude, achievement, skill, interest, and personality. Students interested in testing should contact the Director of Counseling/Registrar.

Placement Testing Program

The American College Testing program (ACT) and the Assessment of Skills for Successful Entry and Transfer (ASSET) are entrance examinations, and the test results are used for guidance and placement.

Freshman students should submit their Student Profile Report from the ACT, taken in their junior or senior year of high school. Those who do not provide ACT results must take the ACT or ASSET examination for placement purposes. Fees for the ASSET test are listed on page 23.

Information and registration forms regarding the ACT and the ASSET may be obtained from a high school counselor or the Director of Counseling/Registrar at Ozarka College.

Insurance

Ozarka does not provide medical or liability insurance coverage for students. The Finance Office will assist students who need coverage with locating insurance options.

Job Placement

College personnel will work closely with area business and industry for the purpose of job placement. The college staff is always willing to assist students in obtaining permanent employment upon completion of their training; however, the College does not guarantee employment.

Change of Name or Address

Students must inform the Director of Counseling/Registrar's Office of any changes in their legal name, mailing address, and/or telephone number. The College is not responsible for a student's failure to receive official information due to failure to notify the College of any changes. A copy of court documents must be submitted for a legal name change other than a change due to marriage or divorce.

Change of Major

Students changing their major must submit a change of major form to the Director of Counseling/Registrar's Office so that their records can be filed correctly, new advisors can be assigned, and proper evaluation of progress toward meeting degree requirements can be completed.

Disability Services

The Vice President for Student Services serves as Ozarka College's Coordinator of Disability Services and oversees compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. To receive services, students must request an appointment with the Vice President for Student Services and provide documentation of their disabilities prior to registration.

The Vice President for Student Services arranges for academic and auxiliary adjustments to be provided to qualified students (those with verified disabilities who require special services) prior to registration and the first semester of enrollment. A plan will be developed that best meets a student's needs, given available resources. Every attempt will be made to validate the plan with a health professional. The student will sign and be given a copy of the plan and will sign a release of the plan to each instructor and counselor. The Vice President for Student Services will then review the plan with instructors and counselors in a confidential manner.

The Vice President for Student Services office is located in the main administrative building, and the telephone extension is 2027.

Rights of Students with Disabilities

Ozarka College, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, does not discriminate in admission to, or access to, its programs and activities on the basis of handicapped status. The College is committed to observing the following guidelines:

1. The College does not exclude, on the basis of handicap, any qualified student with a disability from participation in any academic, occupational training, counseling, financial aid, physical education, recreation, transportation, other extracurricular or other postsecondary education program.
2. The College will make modifications to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination, on the basis of handicap, against a qualified student with disabilities.
3. The College does not impose upon a student with disabilities rules such as the prohibition of tape recorders in classrooms or guide dogs in campus buildings that have the effect of limiting the participation of handicapped students in a program.
4. The College provides methods for evaluating the achievement of students who have a handicap that impairs sensory, manual, or speaking skills as will best ensure that the results of the evaluation represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).
5. The College will take necessary steps to ensure that no student with disabilities is denied access to a program because of the absence of educational auxiliary aids.
6. In providing financial assistance to qualified persons with disabilities, the College does not, on the basis of handicap, provide less assistance than is provided to non-handicapped persons.
7. In providing personal, academic, or career counseling, guidance or placement services to students, the College does not discriminate on the basis of handicap.

Any student who feels he or she has not been treated in accordance with these guidelines should seek redress under the established grievance procedures.

Conduct and Integrity

Students enrolled at Ozarka College are expected to conduct themselves as responsible individuals. Students are subject to the jurisdiction of the College on College matters during their period of enrollment, and the College reserves the right to take disciplinary action against those

students who, in the opinion of the College, have not acted in the best interest of the students or the College.

Disciplinary action may consist of a verbal reprimand, payment of restitution for damages, restriction of privileges, suspension, or dismissal. Students have the right of due process (see page 44) if they wish to contest an action.

Students are responsible for knowing and adhering to the following standards of conduct:

1. Alcoholic Beverages
Any student guilty of drinking, being under the influence of, or possessing intoxicating beverages on College property or at College functions is subject to disciplinary action and/or state and/or federal law.
2. Illegal Use of Drugs
The illegal use of drugs is strictly prohibited on College property or at College functions. Any student found using, under the influence of, in possession of or distributing illegal drugs is subject to disciplinary action and/or state and/or federal law. Ozarka's Controlled Substance Policy is available from the Counselor's Office.
3. Smoking
Smoking is not permitted in any academic or administrative building. Students may smoke outside as long as they are at least 10 feet from the front doorways. All trash, such as packaging and extinguished cigarettes, must be deposited in appropriate receptacle.
4. Assembly
No person or persons shall assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of College buildings and facilities, or prevents or obstructs the normal operations of the College.
5. Disruptive Behavior
No person or persons shall engage in any behavior which disrupts class activities.
6. Signs
With the exception of bulletin boards, students may erect or display signs or posters on the campus only on the authorization of the Vice President for Finance. Students shall not deface, alter, tamper with, destroy, or remove any sign or inscription on College property.

7. Solicitation of Funds
No student or student organization may use campus facilities, solicit funds or schedule activities unless such action has been approved by the Vice President for Finance or the President.
8. Arms/Deadly Weapons
Firearms (except for those possessed by officers of the law), are strictly prohibited on College property or at any activity sponsored by the College.
9. Cheating
Any student caught cheating is subject to disciplinary action. Such action may be taken by the faculty member in accordance with College procedures when deemed necessary. Students are responsible for following the academic integrity statement found in each course syllabus.
10. Counterfeiting and Altering
Students shall not reproduce, copy, tamper with, or alter in any way, manner, shape, or form, any writing, record, document, or identification form used or maintained by the College.
11. Theft of Property
Any theft of personal or College property will be treated as a violation of College rules and may lead to disciplinary action and/or state and/or federal penalties.
12. Vandalism
The destruction or mutilation of College property is prohibited. Such action may result in required payment of restitution and/or disciplinary action.
13. Use of College Facilities
Students are permitted on campus during the times established in the College Calendar, during normal College hours. Students wishing to use College facilities at other than those times must request permission from the Vice President for Academic Affairs.
13. Financial Responsibility
Students in debt to the College in such matters as fees, fines, or loans, shall not be permitted to register for a succeeding session, nor will grades, records, degrees, etc., be awarded or released until such accounts are satisfied.

15. Motor Vehicles

The College provides and maintains sufficient parking areas for staff, students, and visitors. All individuals are required to adhere to College parking regulations. Speed is limited to 10 miles per hour while on College grounds.

It should be noted that the College assumes no responsibility for loss, theft, or damage to vehicles parked in the College parking areas.

16. Emergency Closing of Campus

When it is necessary to close the College on an emergency basis, the student will be notified by College staff and/or the mass media. Immediate closing of campus may occur due to inclement weather (or other reasons), depending upon the severity of the event.

Students are requested to listen to area radio stations or KAIT-TV from Jonesboro for emergency closing instructions.

17. Telephone calls and messages for students

For outgoing calls: A pay phone is located in the student center on the Melbourne campus and in the reception area on the Mountain View campus.

For incoming calls: Please ask family and friends to refrain from calling you while on the Ozarka campus. EMERGENCY calls on the Melbourne campus will be referred to the Office of Student Services where administrative staff members will evaluate the nature of the call and respond accordingly. The personnel in the offices of the Mountain View and Ash Flat campus will make those decisions on their respective campus. In a true emergency, every effort will be made to notify the student. However, the college is not responsible if the student cannot be located. **Non-emergency calls will not be referred to students.**

Cellular telephones, pagers, and beepers must be TURNED OFF during classes held at any Ozarka site. They also need to be turned off in the Library and in the Computer Labs.

18. Children on campus

Students are discouraged from bringing their children to any Ozarka campus or off-site location. Ozarka College is dedicated to providing a learning environment that is free from unnecessary distractions for every student. In order to provide computer labs and other specialized labs and classes at a reasonable cost, Ozarka must maintain these environments efficiently. Therefore, children are not permitted to stay in the Library, computer labs, science labs,

classrooms, or other specialized seminars. In addition, children may not be left unattended anywhere on campus, including a parked vehicle.

Due Process for Student Conduct Violations

Cases of student misconduct and/or lack of academic integrity are to be referred to the Vice President for Academic Affairs for evaluation. The Vice President for Academic Affairs shall be responsible for all initial disciplinary procedures. All cases meriting suspension or disciplinary dismissal shall be referred to the President.

Faculty can recommend to the Vice President for Academic Affairs that a student be withdrawn from a course, program, or the College for disciplinary reasons. Students recommended for dismissal will be notified by their advisors and will be given an opportunity to be heard by the Vice President for Academic Affairs before such action is final.

Non-Academic Grievance Procedure

The following procedure will be used in case of any non-academic complaint or grievance:

1. Within five (5) working days of the alleged grievous incident, the complainant must present the complaint in written form to the Office of the Vice President for Academic Affairs, who is designated as the College Grievance Officer. The written complaint must include the specific grievance/complaint and specific remedies sought by the student.
2. The Vice President for Academic Affairs will investigate and respond to the complainant in written form within five (5) working days of receiving the written complaint.
3. If not satisfied, the complainant may appeal in writing to the President within five (5) working days of receiving the written findings of the Vice President for Academic Affairs.
4. The President will respond in written form within five (5) working days.
5. If complainant is not satisfied at this level, an appeal may be made in writing to the College Board of Trustees within five (5) working days. The Board will review the complaint/grievance at the next regularly scheduled meeting and render a decision within ten (10) working days. The decision of the Board shall be final.

6. Students who feel their Civil Rights have been violated may appeal to the Office of Civil Rights directly.
7. All written grievances filed by a student with the Vice President for Academic Affairs, along with any related documents, will be logged in an official register by the Vice President and maintained for a period of no less than two years after the initial filing.

Lunch Facilities

The College offers lunch daily from 11:00 - 12:15 for students and staff. Vending machines in the Student Center and in the John E. Miller Education Complex provide soft drinks and snacks at all hours.

Child Care Facilities

Ozarka Kid's Academy, located on the south side of the Melbourne campus, provides childcare and early childhood education to a limited number of children from 6 weeks to 5 years in age. Enrollment packets are available from the Academy Director. If no openings in a particular age group are currently available, children may be placed on a waiting list.

Kid's Academy is open from 7:00 a.m. until 5:15 p.m. on weekdays. Assistance with tuition is available to qualified families, and applications for assistance may be picked up at the Academy or from the IZARD County office of the Department of Human Services.

Campus Security

Ozarka College makes every effort to provide a safe campus for students, employees, and their property. However, students and employees are responsible for all personal items brought on the campus. The College does not provide insurance coverage.

The College employs watchmen to secure the campus after the administrative offices close at 4:30 p.m. and on weekends. The IZARD County Sheriff's Department also periodically checks the campus both day and night. Students and employees are encouraged to report all crimes and suspicious activities to the administration.

The College will post information about crime prevention on campus bulletin boards. Each semester, reports will be available to the College community about crimes considered to be a threat to students and employees: murder, rape, robbery, aggravated assault, burglary, liquor law violations, drug abuse violations, and weapons possession.

Emergency Telephone Numbers

Izard County Sheriff's Department	368-4203
Life Care EMS (ambulance)	368-4203
Melbourne Fire Department.....	368-4333

Student Illness and Health Plan

In case of severe laceration, loss of consciousness or trauma, etc., 911 will be notified and EMS activated. CPR will be initiated if applicable and appropriate first aid measures taken. A second call notifying administration of the events will be made. Every effort will be made to notify trained personnel. Medical treatment will not be withheld awaiting notification of administration.

Parking

Ozarka students, staff, faculty and administration are required to register any vehicle to be parked on campus each academic year. A \$5.00 parking registration fee will be billed yearly for each magnetic parking decal. The parking decal will be registered to the individual, rather than the vehicle and is to be affixed to the inside top left corner of the rear window of the vehicle to be parked on campus.

Since the decals are applied with “static cling” they may be repositioned to other vehicles. The parking permit is for the use of the purchaser; therefore, the purchaser is responsible for any and all parking violations referencing the permit number.

Parking permits are required for vehicles parked at any Ozarka location (Ash Flat, Melbourne, or Mountain View). However, the same permit will be issued for students at any Ozarka location.

In the event a replacement decal is needed, the individual should report loss of original decal and purchase a replacement sticker for an additional \$5.00 fee.

Designated parking for faculty, staff, administration and students will be marked on campus. “No parking” areas, visitor parking, and reserved parking for persons with disabilities will also be clearly identified. A map of campus parking with designated areas will be available on the college website.

Individuals parked outside their designated parking areas, in no-parking zones, parked where blocking crosswalks or on sidewalks, etc. will be subject to a parking offense:

First Offense	Written Warning
Second Offense.....	\$15.00 Fine
Third & Subsequent Offense	\$30.00 Fine

All parking fines are payable to the Office of Finance prior to registration for classes and/or release of grades and transcripts.

Parking Offenses*:

1. parked in no-parking zone
2. parked in unauthorized spaces, i.e., faculty/staff or visitor designated parking area
3. blocking crosswalks, streets, loading zones or other non-designated parking area
4. parked on lawn or otherwise outside parking lots
5. parked in disabled parking without authorization
6. parking decal located in improper position or otherwise not visible
7. other miscellaneous violation as determined by campus security officer

*Ticketed individuals wishing to appeal the receipt of parking violations on campus should meet with the Director of Physical Plant.

Library Services

The Ozarka College Library, located in the main building on the Melbourne Campus, is designed to function as a study and research center for the college, supporting the curriculum and providing a variety of services. The main level of the library contains reference and circulating materials for research, CD-ROM computer stations, Internet computers, inter-library loan services, and a small study room. Back-files of journals along with printed and electronic databases are available. The library also has a balcony-level study area.

The book collection is catalogued by the Library of Congress classification system and is fully automated. The growing collection consists of over 12,000 items. A wide variety of academic electronic indexes and full-text databases can be accessed from any campus IP address by going to the college World Wide Web page. Other electronic databases are available in CD-ROM format in the library. The library receives 14 local, state, and national newspapers and has access through electronic sources to many more.

Books and materials from the general circulating collections are loaned for a period of 14 days, and inter-library loan books are loaned for 21 days. Reference books and periodicals do not circulate outside the library. A valid college identification card is used to borrow circulating materials.

The library staff makes every effort to assist students and faculty in identifying and locating needed information. The staff members are here to receive inquiries ranging from simple directional questions, to inquiries about selecting and using electronic indexes and computers, to complex questions involving research strategy.

The Ozarka College Library maintains a reference section on the campus at SCEC (Mountain View) and OCEC (Ash Flat). In addition to the reference books available, all the online databases the main library in Melbourne purchases are iconed on the Ozarka Web Page and are accessible to each of the students at those campuses.

Students from SCEC and OCEC may request by e-mail or phone any book or article owned by Ozarka College Library (Intralibrary Loan) or information from other libraries (Interlibrary Loan). These items are sent by courier to SCEC or OCEC.

Each semester the library staff encourages SCEC and OCEC classes to attend library orientation sessions on the main campus. These sessions help make students aware of the resources available both in Melbourne and on their respective campuses.

Library hours are Monday through Thursday from 8:00 a.m. – 7:30 p.m. and Friday from 8:00 a.m. – 3:30 p.m.

Learning Lab

The Learning Lab, located in the John E. Miller Education Complex, makes extensive use of computers to offer individualized instruction in basic skills areas essential in college-level courses, GED-level classes, and many life pursuits.

Software used in many Ozarka courses is installed on the Learning Lab computers and may be used by students to complete homework assignments. In addition, interactive tutorials in such areas as composition and mathematics are available using the PLATO system.

The Lab is open to all regularly enrolled Ozarka College students as well as to any interested members of the community. The Learning Lab is open Monday through Thursday from 8:00 a.m. to 7:30 p.m.; Fridays

from 8:00 a.m. until 3:00 p.m. Students may schedule hours in the Lab at their own convenience to accommodate their class and work schedules.

Student Clubs and Organizations

Student Council. The purpose of the Ozarka Student Council is to involve students more directly in student issues, concerns, and needs. The Student Council promotes communications among students and between students and faculty, staff, and administration; represents the members of the student body; receives student-related issues presented to the council and acts accordingly; provides leadership to the student body; makes recommendations to the Administrative Council; and plans, implements, assists, and/or participates in College functions.

Vocational Industrial Clubs of America. Membership in Vocational Industrial Clubs of America (VICA) is open to students, former students, and other persons interested in the various career fields represented by the clubs.

The purpose of VICA is to help students develop social and leadership skills through such activities as competitive events between technical colleges and between students, including parliamentary procedure contests, trouble shooting contests for Automotive Service Technology students, etc. Each club elects the following officers from its membership: President, Vice President, Secretary, Treasurer, Reporter, and Parliamentarian.

Phi Beta Lambda. Phi Beta Lambda (PBL) is the national organization of students preparing for business-related careers. More than 450 chapters operate as an integral part of collegiate educational programs under the guidance of business instructors, state supervisors, college administrators, and members of the business community.

PBL provides opportunities for business students to establish occupational goals and complete the transition from college to work. Members of PBL learn how to engage in individual and group business enterprises, how to hold office and direct the affairs of the group, how to work with other organizations, and how to be compete honorably with colleagues on the local, state, and national level.

PBL helps build competent, aggressive business leadership; strengthen the confidence of students in themselves and in their work; develop character; prepare for useful citizenship; foster patriotism; and practice efficient money management.

Arkansas Licensed Practical Nurses Association. ALPNA is the official “voice” of LPNs in the state of Arkansas. Its objectives are to promote LPNs as important members of the health care team, inform members of matters of interest, advance education standards, alert members to pending legislation, present views of LPNs to legislators, initiate legislation, and encourage, promote, and support schools teaching practical nursing. Students participate in the state conference by attending informal meetings and competing in contests designed to build professional knowledge necessary for licensure.

Student Nurses Association. The National Student Nurse's Association is the largest independent student health professional organization in the country, and it is run by nursing students, for nursing students. Membership in NSNA makes students eligible for such benefits as career planning assistance, financial assistance, low cost malpractice insurance, and more. Students enrolled in a state-approved program preparing for registered nurse licensure or registered nurses in a program leading to a baccalaureate degree in nursing are eligible for membership. Pre-nursing students enrolled in a college program leading to a degree in nursing are eligible for associate membership. Membership is available on the local, state, and national level.

American Association for Medical Transcription. The American Association for Medical Transcription is a professional organization which advances high standards in skills, education, and training for medical transcriptionists; promotes awareness of the field as an allied health profession; disseminates information on improving professional skills; and obtains professional recognition from other health service associations.

Students in Ozarka’s Health Information Management program are encouraged to join AAMT at reduced student membership rates to take advantage of educational products, receive the *Journal of the AAMT*, purchase discounted reference materials, participate in state and national conferences, and become involved in medical transcription on a professional level.

Student Arkansas Education Association (SAEA). Ozarka’s chapter of the Student Arkansas Education Association is working to improve the quality of education in Arkansas. The chapter is active and focuses its energy to develop in prospective educators an understanding of the education profession; provide for a united student voice in matters affecting their profession; advance the interests and welfare of students preparing for a career in education; stimulate the highest ideals of professional ethics, standards, and attitudes and influence the conditions under which prospective educators are prepared. Students enrolled in Ozarka’s AAT Program are eligible for membership.

