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## **2010-2011 CATALOG**



Welcome to Ozarka College – we are excited that you have chosen us to serve your learning needs. Whether you are a recent high school graduate beginning your educational journey toward a degree, or a more seasoned learner who has made the decision to come back to college to enhance your work skills or to prepare you for new opportunities—Ozarka College is the right place for you. You'll find that we take great pride in our mission of "providing life-changing experiences through education."

As you browse the catalog, you will learn more about how our dedicated faculty, staff and administration can help you achieve your academic and career goals. We can assist you with degree and course selection, financial aid, scholarships, and many other additional services to make your educational journey as productive and enjoyable as possible. I encourage you to carefully review this catalog; go to our website [www.ozarka.edu](http://www.ozarka.edu); and to contact us by phone or make an appointment for a personal meeting so we can assist you with your educational journey,

I thank you for choosing Ozarka College and promise you a very supportive and enriching experience. Students are far more than just a number at Ozarka, and you'll quickly learn that you will never be 'lost in the crowd.' I encourage you to contact us, as needed, for further assistance and I wish you much success in your academic journey!

A handwritten signature in black ink that reads "Richard L. Dawe". The signature is written in a cursive, flowing style.

Richard L. Dawe, Ph.D.  
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, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; (312) 263-0456 or [www.ncahlc.org](http://www.ncahlc.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 Registered Nursing and Licensed Practical Nursing programs are approved by the Arkansas State Board of Nursing. The Certified Nursing Assistant program is approved by Arkansas Office of Long Term Care. The Automotive Service Technology program is accredited by the National Automotive Technicians Education Foundation. The Culinary Arts program is a member of the Arkansas Hospitality Association.

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## 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, Vision and Values**

## **Mission**

Ozarka College provides life-changing experiences through education.

## **Vision**

Ozarka College will be the educational resource of choice in our community providing a quality, learning-centered environment that is innovative responsive, adaptive, and caring.

## **Values**

Our values are the principles, standards, and ideals that form the foundation of our actions. They are the things to which we, as a community of educators, ascribe worth. Our values reveal what we strive for and give us our identity as a college.

- **Learning**

Ozarka College values learning and scholarship for our students, our employees, and the community. We value personal growth and provide access to diverse learning experiences in a technological, supportive environment so that our students can achieve their educational goals. We seek to continuously learn as an organization, promote life-long learning, and be responsive to our changing environment.

- **Caring**

Ozarka College values people and ideas. We respect the dignity and potential of each individual, expressed through fairness, responsiveness, and just treatment for all. We value individual diversity and recognize the unique contributions of all individuals. We promote open and respectful communications and the free exchange of thoughts and ideas.

- **Quality**

Ozarka College strives for excellence and integrity in all we do. We are committed to provide a quality,

educational environment, being innovative in our course and program offerings, and maintaining quality in all aspects of our work. We continuously assess to determine avenues for improvement.

- **Community**

Ozarka College values community – both the community we serve and the community we create within. As students, faculty, and staff, we have a responsibility to our community that is expressed through involvement. We actively pursue collaborative partnerships with the community, providing cultural learning opportunities, business outreach, and facilities usage. We value our college community and encourage engagement through participation, collaboration, and communication.

### **General Objectives**

- 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.
- 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.
- 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 field.
- 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.
- 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.

- 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.
- A low teacher-to-student ration will promote comprehensive learning and understanding.
- Learners will benefit from ease of access to educational facilities by provision of off-campus sites.
- Learners will benefit from being able to choose from a variety of technology-supported, distance-education learning opportunities; web-based instruction in academic areas; compressed two-way video delivery, and expanded technological access to library and research materials.
- Expanded financial and scholarship assistance, as well as academic, vocational, and personal guidance and counseling, will help students meet their educational goals.
- The College will assist educational, civic, social, and cultural endeavors in the service area by offering its facilities and professional staff in support.
- The College is committed to enhancing student learning and evolving to meet the needs of the community through assessment and evaluation of student academic achievement, student services, and institutional operations.

## **Diversity at Ozarka College**

As an institution of higher learning, Ozarka College acknowledges the strength that comes from diversity. Differences and variety brought to the educational experience enhance the quality of the educational experience for students, faculty, staff, and community. The College recognizes many forms of diversity including but not limited to ethnicity, educational philosophy and background, gender, sexual orientation, religion, age, economic background, political philosophy, geographic origins, past experiences, and physical, mental and sensory capabilities. By celebrating diversity, the College provides educational opportunities for all to increase diversity awareness and sensitivity to others so that all may gain understanding and the ability to cooperate with each other. It is through understanding and cooperation that we as a people have the greatest chance to work together to positively influence the future for all mankind, whether living and working in the Ozarka service area or in the wider global society.

## **Admissions and Registration**

Ozarka College's open-door admission policy reflects the institution's philosophy of providing educational opportunities for citizens within the geographic area it serves. Admission to the college does not insure admittance to a particular course or program of study. Students may be required to remove deficiencies before enrolling in certain courses of study or curricula.

Communications concerning admission should be addressed to the Office of Admissions, Ozarka College, P.O. Box 10, Melbourne, AR 72556, or call (870) 368-2028 or 1-800-821-4335 Ext. 2028 or [admissions@ozarka.edu](mailto:admissions@ozarka.edu).



## **Admissions (Student Checklist)**

The following documents should be submitted to the Admissions Office prior to enrollment at Ozarka College.