Student Honors

President's List. To be eligible, a student must:

1. Be full-time (taking at least 12 hours).
2. Have at least a 3.5 grade point average.
3. Have been in attendance for the entire semester.
4. Not be on any type of probation.

The President's List is selected at the end of each semester when grades are given. The list is published in area newspapers.

Student of the Semester. The following programs select Student of the Semester and Student of the Year:

Automotive Service Technology
Business Technology
Criminal Justice Leadership
Culinary Arts
General Technology
Health Information Management
Information Science Technology
Practical Nursing
Associate of Arts (College Transfer Program)
Associate of Arts in Teaching
Student Support Services

Students of the Semester receive a certificate and are announced to area newspapers.

The following selection criteria are used:

1. To be eligible a student must be enrolled full-time, have a "B" average, and not be on probation for any reason.
2. Other criteria include attitude, involvement and participation in class and student organization, work habits, ability to get along with others, quality of work, neat appearance, willingness to help other students, and punctuality.
3. The faculty and administration are responsible for the program.
4. Any staff member has the right to protest a nominee.
5. A student is eligible only one time.

Student of the Year. The following selection criteria will be used:

1. A student must have received Student of the Semester to be eligible.
2. The same criteria for Student of the Semester apply, but the most outstanding student is selected. A certificate is awarded and the student's name placed on a plaque.

Phi Theta Kappa. Phi Theta Kappa is an international academic honors fraternity for students in two-year colleges. Ozarka PTK members wear honor stoles at graduation and have a special seal placed on their diplomas. Members are also eligible for scholarship opportunities through the Phi Theta Kappa International organization.

Students, both full-time and part-time, who are eligible for membership into Ozarka's chapter of Phi Theta Kappa must have: completed 12 semester hours of coursework that counts towards an associate degree, have an overall grade point average of 3.50, and adhere to the school conduct code and possess recognized qualities of citizenship. Credit hours for Phi Theta Kappa are limited to courses that count toward an associate degree. This does not include developmental courses such as Fundamentals of Algebra or Beginning Writing (see page 75). A student does not necessarily have to complete an associate degree, as long as he or she has accumulated at least 12 hours of coursework that could be applied toward an associate degree.

Assessment Activities

Assessment Philosophy

The purpose of assessment activities at Ozarka College is to carefully examine the institution, programs, and courses as they relate directly or indirectly to student learning. Being concerned with the quality of education, the College is committed to the improvement of basic, academic, and technical skills related to the success of the individual students as well as institutional accountability. The overriding purpose of assessment, then, is to understand how educational programs are working and to determine whether they are contributing to student growth and development. In addition, there is much emphasis placed on institutional assessment and accountability by the Arkansas Legislature, the Higher Learning Commission, and the general public. The result of assessment activities are used to strengthen the institution, therefore, enhances credibility with constituents and satisfies externally mandated requirements.

Ozarka's assessment program reflects: 1) the College's Mission Statement and general objectives, 2) General Education Philosophy and goals, 3) individual program philosophy and goals, and 4) the individual course learning outcomes. Assessment of student learning is a collaborative process involving students, Faculty, and administration as well as potential employers and other constituents. This collaborative effort assists faculty in determining the knowledge, skills, and values that graduates should possess both within and outside their disciplines. Assessment findings are analyzed and are linked to decision making and instructional and program improvement. By making adjustments in instructional methods and course content, these findings enhance student learning.

Assessment Methods

Assessment is accomplished at Ozarka in a variety of ways using a combination of assessment methods. Cost of the program is covered in part by the Arkansas Assessment Fee, collected each semester at registration. Students will be asked to take standardized tests, complete surveys, evaluate courses, and participate in other types of assessment activities.

Standardized placement tests required by state law include the ACT or ASSET, which must be taken before enrollment in the proper level of math, English, and reading, as determined by test scores.

The Arkansas Assessment of General Education, required by state law, includes an assessment of student writing plus the CAAP tests of Writing Skills, Mathematics, Reading, and Science Reasoning. These tests must be taken in a single sitting during the second week of November and April by all sophomores in the transfer or Associate of Arts program. Students in technical programs are not required to complete the Arkansas Assessment of General Education. Eligible students must have completed at least 45 but not more than 60 credit hours to take the CAAP test. Students who complete 60 or more hours without taking CAAP cannot register for another semester at any state-supported college or university in Arkansas and may not be allowed to graduate.

To earn the AAT degree and be eligible for seamless transfer, students must submit scores on the PRAXIS I: Pre-Professional Skills Test (PPST) that meet or exceed the levels established by the Arkansas Department of Education and the receiving institution. The exam assesses basic reading, writing, and mathematic skills. Testing dates are available from the AAT faculty advisor.

The Office Proficiency Assessment and Certification (OPAC) test is required of all students completing certificates or degrees in Business Technology. Students in the various options take sections relevant to their training. OPAC is administered each April and November. Students achieving specific standards on the test may obtain certification from Professional Secretaries International by paying an additional fee.

NATEF end-of-program tests for automotive technicians cover eight areas of study in Automotive Service Technology. Students take the complete battery in the last semester of their program to see how they compare with others from across the country.

The NOCTI Food Service test includes both objective questions and performance in food preparation. Results let students in the Culinary Arts program see how they compare to others in the state and the nation.

Professional examinations such as Practical Nurse licensure are required before graduates can practice in their field. ASE certification (Automotive Service Excellence) is strongly recommended for automotive technicians.

It is extremely important that students do their best on these tests because only valid results will help Ozarka improve student learning in the related areas. Accurate scores will also let students know how they compare to others who took the same test in Arkansas or even nationally.

A high score also helps students make a positive impression on potential employers or admissions offices at four-year colleges and universities.

Students will be surveyed about their opinions at several points in their college careers. Entering students, non-returning students, and alumni will all be contacted, as well as currently enrolled students. Areas which will be measured are satisfaction with procedures, policies, facilities, and instruction.

Use of Assessment Information

Individual students will learn about their own abilities and progress by seeing the results of the standardized tests they take. In addition, summaries of other assessment activities, such as the annual Student Survey, will be available to all students at the website “a Culture of Learning.”

The greatest use of the information, however, will be by the faculty and staff of the College, who will be able to see where improvements in academic programs or services need to be made. Ozarka College is committed to assessment practices that focus on student learning so that it can continue to meet the educational needs of the citizens of north central Arkansas for high-quality technical and academic programs in higher learning.

Academic Information

Regulations for Enrolled Students

Student Responsibility

All students have access to the College catalog through Ozarka's Web page (www.ozarka.edu). Each student is responsible for thoroughly reading the College catalog and becoming familiar with the policies, regulations, and procedures of Ozarka College. The provisions of this publication are not to be regarded as a contract between the students and Ozarka College.

All students must give prompt attention to communications from faculty and staff members of the institution. Most communications will be announced, posted on bulletin boards throughout the campus, or sent through the United States mail to the student's last known address.

Academic Probation. A freshman student will be placed on academic probation whenever the semester grade point falls below 1.50 unless the cumulative grade point at Ozarka College is 2.00 or higher. A sophomore student will be placed on academic probation whenever the semester grade point falls below 2.00 unless the cumulative grade point is 2.00 or higher. These criteria also apply to entering transfer students. Students in some technical programs may be placed on probation if they make a grade of "F" or "D" in any technical class. A student who is on probation must work out an individual plan with his or her advisor to improve academic performance.

A student may be removed from probation by completing a minimum of twelve semester hours with a grade point of 1.50 if a freshman and 2.00 if a sophomore or, in either case, by raising the cumulative grade point to 2.00 or higher.

A student, who in a probationary semester fails to achieve a grade point allowing removal from probation but who earns a 1.25 semester grade point if a freshman, or a 1.75 semester grade point if a sophomore, may continue on probation for the following semester.

Academic Suspension. Suspension normally will be automatic for a student who in a probationary semester fails to achieve a 1.25 semester grade point if a freshman, or 1.75 semester grade point if a sophomore, or who fails to achieve a grade point allowing removal from probation within three successive full semesters. A student may combine summer term grades at the institution with those of the semester immediately preceding in order to establish eligibility for retention in college.

Suspension normally implies that the student may not attend Ozarka College the succeeding regular semester. After one regular semester the student may be eligible for readmission on academic probation. A student receiving a second academic suspension will be eligible to seek readmission one year from date of suspension. A student who believes extenuating circumstances exist which would justify earlier readmission must appeal to the Vice President for Academic Affairs. Students who meet the semester/year stipulation must file a request for readmission. Generally, a student on academic suspension who wishes to transfer to Ozarka College must meet the eligibility standards for readmission to the last college/university attended before being considered for admission to Ozarka College.

Adding/Dropping Courses. A student may drop courses, change from audit to credit, or change from credit to audit during the first eleven class days of the fall and spring semesters and during the first two class days of the summer terms; thereafter, dropping a course or withdrawing from the College is the only change permissible. A course may not be added after late registration ends. Courses officially dropped during the first eleven weeks of a fall or spring semester or the first seventeen days of a summer term will be recorded as "W."

Students may add, drop, or change sections of courses only by following the official procedure, which requires that they obtain and return the necessary forms to the office of the Director of Counseling/Registrar after obtaining the formal approval of their academic advisor. Failure to complete this procedure can result in recording "F" for each course affected.

Students who make any of these changes in their registration after the official registration period listed in the Calendar will be subject to a \$5.00 fee.

Withdrawals. Withdrawal removes a student from all courses and must be completed by the end of the fifteenth week of the semester (or before the day preceding the final examination during the summer term).

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure, which requires completion of a Withdrawal Form and payment of a \$5.00 fee. The form must be signed by the student's advisor, the Director of Counseling/Registrar, librarian, financial aid officer, and Vice President for Finance. A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially, and grades will be recorded as "F." The withdrawal form may be obtained from the director of Counseling/Registrar's office.

If a student withdraws unofficially from school during the final two weeks of a semester, the Vice President for Academic Affairs may waive the requirement that grades of "F" be recorded if the circumstances forcing a withdrawal justify special consideration. There is a \$5.00 charge to withdraw.

Auditing Courses. Auditing courses requires official admission to Ozarka College, written approval of the Vice President for Academic Affairs and the instructor involved, and payment of any regular fee for the course. Audit will be permitted on a space-available basis only.

Class Attendance Policy. Students are expected to attend all scheduled meetings of a class or laboratory. They must confer with individual instructors about absences due to illness, emergency, or College business. It is the responsibility of faculty members to specify attendance policies in their syllabi for all courses. After a student has missed the equivalent of two weeks of class or laboratory sessions, the instructor has the prerogative of assigning a grade of "F" for the course. Instructors may consider extenuating circumstances.

Class Load. Students on academic probation may enroll for no more than twelve hours during a fall or spring semester. The normal class load at Ozarka College is defined as fifteen credit hours with seventeen hours as a maximum load for the student who is making normal progress. Nursing students must see a nursing advisor about allowable deviations in the course load. A student with a semester grade-point average of 2.75 may enroll for eighteen hours during the next succeeding semester; with 3.25, a student may enroll for 19 hours. Any deviation from these requirements must be approved by the student's advisor and the Vice President for Academic Affairs.

Class Standing. Students with fewer than thirty semester hours are classified as freshmen, and those with thirty through fifty-nine semester hours as sophomores.

Grading. Individual instructors or departments will establish grading scales which will be provided to students through the syllabi for all courses.

Grades are reported to the Director of Counseling/Registrar's Office twice during the semester--at midterm for counseling purposes and the final grade at the end of the semester. Mid-term and final grade reports are electronically accessible to the student, student services, advisor, financial aid officer, and Vice President for Academic Affairs. Midterm and final grades are available to each student through their My Ozarka account.

At the end of any semester, an instructor may assign a grade of "Incomplete" ("I") only under the following circumstances:

1. The student is ill or is affected by other circumstances beyond the student's control.
2. The student has completed and received passing grades on at least 75% of all course requirements.
3. The student and the instructor, together, have completed and signed the Incomplete Grade Contract, with a third party witnessing the process.
4. The signed contract is attached to the final grade sheet where the grade of "I" is assigned, and a copy is given to the student.

A grade of "I" will not be computed in the grade point average for the semester recorded; nonetheless, the "I" will be changed automatically to a grade of "F" for grade and grade point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of that semester.

In determining financial aid eligibility, a grade of "I" will be computed as an "F" for grade point purposes until the "I" is removed.

In the event that the instructor assigning an "I" is an adjunct or will not be returning to Ozarka for the next semester, it is that instructor's responsibility to ensure that a returning faculty member agrees to assess the students' attempt to complete the coursework and to assign a final grade.

No grade other than "I" may be changed after it is recorded unless the instructor finds that an error has been made. The instructor may correct the grade by submitting a written request and explanation of the error to the Vice President for Academic Affairs.

Grade points are awarded on the following basis: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points.

Late Registration. A fee of \$5.00 is charged for registration after the official registration period as stated in the institutional calendar. This fee is also charged for dropping or adding classes, changing sections, and changing from audit to credit or from credit to audit after the official registration period.

Repeating Courses. A student may repeat courses taken at Ozarka College for the purpose of grade point adjustments by re-enrolling in the same courses at the College. The higher of the two grades is the only one calculated into a student's academic record.

A student must notify the Office of the Director of Counseling/Registrar upon registering for a repeated course so that appropriate adjustments to the cumulative grade point can be made when the course is completed.

Financial aid will not cover the cost of repeated courses where the grade to be replaced is a "C" or better. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities. Course repeat forms are available from academic advisors or the Director of Counseling/Registrar's office.

Academic Clemency. Students who performed poorly early in their academic careers and who wish to return to college after at least two years away from school may petition the Vice President for Academic Affairs for academic clemency. Clemency applies to all credits earned during the terms for which it is granted. A student may not elect to retain some courses and give up others. In many cases where students have passed several classes while accumulating a poor over-all record, it may be more advantageous simply to repeat selected courses to raise individual grades.

Final Examinations. At the end of each semester approximately one week is set aside for final examinations. The schedule is published by the Vice President for Academic Affairs, with two hours allotted to each examination. If students have three or more final examinations scheduled for the same day, they may request an adjustment of their testing schedule from the Vice President for Academic Affairs.

Graduation Requirements. At the beginning of their last semester of enrollment, students completing graduation requirements must submit Intent to graduate form to the Administrative Assistant in the main office. Intent to graduate forms are available from academic advisors, the Director of Counseling/Registrar's office or the Finance Office.

Students have a choice of the catalog under which they may complete graduation requirements. Non-transfer students must choose to complete requirements for graduation under the provisions of the Ozarka College catalog in force at the time they enrolled in Ozarka College or in any subsequent Ozarka College catalog, provided they were enrolled at Ozarka College during the year the catalog was in effect.

Transfer students must choose to complete graduation requirements under the provisions of the Ozarka College catalog in force at the time they first enrolled in any college or any subsequent Ozarka College catalog, provided the Ozarka catalog was not more than four years old at the time they entered Ozarka College, and they were enrolled in college either at Ozarka College or elsewhere during the year in which the catalog was in effect.

In order to qualify for a technical certificate, a student must complete at least nine of the last fifteen hours of work in residence. For any degree, a student must complete at least eighteen of the last twenty-four hours of work in residence. For the certificate of proficiency, the entire program must be taken at Ozarka College.

To be awarded a certificate or degree, a student must maintain a 2.00 grade-point average. If a student shifts from a degree program to a certificate program, that student must maintain a 2.00 average only in required courses.

Required courses for each program are listed in the College Programs section of this catalog.

Prospective graduates must clear all charges against their accounts before noon on the day of graduation. Graduates shall contact the Finance Office to determine if an account is due. Diplomas will not be issued until all charges are cleared. Graduates must wear caps and gowns.

Graduation With Honors. Students who complete course work for a certificate or degree with a grade point average of at least 3.50 will be designated as graduating with honors. Students with a 3.75 average or better will be designated as graduating with high honors. An appropriate seal will be affixed to the diploma of each honor graduate.

Cheating. In addition to taking reasonable steps to discourage cheating, the faculty must accept a responsibility to clarify and interpret for the students matters of dishonesty, such as plagiarism. The instructor's policy on cheating will be stated in each class syllabus.

If an occurrence of cheating is detected, the instructor may adjust the grade as appropriate, ranging from a grade penalty on the test or assignment involved to an "F" in the course. When a penalty for cheating is invoked, the instructor is required to submit to the Vice President for Academic Affairs immediately following the occurrence a statement of circumstances, the name of the student(s) involved, and the penalty imposed. A student involved has the right to appeal the action through the Academic Grievance Procedure.

Illegal acts, such as conspiracy or breaking and entering, are to be reported to the Vice President for Academic Affairs for appropriate action through regular college disciplinary channels.

Academic Grievance Procedure. The following regulations apply to the appeal of academic grades:

1. Appeal of a grade must be made by the student directly affected.

2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved. (Immediately, here, means before the beginning of another regular semester or summer term.)
3. All appeals must begin with the student talking with the instructor involved and explaining the nature of the problem. Evidence of attempted resolution in this direct manner must precede any further step.
4. If the appeal is not resolved by student/instructor conference, the student wishing further consideration must take the issue to the Vice President for Academic Affairs.
5. The student may request a hearing if the Vice President/student conference does not bring resolution. At the time a student asks for a formal hearing, the student must submit a written formal presentation of the case, with all related supporting documents. The hearing committee can then either reject the grievance on the basis of its content or proceed to investigate further.
6. Each hearing committee will be an ad hoc committee sitting for an individual appeal. The committee will be composed of three faculty members. The committee members, one of whom will be a faculty member of the student's choice, will be appointed by the Vice President for Academic Affairs. The committee will select its own chair.
7. The committee will have full cooperation of all in gathering information and conducting interviews. Once an issue is before the committee, the committee will have freedom to recommend a lower grade, a higher grade, or no change.
8. The committee recommendation will be conveyed to the Vice President for Academic Affairs, who will seek resolution based on the recommendation.
9. Failing resolution in Step 8, the issue will be reviewed by the President, who will take under advisement the recommendation of the committee in determining actions to be taken.
10. All written grievances filed by a student with the Vice President for Academic Affairs, along with any related documents, will be logged in an official register by the Vice President and maintained for a period of no less than two years after the initial filing.

Other grievances relating to an instructor will proceed through an appeal to the department head, the Vice President for Academic Affairs, and the President.

MyOzarka

MyOzarka allows you, regardless of location, access to your records in an easy to use, manageable format. You may log on to *MyOzarka* using any web browser by simply visiting the Ozarka College homepage and clicking on the “For Students” tab at the top of the page. *MyOzarka* grants you access to your student records, campus announcements, class schedule, registration module, personal calendar, human resources, financial aid, and distance education (including web courses). All Ozarka College instructors update syllabi and course content in *MyOzarka* regularly, therefore access to timely, up-to-date course information is always available online. In addition, changes to the Ozarka catalog, tuition, information, etc., can be accessed from here. You may log on to *MyOzarka* at any time since the site is available 24 hours a day, seven days a week. *MyOzarka* is a great place to communicate with your classmates and instructors via the chat and discussion areas, or just to download homework assignments or view content modules. The use of *MyOzarka* in individual courses is up to the individual instructor. Ozarka uses *MyOzarka* simply as a supplement to the course curriculum and a tool for all students and faculty to expand horizons into technology. For questions or comments regarding *MyOzarka* or any related issue, feel free to contact computer services at helpdesk@ozarka.edu or computer helpdesk at 368-2021.

Computer Usage. All students, whether part-time or full-time, shall observe the following guidelines regulating use of computers and software owned by the College, any communications hardware and software provided by the College for the purpose of accessing its computers, and any computer network governed in part or whole by the College. Persons who violate this policy may be subject to disciplinary action and possible legal action under the Federal Electronics Communications Privacy Act. Students and community users must complete a user registration form before they can access College computers.

College computing resources are provided for institutional work-related, educational, and academic purposes, and access to these resources and the facilities housing them is a privilege requiring that users conduct their computing activities in a responsible manner, respecting rights of other users and abiding by all computing license agreements.

Respect for intended purposes of academic computing resources

1. Using the system in a way that deliberately diminishes or interferes with system use by others is not permitted.
2. No user may permit another person to use his/her computer account.
3. Printing of e-mail is limited to **one copy of academic or work-related messages.**
4. E-mail chain letters may not be sent to other users on or off campus. Sending of such letters is prohibited by federal law.
5. No computer or telecommunications device may be used to transmit obscene, vulgar, profane, lewd, lascivious, or indecent language or image or to make any suggestion or proposal of an obscene nature or to threaten any illegal or immoral act with the intent to coerce, intimidate, or harass any person or persons. Violation of this prohibition may be considered a Class I misdemeanor under Arkansas state law. Use of computing resources for the display or transmittal of sexually explicit or abusive language or images (e.g., any and all items that might be considered offensive by any person receiving or potentially viewing such items) will be handled under the College's sexual harassment policy.
6. Development or execution of programs that could harass other users or damage or alter software configurations will not be tolerated.
7. All users of College computing laboratories must abide by any and all posted regulations.
8. Academically related activity takes precedence over casual use, such as playing games, participating in on-line chats/activities, or sending and receiving e-mail.
9. College computing resources may not be used for private commercial purposes, such as sending e-mail or constructing Web pages to solicit private business.
10. Computers, public terminals, printers, and networks must be shared equitably to make the most efficient and productive use of College resources.

Respect for other persons' privacy

1. No person may intentionally use another person's account or seek information on, obtain copies of, or modify another person's files,

passwords, or any type of data or programs unless specifically authorized to do so by the account owner for a specific purpose.

2. Ozarka College will make every effort to safeguard the privacy of messages transmitted by the electronic mail system. Users, however, should be aware of the following:
 - a. It may be possible for individuals to obtain unauthorized access to the mail gateway or for authorized users to obtain unauthorized access to other users' electronic mail.
 - b. Ozarka College may be ordered by a court of law to surrender communications that have been transmitted by electronic mail.
 - c. If a user is under investigation for misuse of electronic mail, his/her account may be suspended, and his/her e-mail read as it applies to the alleged offense.
 - d. A user's electronic mail may be purged after an appropriate period as determined by computer services staff, whether or not the messages have been read by the intended recipient.
3. Users must change their passwords on a regular basis to help maintain privacy.

Respect for copyright

1. All members of the College community shall adhere to the provisions of copyright law. Persons wishing to see full text of federal law may consult with library staff.
2. Persons who willfully disregard copyright law do so at their own risk and assume all liability.
3. The doctrine of fair use, while not specifically regulated, suggests that materials originally prepared for public consumption are more open to reproduction than materials originally developed for classroom or other more private use. Use of a small portion of a copyrighted text, as in a brief quotation or for purposes of a review, may also be permitted. Any reproduction, however, which has the potential to deprive the item's creator of profit otherwise available from a potential market and sales is unlikely to be found a fair use.
4. Ozarka College negotiates site licenses with software vendors whenever possible. Copying, therefore, is strictly limited except for backup purposes, with the backup copy not to be used at all as long as the original is functional.

5. The library may lend software for temporary use only, not for copying. Borrowers who transfer software to a hard disk must delete the program when the borrowed item is returned.

Responsibilities of computer services staff

1. Computer services staff will provide access to the College's existing software through the general computing labs, computing classrooms, and networks.
2. Computer services staff will monitor hardware and software licenses that affect student computing labs and computer classrooms.
3. Computer services staff will make every effort to ensure the integrity of all computer resources and information stored on the network file server. Ozarka College, however, is not responsible for any loss of information.
4. Computer services staff or their representatives reserve the right to ask users engaged in non-academic activities to logoff the system to allow other users to engage in academic activities.
5. Computer services staff will regularly instruct users to change their passwords.

Infractions of computer resource policies

6. The President will appoint a Computer Ethics Review Board which will review any infraction of computer resource policies and recommend appropriate sanctions to the Administrative Council.
7. Violators of policies other than those related to copyright law may expect to incur sanctions such as suspension of user's privileges for a specified time in the case of a first offense. Further offenses may result in permanent suspension of privileges. Continued serious offenses may result in further penalties.
8. Persons violating copyright law may be subject to the full range of legal penalties.
9. Persons who disagree with actions of the Computer Ethics Review Board may follow normal College grievance procedures.

Office Hours. Each faculty member schedules office hours for consultation with students and colleagues. This schedule will be posted

on or near the faculty member's office door and will also be listed on the syllabus provided to students at the beginning of each semester. Students should meet with their advisors at least twice each semester to monitor their academic progress.

Transcript Requests. Students may request an official copy of their transcript in person or in writing from the Office of the Director of Counseling/Registrar. A written request for transcript information from students will be honored with the signature of the student, his/her social security number, the last date of attendance, and payment of transcript fee. No transcript will be granted unless the student has paid all bills owed to the College. A fee of \$5.00 is payable for each transcript requested.

Privacy Rights of Students

A student's academic record is confidential and will not be released to unauthorized persons without the student's written permission. Students may look at their own records in the administrative office. If students feel records are inaccurate or misleading, they can present their views and facts to a person who has no direct interest in the records. Copies of a student's records will be provided to the student upon written request.

Students have the following rights regarding educational records:

1. The following personally identifiable information is considered directory information and is subject to public disclosure unless the student informs the Vice President for Student Services in writing before the end of the first week of classes each semester that he or she does not want any or all of these types of information released:
 - A. Name, address, and telephone number
 - B. Date and place of birth
 - C. Major field of study and official school activities
 - D. Dates of attendance
 - E. Degrees and awards received
 - F. Most recently attended previous educational institution
2. The student may request release of personally identifiable information other than directory information by completing a consent form. Persons other than the student who wish to request such information must complete a request form. Both forms are available from the Office of the Registrar.

Continuing Education Classes

Ozarka College may offer short-term continuing education classes whenever there is a need and/or interest in the service area for a vocational or personal enrichment courses. In addition, classes may be developed to meet needs of business and industry to accommodate specific or general needs for workforce training.

Delivery of continuing education classes can be provided onsite for business and industry, scheduled on campus, or in some cases offered via the Internet. Ozarka College partners with Educations To Go, Inc. to offer a vast array of non-credit training online. Education To Go courses are equivalent to 24 hours of non-credit instruction and are accessible around the clock from a computer with standard Internet access at www.ed2go.com/ozarka.

Fees for continuing education classes depend on class length and the cost of consumable supplies. These short-term classes are not approved for financial aid and generally do not carry college credit. Certain courses may follow the same curriculum as regular Ozarka coursework in which case elective course credit may be awarded.

The Director for Continuing Education and Business Outreach works with local businesses and industries to design courses that meet area training needs. Personal enrichment classes are offered based on demand.

Class Periods

Class periods on Monday, Wednesday, and Friday normally last 50 minutes. Class periods on Monday and Wednesday or Tuesday and Thursday last 80 minutes. Evening and night classes last 2 hours and 50 minutes.

Adult Education

Philosophy

The Adult Education Program is founded on the belief that knowledge is the key to improving the quality of life. Education puts students in touch with the world around them, develops self-knowledge, and is necessary for meaningful decision-making. The Adult Education Program will increase student understanding of the value of education in gaining knowledge and developing skills and habits necessary for a successful future.

The purpose of the Adult Education Program is to raise the educational level of adults. The program reflects the real world with emphasis on practical applications of each new learning assignment. Graduates should possess an improved understanding of their work and academic skills to further the attainment of their personal goals. Students should develop a sense of responsibility, pride, and personal worth as they complete the ABE/GED program.

Program Objectives

Objectives of the Adult Education Program are

1. To evaluate students as they enroll, place them in appropriate learning materials, and work with them toward improving their reading until they can read materials and recognize words on the 8th grade level.
2. To evaluate the ability of students to work with numbers, place students in the appropriate mathematics level, and work with them until addition, subtraction, multiplication, and division functions can be performed with whole numbers, fractions, and decimals. Students will then show an understanding of these concepts by applying them to reading problems based on everyday life.
3. To work with students at their entrance level until they can take and pass the GED Examination.

Program Components

Adult education classes are offered in the Learning Lab at Ozarka, at the College's Stone County Education Center, Ozarka College Educational Center in Ash Flat, and at a number of off-campus locations throughout its service area. The learning experience includes computer-aided instruction, small group instruction, and one-on-one tutoring. An

individualized plan allows every student to begin at an appropriate level and progress as his or her own pace.

The Adult Education Program serves four counties: Fulton, Izard, Sharp, and Stone. Satellite programs that offer small group or individualized instruction meet in the evening in various locations in all four counties. Registration is an ongoing process, so students may enroll at any time during the year.

Workplace education includes GED preparation, communications, computer literacy, and other job-specific skill enhancement courses. These courses are provided at various industries throughout Fulton, Izard, Sharp, and Stone Counties.

A special group of satellite classes constitutes the institutional/correctional program. These classes are provided primarily to serve any students who are mandated by the court system to pursue their GED.

Enrollment Procedures

Enrollment in Ozarka's Adult Education Program is an ongoing process. Anyone 18 years of age or older may enroll in the program at any time during the year. Enrollment involves completion of an application and a release of information form and participation in orientation.

Before a student less than 18 is admitted into the Adult Education Program, formal application must be made to the school last attended. The student, his or her parent or guardian, the high school official (counselor, principal, or superintendent) must meet and determine that it is in the best interest of the student to leave the public school setting and enroll in the GED program. Attendance requirements for these students will demand **20 hours per week**. In the instance of a **home-schooled** minor, a completed Proof of Intent to home School must be provided. **Court-ordered** minors must provide order signed by officiating judge.

The Adult Education Program reserves the right to accept or deny entrance based on the attendance and conduct records of any student who has been given a waiver from a school district. An orientation session is held if the student is accepted into the Adult Education Program.

Curriculum

Ozarka College's Adult Education Program offers a curriculum that is consistent with the subject matter on the GED Test. This curriculum includes basic academic courses as well as those designed to enrich and expand the student's ability to adjust in his or her personal life and in the workplace.

Language Arts, Writing. Sentence structure, language usage, spelling, capitalization, punctuation, language usage, and writing mechanics.

Social Studies. Sociology, political science, economics, anthropology, psychology, and geography.

Science. Chemistry, physics, earth science, biology, and physical science.

Language Arts, Reading. Painting, sculpture, film, dance, music, theater, commentary, drama, poetry, fiction, and nonfiction prose.

Mathematics. Addition, subtraction, multiplication, division, number basics, fractions, decimals, percents, ratios, word problems, number relationships, calculator usage, graphs, algebra, geometry, and tables.

Testing

The General Educational Development Test (GED Test) is administered at the Adult Education Center at Ozarka and at the satellite locations on a regular basis. Successful completion of the Official GED Practice Test is required before a student may take the GED Test.

Graduation

After passing the GED Test, the graduate is invited to participate in Ozarka College's graduation exercises in May. Ozarka's Adult Education Program provides graduation caps, gowns, diplomas, and diploma covers at no cost to the GED graduate.

Graduates who need official copies of their GED Test scores may obtain them by contacting Ozarka College. There is no charge for this service.

Enrollment in Further Education

GED graduates are encouraged to continue their education by enrolling in regular college credit classes at Ozarka College or one of its off-campus sites. Graduates who scored 600 or better on the GED Test are eligible for the College's New Horizon Scholarship, which covers all tuition costs (see page 31 for complete information).

University Programs At Ozarka

Nursing

Ozarka College hosts a program offered by Arkansas State University at Jonesboro whereby LPNs can enroll in an LPN-to-RN Associate in Applied Science in nursing degree program. This program uses compressed video technology to present professional courses offered at Jonesboro to students in class at Ozarka.

Interested LPNs must complete 24 semester hours of prerequisite courses plus a 2-credit LPN Transition course before being admitted to the program and another 6 hours of co-requisites before or during the nursing program. The following Ozarka courses meet ASU requirements:

BIOL 2011	Microbiology Laboratory
BIOL 2013	Microbiology
BIOL 2211	Anatomy and Physiology Laboratory I
BIOL 2213	Anatomy and Physiology I
BIOL 2221	Anatomy and Physiology Laboratory II
BIOL 2223	Anatomy and Physiology II
MATH 1203	College Algebra
ENGL 1013	English Composition I
ENGL 1023	English Composition II
PSYC 2003	General Psychology
CIS 1003	Introduction to Computers
CIS 1333	Microcomputer Applications
Or	any comparable computer course

One course selected from

HIST 2003	American History I
HIST 2013	American History II
PLSC 2003	American National Government

LPN Transition is offered on the Ozarka campus by ASU.

Arkansas State University's nursing faculty is committed to the concept of educational mobility and has provided a distance-learning program which prepares Licensed Practical Nurses for the Registered Nurse role. The distance learning approach allows students to remain closer to their homes while receiving a quality education directly affiliated with Arkansas State University. Nursing lecture classes are provided at Ozarka or via interactive video from the ASU campus, and clinical labs are offered in the local area. Students can complete the program in three semesters after meeting university prerequisites. Further information

may be obtained from the Arkansas State University nursing office located in the main building on the Ozarka campus.

Education

Ozarka also hosts various education courses offered at the graduate level by ASU. Qualified instructors from the local area teach these courses for the benefit of public school teachers and administrators who wish to progress in their profession. Most classes are scheduled in the evenings.

Information about enrollment and each semester's schedule is available from ASU's Center for Off-Campus Programs at (870) 972-3052.

Criminal Justice

Advanced training for local law enforcement agencies and correctional facilities in Baxter, Boone, Fulton, Izard, Marion, Searcy, Sharp, and Stone Counties is available on the Ozarka campus through the Criminal Justice Institute, a part of the University of Arkansas system. The Horseshoe Bend Police Department serves as the law enforcement support agency.

Information about classes is available from the Vice President for Academic Affairs.

Other Areas

Limited numbers of courses in other areas, such as agriculture and vocational education, are available from such sources as Arkansas State University and the University of Arkansas, using the interactive compressed video system. Schedule information is available from the Vice President for Academic Affairs.

College Programs

General Education Philosophy

Ozarka College provides core classes to instill general education knowledge, skills, and attitudes which are then reinforced throughout the academic and technical curriculum. The goal of general education is to give students the ability to:

1. Communicate accurately and convincingly in written, spoken, and nonverbal forms;
2. Apply perspective, collect relevant information, and weigh evidence to develop solutions to the problems and complexities of life;
3. Demonstrate how physical and cultural history has shaped the present and points to the future;
4. Apply higher-level mathematical reasoning and/or the scientific method to solve problems;
5. Use technology to discover, organize, and manage knowledge for academic, personal, and/or technical purposes; and
6. Recognize and expand awareness of global multicultural viewpoints.

The general education core requirements are consistent with Ozarka's mission to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive, and fulfilling life in an ever-changing world. Requirements vary from 6 to 44 hours, depending on whether a student is in a technical certificate program, an Associate of Applied Science degree program, or an Associate of Arts degree program.

Each program, whether academic, technical, or developmental, assess its performance in one or more of these areas. All course syllabi incorporate desired general education outcomes.

Ozarka College recognizes that the General Education component of higher education is intended to provide students with the common body of knowledge, skills, and attitudes considered to be the core learning required of every educated person. This knowledge prepares students for lifelong learning and productive participation. The goals of the General Education component are clearly linked to course learning outcomes.

Goals may be introduced, reinforced, or mastered in individual courses. The depth to which these goals are obtained is dependent, in part, on the general education requirements of individual program areas. In addition, each technical program will have some degree of all the elements listed within the learning outcomes of specific courses.

General Education Requirements for Technical Certificates

Students in technical certificate programs are required to complete three hours of English and three hours of mathematics. The usual English course selected is Practical Writing. These students, however, may also meet the requirement by completing English Composition I.

Any student who expects to enroll in an associate degree program sometime after completing the technical certificate is strongly advised to take English Composition I.

Students in certificate programs may complete the math requirement by taking Mathematics with Business Applications. In some cases, such as when students expect to move into an associate degree program, it is highly advisable to take an algebra class. See individual program requirements for specifics.

General Education Requirements for AAS Degrees

General education requirements, while usually in the 15-19 hour range, vary from program to program, depending in part on what the particular technical course requirements are. All require at least 6 hours of English, 3 hours of mathematics, 3 hours of social science, and 3 hours of computer science. See individual program requirements for specifics.

General Education Requirements for the Associate of Arts Degree

The Associate of Arts degree requires completion of 44 credit hours of general education courses. These include 6 hours of English, 3 hours of speech, 4 hours of biological science, 4 hours of physical science, 4 hours of fine arts, 3 hours of literature, 15 hours of social science, and 2 hours of physical education. Specific requirements are listed on pages 77-79.

Developmental Education

Developmental courses are designed to assist the student who does not have the academic skills to succeed in transferable freshman-level courses. While they may meet some requirements of certificate or AAS programs, they carry no credit toward a four-year college degree. Course

descriptions may be found on pages 83, 84, 87, 88 and 90. Transitional courses include:

COLL 0013	Foundations of College Success
ENGL 0003	Beginning Writing
ENGL 0013	Practical Writing
MATH 0003	Fundamentals of Arithmetic
MATH 0013	Fundamentals of Algebra
MATH 0023	Intermediate Algebra
READ 0003	Reading Improvement

Course Numbering

All courses are designated by a four-digit number. The first digit indicates the level at which the course is taught:

- 0** indicates a non-credit developmental course designed for the student who does not have the background to succeed in a 1000-level course.
- 1** indicates a course in a one-year program or the first year of a two-year program or a freshman-level transfer course.
- 2** indicates a course appropriate for the second year of a two-year program or a sophomore-level transfer course.

The second and third digits indicate the distinguishing number of the course. The last digit indicates the semester hour value of the course.

Associate Of Arts

Philosophy

The Associate of Arts program provides the first steps into higher education for those students who look forward to completing a baccalaureate degree at a four-year college or university. The program will provide a firm grounding in general education, both through a required group of courses and through general skills and attitudes fostered by the program as a whole.

Objectives

Students completing the degree program will be able to

1. Use the skills and abilities named in the College's philosophy of general education so that they may become lifelong learners.
2. Transfer to a four-year institution and successfully complete a baccalaureate degree.