- 1. A formal application for admission.
- 2. An official high school transcript including date of graduation, or official General Education Development (GED) score report, and/or official transcripts from previous colleges or universities. (A tentative admission decision can be made on the basis of a seven-semester high school transcript).
- 3. An official copy of the ACT Student Profile Report or the official result from the COMPASS or ASSET Assessment or official transcript of all prior college work is due at time of registration when enrolling in Math, English, or Reading. Placement will be based on test results or prior college course work. Tests must be taken within the last four years.
- 4. Proof of immunization against measles, mumps and rubella including a measles booster.
- 5. Acceptable photo identification. Copy of photo identification must be made in person. Students who cannot submit a copy in person, may send a notarized copy of identification.
- 6. Valid student ID picture must be taken for all on-campus students.
- 7. Free Application for Federal Student Aid (FAFSA) for Pell Grant application and all other financial aid requirements should be completed and turned in to the Financial Aid Office.

Students who misrepresent facts on an application for admission will be dropped from the college and their admission canceled immediately.

► **NOTICE:** Applicants for the LPN, RN and Culinary Arts, are admitted to those programs only after meeting specific selection criteria. Information about these criteria is available from the Ozarka College Office of Admissions.

Applicants for the Criminal Justice Leadership program must be employed in the criminal justice field and have completed or be currently enrolled in courses providing the state's basic certification requirements for law enforcement or correction officers.

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

Automotive Service Technology ..... 18 students per class  
Culinary Arts ..... 15 students per class  
Licensed Practical Nursing ..... 20 students per class  
Registered Nursing ..... 20 students per class

### **Admissions Documents**

**Immunization Records.** The state of Arkansas requires that all students must provide the college with:

- Immunization records dated after 1968 and after the first birthday against measles, mumps and rubella and a measles booster signed by the appropriate official, or
- An authorized waiver (religious or health reasons only) signed by the appropriate official is required each semester.

Immunization records may be available from the student's family physician, the student's public school records, or county health departments. Specific programs may require additional immunizations. Check the program area listing for more details.

**Transcripts.** A transcript is deemed official only when it bears the school seal and/or the signature of a school official in ink and is received in a sealed envelope.

Because the original source of documents received through a facsimile transmission cannot always be accurately determined, the Office of the Registrar will accept academic transcripts by FAX transmission ONLY as working documents, pending the receipt of an official transcript from the sending institutions.

**Submission of Documents.** All degree seeking students, including those enrolled part-time, must submit the required documents. If student changes status from undeclared to degree seeking all required documents must be submitted. All documents must be received and be OFFICIAL copies before a student will be considered an on-going student. A student may be accepted only as a provisional student until the necessary documents are received. (Necessary documents include the application, official high school transcripts indicating date of graduation or GED score report, official transcripts from all previous colleges attended, immunization record, placement test scores and photo ID verified by College personnel).

Any student who has not submitted all of the above documents within the first 30 days of the semester will be placed on registration hold for the following semester and not have access to mid term or final grades.

## **Registration**

**New Student Orientation and Registration.** All new students are encouraged to attend an orientation, which prepares a student for college entry, includes registration with an assigned advisor and payment of tuition and fees. In addition, all first-time, full-time students are required to enroll in a College Success Orientation course. This course will provide pertinent information that will facilitate the students' orientation to Ozarka College and future academic success. Students who misrepresent facts on the application for admission will be dropped from the college and their admission canceled immediately.

**College Success Course Policy.** It is Ozarka College's policy that all full-time students must complete COLL1001, College Success Orientation, with a grade of D or better during the first semester of full-time enrollment. Students who do not successfully complete the course will be allowed one additional subsequent semester to enroll and successfully complete this course while simultaneously being allowed to take other courses. After two semesters of unsuccessful completion of COLL1001, registration in subsequent semesters will be limited to registration for COLL1001 only. Upon completion of the course, students can resume taking other college courses. Only students who transfer from another institution with at least twenty-four hours of credit or have successfully completed an equivalent student success course will be exempt from this policy.

**Registration.** Students are required to register during the scheduled registration periods. The student is responsible for the accuracy of the registration schedule, which should correspond with planning a program of study and meeting the requirements of graduation.

No credit will be granted for courses for which the student has not been duly registered.

It is the student's responsibility to complete the prerequisites for every credit course before enrolling.

A student may not attend class until his/her registration is complete. Registration is not officially complete, until all admissions requirements are met and all fees have been paid. Refer to Admission for required documents.

## **Enrollment**

**First-Time Entering Freshmen.** Admission to Ozarka College is open to any qualified individual. A qualified individual is a person that has a high school or GED diploma and meets required ACT, ASSET, or COMPASS test score requirements. Refer to Placement Standards for more information on ACT, ASSET, or COMPASS test score

requirements. Application forms may be obtained from the Office of Admissions in Ozarka College - Melbourne, Ozarka College - Ash Flat, or Ozarka College - Mountain View.

## **College Preparation Core and Unconditional and Conditional Admissions**

**Unconditional Acceptance.** Act of 1997 as amended ACT 520 of 1999 requires students graduating from public school after May 1, 2002 to have completed the core curriculum for unconditional college admission. GED recipients, out-of-state high schools, home-schooled, and private high school graduates who score 19 or above on the ACT composite or equivalent ASSET or COMPASS composite will be granted unconditional college admission.

**Ability to Benefit.** Applicants without a high school diploma or GED who have acceptable ACT, COMPASS, ASSET, or SAT test scores may schedule a time to meet the Vice President for Student Services to be considered for conditional admissions to Ozarka College. However, it is recommended that most students should complete a high school diploma or GED prior to enrolling in college. The Ozarka College Adult Education Program provides free instruction and testing for individuals who are seeing the completion of the GED.

**Conditional Acceptance.** A public school student who graduates after May 1, 2002 and has not completed the core curriculum will be admitted conditionally. GED recipients, out-of-state high schools, home-schooled and private high school graduates who score 18 or less on the ACT composite or equivalent ASSET or COMPASS composite will be granted conditional admission.