Associate of Arts Degree General Education Requirements

English/ Communications	ENGL 1013	English Composition I
	ENGL 1023	English Composition II
	SPCH 1313	Oral Communication
Math	MATH 1203	College Algebra
	or higher level math course	
Science	A. BIOL 1001	Gen. Biology Laboratory
	and BIOL 1003	General Biology
	or any higher level biology course with lab	
	B. PHSC 2001	Physical Sci. Laboratory
	and PHSC 2003	Physical Science
	or any higher level physical science course with lab	
Fine Arts/	A. ENGL 2213	World Literature I

Humanities	<p>or ENGL 2223 World Literature II</p>
	<p>B. Two courses from the following: ART 1002 Art Appreciation DRAM 1002 Introduction to Theater MUSI 1002 Music Appreciation</p>
Social Sciences	<p>A. HIST 2003 American History I or HIST 2013 American History II or PLSC 2003 Amer. National Gov.</p> <p>B. HIST 1003 World Civ. I or HIST 1013 World Civ. II</p> <p>C. Two courses from the following: ANTH 2023 Cultural Anthropology ECON 2313 Principles of Economics GEOG 2013 Intro. to Geography HIST2023 Arkansas History PSYC 2003 General Psychology SOC1 2013 Intro. to Sociology</p> <p>D. One additional course from those listed for the social science area, provided that <u>no more than 6</u> of the 15 hours required in this area are in history</p>
Physical Education	<p>PHED 1002 Concepts of Phys. Act. or two 1-hour phys. ed. activity courses</p>
Elective Courses	<p>Must select at least 18 additional credit hours of electives from transferable courses whose descriptions are listed on pages 80-91. Some classes listed under Business Technology on pages 106-112 and Information Science Technology on pages 133-137 may also apply. Students must consult with their advisors and the counselor before selecting elective courses to be sure those courses will transfer to the four-year colleges or universities which they</p>

plan to attend to complete baccalaureate degrees.

Total Credits Required: 62

► **NOTE ABOUT TRANSFERRING:** According to the terms of a partnership agreement between Ozarka College and Arkansas State University, students who complete the Associate of Arts degree will be able to transfer all course work directly to ASU and enter with junior standing. The following conditions apply:

Satisfactory completion of the AA degree will be accepted as satisfying ASU's general education requirements. The graduate must have a cumulative grade point average of 2.00, not counting any transitional course grades. Courses taken at any other college must have a grade of "C" or better, but courses taken at Ozarka will transfer with a "D" or better, as long as they are part of a completed AA degree with the exception of English Composition I & II and College Algebra which must have a grade of "C" or better.

Degree and program requirements at ASU will be determined in the same manner as if the student had originally enrolled there. The ASU catalog in effect at the time the student first enrolled in the AA program at Ozarka will determine what requirements the transferring student must meet. Students may choose to follow the requirements of more recent ASU catalogs if they prefer.

Students who plan to transfer to ASU without completing the AA degree at Ozarka should consult their advisor, the registrar, or the counselor to see which individual courses may or may not transfer. Those on which the student has earned less than a "C" will not transfer.

Those interested in other colleges or universities look at transfer or articulation agreements which may be in effect between Ozarka and those institutions. Written agreements of various sorts currently exist with Arkansas State University, University of Central Arkansas, University of Arkansas, Lyon College, Ouachita Baptist University, Hendrix College, Williams Baptist College, Arkansas Tech University and Harding University. In addition, an agreement on transferability of the general education core exists between all state-supported colleges and universities in Arkansas. Students may usually expect that most general education courses will transfer except for those carrying a grade of "D."

It is, however, very important that students know where they expect to finish any baccalaureate degree when they are planning their schedules at Ozarka. Failure to plan ahead for transfer to the senior institution may result in lost credits or needless repetition of courses.

Students should obtain a copy of the catalog of the college or university they plan to attend and then work with their advisor, the counselor, or the registrar to plan an effective schedule. It is also wise to consult with the registrar's office at the senior institution so that any potential problems in transferring can be solved before they cause unnecessary delays in completing the planned baccalaureate degree.

General Education, Elective, and Transitional Course Descriptions

(Most courses listed here are designed to transfer to a four-year college or university. In addition, some courses in the Business Technology program may transfer. Students should consult an advisor, the counselor, or the Registrar about transferability. Special topics courses may be offered for credit on the 2000 level for 1 - 3 semester credit hours with the approval of the instructor and the Vice President for Academic Affairs.)

ANTH 2023 Cultural Anthropology. An introduction to the study of human cultures, including such phenomena as ethnology, organizations, and language. 3 credits.

ART 1003 Fine Arts: Visual. Introduction to visual arts. Understanding and enjoying art through the analysis of drawing, painting, sculpture, and architecture. 3 credits.

ART 1103 Introduction to Studio Art. A hands-on approach to the fundamental media, techniques, and concepts of making art. A variety of materials and projects will encourage creative problem solving. Although painting, drawing, and sculptural techniques will be introduced, emphasis will be on exploration and individual creativity. 3 credits.

ART 1203 Painting for Non-majors. Introductory color and composition for painting, with opportunities for the student to explore personal interests. May be repeated once, with more advanced projects required, for additional credit. 3 credits.

ART 1303 Drawing. An introductory course in the materials and techniques of drawing, including basic concepts of line, perspective, and value. Techniques will be developed with the study of still lifes, perspective, portraits, and figures, while special projects encourage creative expression. May be repeated once, with more advanced projects required, for additional credit. 3 credits.

ART 1313 Design. A creative exploration of two-dimensional and three-dimensional space, utilizing basic principles of design and a variety of media. Emphasis will be on effective use of materials, style, and communication. 3 credits.

BIOL 1001 General Biology Laboratory. Laboratory techniques and study of life forms. Must be taken concurrently with BIOL 1003, General Biology. 1 credit.

BIOL 1003 General Biology. Life processes in plants and animals from the cellular level through systems to the whole organism. Must be taken concurrently with BIOL 1001, General Biology Laboratory. 3 credits.

BIOL 1203 Medical Terminology I. Basic language of medical science and the health professions. Word analysis, construction, spelling, and definition. 3 credits.

BIOL 1213 Medical Terminology II. Allows the student to become proficient in medical language pertaining to body systems and related pharmacology. **Prerequisite:** BIOL 1203, Medical Terminology I. 3 credits.

BIOL 2011 Microbiology Laboratory. Laboratory techniques for the study, identification, and handling of microorganisms. Must be taken concurrently with BIOL 2013, Microbiology. 1 credit.

BIOL 2013 Microbiology. The study of bacteria, viruses, fungi, metazoans, and protozoans, as they affect human health. Must be taken concurrently with BIOL 2011, Microbiology Laboratory. Prior successful completion of BIOL 1001, General Biology Laboratory, and BIOL 1003, General Biology, or the LPN curriculum is strongly recommended. 3 credits.

BIOL 2211 Anatomy and Physiology Laboratory I. Laboratory techniques for the study and identification of cells, tissues, organs, and systems. Designed for students majoring in health occupations. Must be taken concurrently with BIOL 2213, Anatomy and Physiology I. 1 credit.

BIOL 2213 Anatomy and Physiology I. Cells, tissues, and various body systems and their interactions with the external environment. Prior successful completion of BIOL 1001, General Biology Laboratory, and BIOL 1003, General Biology, or the LPN curriculum is strongly recommended. Must be taken concurrently with BIOL 2211, Anatomy and Physiology Laboratory I. Must complete successfully before enrolling in BIOL 2221, Anatomy and Physiology Laboratory II, and BIOL 2223, Anatomy and Physiology II. 3 credits.

BIOL 2221 Anatomy and Physiology Laboratory II. Continuing laboratory study of major organs and systems. Must be taken concurrently with BIOL 2223, Anatomy and Physiology II. 1 credit.

BIOL 2223 Anatomy and Physiology II. Continuation of BIOL 2213. Must be taken concurrently with BIOL 2221, Anatomy and Physiology Laboratory II. **Prerequisite:** BIOL 2211, Anatomy and Physiology laboratory I, and BIOL 2213, Anatomy and Physiology I. 3 credits.

BIOL 2403 Pathophysiological Conditions. Study of disease processes and the effects of inflammation, infection, hemodynamics, neoplasia, and immobilization on different body systems. Medical and surgical management as well as basic pharmacology are also included. **Prerequisite:** Anatomy & Physiology I or Body Structure & Function. 3 credits.

CHEM 1011 General Chemistry Laboratory I. Introduction to the equipment and techniques common to the chemistry laboratory. Experiments support concepts taught in CHEM 1013, General Chemistry I. Must be taken concurrently with CHEM 1013. Meets 3 hours per week. Offered fall semesters only. 1 credit.

CHEM 1013 General Chemistry I. Study of the fundamentals of atomic theory, quantum theory, and electronic structure, chemical bonding, reactions, and equations, periodic law, thermochemistry, stoichiometry, and the gaseous state. Must be taken concurrently with CHEM 1011, General Chemistry Laboratory I. Offered fall semesters only. **Prerequisites:** MATH 1203, College Algebra, and high school chemistry or PHSC 2001, Physical Science Laboratory, and PHSC 2003, Physical Science.

CHEM 1021 General Chemistry Laboratory II. Continuation of CHEM 1011, General Chemistry Laboratory I. Must be taken concurrently with CHEM 1023, General Chemistry II. Meets 3 hours per week. Offered spring semesters of odd-numbered years only. **Prerequisite:** CHEM 1011, General Chemistry Laboratory I, and CHEM 1013, General Chemistry I. 1 credit.

CHEM 1023 General Chemistry II. The study of liquids, solids, solutions, acids and bases, electrochemistry, thermodynamics, chemical equilibria and kinetics, and an introduction to biochemistry and carbon and its compounds. Must be taken concurrently with CHEM 1021, General Chemistry Laboratory II. Offered spring semesters of odd-numbered years only. **Prerequisite:** CHEM 1011, General Chemistry Lab I, and CHEM 1013, General Chemistry I. 3 credits.

CHEM 1031 Laboratory for Introduction to Organic and Biochemistry. Introductory laboratory intended for nursing students and other areas of study where vigorous treatment of organic chemistry and biochemistry laboratory is not required. Experiments performed relate to topics presented in CHEM 1033, Introduction to Organic and Biochemistry, which must be taken concurrently. Meets 3 hours per week. Offered spring semesters of even-numbered years only. **Pre-requisite:** CHEM 1011, General Chemistry Lab I, and CHEM 1013, General Chemistry I. 1 credit.

CHEM 1033 Introduction to Organic and Biochemistry. Lecture intended for nursing students and other areas of study where vigorous treatment of organic chemistry and biochemistry is not required. Topics to be covered are radioactivity, solutions, acids, bases, body fluids, and organic compounds, including those containing oxygen and nitrogen, carbohydrates, lipids, proteins, enzymes vitamins, hormones, and nucleic acids. Must be taken concurrently with CHEM 1031, Laboratory for Introduction to Organic and Biochemistry. Offered spring semesters of even-numbered years only. **Pre-requisite:** CHEM 1011, General Chemistry Lab I, and CHEM 1013, General Chemistry I. 1 credit.

COLL 0013 Foundations of College Success. Fundamental course designed to introduce students to concepts necessary to succeed in higher education, including critical thinking, critical reading, study strategies, effective communication and interaction, goal setting, time management, learning styles, motivation, expected classroom behavior and attendance, and basic health issues. This course provides a forum for solving problems that may arise from other coursework. Students placing in two or more developmental course must enroll in this course during their first semester. Does not apply toward degree requirements. No Credit.

COLL 1003 Becoming a Master Student. Performance-oriented course designed to increase success in college. Students will develop their own success plan through self-evaluation and by learning and applying specific techniques and resources. Includes attitude and personal commitment, critical thinking, short/long term goal setting, problem solving and decision-making, time management, college resources, study methods, and library use. 3 credits.

COMM 11xx Special Topics in Communication. Courses on various topics related to the general field of communications or to specialized communications requirements of specific fields. May be repeated for different topics for credit. Variable credit, depending on the topic. Some courses may have prerequisites. Enrollment requires permission of the instructor. 1 to 3 credits.

DRAM 1003 Fine Arts: Theater. General survey of theater arts, including various types of plays, acting and directing, basic production, and technical requirements. 3 credits.

DRAM 1313 Acting Techniques I. Basic theories, techniques, skills, processes, and disciplines in the art of acting and performance. 3 credits.

DRAM 2313 Acting Techniques II. Intermediate theories, techniques, skills, processes and disciplines in the art of acting and performance. **Prerequisite:** DRAM 1113, Acting Techniques I. 3 credits.

ECON 2313 Principles of Economics. Introduction to modern economic theory, American capitalism, pricing system, fiscal policy, monetary policy, and money and banking. 3 credits.

EDU 2003 Introduction to Education. This course is designed to help students to explore their motivation for teaching; provide an overview of teaching as a profession through observation of the educational process in four settings—elementary, middle school, secondary, and at least one other school setting. In addition, the course is a forum for discussion of teaching and learning, best practices, and current issues. 3 credits.

EDU 2013 Introduction to K-12 Technology. This course is designed for current and future educators to develop a solid understanding of educational technology, including how to use computers, how to access information on the World Wide Web, and how to integrate computers and educational technology into classroom curriculum. 3 credits.

ENGL 0003 Beginning Writing. Basic writing, reviewing grammar and sentence structure as applied to student writing and related exercises. Enrollment is required of students with ASSET writing scores of 33-36 or ACT English scores of 14-16. Successful completion allows students to enroll in ENGL 0013, Practical Writing. See pages 14-15 for English placement policies. No credit.

ENGL 0013 Practical Writing. Promotes effective communication in writing at work or in the classroom, along with enhancement of reading skills. Basic mechanics, usage, and organization will be reviewed in conjunction with writing exercises that develop writing proficiency and require rudimentary library skills. As needed, students will be required to work on writing skills in the Learning Lab. Successful completion with a grade of C or better allows the students to enroll in ENGL1013, English Composition I. **Prerequisite:** a grade of C or better in ENGL 0003, Beginning Writing, or placement scores of 17-18 on the English portion of ACT or 37-44 on the writing portion of ASSET. See pages 14-15 for English placement policies. Keyboarding is strongly

recommended. See pages 11-12 for English placement policies. 3 credits for students in technical certificate programs. No credit for students in AAS or college transfer programs.

ENGL 1013 English Composition I. Emphasizes the writing of a variety of well-organized and well-developed essays which show a command of grammar, mechanics, and diction. Must make a grade of C or better to progress to English Composition II. **Prerequisite:** a grade of C or better in ENGL 0013, Practical Writing, or placement scores of 19 on the writing portion of ACT or 45 on the writing portion of ASSET. Keyboarding is strongly recommended. See pages 14-15 for English placement policies. 3 credits.

ENGL 1023 English Composition II. A continuation of ENGL 1013, with emphasis on skills such as paraphrasing, analyzing, summarizing, and synthesizing the writing of others and using these skills in developing a formal documented research paper and argumentative research essays. Mastery of grammar, mechanics, and diction is stressed. Must make a grade of C or better to complete the English requirement. **Prerequisite:** a grade of C or better in ENGL 1013, English Composition I. Keyboarding is strongly recommended. See pages 14-15 for English placement policies. 3 credits.

ENGL 1133 Technical and Business English. Prepares students to demonstrate effective writing in the areas of Brief Communications, Informative Reports, Analytical and Persuasive Reports, and Researched Reports. This course will address the responsible use of research materials. The student will review the usage of punctuation, spelling, capitalization, number and abbreviation styles, word division, grammar, and proofreading. Skills are applied in composition of a variety of business and technical reports and/or essays. Meets part of the English requirement for some students in Associate of Applied Science programs. See specific program requirements. Must make a grade of C or better to complete the English requirement. May be taken for elective credit by students in other programs. **Prerequisite:** a grade of C or better in ENGL 1013, English Composition I. Keyboarding is strongly recommended. See pages 14-15 for English placement policies. 3 credits.

ENGL 1403 Introduction to Literature. A beginning course in reading and understanding short fiction and novels, focusing on strategies for analysis. 3 credits.

ENGL 2103 Creative Writing. Instruction and practice in writing poetry and fiction. **Prerequisite:** Successful completion of ENGL 1013, English Composition I, or permission of instructor. 3 credits.

ENGL 2213 World Literature I. Analysis and interpretation of masterpieces of western and non-western literature in translation. Covers the ancient, medieval, and Renaissance periods. **Prerequisite:** Successful completion of ENGL 1013, English Composition I, or permission of instructor. 3 credits.

ENGL 2223 World Literature II. Analysis and interpretation of masterpieces of western and non-western literature in translation. Covers works written since the Renaissance. **Prerequisite:** Successful completion of ENGL 1013, English Composition I, or permission of instructor. ENGL 2213, World Literature I, is **not** a prerequisite. 3 credits.

ENGL 2313 American Literature I. Survey of American literature from the colonial period through the romantic period (1600s-1880s). Acquaints students with the recognized works of America's greatest authors of the time period and the philosophies represented in their works. Promotes understanding of theories and ideas presented in more advanced literature courses and social science courses. **Prerequisite:** Successful completion of ENGL 1013, English Composition I. 3 credits.

ENGL 2323 American Literature II. Continuation of ENGL 2313, American Literature I, covering realism to modern fiction (1880s-present). **Prerequisite:** Successful completion of ENGL 1013, English Composition I. ENGL 2313, American Literature I, is **not** a prerequisite. 3 credits.

GEOG 2013 Introduction to Geography. Peoples, nations, physical features, and cultures of the world. Use of maps emphasized. 3 credits.

HIST 1003 World Civilization I. The development of major civilizations from the prehistoric period to 1650. Emphasis on cultural, scientific, religious, and political contributions of ancient, medieval, and early modern civilizations. 3 credits.

HIST 1013 World Civilization II. The cultural, scientific, religious, and political contributions of modern civilizations since the European Renaissance. HIST 1003, World Civilization I, is **not** a prerequisite. 3 credits.

HIST 2003 American History I. The political, social, and economic development of the United States from the Age of Exploration through the end of Reconstruction. 3 credits.

HIST 2013 American History II. The political, social, and economic

development of the United States from Reconstruction to the present. Emphasis on the rise of the United States as an industrial and world power. HIST 2003, American History I, is **not** a prerequisite. 3 credits.

HIST 2023 Arkansas History. The political, social, and economic development of Arkansas from the time of European exploration to the present. 3 credits.

HLTH 1002 Introduction to Health Care. Delineation of roles in the health care system. Ethical and legal practice, professional socialization, oral and written communication skills, diversity, medical terminology, holistic approach to health care delivery, and personal responsibility for learning. 2 credits.

HLTH1013 Personal Health and Wellness. This course is designed to motivate the student toward an individual responsibility for their health status and an improved quality of life. An introspective study of personal lifestyle behavior is encouraged. The interrelationship of the multi-causal factors which directly affect health status and the various dimensions of personal health are emphasized. 3 credits.

MATH 0003 Fundamentals of Arithmetic. Basic work in general mathematics for students whose computational skills need improvement to do accurate work with fractions, decimal fractions, percent, ratio and proportions, and measurement in both the English and metric systems. All work will be completed without the use of a calculator. Enrollment in the course is required of students with ASSET numerical scores of 33-37 or ACT math scores of 12-15. Successful completion qualifies a student to take MATH 0013, Fundamentals of Algebra, or MATH 1003, Technical Mathematics. See pages 12-14 for mathematics placement policies. No Credit.

MATH 0013 Fundamentals of Algebra. Designed for students who have not had algebra in high school or who need a review of basic algebraic concepts. Topics covered include number properties, integers and rational numbers, solving equations, polynomials, factoring polynomials, graphs, and fractional expressions. Successful completion qualifies a student to take MATH 0023, Intermediate Algebra. **Prerequisite:** successful completion of MATH 0003, Fundamentals of Arithmetic, or placement scores on the ASSET numerical test of at least 38 **plus** ASSET algebra scores of 23-36 or ACT math scores of 16. See pages 12-14 for mathematics placement policies. 3 credits for students in technical certificate programs. No credit for students in AAS or college transfer programs.

MATH 0023 Intermediate Algebra. Builds upon previous preparation

in algebra to provide skills needed in further study of mathematics, science, or related fields. Topics include the study of the properties of the real numbers, polynomials, rational expressions, first-degree equations and inequalities, exponents and radicals, quadratic equations, graph functions, and systems of linear equations. Successful completion qualifies a student to take MATH 1203, College Algebra. See pages 10-11 for mathematics placement policies. **Prerequisite:** successful completion of MATH 0013, Fundamentals of Algebra, or placement scores of 37-38 on the algebra portion of ASSET or 17-18 on the math portion of ACT. 3 credits for students in technical certificate or AAS programs. No credit for students in college transfer programs.

MATH 1103 Mathematics with Business Applications. Provides instruction in problem-solving related to business situations and financial management. Topics include percentages, payroll, commission, taxes, inventory, depreciation, cash and trade discounts, interest, pro-ration, insurance, pricing, and financial statements. **Prerequisite:** successful completion of MATH 0003, Fundamentals of Arithmetic, math scores of through 16+ or consent of the instructor. See pages 12-14 for mathematics placement policies. 3 credits.

MATH 1203 College Algebra. Linear and quadratic equations and inequalities, relations, functions and graphs, conic sections, synthetic division, polynomial functions, matrices, and exponential and logarithmic functions. **Prerequisite:** successful completion of MATH 0023, Intermediate Algebra, or score of 19+ on the math portion of the ACT or 39 on the algebra portion of ASSET. See pages 12-14 for mathematics placement policies. 3 credits.

MATH 1303 Trigonometry. The study of angles, right triangles, identities, oblique triangles, graphs, equations, inverse functions, polar coordinates, and complex numbers. **Prerequisite:** two years of high school algebra, permission of instructor, or MATH 1203, College Algebra. 3 credits.

MATH 1504 Precalculus Mathematics. Selected topics from algebra, trigonometry, analytical geometry, sets, relations, and functions. **Prerequisite:** two years of high school algebra or completion of MATH 0023, Intermediate Algebra, with a grade of C or better. 4 credits.

MATH 2013 Survey of Calculus. Introduction to the basic concepts of differential and integral calculus and their applications to algebraic, exponential, and logarithmic functions that occur in economics and marketing situations. This course is designed for students in majors other than the natural sciences, especially business and economics. It does not satisfy degree requirements for mathematics, science, or engineering majors, nor does it satisfy the prerequisite for Calculus II. **Prerequisite:**

successful completion of MATH 1203, College Algebra. 3 credits.

MATH2023 Applied Calculus. Introduction to analytical geometry, differential calculus of algebraic and transcendental functions; applications to curve sketching, maxima-minima and related rate problems, introduction to integrals with applications to area. **Prerequisites.** MATH1203, College Algebra, or permission of instructor. 3 credits.

MATH 2033 Mathematical Concepts I. This course is a study of problem solving, elementary set theory, numeration systems, elementary number theory, and the real system. This course is for elementary and middle school education majors and may not be used to satisfy the mathematics requirements for an Associate of Arts degree. **Prerequisite or Co-requisite:** Math 1203 College Algebra. 3 credits.

MATH 2043 Mathematical Concepts II. This course is a study of rational numbers, elementary concepts of statistics and probability, introductory algebra, and informal algebra. This course is for elementary and middle school education majors and may not be used to satisfy the mathematics requirement for an Associate of Arts degree. **Prerequisite or Co-requisite:** Math 1203 College Algebra. 3 credits.

MUSI 1002 Music Appreciation. Survey of music history, focusing on the development of critical listening skills. Includes works of major composers, instruments of the orchestra, elements of music, forms, and terminology. 2 credits.

NUTR 2203 Basic Human Nutrition. Introductory course in which the chemical basis of nutrition will be explored. Discussion of social, economic, and emotional aspects that impact individual nutritional practices. Evaluation of unique nutritional needs of different periods throughout the life cycle. 3 credits.

PHED 1001 Physical Education Activity. Rules, skills, and strategies of various sports and activities. May be repeated for different activities for additional credit. 1 credit.

PHED 1002 Concepts of Physical Activity. Knowledge and appreciation of the importance of physical activity in relation to the quality of life and health. Provides opportunities through supervised activities for psychomotor development. 2 credits.

PHED 2013 Sports Officiating. Introduction to rules and officiating techniques for baseball, basketball, and football. 3 credits.

PHED 2023 First Aid. This course is designed to provide the

knowledge and practical skills necessary to correctly assess and provide first aid care. In this course, the students will develop skills to recognize the signs and symptoms of various illnesses and injuries. Within a laboratory setting, the student is given the opportunity to utilize selected skills to provide proper treatment for specific incidents. 3 credits.

PHSC 2001 Physical Science Laboratory. Basic laboratory experiences in chemistry, physics, geology, meteorology, and astronomy. Must be taken concurrently with PHSC 2003, Physical Science. 1 credit.

PHSC 2003 Physical Science. Basic concepts of matter and energy as seen in chemistry, physics, geology, meteorology, and astronomy. Must be taken concurrently with PHSC 2001. **Prerequisite:** Completion of or concurrent enrollment in MATH 0023, Intermediate Algebra, or score of 19 on the math portion of ACT or 43 on the algebra portion of ASSET. 3 credits.

PLSC 2003 American National Government. Theory, politics, and functions of the federal system, including development of the Constitution and general aspects of American government. 3 credits.

PSYC 2003 General Psychology. Basic principles and theories of human behavior in such areas as learning, memory, perception, development, biological basis of behavior, motivation and emotion, stress, abnormal behavior, and relationships. 3 credits.

PSYC 2203 Advanced General Psychology. A continuation of PSYC 2003, with a focus on contemporary issues in the field, especially in such areas as abnormal psychology, intelligence, and social psychology. 3 credits.

PSYC 2313 Developmental Psychology. Major theories related to the physical, cognitive, and emotional development of the individual across the life span. 3 credits.

PSYC 2513 Abnormal Psychology. Explores the complex causes, manifestations, and treatment of common behavior disorders. The course introduces abnormal behavior along a continuum from functional to dysfunctional, including origins and characteristics of various mental disorders. 3 credits.

READ 0003 Reading Improvement. Improving reading skills and comprehension through vocabulary building, using the dictionary, and reading for the main idea, for information, and for inference. Required of any student with an ACT reading score below 19 or ASSET reading score below 42. See page 15 for the reading placement policy. No

credit.

SOCI 2013 Introduction to Sociology. The study of the origin, growth, structure, and functioning of group life, with emphasis on human nature and socialization, organizations, collective behavior, and institutions. 3 credits.

SOCI 2203 Social Problems. Sociological concepts and methods for analyzing current social problems, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations. 3 credits.

SOCI 23xx Special Topics in Sociology. Courses on various topics related to law enforcement and criminal justice. May be repeated for different topics for credit. Variable credit, depending on the topic. Some courses may have prerequisites. Enrollment requires permission of the instructor. 1 to 3 credits.

SOCI 2403 Dealing with Diversity. Introduces students to people from many diverse populations--Native Americans, Hispanic-Americans, African-Americans, Asian-Americans, and Euro-Americans. The goal is to help students understand the varying constraints and motivations of people from backgrounds different from their own. Also provides important sociological lessons in social interaction, the concept of race, social class, age, gender, and the sociology of minorities. 3 credits.

SPAN 1013 Elementary Spanish I. A systematic study of basic grammar through aural-oral practice, dictation, reading, and writing. 3 credits.

SPAN 1023 Elementary Spanish II. A continuation of Elementary Spanish I. **Prerequisite:** SPAN 1013, Elementary Spanish I. 3 credits.

SPCH 1313 Oral Communication. Techniques for effective oral communication, including practice in the preparation and presentation of speeches, small group communication, organizational communication, multicultural communication, and listening skills. 3 credits.

Associate of Arts in Teaching

Philosophy

The Associate of Arts in Teaching degree program provides the first steps into higher education for those students who look forward to completing an educational degree with a teaching certificate at a four-year institution.

In addition to taking the required general education courses at Ozarka, students in this program are strongly encouraged to choose their Ozarka “electives” based on the course requirements of the receiving institution for the level of teacher education they are pursuing:

- Early Childhood Education
- Middle School Mathematics/Science
- Middle School Language Arts/Social Studies
- Secondary Education

In making a decision to enter the teaching profession, students should seriously consider the demands that this choice entails. Among these are scholarship and intellectual curiosity; an interest in children and young people, and an understanding of their interests, problems, and development; and an interest in and understanding of the role of the school in our society. It is important to embrace the National Council for the Accreditation of Teacher Education’s philosophy that each child, regardless of gender, race, creed, family background, exceptionality, or socioeconomic status, has a right to be taught by a qualified teacher who can help each child become all he or she can be.

Objectives

Students completing this degree program successfully will be able to:

1. Demonstrate the skills and abilities named in the College’s philosophy of general education so that they may become lifelong learners.
2. Complete a core curriculum of general and specialized education.
3. Develop introductory skills in the art and science of teaching.
4. Observe various instructional and other school settings through clinical field experiences in public schools in the area.
5. Develop an awareness for the critical discussion of the challenges of the profession and relationship between school and society.
6. Demonstrate basic instructional technology skills.
7. Initiate development of a professional portfolio.

8. Transfer to a four-year institution of education and successfully complete a baccalaureate degree in teaching at the level and area of choice.

Admission to the AAT program at Ozarka College, and eventually, the receiving institution is prerequisite to, but separate from, admission to teacher education in the receiving institution. See *program faculty advisor for individual articulation agreements.*

The AAT is a two-year transfer degree designed to introduce students to the profession of teaching and to maximize the hours taken at Ozarka College that will lead to a bachelor's degree in the students' desired area of certification. Although this degree focused on middle school math/science and middle school language arts/social studies, it also provides the foundation for early childhood and secondary education.

Phase I. The first phase of an AAT is a pre-professional program and does not guarantee admission to the professional program at a four-year institution. For unconditional admission to the AAT program, all applicants must:

1. Be formally admitted to Ozarka College
2. Be eligible to enroll in college-level coursework as reflected by ACT or ASSET scores.

To maintain unconditional program enrollment status, all candidates must:

1. Maintain a grade point average of at least **2.65** of a 4.0 grading scale.
2. Earn a "C" or better in each course required in the program.
3. Demonstrate professional behavior and accountability including good attendance and punctuality.
4. Meet legal requirements.

Phase II. To be provisionally recommended to Phase II, which is a teacher education program in a four-year receiving institution, all candidates must:

1. Meet the above criteria.
2. Complete 30-45 semester credit hours in general education.
3. Submit scores on the Praxis I that meet or exceed the levels established by the Arkansas Department of Education and the receiving institution.

In addition to provisional recommendation criteria, to receive full recommendation to a teacher education program in a four-year receiving institution and to meet graduation requirements for the AAT, candidates must:

1. Complete the required course work for the associate of Arts in Teaching with at least a **2.65** of a 4.0 grading scale on all course work with grades of “C” or better in each required course.
2. Submit a satisfactory professional portfolio.

Students interested in teaching as a career are encouraged to determine the level of teaching and the receiving institution of their choice as early in their academic career as is possible. It is vital to specific course transfer for students to have a specific goal in mind as they pursue as AAT. It must be noted, however, that there can be no guarantee of transfer of any one course to a College of Education in a specific four-year institution, as their requirements tend to alter from time to time. However, every effort will be made by Ozarka College to advise the student toward his or her goal with minimum difficulties with our course transfer.

Completing the Associate of Arts in Teaching at Ozarka College with recommendations, does not guarantee admission to teacher education programs in four-year receiving institutions. The student must also meet the specific admissions requirements of the receiving institution.

NOTE: *Students who meet graduation requirements for the Associate of Arts degree at Ozarka College, but who do not meet graduation requirements for the Associate of Arts in TEACHING, will be eligible to graduate with the AA.*

Associate of Arts in Teaching Degree Program Course Requirements

Courses listed in this section are common to most teacher education programs at receiving four-year institutions. Students need to see their advisor to assure the best choices.

Education Courses (6 hours)

EDUC2003	Introduction to Education
EDUC2013	Introduction to K-12 Technology

English/Communications (9 hours)

ENGL1013 English Composition I
ENGL1023 English Composition II
SPCH1313 Oral Communications

Mathematics (at least 3 hours; usually includes)

MATH1203 College Algebra

Sciences (at least 8 hours; usually includes)

BIOL1003 General Biology **with**
BIOL1001 General Biology Laboratory

And

PHSC2003 Physical Science **with**
PHSC2001 Physical Science Laboratory

Fine Arts (at least 3 hours)

Humanities (at least 3 hours)

Social Sciences (at least 15 hours; usually includes)

HIST2003 American History I

Or

HIST2013 American History II

PLSC2003 American National Government

GEOG2013 Introduction to Geography

Physical Education (at least 2 hours, usually includes)

PHED1002 Concepts of Physical Activity

Or

Two 1-hour physical education activities

Additional Required Courses/Electives

Must select at least 17-22 additional credit hours from transferable courses whose descriptions are listed on pages 80-91. Some courses listed under Business Technology on pages 106-112 and Information Science Technology on pages 133-137 may also apply. In addition, **Arkansas History** is required for teacher education programs and will transfer to **some** receiving institutions. Students must consult their advisors to assure the best course selection possible for future transfer.

Automotive Service Technology

Philosophy

The Automotive Service Technology program serves the training needs of each student in all areas related to automotive servicing. Each student will be able to attain knowledge in theory, technical training, and manipulative skills. Required general education courses provide valuable information needed to round out the technical skills of the graduate.

In this program, students will upgrade and update their knowledge so that they may enter the workforce and advance in their chosen occupation.

Objectives

Students completing the Degree Program will be able to:

1. Demonstrate marketable skills in the automotive service occupation.
2. Progress in the automotive industry.
3. Demonstrate proper safety procedures that will protect him/her, the employer, and equipment on the job.
4. Describe the importance of employee-employer and employee-employee relationships relating to job security and customer service.
5. Use the skills and abilities names in the College's philosophy of general education so that they may become life long learners.

Associate of Applied Science Program Required Technical Courses

AST 1105	Engine Repair
AST 1209	Electrical Systems
AST 1305	Suspension and Steering
AST 1409	Engine Performance
AST 2105	Brake Systems
AST 2205	Automotive Heating and Air Conditioning
AST 2309	Automatic Transmissions and Transaxles
AST 2409	Manual Drive Train and Axles

General Education Requirements

Any mathematics course from the following:

MATH 1103 Mathematics with Business Applications
MATH 0023 Intermediate Algebra
MATH 1203 College Algebra
or
higher level math course

CIS 1003 Introduction to Computers
or
CIS 1333 Microcomputer Applications
or
CIS 1303 Computer Information Systems
or
BUS 1023 Keyboarding I

ENGL 1013 English Composition I
ENGL 1023 English Composition II
or
ENGL 1123 Technical and Business English

Any social science course from the following:

ANTH 2023 Cultural Anthropology
ECON 2313 Principles of Economics
GEOG 2013 Introduction to Geography
HIST 1003 World Civilization I
HIST 1013 World Civilization II
HIST 2003 American History I
HIST 2013 American History II
MGMT 2643 Human Relations
PLSC 2003 American National Government
PSYC 2003 General Psychology
SOC 2013 Introduction to Sociology

Total Credits Required: 71

Recommended Elective

MGMT 2663 Small Business Management

Technical Certificate Program

To earn a Technical Certificate, a student must complete the General Education Requirements in mathematics and English and 28 hours of Automotive Service Technology courses.

Required Technical Courses

Fall Semester of Even Years

AST 1409 Engine Performance
AST 2205 Automotive Heating and Air Conditioning

Spring Semester of Odd Years

AST 1305 Suspension and Steering
AST 2409 Manual Drive Train and Axles

Fall Semester of Odd Years

AST 1105 Engine Repair
AST 1209 Electrical Systems

Spring Semester of Even Years

AST 2105 Brake Systems
AST 2309 Automatic Transmissions and Transaxles

General Education Requirements

ENGL 0013 Practical Writing
or
higher level English composition course

MATH 1103 Mathematics with Business Applications

or
MATH 0013 Fundamentals of Algebra
or
higher level mathematics course

Total Credits Required: 34

Recommended Electives

BUS 1023 Keyboarding I
MGMT 2663 Small Business Management

Automotive Service Technology Course Descriptions

AST 1105 Engine Repair. Provides the student with an introduction to automotive engines, the use and care of hand tools, precision tools, special tools and equipment. Construction and theory of operation with attention to engine components are included. In addition, cooling and lubrication of modern engines as well as preventive maintenance and use of shop and flat rate manuals are covered. Safety is emphasized. 5 credits.

AST 1209 Electrical Systems. Introduces the student to the fundamentals of electronics, including Ohm's Law, basic electrical circuits, wiring diagrams, and common electrical symbols. Diagnosis and troubleshooting of electrical circuits is emphasized, including familiarization with most common types of testing equipment. Also includes starting systems, charging systems, microprocessors, sensors, actuators, and power distribution networks. 9 credits.

AST 1305 Suspension and Steering. Introduces the student to the theory and operation of modern suspension and steering systems. This study includes wheels and tires, hubs, bearings, seals, springs, and the vehicle frame. Various designs and construction of each of these components will be covered. Steering and steering systems starts with the basic theory of alignment of both front and rear wheels and includes the construction and operation of various manual and power steering components. 5 credits.

AST 1409 Engine Performance. Covers two major systems: fuel and ignition systems, and driveability and emissions. An understanding of the operation of these systems is essential to the successful maintenance and repair of most vehicles. Driveability describes the maintenance of a vehicle's performance. The technician must understand the complex network of electronic components that control the driving characteristics of the vehicle. Safety is emphasized. 9 credits.

AST 2105 Brake Systems. 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 systems are taught. The course includes an in depth study of the various hydro-boost systems and several types of antilock braking systems. 5 credits.

AST 2205 Automotive Heating and Air Conditioning. Includes 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. Includes 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. 5 credits.

AST 2309 Automatic Transmissions and Transaxles. Begins with a review of gear theory and the introduction of the planetary gear set. 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 common in late model vehicles will be covered in the course. 5 credits.

AST 2409 Manual Drive Train and Axles. Covers the entire power train 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 operation and repair of manual transmissions, rear axles, and transaxles. Several types of four-wheel drive systems will also be taught. 9 credits.

Basic Emergency Medical Technology

Philosophy

The Basic Emergency Medical Technology program serves the training needs of entry-level emergency caregivers, vital links in the chain of the health care team, who wish to meet the educational requirements set by the Arkansas Department of Health so that they can provide safe and effective pre-hospital emergency medical care.

Objectives

Program graduates will possess the knowledge and skills needed to

1. Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care.
2. Administer appropriate emergency medical care based on assessment findings of the patient's condition.
3. Lift, move, position, and otherwise handle the patient to minimize discomfort and prevent further injury.
4. Perform safely and effectively the expectations of the job description.