To change to unconditional status, a student must successfully complete the required hours of core academic courses and/or technical courses and any remedial courses with a 2.00 cumulative GPA within the first 30 semester hours.

**Placement Standards.** State law requires that all new students must present placement scores (usually Enhanced ACT, COMPASS 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 should contact the Admission's office for the ASSET or COMPASS test schedule. 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.

If a student has placement scores on the ACT, ASSET or COMPASS that are more than four years old it is recommended that the student retest. A student may retest every three 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 or 41 or above on the COMPASS Algebra 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 0 -37 or an ACT math score 0-15 or 0-35 on the COMPASS 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 COMPASS Pre-Algebra score of 36 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 38 or above and an ASSET algebra score of 23-26 or an ACT math score up through 16 or 36 or above in the Pre-Algebra on COMPASS or 1-33 in Algebra on COMPASS 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 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 or an Algebra score of 34-40 on COMPASS may take Intermediate Algebra, a review of such concepts as polynomials, rational expressions, inequalities, quadratic equations, and graph functions. Associate of Applied Science students who test into this course may use it to meet graduation requirements. Intermediate Algebra 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.

<b>Mathematics Placement</b>			
<b>ACT Score</b>	<b>ASSET Score</b>	<b>COMPASS Score</b>	<b>Course</b>
0-15	0-37	Pre-Algebra 0-35	Fundamentals of Arithmetic
16	Numerical 38+ and Algebra 23-36	Pre-Algebra 36+ or Algebra 1-33	Fundamentals of Algebra
16+	Numerical 38+	Pre-Algebra 36+	Math with Business Applications
17-18	Algebra 37-38	Algebra 34-40	Intermediate Algebra
19+	Algebra 39+	Algebra 41+	College Algebra
16+	Numerical 38+	Pre-Algebra 36+	Math for Nurses

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 and 19 or above on the Reading section of the ACT, or 45 or above on the ASSET Writing test and 43 or above on the Reading test, or 75 or above on the COMPASS writing test and 82 or above on the Reading 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 0-36 or an ACT English score of 0-16 or a COMPASS score of 0-31 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 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 or a COMPASS score of 32-74 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.

<b>Writing Placement</b>			
<b>ACT Score</b>	<b>ASSET Score</b>	<b>COMPASS Score</b>	<b>Course</b>
0-16	0-36	0-31	Beginning Writing
17-18	37-44	32-74	Practical Writing
19+	Writing 45+ and Reading 43+	Writing 75+ and Reading 82+	English Composition I

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 English section of the ACT and 19 or above on the Reading section of the ACT or 43 or above on the ASSET Reading Skills test or 82 or above on the COMPASS Reading test will be considered to have met minimal reading skill requirements. Students who score 0 –18 on the Reading Section of the Enhanced

ACT or 0 – 42 on the ASSET Reading test or 0-81 on the COMPASS 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.

<b>Reading Placement</b>			
<b>ACT Score</b>	<b>ASSET Score</b>	<b>COMPASS Score</b>	<b>Course</b>
0-18	0-42	0-81	Reading Improvement
19+	43+	82+	College Level

### **Other Students**

**Former Students.** Students who wish to return to Ozarka College after an absence of one academic semester (fall or spring semester) must:

- Re-apply by completing a new Application for Admissions form.
- Have a complete admissions file including official transcripts reflecting any additional credit earned from schools attended during their absence from Ozarka College.
- Meet terms and conditions (graduation, attendance, deadlines, etc.) of the catalog under which they re-enrolled.

**Home-schooled Students.** Home schooled students must meet the same requirements as those listed for beginning freshman with one exception. The home-schooled student may submit an official transcript from a home school which indicates the equivalent of a completed high school transcript or a GED.

To be eligible to enroll in college credit classes, a home-schooled student must achieve the required ACT, ASSET or COMPASS scores.

**Transfer Students.** Students who have *completed fewer than 24 semester hours* at a regionally accredited college or university will be admitted on the same basis as an entering freshman.

To receive credit for courses taken at another institution, the transfer student must submit an official transcript sealed by the sending institution.

Students who have *completed 24 or more semester hours* at a regionally accredited college or university must submit the following:

1. A formal application for admission.
2. Official transcripts from all colleges attended.
3. Documentation (required by Arkansas statute) of immunization for measles, mumps and rubella (State Health Department required immunization be dated 1968 or later to be valid and including a measles booster.
4. Transferring Nursing students must submit a letter of good standing from their previous nursing program.

In the event that receipt of a student's transcripts 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 requirement.

Transfer students applying to some technical programs with limited enrollments may have to wait to be admitted until openings are available.

**Arkansas Course Transfer System (ACTS)** The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses with Arkansas public colleges

and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course."

Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

**Transfer credits.** Before transfer credit can be applied toward any certificate or degree a Transfer Credit Evaluation must be completed. Transfer credits will be evaluated by the Office of the Registrar and added to the permanent record only for students enrolled as certificate or degree seeking students. Each department may determine credit as fulfillment of specific degree requirements. Course work earned at another college will be transferred to Ozarka College if the institution is regionally accredited. Grades for developmental courses may be used as prerequisites to college-level courses only and are not transferable credit. Only those courses with earned credit of "C" or better will be accepted for transfer. Credit earned at other institutions will not be calculated in grade points earned at Ozarka College. Transfer students may be asked to submit course descriptions in addition to official transcripts.

**Online Students.** Students enrolling in online courses must meet all admission requirements.

**Concurrent Enrollees.** A student who has completed the eighth grade and is enrolled in an accredited public or private secondary school or home school 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 is made on the Concurrent College Credit Enrollment Form.