This program incorporates the U.S. Department of Transportation's National Standard Curriculum for EMT-Basic education, and upon successful completion of the course, graduates will be qualified to sit for the National Registry EMT-Basic Certification examination. **The course is offered on an as-needed basis.**

Certificate of Proficiency Program Required Technical Course

EMT 1107 Basic Emergency Medical Technology

Total Credits Required: 7

Basic Emergency Medical Technology Course Description

EMT 1107 Basic Emergency Medical Technology. An introduction to the study of emergency medical services and the basic principles, procedures, and techniques of emergency care. 7 credits.

Business Technology

Philosophy

The Business Technology faculty believes that every student should graduate with marketable skills and the knowledge necessary to succeed in a business occupation. The curriculum is provided for those individuals who desire to train, retrain, or upgrade their skills for an occupation in a business environment.

All students should have the opportunity to develop to their highest potential in the best learning environment possible through guidance and instruction by a well-trained staff and hands-on applications using equipment which duplicates, as nearly as possible, equipment found in business offices.

Objectives

Students will be able to:

1. Pursue occupational training that is realistic in terms of employment opportunities.
2. Study courses that are current and relevant to meet the needs of a mobile and diverse society.
3. Develop respect for the other person and the ability to live and work cooperatively with others in the business world.
4. Develop skills in communications and mathematics.
5. Display the technical knowledge and skills necessary to move into middle and upper level management positions in their field, given the necessary time on the job to build expertise and accumulate experience.
6. Possess lifetime learning, critical thinking and problem solving skills.
7. Be able to communicate correctly and accurately in speech and writing and to reason mathematically.

► **NOTE:** Students may pursue various options within the Business Technology program: a one-year Technical Certificate in the area of Information Management or an Associate of Applied Science degree in Business Administration or Information Management.

**Associate of Applied Science Program
Required Technical Courses**

ACCT 1123	Accounting I
BUS 2013	Business Communications
CIS 1333	Microcomputer Applications

General Education Requirements

ENGL 1013	English Composition I
ENGL 1023	English Composition II
	or
ENGL 1133	Technical and Business English
SPCH 1313	Oral Communication
MATH 1103	Mathematics with Business Applications

Students pursuing the AAS degree in Business Technology, regardless of major area, must complete all courses listed above.

**Business Administration Option Requirements
General Education Requirement**

ECON 2313	Principles of Economics
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Major Area Requirements

ACCT2133	Accounting II
ACCT 2283	Managerial Accounting
BUS 1023	Keyboarding I (or demonstrated competency)
BUS 2613	Business Principles
BUS 2663	Legal Environment of Business
CIS 1303	Computer Information Systems
MKTG 2633	Principles of Marketing
MGMT 2623	Management
MGMT 2643	Human Relations

Must complete 9 additional credit hours from courses at the 2000 level listed on pages 106-112. Students must consult with their advisors before selecting elective courses to be sure they are appropriate for the Business Administration option.

**Information Management Option Requirements
General Education Requirement**

Information Management majors must complete one of the following social science courses:

ECON 2313	Principles of Economics
GEOG 2013	Introduction to Geography
HIST 1003	World Civilization I
HIST 1013	World Civilization II
HIST 2003	American History I
HIST 2013	American History II
PLSC 2003	American National Government
PSYC 2003	General Psychology
SOCI 2013	Introduction to Sociology

Major Area Requirements

ACCT2133	Accounting II
	or
ACCT2143	Computerized Accounting
BUS 1033	Keyboarding II-Formatting
BUS 1113	Electronic Business Machines
BUS 1213	Information Processing
BUS 1563	Administrative Support Procedures
BUS 2223	Advanced Information Processing
BUS 2563	Administrative Support Procedures II
CIS 1303	Computer Information Systems
CIS 2353	Electronic Spreadsheet
CIS 2393	Desktop Publishing

Must complete 6 additional credit hours from courses at the 2000 level listed on pages 106-112. Students must consult with their advisors before selecting elective courses to be sure they are appropriate for the Information Management option.

Total Credit Hours (each option): 60

Technical Certificate

Information Management Option

Required Technical Courses

ACCT 1003	Introduction to Accounting
BUS 1113	Electronic Business Machines
BUS 1033	Keyboarding II-Formatting
BUS 1213	Information Processing
BUS 1563	Administrative Support Procedures I
BUS 2013	Business Communications
CIS 1303	Computer Information Systems
CIS 1333	Microcomputer Applications

General Education Requirements

MATH 1103	Mathematics with Business Applications
ENGL 1003	Practical Writing
or	
ENGL 1013	English Composition I

Total Credit Hours: 30

Business Technology Course Descriptions

(Several courses in this curriculum may transfer to four-year colleges. Consult the program faculty, the counselor, or the Registrar.)

ACCT 1003 Introduction to Accounting. Introduction to basic accounting concepts related to the processing of transactions and preparation of financial statements. Primary emphasis on developing an understanding of fundamental accounting concepts, with secondary emphasis on procedural mechanics. In addition, students will develop an awareness of the language and environment of American business, appreciation of accounting methodology, and skills in problem solving. Students will not be given credit toward an associate degree for both this course and ACCT 1123, Accounting I. Students planning to transfer should take ACCT 1123. 3 credits.

ACCT 1123 Accounting I. (Equivalent to AIB 1000.) The study of accounting concepts and procedures as they apply to sole proprietorships. Emphasis on the accounting cycle and its implementation. Simulated accounting activities offer decision-making opportunities encountered in the business world. 3 credits.

ACCT 2133 Accounting II. A continuation of the accounting concepts

and procedures presented in Accounting I. Partnerships and corporations are covered. **Prerequisite:** ACCT 1123, Accounting I. 3 credits.

ACCT 2143 Computerized Accounting. Introduction to the application of accounting computerized record keeping systems. Emphasizes the recording of transactions and generation of financial reports in a business environment. **Prerequisites:** ACCT 1123, Accounting I and BUS 1023, Keyboarding, or keyboarding ability. 3 credits.

ACCT 2283 Managerial Accounting. Use of accounting principles and procedures in management planning, decision making and control, financial statements, statement analysis, flow of funds, cash analysis, accounting concepts, cost accounting, budgets, capital expenditures, and pricing decisions. **Prerequisite:** ACCT1123 Accounting I. 3 credits.

BANK 1013 Principles of Banking. (Same as AIB 1370.) Introduces most aspects of banking from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Covers the importance of full-service commercial banking, major functions of commercial banks, products and services offered by banks, demand and time deposits, various types of bank loans and investments, the concepts of liquidity, safety, and income, and various banking regulations and regulatory agencies. 3 credits.

BANK 2013 Law and Banking: Principles. (Same as AIB 3660.) Law and legal issues concerning banks, with special emphasis on the Uniform Commercial Code. Covers sources and applications of banking law, differences between torts and crimes and how they relate to banking, contracts, real and personal properties, bankruptcy, and legal implications of consumer lending. 3 credits.

BANK 2023 Law and Banking: Applications. (Same as AIB 3670.) Laws pertaining to secured transactions, letters of credit, and the bank collection process. Also covers negotiability, holder-in-due-course status, primary and secondary contractual liability on an instrument, and check losses. 3 credits.

BANK 2223 Money and Banking. (Same as AIB 1350.) How money functions in the United States and world economies. Topics include the concept of money supply, the role of banks as money creators and participants in national payment mechanisms, operation of various financial institutions, monetary and fiscal policies, and functions and powers of the Federal Reserve. **Prerequisite:** ECON 2313, Principles of Economics. 3 credits.

BANK2303 Analyzing Financial Statements. (Same as AIB 6920.)

Introduction to financial analysis from the viewpoint of the commercial loan officer. Stresses skills and analytical techniques needed for assessment of borrowers' ability to repay loans, such as factors affecting the way lenders conduct financial analyses; analysis of income statements, balance sheets, and pro forma statements; calculation and comparisons of key financial ratios; and construction and analysis of forecasts of income statements, balance sheets, and cash budgets.

Prerequisites: ACCT1123, Accounting I, with a grade of C or better, or permission of instructor. 3 credits.

BANK2403 Commercial Lending. (Same as AIB 6350.) Covers both the technical side of lending and the human relations skills needed to become a successful lender. Includes functions of the loan interview and credit investigation, effect of borrowers' financing needs on loan structuring, loan documents, and prevention of problem loans. 3 credits.

BANK2503 Consumer Lending. (Same as AIB 2313.) Regulations governing credit practices, with reviews of loan processing, cross selling, and collections. Covers components of the consumer installment credit market, various loan products, the lending process, application of credit math and loan pricing principles, and variables affecting loan structure. 3 credits.

BANK2603. Financial Planning. (Same as AIB 2413.) Perspectives, principles, and practices of financial planning with emphasis on personal economic planning and strategies to achieve the customer's financial objectives. Includes the role of financial planners in estate planning and their responsibilities to a bank. Impact of investments, taxation, and saving for retirement. Increasing profitability in financial planning services in a bank. 3 credits.

BANK 27xx Special Topics in Banking. Provides instruction in specific topics identified in the banking industry. Variable credit depending on the topic. May be repeated for different topics in banking. 1 to 3 credits.

BUS 1023 Keyboarding I. Introduces the new keyboarder to the techniques and skills necessary to perform touch keying. Designed for persons with no keyboarding experience. Skill-building is emphasized, and document formats are introduced. This course does not fulfill the keyboarding requirements for Information Management majors. 3 credits.

BUS 1033 Keyboarding II-Formatting. Assists students in further developing mastery of the keyboard by using the touch techniques. Course content includes an introduction to letters, tables, reports, and memorandums. Microcomputers will be used for instruction and skill development. Some basic functions of word processing will be

incorporated. The student is encouraged to spend a minimum of two lab hours per week to reinforce techniques learned in class. **Prerequisite:** ability to keyboard. 3 credits.

BUS 1113 Electronic Business Machines. Assists students in developing employable skills using the basic machines found in business offices. Content includes instruction in the operation of the ten-key pad and electronic calculator, and transcription of documents from recordings on dictation equipment. **Prerequisite:** BUS 1023, Keyboarding I (may be taken concurrently) and MATH 1103 Math with Business Applications. 3 credits.

BUS 1213 Information Processing. Emphasizes development of speed and accuracy. Hands-on training provides students with the opportunity to keyboard basic business correspondence, manuscripts, tables, in-basket exercises and integrated office projects on the microcomputer. Applications of word processing functions will be an integral part of the course. The student is encouraged to spend a minimum of two lab hours per week to refine skills and reinforce techniques and applications learned in class. **Prerequisite:** BUS 1033, Keyboarding. 3 credits.

BUS 1563 Administrative Support Procedures I. Overview of the responsibilities required in a general office environment. Career planning, manual records management, mailing and shipping services, telephone skills, travel arrangements, written correspondence, meeting and conference planning, and computer hardware, software and office equipment will be covered. **Prerequisite:** BUS 1033, Keyboarding II-Formatting. 3 credits.

BUS 2xxx Special Topics in Business. Courses on various topics related to business administration. May be repeated for different topics for credit. Variable credit, depending on the topic. Some courses may have prerequisites. Enrollment requires permission of the instructor. 1 to 3 credits.

BUS 2013 Business Communications. (Equivalent to AIB 1870.) Principles of effective oral and written communications in a business environment. Topics include verbal/nonverbal skills, writing skills, reading skills, listening skills, psychological principles, and employment skills involved in effective business communications. **Prerequisites:** BUS 1023 Keyboarding I, or keyboarding ability; a grade of C or better in ENGL 0013, Practical Writing, or ENGL 1013, English Composition I. 3 credits.

BUS 2223 Advanced Information Processing. Office-style production applying advanced word processing functions with emphasis on speed,

accuracy, and decision-making. Applications include composing at the keyboard and formatting, designing, and producing computer-compatible business documents. The student is encouraged to spend a minimum of two lab hours per week to assist in the development of advanced keyboarding skills. **Prerequisite:** BUS 1213, Information Processing. 3 credits.

BUS 2563 Administrative Support Procedures II. In- depth study of corporate culture, multicultural business procedures, computerized record keeping, proofreading, office communications, legal and ethical concerns, time and stress management, leadership, on-line resumes, computer navigation, assertiveness, and other topics. **Prerequisite:** BUS 1563, Administrative Support Procedures I. 3 credits.

BUS 2613 Business Principles. Introduces students to the world of business and helps them prepare for beneficial interactions with business. Studies include factors that comprise our national economy and concepts needed to deal with and become part of the contemporary business world. 3 credits.

BUS 2663 Legal Environment of Business. Introduction to law as it relates to the business world, including contracts, dealings with goods, commercial paper, debts and creditors, remedies to business disputes, federal regulation, and similar topics. 3 credits.

CIS 1003 Introduction to Computers. Introduction to what computers are and what they can do. Topics covered include computer hardware, data input and output, auxiliary storage, data files, operating systems, application software, and the Internet. Students will gain hands-on experience in the computer lab by becoming familiar with various software, learning to use e-mail and surfing the net. 3 credits.

CIS 1303 Computer Information Systems. Fundamental functions and operations of computers. Topics covered include computer hardware, data input and output, data representation, auxiliary storage, data files, programming languages, operating systems, computer systems and configuration, and application software. Successful completion of BUS 1023, Keyboarding, or keyboarding ability is strongly advised. 3 credits.

CIS 1333 Microcomputer Applications. Hands-on use of integrated application software for microcomputers. Categories include operating environments, word processing, spreadsheet, database, graphics, presentation software, and object linking and embedding. Successful completion of BUS 1023, Keyboarding, or keyboarding ability is recommended. 3 credits.

CIS 2353 Electronic Spreadsheet. Instruction and hands-on use of

electronic spreadsheet software. Students will enter, modify, sort, and extract data. Realistic exercises allow students to design, test, and debug spreadsheet applications. Offered spring semesters only. **Prerequisites:** MATH 1103, Mathematics with Business Applications, **and** CIS 1333, Microcomputer Applications. Successful completion of BUS 1023, Keyboarding, or keyboarding ability is recommended. 3 credits.

CIS 2393 Desktop Publishing. Creation of documents which include document resolution, graphic design, layout, and reader appeal. Documents created may include brochures, newsletters, business cards, flyers, pamphlets, and letterhead stationery. Offered spring semesters only. **Prerequisite:** BUS 1213, Information Processing. 3 credits.

CIS 24xx Business Applications Software. Provides instruction in business application software. May be repeated for different types of software for credit. Variable credit, depending on the topic. Some courses may have prerequisites. Keyboarding ability and permission of instructor required. 1 to 3 credits.

CIS 2413 Navigating the Net. Explores how the Internet is used by organizations and individuals. Basic Internet terminology and concepts. Directed activities and independent projects in □surfing□ the Net lead to discovery of how the Internet is being used in business and personal applications. Also includes Internet research techniques. 3 credits.

MGMT 2623 Management. (Same as AIB 4140.) Comprehensive introduction to modern management theory, practices, and applications. Covers characteristics and rationality of managerial decisions, practical methods of management planning and strategy, relationship of current management issues to social responsibility and ethics, implications for international competitiveness, and principles of organization, delegation, motivation, group management, organizational control, operations management, and managing change. 3 credits.

MGMT 2643 Human Relations. (Same as AIB 4310.) Draws on the disciplines of psychology and sociology to provide a basic understanding of the relationships between people. Business and interpersonal skills necessary for ethical conduct, supervision, and leadership. 3 credits.

MGMT 2663 Small Business Management. Strong emphasis on entrepreneurship. Topics discussed will cover the nature of small businesses, starting a small business, and successfully operating a small business. 3 credits.

MKTG 2633 Principles of Marketing. (Equivalent to AIB 7740.) Fundamental functions performed in marketing. Various methods,

agencies, and factors responsible for the execution of these functions. Marketing methods, policies, and problems of manufacturers, jobbers, wholesalers, and retailers. Channels of distribution, price policies, competition, marketing analysis, and sales promotion. **Prerequisite:** ECON 2313, Principles of Economics or permission of instructor. 3 credits.

Criminal Justice Leadership

Philosophy

The purpose of the Criminal Justice Leadership program is to provide area law enforcement and corrections officers with the educational experiences and credentials needed to strengthen management and performance skills so that they may increase their effectiveness and advance on the job.

Objectives

Graduates completing the Criminal Justice Leadership program will possess the knowledge and skills necessary to

1. Communicate effectively with peers, suspects, and inmates in the workplace, with attorneys and judges in the courtroom, and with citizens in the community.
2. Understand human needs and problems along with effective techniques for sound decision making and problem resolution.
3. Comprehend and appreciate differences among diverse individuals and groups.
4. Use sound management and supervisory techniques to enhance agency or facility operations and security.
5. Meet legal requirements regarding employee, citizen, suspect, and offender rights.
6. Oversee cases effectively from initial response to investigation and interrogation, report writing, courtroom preparation, and prosecution.
7. Safely manage the behaviors of a range of suspects and offenders.

► **NOTE:** Students must have already completed or be currently enrolled in courses providing the state's basic certification requirements for law enforcement or corrections officers and be employed in the criminal justice field to be admitted to this program.

Credit for courses with the CJL prefix is awarded following evaluation of individual students' portfolios documenting educational experiences provided by various state, federal, and proprietary training entities.

Note: Through a partnership with the Criminal Justice Institute, officers enrolled in coursework at the Institute may earn certificates and/or degrees in Crime Scene Investigation and/or Law Enforcement

Administration. Please see Ozarka's Admission Officer for more information about these programs.

Associate of Applied Science Program Required Technical Courses

(All students must submit evidence of appropriate certification before admission to the program. All students must enroll in Professional Portfolio Assessment in order to receive credit for other CJL-prefixed courses.)

CJL 1001	Professional Portfolio Assessment
CJL 1006	Basic Corrections Officer Certification
	or
CJL 1008	Basic Law Enforcement Certification

General Education Requirements

ENGL 1013	English Composition I
ENGL 1023	English Composition II
	or
ENGL 1123	Technical and Business English
MATH 1103	Mathematics with Business Applications
	or
MATH 0023	Intermediate Algebra
CIS 1333	Microcomputer Applications
SOCI 2013	Introduction to Sociology

Related Education Requirements

PSYC 2003	General Psychology
PLSC 2003	American National Government
SPCH 1313	Oral Communication

Major Area Requirements

Must complete at least 21 hours (law enforcement officers) or 23 hours (corrections officers) from the following:

PSYC 2513	Abnormal Psychology
SOCI 2203	Social Problems
MGMT 2643	Human Relations
SOCI 2403	Dealing with Diversity
CJL 1012	Introduction to Criminal Justice Leadership

CJL 1213	Agency Management
CJL 1322	Commun. Skills for Crim. Just. Professionals
CJL 2013	Criminal Investigation Management
CJL 2023	Criminal Evidence Management
CJL 2033	Community Policing Management
CJL 2053	Corrections Supervision
CJL 2063	Correctional Facility Management
CJL 2073	Offender Management

Recommended Electives

Six additional credit hours must be selected from courses listed under Major Area Requirements or from the following:

PSYC 2203	Advanced General Psychology
MGMT 2623	Management
ANTH 2023	Cultural Anthropology
COMM 1113	Nonverbal Communication
SPAN 1013	Elementary Spanish I
SPAN 1023	Elementary Spanish II

Total Credits Required: 60

Criminal Justice Leadership Course Descriptions

CJL 1001 Professional Portfolio Assessment. Review of prior non-collegiate course work related to criminal justice, as submitted with appropriate verification of completion. The CJL Credit Award Committee will determine the amount of credit to be placed on the student's transcript. This course should be taken early in the student's program so a degree plan may be established. **Prerequisite:** concurrent enrollment in or successful completion of basic law enforcement or corrections officer certification. 1 credit.

CJL 1006 Basic Corrections Officer Certification. Successful completion of minimum instruction at an approved training academy as defined by the Arkansas Department of Correction. To receive credit, a minimum academic score of 70% is required as well as current Arkansas certification in the profession. 6 credits.

CJL 1008 Basic Law Enforcement Certification. Successful completion of minimum instruction at a certified school as defined by the Arkansas Executive Commission on Law Enforcement Standards and Training (CLEST). To receive credit, a minimum academic score of 70% is required as well as current Arkansas certification in the profession. 8 credits.

CJL 1012 Introduction to Criminal Justice Leadership. Designed to introduce criminal justice practitioners to the principles of supervision and leadership. May include such select topics as ethical issues in law enforcement, police leadership issues, interpersonal communication skills and/or advanced principles of supervision. 2 credits.

CJL 1213 Agency Management. Provides for managers to establish performance expectations for their employees and increase employee accountability. Includes topics such as civil liability, legal aspects of discipline, Civil Rights Act of 1991, equal employment opportunity law, ADA, right to privacy, etc. Additional topics may include grant writing, sexism, protection from discrimination, principles of supervision, organizational communications, rapidly occurring changes in law enforcement, internal affairs, and/or disciplinary practices in criminal justice. 3 credits.

CJL 2013 Criminal Investigation Management. Describes case management techniques, case screening techniques, and solvability factors involved in criminal investigations as well as managing drug investigations specifically. Other topics may include search warrant updates, Arkansas law as it relates to search and seizure, legal updates on drug investigations, interview and interrogation process, patrol management, and/or internal affairs. 3 credits.

CJL 2023 Criminal Evidence Management. Describes the psychology of interviewing, behavioral information, identifying rejection, nonverbal indicators, gestures and movements indicative of deception, statement analysis, and factors undermining a successful interview and interrogation. It may also include Arkansas Supreme Court and Court of Appeals decisions as they relate to the legal principles of show-ups, photographic identification, and lineups. Other topics include DWI field sobriety tests, confidentiality, Arkansas law of search and seizure, drug investigations, and/or managing courtroom presentations. 3 credits.

CJL 2033 Community Policing Management. Designed to introduce the student to managing civil liability, critical incidents containment, legal aspects of domestic violence, and managing hostage negotiations. Select topics may include civil liability of law enforcement administrators, incident containment and control, interpersonal communication skills, management of civil rights allegations, and/or survival Spanish for law enforcement officers. 3 credits.

CJL 1322 Communications Skills for Criminal Justice Professionals. Describes and demonstrates skills required of supervisors during the communication process, and applies basic principles of responding and

asking questions. The importance of active listening, nonverbal communication, and communication within an organization is emphasized. Additional topics may include constructing and presenting numerical data, survival Spanish, the interview and interrogation process, and/or managing courtroom presentations. 2 credits.

CJL 2053 Corrections Supervision. Introduces the student to principles of jail supervision and survival skills for correctional personnel. Select topics may include principles of supervision and advanced jail supervision, interpersonal and organizational communications, and/or criminal justice leadership issues. 3 credits.

CJL 2063 Correctional Facility Management. Provides critical information on effective management training and emergency preparedness as well as legal issues that relate to sexual harassment. Other topics may include performance evaluation, race relations and cultural diversity, report writing, safety and security, crime scenes, officer survival, and advanced officer training. 3 credits.

CJL 2073 Offender Management. Provides critical information on supervising inmates, following security procedures, and using force and restraints. Other topics may include gang recognition, race relations and cultural diversity, CAP-STUN and other chemical agents, suicide prevention, manipulative inmates, riots and disturbances, handling special inmates, and awareness, prevention, and intervention in cases of sexual abuse. 3 credits.

Culinary Arts

Philosophy

The Culinary Arts program provides students with classroom and food service laboratory instruction as well as practical experiences in actual catering functions. This program prepares its graduates for careers in restaurants, clubs, hotels, catering operations, and institutional food services.

Objectives

Upon completion of the program, students will be able to

1. Employ sanitation and safety standards for food service operation.
2. Maintain standards of professionalism, including ethical behavior and grooming codes required for the industry.
3. Prepare high quality food products using appropriate ingredients and equipment.
4. Apply nutrition and merchandising principles to menu planning, purchasing, and food production.
5. Perform dining room service and catering functions.
6. Develop a personal philosophy of customer service and hospitality.
7. Display the technical knowledge and skills necessary to move into middle and upper management positions in their field, given the necessary time on the job to build expertise and accumulate experience.
8. Possess lifetime learning, critical thinking and problem solving skills.
9. Be able to communicate correctly and accurately in speech and writing and to reason mathematically.

► **NOTE:** Applicants are admitted to this program only after meeting specific selection criteria. Information about these criteria is available from the Director of Admissions/Recruiter.

Students gain practical experience in catering and restaurant operation by preparing and serving meals to groups visiting the College. In the course of the program, each student rotates through several positions, from dishwasher to manager. Each of the Food Production courses meets an average of approximately 18 hours per week. Actual time may vary from week to week depending on the activities in which students participate. Night and weekend work may be required on some occasions.

Upon completion of the Sanitation and Safety course, students may take the National Restaurant Association's food service sanitation certification test.

Successful completion of the program and additional work experience under a certified chef allow graduates to take the certification examinations of the American Culinary Federation.

Technical Certificate Program Required Technical Courses

CUL 1202	Sanitation and Safety
CUL 1203	Food Principles
CUL 1303	Basic Food Science and Nutrition
CUL 1306	Food Production I
CUL 1406	Food Production II
CUL 1502	Dining Room Service and Catering
CUL 1504	Baking
MGMT 2643	Human Relations

General Education Requirements

ENGL 0013	Practical Writing or higher level English class
MATH 1103	Mathematics with Business Applications or
MATH 0013	Fundamentals of Algebra or higher level mathematics class

Total Credits Required: 35

Recommended Electives

BUS 1023	Keyboarding I
CIS 1003	Introduction to Computers
MGMT 2663	Small Business Management

Culinary Arts Course Descriptions

CUL 1202 Sanitation and Safety. Covers the control of bacteria and knowledge necessary to practice safe food handling techniques, from receiving through production and service of food to the public. Includes care and cleaning of commercial food preparation equipment, personal hygiene, and first aid. 2 credits.

CUL 1203 Food Principles. Lecture course covering basic principles and techniques of food preparation and selection criteria for all categories of foods. 3 credits.

CUL 1303 Basic Food Science and Nutrition. Basic concepts of nutrition, including factors that impact nutritional practices. Principles underlying the selection and preparation of foods. Study of food components, market standards for products, grades, and labeling. Special attention is given to age-related nutritional needs. 3 credits.

CUL 1306 Food Production I. Laboratory course in which students learn basic knife skills and practice a variety of cooking methods and techniques using commercial food production equipment. Sanitation and safety principles are reinforced. Food is prepared and served to the public, allowing realistic opportunities to learn kitchen organization. 6 credits.

CUL 1406 Food Production II. Continuation of CUL 1306. Activities involve more complex food preparation for all categories of foods served in commercial establishments. Catered events provide learning opportunities related to menu planning, purchasing, and cost controls. 6 credits.

CUL 1502 Dining Room Service and Catering. Emphasis is placed on the importance and principles of proper service, guest check writing and computing, set up, banquet services, and selling. 2 credits.

CUL 1504 Baking. Emphasis on restaurant production of pies, cakes, fillings, variety breads, sweet dough, sponge dough, and specialty items. All items will be produced from "scratch" method. Cake decorating included. Use of various types of bakery equipment. 4 credits.

CUL 210X Advanced Culinary Arts. An independent study concentrating on selected culinary topics reflecting the student's individual career interests as they relate to their program of study. The course will blend theoretical concepts and practical experience. Prerequisite: completion of the Technical Certificate program in Culinary Arts or permission of instructor. May be repeated once, focusing on a different topic or more advanced study of the original topic, for additional credit. 3-6 credits.

Early Childhood Development

Philosophy

The Early Childhood Development program serves the training needs of child care providers who wish to meet the educational requirements set by the Early Childhood Commission.

Objectives

Program graduates will possess the knowledge and skills needed to

1. Maintain a proper learning environment for young children.
2. Understand stages of physical, cognitive, and socio-emotional development in young children.
3. Relate well to members of each child's family.
4. Function on the job in ways that contribute to effective program operation.

The CDA National Credentialing Program is a major effort to enhance the quality of child-care by defining, evaluating, and recognizing the competence of child-care providers. Satisfactory completion of the Certificate of Proficiency program qualifies a graduate to write the Child Development Associate examination, which is administered by the Council for Early Childhood Professional Recognition.

Students in this program who are not already employed in child-care can complete their required practicum experiences at Ozarka Kid's Academy, a licensed facility located on the Melbourne campus.

Courses for this program will be offered on an as-needed basis only.

► **NOTE:** Applicants are admitted to this program only after meeting specific health and background criteria. Information is available from the Director of Ozarka Kids Academy.

Also, persons with little or no work experience would benefit from completing basic Child Care Orientation Training, a twenty-hour course. Information on availability may be obtained from Ozarka's Director of Continuing Education and Business Outreach or the Director of Ozarka Kid's Academy.

**Certificate of Proficiency Program
Required Technical Courses**

ECD 1003	Foundations of Early Childhood Education
ECD 1103	Child Development
ECD 1203	Healthy, Safe Learning Environment
ECD 1303	Practicum I
ECD 1403	Practicum II

Total Credits Required: 15

Early Childhood Development Course Descriptions

ECD 1003 Foundations of Early Childhood Education. Introduction to the early childhood profession, including issues pertinent to the professional such as family relations and effective program operation. 3 credits.

ECD 1103 Child Development. Focusing on ages birth to six years, the course covers all aspects of a child's physical and cognitive growth and socio-emotional development. Requires observation of children and planning for activities to promote optimal development. 3 credits.

ECD 1203 Health, Safe Learning Environment. Designed to teach skills necessary for maintaining a proper environment for young children, including nutrition and first aid/CPR. Techniques for setting up an environment conducive to learning are also included. 3 credits.

ECD 1303 Practicum I. Students must be employed or volunteer for 240 hours in a licensed childcare facility to apply previously-learned skills. Instructors observe student work and evaluate student skills following CDA standards. Students must show competence in 13 functional areas. Certain professional resource files and all CDA requirements must be completed. **Corequisite:** ECD 1003 Foundations of Early Childhood Education. 3 credits.

ECD 1403 Practicum II. Continuation of ECD 1303 Practicum I. Observations and evaluations continue to be based on CDA guidelines but reflect more advanced skills acquisition. All professional resource files and all CDA requirements must be completed before student is eligible for CDA assessment. 3 credits.

General Technology

Philosophy

Many graduates of Technical Certificate programs have individual career objectives that cannot be met through completion of any single technology program. Additional general and technical education courses, combined in a coherent program, allow these students to gain lifelong learning skills and additional technical expertise to become more productive and satisfied members of society.

Objectives

Upon completing the General Technology program, graduates will

1. Display the technical knowledge and skills necessary to move into middle and upper management positions in their field, given the necessary time on the job to build expertise and accumulate experience.
2. Possess lifetime learning, critical thinking and problem solving skills.
3. Be able to communicate correctly and accurately in speech and writing and to reason mathematically.

► NOTE: Students must consult with the General Technology program advisor before enrolling in any courses. Each student will select courses from two or more different technical disciplines to develop a coherent plan, which must then be approved by the program advisor and the Vice President for Academic Affairs. An advisory committee will assist in developing any degree plans outside an approved college core as necessary to meet a student's career objective.

This degree option is also open, with the permission of the Vice President for Academic Affairs, to graduates of technical certificate or Associate of Applied Science degree programs in areas not currently offered by Ozarka College.

Associate of Applied Science Program Required Courses

Students must complete at least 24 semester credit hours in a technical area. The following majors are currently available at Ozarka:

Automotive Service Technology
Business Technology
Criminal Justice Leadership
Culinary Arts
Health Information Management
Information Science Technology
Licensed Practical Nursing

Students who have completed the Certificate of Proficiency in Early Childhood Development may also design a special program leading to the Associate of Applied Science in General Technology. Further information is available from the Counselor.

Minor/Related/Support Courses

Students must then select one of the following options:

1. Complete two 12-hour minor areas of study.
2. Complete one 12-18 hour minor area and 6-12 hours of support or related courses.
3. Complete a second 24-hour major.

General Education Requirements

ENGL 1013 English Composition I
ENGL 1023 English Composition II
or
ENGL 1123 Technical and Business English

One math course from the following:

MATH 1103 Mathematics with Business Applications
MATH 0023 Intermediate Algebra
MATH 1203 College Algebra
or
Higher level math course

BUS 1023 Keyboarding I

CIS 1003 Introduction to Computers
or
CIS 1303 Computer Information Systems
or
CIS 1333 Microcomputer Applications
or
Higher level CIS course

One social science course from the following:

ECON 2313 Principles of Economics
GEOG 3013 Introduction to Geography
HIST 1003 World Civilization I
HIST 1013 World Civilization II
HIST 2003 American History I
HIST 2013 American History II
MGMT 2643 Human Relations
PLSC 2003 American National Government
PSYC 2003 General Psychology
SOC 2013 Introduction to Sociology

Total Credits Required: 63

Health Information Management

Philosophy

Successful completion of the requirements of the associate degree program in Health Information Management will prepare the student for entry-level employment as a health information manager by providing the basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

Objectives

Upon completion of the program, students will

1. Possess the skills in English grammar, spelling, and usage to meet entry-level job requirements in a medical office setting.
2. Be competent to operate computers and prepare documents required in the Health Information Management field related to the option selected.
3. Possess a large medical vocabulary and understand the human anatomy, physiology, diseases, diagnostic indications, drugs, and surgical and other procedures underlying that vocabulary.
4. Be able to recognize, evaluate, and interpret inconsistencies, discrepancies, and inaccuracies in medical dictation and make appropriate corrections.
5. Behave ethically in handling patients' medical records.

The students' practicum experience may be at regional medical centers in Mountain Home and Batesville under the supervision of medical records personnel.

► NOTE: Applicants are admitted to this program only after meeting specific selection criteria. Information about these criteria is available from the Ozarka counselor.

**Associate of Applied Science Program
Required Technical Courses**

BUS 1563	Administrative Support Procedures
CIS 1333	Microcomputer Applications
BIOL 1203	Medical Terminology I
BIOL 1213	Medical Terminology II
LPN 1204	Body Structure and Function*
HIM 2213	Legal/Ethical Aspects of Health Info. Mgmt.
HLTH 1002	Introduction to Health Care
LPN 1502	Pharmacology

General Education Requirements

BIOL 1001	General Biology Laboratory
BIOL 1003	General Biology
ENGL 1013	English Composition I
ENGL 1023	English Composition II*
	or
ENGL 1123	Technical and Business English
SPCH 1313	Oral Communication
MATH 1103	Mathematics with Business Applications
	or
MATH 0023	Intermediate Algebra*
	or
	higher level math course

Must complete three hours from the following:

ECON 2313	Principles of Economics
GEOG 2013	Introduction to Geography
HIST 1003	World Civilization I
HIST 1013	World Civilization II
HIST 2003	American History I
HIST 2013	American History II
MGMT 2643	Human Relations
PLSC 2003	American National Government
PSYC 2003	General Psychology
SOCI 2013	Introduction to Sociology

*Students who expect to pursue a baccalaureate degree should consult the catalog of the institution to which they plan to transfer. They might wish to substitute BIOL 2213/2223, Anatomy and Physiology I and II,

for Body Structure and Function, which may not transfer. Similarly, students may wish to take MATH 1203, College Algebra, instead of Mathematics with Business Applications and ENGL 1023, English Composition II, instead of Technical and Business English.

Students pursuing the AAS degree in HIM, regardless of major area, must complete all courses listed above.

Medical Transcription Major Area Requirements

BUS 1033	Keyboarding II- Formatting
BUS 1213	Information Processing
BUS 2223	Advanced Information Processing
MDTR 2002	Fundamentals of Medical Transcription
MDTR 2110	Medical Transcription Capstone

Total Credit Hours (each option): 63

Health Information Management Course Descriptions

(Students must be admitted to the HIM program or have permission of the instructor before they can enroll in the following classes.)

HIM 1803 Medical Coding I. Value and utilization of nomenclature and classification systems for classifying and recording disease information in order to study patterns of illness and injuries for clinical, financial, and administrative purposes. Emphasis on ICD-9-CM basic classification principles. Offered fall semester only. **Prerequisite:** LPN1204, Body Structure and Function, or BIOL 1003, and BIOL 1001, General Biology and Laboratory **and** BIOL1203, Medical Terminology I, or permission of instructor. 3 credits.

HIM 1813 Medical Coding II. Value and utilization of nomenclature and classification systems for classifying and recording disease information in order to study patterns of illness and injuries for clinical. Financial, and administrative purposed. Emphasis on CPT/HCPCS basic classification principles. Offered fall semesters only. **Prerequisite:** LPN1204, Body Structure and Function, or BIOL 1003 and BIOL 1001, General Biology and Laboratory, **and** BIOL 1203, Medical Terminology I, or permission of instructor. 3 credits.

HIM 2203 Medical Coding III. Advanced guidelines of ICD-9_CM and CPT/HCPCS and terminology with relationship to procedural coding. Introduction to the concept of Diagnostic Related Groups (DRGs) and APGs and the relationship of coding to reimbursement. Coding exercises will be included. Offered spring semesters only. **Prerequisite:** HIM 1803, Medical Coding I, and HIM 1813, Medical Coding II. 3 credits.

HIM 2213 Legal/Ethical Aspects of Health Information Management. Surveys the history of health records, professional ethics, the functions of a health information department, retention of records, medical forms, and health information practices. Includes instruction on confidentiality issues, authorization for release of patient information, subpoenas, fraud and abuse, and the health care record as a legal document. 3 credits.

HIM 2233 Medical Insurance Processing. Introduction to the role of insurance companies, Medicare, Medicaid, and the Health Care Finance Administration (HCFA) in the health care industry. Standard principles for collection and entry of data required for the filing of medical insurance claims. Application of correct coding techniques for “clean claims.” Procedures for claims filing and resubmission of denied claims. Concepts of insurance reimbursements and procedures for processing the insurance payment. **Prerequisite:** HIM 1803 Medical Coding I. 3 credits.

MDTR 2002 Fundamentals of Medical Transcription. Overview of the professional medical transcription environment and introduction to various forms and techniques which are used in health care reports. Transcription exercises from the American Association of Medical Transcription (AAMT) Introductory Module included. One hour of lecture and three hours of lab per week. 2 credits.

MDTR 2110 Medical Transcription Capstone. A culmination course dedicated to the integration of various courses taken for degree requirements. Approximately 24 hours devoted to hands-on medical transcription training such as the transcription of actual hospital and AAMT medical tapes, and other medical office scenarios such as hospital visitations, medical office simulations, guest speakers, and clinical experiences. Student enrollment comes during the last semester after completion of all other degree requirements. **Prerequisite:** MDTR 2002, Fundamentals of Medical Transcription, and approval of the Health Information Management program advisor. 10 credits.