Home-schooled students must provide a copy of the Notification of Intent to Home School Form, which is on file with the local school district.

To be eligible to enroll in college credit Algebra or English Composition classes, a concurrent student must achieve the following minimum ACT or ACT equivalent on the ASSET or COMPASS scores:

- ENGL1013 English Composition I--ACT English 19+; ASSET Writing 45; COMPASS Writing 75
- 19+ ACT Reading; ASSET Reading 43; COMPASS Reading
- MATH1203 College Algebra ACT 19+; ASSET Intermediate Algebra 39; COMPASS Algebra 41

The course load may not include developmental courses.

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.** A non-degree seeking student is a student holding a high school diploma or a GED enrolled for the single purpose of personal enrichment and does not plan to receive an Associate Degree or Certificate from Ozarka College. Non-degree seeking students are not eligible to participate in federally funded student assistance programs. A non-degree seeking student must meet all placement test requirements.

All non-degree seeking students applying for admission to Ozarka College must submit the following:

1. Complete application and any personal data forms that may be requested by the college.
2. All students must submit proof of measles, mumps, and rubella immunization including a measles booster.

## Alternative Ways to Earn Credit

**Credit for Military Training.** Ozarka awards appropriate college credit based on recommendations published by the American Council on Education. Students must submit an Army/ACE Registry Transcript or equivalent documentation to the Office of 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 or higher in the following subjects:

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

► **NOTE:** Although an AP test 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 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 \$15\_grade recording fee.

Ozarka College awards credit for the following examinations:

<b>CLEP Exam</b>	<b>Ozarka Course</b>	<b>Sem. Hours</b>	<b>Required Score</b>
College Composition	ENGL 1013	3	50
College Algebra	MATH 1203	3	50
Pre-Calculus	MATH 1303	3	50
American History I	HIST 2003	3	50
American History II	HIST 2013	3	50
World Civilization I	HIST 1003	3	50
World Civilization II	HIST 1013	3	50
American Government	PLSC 2003	3	50
Intro Psychology	PSYC 2003	3	50
Intro Sociology	SOCI 2013	3	50
Principles of Management	MGMT 2623	3	50
Principles of Marketing	MKTG 2633	3	50
Human Growth & Development	PSYC 2313	3	50

Total cost for a CLEP examination is \$87. A credit card or check for \$72 per test should be made payable to CLEP and a service fee of \$15 should be made payable to Ozarka.

Students should register for CLEP tests with the Testing Coordinator.

**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 such as Math for Nurses which can only be taken by Licensed Practical Nurses with a valid unencumbered license in an effort to enroll in the ARNEC (LPN to RN) program. 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 Office of the 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 \$15 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.

**Web.** Web classes 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, there is a \$50 technology fee that supports web based and other technology based course.

## **Course Cancellation**

Normally, any section of a course which does not have at least eight 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.

## **Student Identification Numbers**

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. Social security numbers are used for record purposes only.

# Financial Information

## Contact Information

Vice President for Finance .....	368-2014
Business Manager .....	368-2008
Student Accounts .....	368-2012
Accounts Payable .....	368-2013
Cashier/Purchasing Officer .....	368-2015
Payroll.....	368-2057
Accounts Receivable .....	368-2011

## Tuition and Fees

In-state, per credit hour .....	\$70
Out-of-state, per credit hour.....	\$168
Infrastructure Fee, per credit hour .....	\$10
Matriculation Fee, per credit hour.....	\$4
RN, per credit hour .....	\$70
Technology Fee, per semester .....	\$25
Program Related Fees, per semester:	
Automotive Program Fee .....	\$50
Culinary Program Fee .....	\$50
LPN Program Fee .....	\$75
RN Program fee .....	\$75
LPN Assessment Fee .....	\$75
RN Assessment Fee.....	\$100
RN/LPN Insurance .....	\$15
Course Related Fees, per semester:	
Physical Education Fee .....	\$25
Science Lab Fee.....	\$50
Web Course Fee .....	\$50
Testing Fees:	
CLEP .....	\$72
CLEP Service Fee .....	\$15
Test of Essential Academic Skills (TEAS).....	\$30
Wonderlic Test.....	\$5

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 Tuition 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 schedule for the Fall and Spring semesters:

*First week of semester..... 100 percent*  
*Second week of semester ..... 75 percent*  
*Third week of semester ..... 50 percent*  
*After third week ..... No Refund*

Refunds of tuition and fees are made according to the following schedule for the summer terms:

*Prior to first day of class ..... 100 percent*  
*First two class days..... 75 percent*  
*Third and fourth days..... 50 percent*  
*After fourth day of class ..... No Refund*

Refunds will be mailed approximately two weeks after the date the class is dropped.

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.

## **Withdrawal from Classes with Outstanding Account Balance**

Students who withdraw from all scheduled classes prior to their balance being paid in full will be responsible for any remaining balance and any refunds due to federal financial aid programs. Payment arrangements may be made through the Finance Office. If no payment arrangements have been made and the account is over six months old, collection will be pursued through the garnishment of income tax returns.

Students with account balances from prior semester charges will not be allowed to register for subsequent classes until the account is paid in full.

## **Payment Policy**

Cash, check and money orders are accepted at the Cashier's window. Credit cards are accepted at the Cashier's window and on the Web under myOzarka. Currently we accept Visa, MasterCard, Discover and American Express. Payment plans are available using Nelnet. For more information concerning Nelnet, please contact the Finance Office. Students who have not made adequate financial arrangements will be administratively dropped from courses.

All tuition, fees and applicable charges will be deducted from financial aid prior to a refund being issued. Students are encouraged to receive financial aid refund checks via the use of direct deposit. For students not using direct deposit financial aid refund checks will be issued once a week and will be available for pickup in the Finance Office on Thursdays after 12:00 pm. Students will be notified through myOzarka when their financial aid refund checks are available.

Midterm and final grades will not be released until the account is paid in full or payment arrangements through Nelnet have been completed.

## **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.

Student Loan Amount:

Students can borrow up to the following amounts for an academic year:

1<sup>st</sup> year (0-29 hours toward degree)

Dependent student: \$5500 (sub and unsubsidized amounts); Independent student: \$9500 (sub and unsubsidized amounts)

2<sup>nd</sup> year (30 hours toward degree)

Dependent student: \$6500 (sub and unsubsidized amounts); Independent student: \$10,500 (sub and unsubsidized amounts). Amount students are eligible for cannot exceed students cost of attendance budget (all financial aid including Pell, scholarships, waivers, etc.)

Ozarka's loan process is located on the home page [www.ozarka.edu](http://www.ozarka.edu) under "Students", "Financial Aid," "Loans", "Apply for a Federal Stafford Student Loan."

**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.

**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.

**Department of Veterans Affairs.** Ozarka College is approved for veterans' training. Information and enrollment forms are available through the Registrar's Office. Students may also go online to complete enrollment forms at [www.GIBILL.va.gov](http://www.GIBILL.va.gov).

**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 \$200 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.

**Nurses.** Nursing students may be eligible for loans and/or scholarships through the Arkansas State Board of Nursing. See [www.arsbn.org](http://www.arsbn.org).

**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.

**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.

### **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 all students that receive financial aid.

Students are considered to be making satisfactory academic progress as long as they meet the following criteria: (2.0 GPA)

1. All students must complete two-thirds of all attempted course work each semester and maintain a 2.0 semester or cumulative grade point average. All withdrawals count towards attempted course work.
2. Students must complete their educational program within 150 percent of the normal time frame. For example: 18 months for a 12 month program.
3. Students' academic progress will be evaluated at the end of each fall and spring semester.

If at the end of a semester a student is not maintaining satisfactory progress, he/she will be placed on probation for the following semester attended. Aid will still be awarded but satisfactory progress must be made during the probation period or the student will be placed on

financial aid suspension and no further Federal or State aid will be awarded.

A student may be reinstated to financial aid eligibility when he/she achieves academic standing consistent with the institutional grading policy and graduation requirements.

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 Financial Aid Officer. The appeal must be in writing, and extenuating circumstances must be well documented. Appeals will be responded to within three weeks of submission.

Transfer students may be placed on probation upon evaluation of their college transcripts from other institutions.

## **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 by the Business Office beginning the fourth week of classes and after the student has submitted all required verification documents. Students selected for verification must submit 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 College Scholarships.**

Ozarka College offers various institutional scholarship programs, including academic and need-based awards. A complete list of Ozarka scholarships will be available at [www.ozarka.edu](http://www.ozarka.edu) as will the general scholarship application form. All scholarship applications received by March 1 will be considered by the scholarship committee for awards in the next academic year.

**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 pay full tuition and are renewable each fall and spring semester (not to exceed four semesters) provided the recipient completes at least 12 credit hours per semester (does not include developmental 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 Office of Admissions 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 four semesters) as long as the recipient completes at least 12 credit hours per semester (may include transitional courses) with a GPA of at least 3.00 or a cumulative GPA of 3.25.

**Ozarka College Student Ambassador Program.** Ozarka College will receive nominations from local high school counselors for participants in the Ambassador Program. Each local high school counselor may submit the name of one graduating senior who plans to attend Ozarka College in the subsequent fall semester. The counselor should discuss the value and responsibilities of the Ambassador Program with the student and have them fill out an Ozarka College Scholarship Packet and write in "Ambassador". The school counselor will need to sign the application to authenticate their nomination.

The responsibilities of the Ambassador include: attending an on-campus student ambassador orientation, serving as a liaison between Ozarka College and their high school alma-mater by assisting the Ozarka College Admissions staff in recruiting activities and providing materials for prospective students or counselor, submitting names of potential students to the Ozarka College admissions staff, assisting with on-campus activities such as the annual "College Planning Day," campus tours, and graduation. Ozarka College Ambassadors will conduct themselves in a manner which reflects well on their high school alma-mater, community, and Ozarka College. The benefits of the Ambassador position include: 1) a \$250 stipend to be credited to the Ambassador's student

account (may be used for tuition, fees, or books) 2) Priority pre-registration for classes through the registrar's office 3) Paraphernalia to assist the student in promoting Ozarka College 4) Upon request the Ambassador will receive a formal letter of appreciation or reference from the Ozarka College President 5) Upon request the Ambassador will receive referral letters from the Offices of Student Services, Registrar, or Admissions 6) Certificates of participation suitable for framing 7) A valuable volunteer experience.

The Ozarka College Ambassador will maintain good standing by completing 12 credit hours per semester with at least a 2.0 Grade Point Average (GPA). If an Ambassador does not complete 12 credit hours with at least a 2.0 GPA, the next semester they will be placed upon probation and forfeit their \$250 stipend while maintaining the duties of an Ambassador. If a 2.0 GPA is not reached in the following semester then the student will be relieved of their Ambassador status. A student may not exceed four semesters of participation in the Ozarka College Ambassador Program without approval from the Director of Admissions.

Each year, one Student Ambassador may be named the Ambassador of the Year and will be awarded a full tuition scholarship. The selection will be based upon their participation in ambassador activities, scholarship, work ethic, appearance, attitude, and ability to get along with others, willingness to help other students, financial need, and leadership. The Ambassador of the year is expected to participate in all ambassador activities and be available to the Ozarka College Admissions Office.