Information Science Technology

Philosophy

The Associate of Applied Science degree in Information Science Technology (IST) will prepare graduates for employment as technicians with several options in the areas of systems administration, systems analysis, systems design, network maintenance, programming, or troubleshooting/repair.

The IST program provides an educational experience in a performance-based learning environment using project-based learning, integrated with advanced technological applications in interdisciplinary laboratory environment where the intellectual and problem-solving growth of students is the focus. The core of the program includes concepts in number systems, basic algorithms and programming in Visual Basic, basic SQL, Access database system, Java, and basic networking. The last two semesters of the IST program provides the forum for use of knowledge and experiences acquired in the information science curriculum through analysis, synthesis, and evaluation of project-based applications. In the last spring semester before graduation, the student culminates his/her studies by completing the leadership and trends focus of the curriculum by researching, writing, and presenting a cumulative business project based on a technological two-year study. The presentation is made to an open forum.

Objectives

Graduates of this program will have:

1. The means to acquire 21st Century literacy – strong academic, thinking, reasoning, teamwork skills, and proficiency in using technology.
2. Up-to-date skills and knowledge needed to succeed in today's IT workplace.
3. The ability to continuously upgrade their skills and knowledge as new technologies and work patterns emerge.
4. The ability to communicate correctly and accurately in speech and writing and to reason mathematically.

► **NOTE:** Applicants are admitted to this program only after meeting specific selection criteria. Information about these criteria is available from the Director of Admissions/Recruiter. Students who are selected for the program are expected to attend full-time and take courses in the prescribed sequence. Students should also understand that the program requires time outside the normal classroom and laboratory to complete all required competencies. Students are required to join the professional IT organization on campus.

All prerequisites are to be completed BEFORE full admittance into the program. Students not fully admitted into the program may enroll in IST courses with the approval of the instructor and on a space available basis. Fully admitted students have enrollment priority.

Students in their last semester of study may be required to spend time in a business to gain further insight into the IST career field. The student should have adequate transportation in order to fulfill this requirement.

Students are required to pass all IST classes with a minimum grade of "C".

Associate of Applied Science Program Required Technical Courses

IST 1211	Leadership and Trend Studies
IST 1213	Introduction to Computer Programming
IST 1223	Introduction to Visual Basic
IST 1233	Microsoft Office for Support Personnel
IST 1313	Computer Systems (PC Hardware & Software)
IST 1403	Networking Essentials I (Networking Basics) (Cisco Semester 1)
IST 1503	Internet Technologies
IST 1603	Networking Essentials II (Routers & Routing Basics) (Cisco Semester 2)
IST 2203	Networking Essentials III (Switching Basics & Intermediate Routing) Cisco Semester 3)
IST 2213	Networking Essentials IV (WAN Technologies) (Cisco Semester 4)
IST 2403	Problem Solving Techniques in Information Science
IST 2603	Network Operating Systems
IST 2703	Computer Ethics Basics
IST 2803	Introduction to Database Concepts
IST 2813	Introduction to Information Systems
IST 2903	Systems Analysis and Design

General Education Requirements

ENGL 1013	English Composition I
ENGL 1023	English Composition II
	or
ENGL 1133	Technical and Business English
SPCH 1313	Oral Communications
MATH 1203	College Algebra
MATH 1303	Trigonometry
MATH 2023	Applied Calculus

Must complete three hours from the following:

ECON 2313	Principles of Economics
GEOG 2013	Introduction to Geography
HIST 1003	World Civilization I
HIST 1013	World Civilization II
HIST 2003	American History I
HIST 2013	American History II
MGMT 2643	Human Relations
PLSC 2003	American National Government
PSYC 2003	General Psychology
SOCI 2013	Introduction to Sociology

Total Credits Required: 66

TECHNICAL COURSE SEQUENCE

Fall Semester of Odd Years

IST 1213	Introduction to Computer Programming
IST 1233	Microsoft Office for Support Personnel
IST 1403	Networking Essentials I

Spring Semester of Even Years

IST 1223	Introduction to Visual Basic
IST 1333	Computer Systems
IST 1503	Internet Technologies
IST 1603	Networking Essentials II

Fall Semester of Even Years

IST 2203	Networking Essentials III
IST 2213	Networking Essentials IV
IST 2403	Problem Solving Techniques
IST 2803	Introduction to Database Concepts

Spring Semester of Odd Years

IST 2603	Network Operating Systems
IST 2703	Computer Ethics Basics
IST 2813	Introduction to Information Systems
IST 2903	Systems Analysis and Design

Information Science Technology Course Descriptions

(Students must be admitted to the IST program before they can enroll in IST courses unless otherwise stipulated in the course description).

IST1013 Introduction to GIS/RS. The purpose of this class is to introduce students to Geographic Information Systems (GIS) and remote Sensing (RS) technology through academic study and applied instructions. Students will be introduced to terminology and concepts relating to GIS/RS technology and will apply these concepts through the use of GIS software programs. Students will participate in structured, applied learning exercises taken from existing data sources, as well as conduct new study of these data sources through self-driven study and analysis. 4 clock-hour lab. 3 credits.

IST 1023 Skills of GIS/RS. The purpose of this class is to help the student learn the skills required to work on and/or build a Geographic Information System/Remote Sensing project (GIS/RS). Students will follow a course of hands-on instruction to learn skills ranging from introductory digital mapping to 3D mapping and image and analysis, as well as gain proficiency through application of skills. Students will be introduced to terminology and concepts relating to ArcView GIS

software and will apply these concepts through the use of industry-standard software. An ongoing emphasis of the use of Geographic Information Systems and Remote Sensing technology in various career fields will enhance the learning activities and exercise. . 4 clock-hour lab. 3 credits. **Prerequisite:** IST 1013 Introduction to GIS/RS. 3 credits.

IST 1211 Leadership and Trend Studies. Students will learn to work in teams; manage projects; prepare for entrance into the work force; research, write and present a cumulative business project based on a technological study; and administer business procedures. Students in the IST program take this course each semester and are expected to demonstrate their professionalism in the spring semester before graduation by presenting their findings to an open forum. Prerequisite: Admission into the IST program. 1 credit.

IST 1213 Introduction to Computer Programming. Introduction of object-oriented technology and how objects are used in a business setting. The student is introduced to Java fundamentals; data types and operators; program control statements; classes, objects, and methods; inheritance; and packages. 3 credits.

IST 1223 Introduction to Visual Basic. This course is an introduction to object-oriented programming using and IDE with emphasis on understanding and using graphical user interface technology. **Prerequisite:** IST 1213 Introduction to Computer Programming. 3 credits.

IST 1233 Microsoft Office for Support Personnel. This course provides an avenue for the student to become familiar with the latest hardware and software tools used in successful businesses today, as well as introducing concepts that allow students to function in a dynamic, project-based society. Hands-on, project-oriented experiences to develop the basic software expertise expected of a student in IST. Emphasis is on Microsoft Office along with continued community service-based projects. Students that have not declared IST as their degree program may register for this class on a space available basis and permission of the instructor. Keyboarding ability is recommended. 4 clock-hour lab. 3 credits.

IST 1313 Computer Systems (PC Hardware and Software). In-

depth laboratory experience toward the understanding of the components of a personal computer. Topics will include number systems, identification and organization of motherboard, CPU, memory, internal drives, power supply, and peripherals; cache technology; bus technology; upgrading philosophies, troubleshooting, and maintenance of a personal computer. Students that have not declared IST as their degree program may register for this class on a space available basis and permission of the instructor. Keyboarding ability is recommended. 4 clock-hour lab. 3 credits.

IST 1403 Networking Essentials I. (Networking Basics) (Cisco Networking Academy, Semester 1). Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. The class meets five hours per week. Students that have not declared IST as their degree program may register for this class on a space available basis. 3 credits.

IST 1503 Internet Technologies. Introduces HTML and client-server programming with multi-media web pages. Includes HTML editors, web authoring tools, JavaScript. Also addressed are client-pull and server-push technology, control structures, functions, arrays, and objects. **Prerequisite:** IST 1213 Introduction to Computer Programming. 3 credits.

IST 1603 Networking Essentials II. (Routers & Routing Basics) (Cisco Networking Academy, Semester 2). Students become familiar with the main Cisco IOS and network functions to include router elements (RAM, ROM, CDP, show), connection-oriented network service and connectionless network service, flow control, the functions of the TCP/IP transport-layer protocols, configuration files from the privileged exec mode, the functions performed by ICMP, control router passwords, identification, and banner. The class meets five hours per week. **Prerequisite:** IST 1403 or by testing and earning an 80 percentile on Cisco's Semester 1 Final Exam. 3 credits.

IST 2203 Networking Essentials III (Switching Basics & Intermediate Routing) (Cisco Networking Academy, Semester 3). In-depth study of IPX, LAN segmentation, switching methods, full- and

half-duplex Ethernet, network congestion, Fast Ethernet, LAN switching, Spanning Tree Protocol and virtual LANS. **NOTE:** Students must take this course in the same semester as IST2213. **Prerequisite:** IST 1603 Networking Essentials II (Routers & Routing Basics). 3 credits.

IST 2213 Networking Essentials IV (WAN Technologies) (Cisco Networking Academy, Semester 4). Differentiation between WAN services (LAPB, Frame Relay, ISDN/LAPD, HDLC, PPP, and DDR) is presented. In-depth study of router configuration commands. **NOTE:** Students must take this course in the same semester as IST2203. 3 credits. **Prerequisite:** IST 2203 Networking Essentials III (Switching Basics & Intermediate Routing).

IST 2403 Problem Solving Techniques in Information Science. Examines the problem-solving process and applies it to a wide range of problems with special emphasis on the varieties of mathematical problems from logic to statistics and on algorithmic problems. **Prerequisite:** MATH 2023 Applied Calculus or permission of the instructor. 3 credits.

IST 2603 Network Operating Systems. Basic functionality of Network Operating Systems such as Novell, Windows NT, and Unix/Linux. Areas compared and contrasted will include security features, firewall capabilities, protocols, LAN/WAN capabilities, installation and maintenance, compatibility with other NOS's, etc. **Prerequisite:** IST 1313, Computer Systems (PC Hardware & Software) 3 credits.

IST 2703 Computer Ethics Basics. Overview of ethical theory and moral reasoning, case-based approach emphasizing ethical issues in business and technology. Will include discussion of privacy, security, ownership, protection, and law. Students that have not declared IST as their degree program may register for this class on a space available basis. 3 credits.

IST 2803 Introduction to Database Concepts. Principles and practical applications of records management and database management software for microcomputers. The course explores principles,

procedures, and systems of filing and records control and provides an overview of database management techniques including file organization and structure. Students that have not declared IST as their degree program may register for this class on a space available basis and permission of the instructor. Keyboarding ability is recommended. 4 clock-hour lab. 3 credits.

IST 2813 Introduction to Information Systems. Provides real-world understanding of information systems by emphasizing strategic advantages, online business practices, ethical thinking, state of the art hardware and software technology, IS infrastructure, the Internet, artificial intelligence, and IS planning, acquisition and controls. Students that have not declared IST as their degree program may register for this class on a space available basis and permission of the instructor. 3 credits.

IST 2903 Systems Analysis and Design. Methods and technologies pertinent to the design and specification of effective computer-based applications. 3 credits.

Licensed Practical Nursing

Philosophy

Nursing practice combines the science of health and the art of caring. A humanistic blend of scientific knowledge, nursing philosophy, clinical practice, and general education, this program upholds the values and standards of nursing practice and teaches that learning is a lifelong process. General education courses, along with general education skills integrated into technical courses, assist students in becoming contributing members of society, enhance career goals, and provide appropriate background to students who wish to gain further education in the profession. Through general education, students develop, synthesize, and internalize personal values; increase their awareness of the human condition; strengthen basic skills in communications and computation; and integrate general and career-specific learning.

Instructors create a learning environment that allows individual input, growth, and evaluation, with a learning process proceeding from the simple to the complex. The clinical and academic experiences in the professional curriculum are interdependent and reinforce each other, with the academic setting providing an information and theory base that is integrated, expanded, and verified in the clinical setting. Because health care and nursing are constantly changing, students learn that licensed practical nurses must exhibit a flexible and holistic approach to health care delivery, understand the changing health care environment, and develop strategies for continually seeking new treatment information. Students learn that practical nurses are integral and valuable members of the health care team, functioning under the guidance of a registered nurse and demonstrating ethical, legal, and professional conduct of the highest order in their personal and vocational relationships.

Objectives

Upon completion of this course of study, the graduate will:

1. Demonstrate knowledge of scientific principles in providing patient care.
2. Attain the necessary skills to perform treatments and administer medications safely.
3. Demonstrate kindness, rapport, and empathy in giving patient care.
4. Recognize deviations from normal health, including specialty areas such as pregnancy and the newborn.
5. Develop skills of observing, recording, and reporting on the condition of the patient.
6. Use effective communication skills while working with patients, families, staff, and peers.
7. Display the technical knowledge and skills necessary to move into middle and upper management positions in their field, given the necessary time on the job to build expertise and accumulate experience.
8. Possess lifetime learning, critical thinking and problem solving skills.
9. Be able to communicate correctly and accurately in speech and writing and to reason mathematically.

► NOTE: Applicants are admitted to this program only after meeting specific selection criteria. Information about these criteria is available from the Director of Admissions/Recruiter. Students who are selected for the program are expected to attend full-time and take all courses in the prescribed sequence.

Applications for the LPN classes beginning in January are accepted September 1 – November 5. For classes starting in August, applications are accepted March 1 – May 1.

Clinical experience will be at Cherokee Village, Ash Flat, Salem, Calico Rock, Mountain View, and Batesville. An LPN instructor will

supervise the training at these facilities.

The hours required for the LPN Program meet or exceed the minimum requirements of the Arkansas State Board of Nursing and the Technical College System. This program requires three regular semesters.

Graduates must pass the NCLEX after completing classes to be licensed to practice. Persons convicted of a felony may write the examination only with the approval of the Arkansas State Board of Nursing.

Technical Certificate Program Required Technical Courses

LPN 1101	Vocational, Legal, and Ethical Concepts
LPN 1104	Nursing of Mother, Infant, and Child
LPN 1204	Body Structure and Function*
LPN 1301	Mental Health & Care of the Mentally Ill
LPN 1310	Basic Nursing Principles and Skills
LPN 1401	Nursing of the Geriatric Patient
LPN 1502	Pharmacology
LPN 1512	Pharmacology Laboratory
LPN 1602	Nutrition in Health & Illness
LPN 2301	Nursing of the Adult Client I
LPN 2308	Nursing of the Adult Client II
LPN 2402	Nursing Clinical Experience I
LPN 2406	Nursing Clinical Experience II
LPN 2506	Nursing Clinical Experience III

General Education Requirements

ENGL 0013	Practical Writing*
	or
ENGL 1013	English Composition I
MATH 0013	Fundamentals of Algebra*
	or
MATH 1103	Mathematics with Business Applications*
	or
	higher level math course

Total Credits Required: 56

*Students who plan to pursue the RN may wish to substitute BIOL 2221 and 2213, Anatomy and Physiology I and Lab, for LPN 1204, Body Structure and Function. These students should also consider taking ENGL 1013, English Composition I, and MATH 1203, College Algebra, to meet their general education requirements. The ASU Nursing Advisor, located in the Nursing Suite in the main building, can provide information on requirements for the AAS in Nursing program which is offered on the Ozarka campus.

Licensed Practical Nursing Course Descriptions

(Students must be admitted to the LPN program before they can enroll in the following classes. Body Structure and Function is open to students admitted to Health Information Management, and Pharmacology is open to all students in a health care-related program.)

LPN 1101 Vocational, Legal, and Ethical Concepts. Personal development, ethical, legal, and social responsibilities with the patient, family, and co-workers; communication skills, vocational responsibilities of the practical nurse; nursing organizations; and local, state, and national health resources. 1 credit.

LPN 1104 Nursing of Mother, Infant, and Child. Principles and practices of nursing care during prenatal, labor, delivery, postpartum, and neonatal periods. It also includes the principles of growth and development, nursing children from infancy through adolescence, and the behavior of well and sick children. 4 credits.

LPN 1204 Body Structure and Function. A study of the anatomy and physiology of the human body. The major systems of the body are discussed. This course provides a framework for understanding the interdependency of each system in maintaining homeostasis and positive health as well as understanding deviations from the norm. 4 credits.

LPN 1301 Mental Health and Care of the Mentally III. Introduction of common conditions of mental illness, prevention of such conditions,

and the care of patients suffering from abnormal mental and emotional responses. Mental hygiene aspects will be integrated throughout the course. 1 credit.

LPN 1310 Basic Nursing Principles and Skills. Fundamental principles, skills, and attitudes needed to give nursing care and prevent spread of disease; common procedures used in the care of the sick and the development of the ability to adapt them to various situations with skill, safety, and comfort for the patient; first aid and CPR; and the development of an awareness of responsibility to make, report, and record observations. 10 credits.

LPN 1401 Nursing of the Geriatric Patient. The normal aging process, characteristics of aging, special problems associated with aging, and experience in the care of the aging patient. 1 credit.

LPN 1502 Pharmacology. A study of the pharmacodynamics of medications. It includes a brief history of drugs, drugs commonly used in the treatment of illness, and such information as usual dosages, expected actions, side effects, contraindications, and points of observation following the administration of drugs. 2 credits

LPN 1512 Pharmacology Laboratory. A study of methods of administration of medications. Formulas for conversion of measures from the apothecary to the metric system as well as formulas for calculations of dosages for infants and children are included. 2 credits.

LPN 1602 Nutrition in Health and Illness. Principles of good nutrition for all age groups and the principles of modifications for therapeutic purposes. Nutrition concepts are to be integrated throughout the entire curriculum. 2 credits.

LPN 2301 Nursing of the Adult Client I. An introduction to the study of diseases and disorders of the adult client. It offers an overview to medical-surgical nursing. 1 credit.

LPN 2308 Nursing of the Adult Client II. The study of diseases and disorders of the adult client. It includes nursing care in a variety of settings, focusing on differentiating normal from abnormal conditions. Includes and integrates nutritional and pharmacological applications.
Prerequisite: LPN 2301, Nursing of the Adult Client I. 8 credits.

LPN 2402 Nursing Clinical Experience I. Provides the student an opportunity to develop basic nursing skills and attitudes and adapt them safely to various situations with the comfort of the patient as a priority. The development of the ability to make, report, and record observations is also included. 2 credits.

LPN 2406 Nursing Clinical Experience II. Includes care of the geriatric patient in a long-term care facility; nursing of mothers and infants; nursing of children, with experience observing in well-child clinics, kindergartens, and grade schools as well as in the hospital setting; and the medical-surgical aspects of pharmacology, home health, and advanced geriatrics. **Prerequisite:** LPN 2402, Nursing Clinical Experience I. 6 credits.

LPN 2506 Nursing Clinical Experience III. Includes medical nursing, surgical nursing, and operating/recovery room nursing in an acute care setting. The student will rotate to 3-11 and 11-7 shifts as scheduled. **Prerequisite:** LPN 2406, Nursing Clinical Experience II. 6 credits.

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