**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.

**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.

**Workforce Improvement Grant.** Students 24 years of age at the beginning of the semester, an Arkansas and U. S. Resident, showing financial need, may be eligible for cost of tuition and educational fees (up to \$1000 per semester). Complete the scholarship application (located in the Admissions Office).



## **Ozarka College Foundation Student Aid**

The Ozarka College Foundation offers financial assistance in the form of scholarships, and loans. To be eligible, students must be enrolled in at least 12 credit hours and have demonstrated financial need after completion of the federal application for student aid and for other sources of assistance for which they may be eligible. Any student receiving Foundation funds must also maintain satisfactory academic progress according to financial aid guidelines to continue to qualify for Foundation assistance.

**Foundation Scholarships.** The Ozarka scholarship committee selects recipients for Foundation endowments annually after March 1<sup>st</sup> scholarship application deadline.

Ozarka College Foundation endowed scholarships include:

- Coy Ferguson Scholarship
- Dan "Wally" Pittman Scholarship
- Dick and Nola Reeves Scholarship
- Dietsche/Martin Appreciation Scholarship
- Farm Bureau Scholarship\*
- First National Banking Company Scholarship\*
- Harry Powell & Velma Fudge Dixon Scholarship
- James F. Fenton Memorial Scholarship
- Jean Jennings Memorial Scholarship
- Joe and Maxine Wyatt Scholarship
- John E. Miller Honorary Scholarship
- Judge Harold Crawford Memorial Scholarship
- Netta Gilbert Scholarship
- Nursing Achievement Scholarship
- Orvis & Lilbern Nix Memorial Scholarship
- Ozarka College Family Scholarship
- Paul & Treva Miller Scholarship
- Robert D. Kalischer Memorial Scholarship
- Sharp County Literacy/JaNoel Bess Scholarship
- Stone County Resource Council Scholarship
- Tri-County Hospice Auxiliary Board Scholarship

\*Subject to availability of funds

Endowed scholarships are one-time awards distributed to recipients over the academic year, with \$250 in the fall and spring term, for a total award of \$500 per student. Some endowed scholarships have additional criteria. For more information, view the Ozarka website.

**Ozarka Foundation Regional Scholarships:** Public High Schools in the Ozarka College service area are provided with two scholarship to be awarded annually to two high school seniors who plan to attend Ozarka College as a first-time, full-time student immediately upon graduation. Qualifications include: high school GPA of 2.50 or higher on a 4.00 scale AND recommendation from the high school administration.

The Regional Scholarship is renewable up to four semesters providing recipients earn a minimum of 12 credit hours (including transitional courses) per semester with a GPA of 2.00 OR maintains a cumulative GPA of 2.25.

Additional Scholarships may come available throughout the year. Students may also submit the general scholarship application to be considered for all Foundation funding.

**Foundation Loans.** A student who requests a loan from the Foundation may be offered a work-study/part-time position working on campus. Students enrolled in programs requiring practicum experience or has greater than usual expenses may be offered a loan. Loan funds will be credited to student accounts and disbursed to students only after all college fiscal obligations are met. Eligibility must be reestablished each semester. These loans are available up to four semesters. Students may receive a maximum of may only be renewed for up to four semesters.

# 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 Office of the 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 advisement. Any student who needs assistance in exploring career possibilities, assessing personal strengths, or dealing with problems is encouraged to visit the Vice President for Student Services. 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. In addition, peer counseling is available for women's advocacy issues such as domestic violence, sexual assault and stalking.



The office of the Vice President for Student Services is located in the main administrative building. Office hours are Monday through Friday from 8:00 a.m. – 4:30 p.m. Other times may be arranged by appointment.

## **FERPA- Student Records and the Family Educational Rights and Privacy Act of 1974**

In compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), and as amended in 1988, Ozarka College maintains procedures pertaining confidentiality of student educational records. No one outside the institution shall have access to, nor will the institution disclose, any information other than Directory Information from the student's educational records without written consent of the student except to qualified personnel within the institution, or officials of other institutions in which the student seeks to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order and to persons in an emergency in order to protect the health and safety of students or others persons. All these exceptions are permitted in the 1974 ACT and its 1988 revision.

Written consent of the student is not required for Ozarka College staff and faculty members to utilize educational records for legitimate educational purposed. These members include faculty, advisors, administrators, and classified and professional level employees. At its discretion, the institution may provide Directory Information in accordance with the provisions of the Family Educational Rights and Privacy Act to include student name, major field of study, dates of attendance, enrollment status (full-time or part-time), degree and awards received and participation in officially recognized activities and sports. Students who wish Directory Information be kept confidential must notify Student Services in writing within the official course change period. The data form is available in Student Services office or on the Ozarka website.

Ozarka College reserves to right to refuse access to the following records:

1. Financial statement(s) of the student's parents.

2. Educational records containing information about more than one student, in which case the College will permit access only to the part of the record pertaining to the student.
3. Those records excluded from the FERPA definition of education record.

Ozarka College reserves the right to deny copies of transcripts or other records (not required to be made available under FERPA), if the student has an overdue financial obligation to the College or if there is an unresolved disciplinary or academic dishonest action against the student.

If the student believes that any information contained in their educational records is inaccurate, misleading or in violation of their privacy rights, they may request in writing that the office that contains those records amend them. Students should identify the part of the records they want changed and specify why they believe it is inaccurate, misleading or in violation of their privacy rights.

The Vice President for Student Services will reach a decision and inform students in a reasonable amount of time after receiving the request. If the records custodian refused to amend the record, students have the right to a hearing. This hearing will be conducted by someone who does not have a direct interest in the outcome of the hearing but may be an official of the college.

The student will be notified of the date, place and time of the hearing. Students will be afforded an opportunity to present evidence relevant to the issue raised. The hearing officer will make a decision in writing based on the evidence presented at the hearing. The officer will also notify the student in writing and include a summary of the evidence and the reasons for the decision.

If the hearing officer supports the complaint, the education records will be amended accordingly. If the

hearing officer does not support the complaint, and decides not to amend the record, the student has the right to place a statement in the record commenting on the challenged information and stating the reasons for disagreeing with the decision. This statement will be kept as part of the record as long as the contested portion is maintained and whenever a copy of the record is sent to any party, the student's statement will be included.

## **TRiO Student Support Services**

### **Mission Statement**

To provide TRiO participants with comprehensive academic support, financial guidance, and individual attention in a nurturing environment that improves grades, increases graduation rates, and maximizes student transfers to a four-year college or university.

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 advising. 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 Ozarka College-Mountain View and Ozarka College-Ash Flat regularly.

Ozarka College's TRiO Student Support Services program is funded by the U.S. Department of Education's Federal TRiO Programs. All activities and services offered to the students in SSS are made possible through these grant funds. \*Announcements made in accordance with Public Law 105-78 Sec. 508.



## **Student Success Center**

The Student Success Center is a combination Academic Coaching/Tutoring/Retention/Career Center. Staff is familiar with all programs and degrees offered by Ozarka and can provide assistance to students during the admissions and registration process and provide support during the advising process. Staff can also serve as a point of contact and as a liaison for students who need contact with various college programs such as TRiO, Career Pathways, Perkins, and Adult Basic Education.

Services provided in the Student Success Center include:

**Career Counseling/Kuder.** All students, especially those unsure of their major or future career plans, are encouraged to take the Kuder Career Planning Assessments. Success coaches assist students in taking the assessments, researching careers and developing an educational and professional plan accordingly.

**Academic Tutoring.** Academic tutoring is provided to all students in need of assistance, regardless of Ozarka location. Group tutoring sessions are scheduled as well as individual tutoring sessions.

**Computer Access.** Students can use the computers in the lab for various academic tasks including email, resume writing, word processing, PowerPoint presentations etc.

**Workshops.** Success coaches provide regular workshops on resume writing, job interview skills, successful study skills, emotional intelligence, etc.

**Transfer Assistance.** Coaches provide information on area colleges, assistance filling out applications and gathering transcripts.

**Job Placement.** The center serves as the "hub" for all job placement services. Area job openings will come in to this office and will be posted on my.Ozarka for all students and alumni to view.

**Resume Writing Assistance.** Success Coaches are knowledgeable in resume writing and assist students wishing to design a winning resume. They also assist with cover letter and thank-you note writing, setting up mock interviews and job search information.

**Student Success Closet.** The Student Success Closet is available to help students prepare for a job interview. The closet is open to all students to shop for interview attire. There are suites and separates available in men's and women's sizes two and up. There is no appointment necessary and no charge for the clothing.

Contact the Student Success Center at 368-2056 or by email at [success@ozarka.edu](mailto:success@ozarka.edu).

## **Career Pathways Initiative**

The Career Pathways Initiative is a state-funded workforce development program designed to encourage parents with children living in the home to get an education and enhance job skills which will make them a more marketable employee and increase their earning potential. The Career Pathways office is designed to be a one-stop shop for helping students enroll in college, assist in applying for financial aid, academic advising, basic skills enhancement through computer software programs, career counseling, tutoring, financial assistance for books, fees, tuition, childcare and transportation expenses.

Students who qualify for Career Pathways will have a child under the age of 21 living in the home with them and meet income guidelines. All students on campus are eligible for academic and advising services; financial assistance will be awarded on an individual need basis and is limited to grant funding availability.



## **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.. 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 Vice President for Student Services, TRIO Student Support Services, Career Pathways, and Student Success Center to assist the student in identifying career goals. If an Associate of Arts student joins TRIO Student Support Services, the TRIO Student Support Services advisor would then be the primary advisor. Students in technical programs who are members of TRIO Student Support Services would continue to be advised by advisors in particular technical disciplines.
7. The advisor has the responsibility to refer to the Vice President for Student Services, TRIO Student Support Services, Career Pathways or Student Services Center 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 Office of Admissions to advisors on the basis of their academic major. Associate of Arts students who are eligible for the TRIO 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 assisted by Career Pathways will be assigned to qualified Career Pathways staff until they no longer qualify for the program. Career Pathways will work along with an academic program advisor to ensure the student receives optimum assistance and guidance. Once a student is no longer qualified for the program, they will be reassigned to an academic program advisor.

If at all possible, students will be assigned advisors at the campus they wish to attend. If a student wishes to change advisors at a later time, they must complete a Change of Advisor form (available on the Ozarka College website). The Vice President for Student Services and the Office of the Registrar will serve as advisors to off campus/concurrent students and for students who are enrolled part-time.

## **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 Office of the Registrar or TRIO Student Support Services.

## **Placement Testing Program**

The American College Testing program (ACT) the Assessment of Skills for Successful Entry and Transfer (ASSET) and the Computerized Placement & Support

Services (COMPASS) are entrance examinations, and the test results are used for guidance and placement.

Freshman students should submit their Student Profile Report from the ACT, usually taken in their junior or senior year of high school. Those who do not provide ACT results must take the ACT, COMPASS, or ASSET examination for placement purposes. Test scores must be no more than four years old. Information on testing fees is found under Financial Information.

Information and registration forms regarding the ACT, COMPASS and the ASSET may be obtained from a high school counselor or the Office of the Registrar at Ozarka College.

**Test of English as a Foreign Language (TOEFL)** All classes are taught in the English language, making it necessary that students are able to read, speak, write, and comprehend the English language proficiently. All international students and students who speak English as a second language must pass a Test of English as a Foreign Language.

### **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. Any student needing assistance with job placement should contact the Student Success Specialist at 368-2056.

## **Change of Name or Address**

Students must inform the Office of the Registrar 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 Vice President for Student Services 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. A Change of Major form is available from the student's academic advisor or the Ozarka College web page.

## **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/Registrar 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. A plan will be developed that best meets a student's needs, given available resources. The student will sign and be given a copy of the plan and will sign a release of the plan to each instructor. The Vice President for Student Services/Registrar will then review the plan with instructors 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 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 office of the VPSS.

3. Sexual Assault, Stalking and Domestic/Dating Violence

Ozarka College is determined to provide a campus atmosphere free of violence and unwanted sexual conduct for all students, faculty, staff, and visitors. Domestic and dating violence, sexual assault, and stalking are prohibited and will not be tolerated at Ozarka College. At Ozarka College, these acts are violations of policy regardless of race, ethnicity, or culture, gender, age, sexual orientation, or disability. The use of alcohol and other drugs in conjunction with the incident of domestic or dating violence, sexual assault, or stalking does not mitigate accountability for the commission of these acts nor diminish the seriousness of the offense. The College holds violation of Orders of Protection to also be a violation of this policy and will initiate disciplinary action without waiting for a court decision, if College officials conclude that a violation has occurred.

4. Smoking/Tobacco

Ozarka College is a tobacco-free institution, including buildings, grounds and parking lots. No tobacco products of any type may be used, carried, or distributed in any buildings, parking areas, grounds, facilities, vehicles, or streets.

5. 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.

6. Disruptive Behavior  
No person or persons shall engage in any behavior which disrupts class activities.
7. 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 Student Services. Students shall not deface, alter, tamper with, destroy, or remove any sign or inscription on College property.
8. 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 Student Services or the President.
9. 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.
10. 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.
11. 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.
12. 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.

13. Vandalism

The destruction or mutilation of College property is prohibited. Such action may result in required payment of restitution and/or disciplinary action.

14. 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.

15. 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.

16. 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.

17. 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. Students have the option of signing up for the Ozarka SMS phone texting system. Students can sign up through their myOzarka account. 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 TV stations for emergency closing instructions.**

18. Telephone calls and messages for students

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.*

19. Children on campus

Students are not allowed to bring their children to class on the Ozarka campus or off-site locations. 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 - 12:30 (M-Th) and 11:00 – 12:15 (Friday) for students and staff in the main Administration Building in Melbourne.

### **Child Care Facilities**

Ozarka Kid's Academy, located on the south side of the Melbourne campus, provides childcare and early childhood education to for a limited number of children from six weeks to five 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 main campus after the administrative offices close at 4:30 p.m. and on weekends. The County Sheriff's Departments also periodically check the campuses 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
Arkansas Emergency Transport (ambulance) .....	368-3660
Melbourne Fire Department .....	368-4333
Sharp County Sheriff's Department .....	994-7329
Stone County Sheriff's Department .....	269-3825

## **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**

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.

## **Library Services**

The Paul Weaver Library, located in the main building on the Melbourne Campus, functions 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, six public access computers that support Internet access, inter-library loan services, two study rooms equipped with video and DVD players, and a small collection of children's books. Back files of journals along with printed and electronic databases are available. A balcony-level area provides twelve public access computers that support Internet access, word processing, spreadsheet, and database applications. A small study area is also available upstairs.

The growing collection consists of 15,500 items and is catalogued using Library of Congress classification. A wide variety of academic electronic indexes and full-text databases are available on the library Web page. The library receives 14 local, state, and national newspapers and has access to 500 more through an electronic database.

Books, DVD's, videos and other items in the Paul Weaver Library collection are indexed on the online Public Access Catalog (OPAC), which is accessible through the library Web page.

Books from the general circulating collections are loaned for a period of 14 days, DVD's for 7 days & Videos for 7 days. 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 required to borrow circulating materials.

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

Paul Weaver Library maintains a reference section on the Mountain View and Ash Flat sites. In addition to the reference books available, all the online databases the main library in Melbourne purchases are iconed on the Ozarka Library Web Page and are accessible to students at the Mountain View and Ash Flat sites.

Students from Mountain View and Ash Flat may request, by e-mail or phone, any book or article owned by Paul Weaver Library housed at the Melbourne campus (Intra-library Loan) or information from other libraries (Inter-library Loan). *Items* are sent by courier to Ozarka College Mountain View and Ash Flat sites and returned to Melbourne in the same manner.

Students enrolled in the College Success class at any Ozarka location receive a one-hour library orientation as part of that class. These sessions help make students aware of the resources available both in Melbourne and on their respective campuses.

Library hours during the fall and spring semesters are Monday through Thursday from 8:00 a.m. – 7:30 p.m. and on Friday from 8:00 a.m. – 4:30 p.m. During the summer terms, library hours are Monday through Thursday from 7:00 a.m. to 5:30 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. The Learning Lab is open Monday through Friday from 8:00 a.m. to 3:00 p.m. Students may use the Lab at their own convenience to accommodate their class and work schedules.



## **Student Clubs and Organizations**

**Student Government Association.** The purpose of the Ozarka Student Government Association 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.

**Skills USA.** Membership in Skills USA is open to students, former students, and other persons interested in the various career fields represented by the clubs.

The purpose of Skills USA 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, Culinary Arts 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 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 competitions designed to build professional relationships and responsibility of licensure.

**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 excluding Developmental Courses).
2. Have at least a 3.5 grade point average.
3. 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.

**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, 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. 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 fees, 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, ASSET or COMPASS which must be taken before enrollment in the proper level of math, English, and reading, as determined by test scores. The SAT placement test commonly taken in other states will be accepted.

Students are also required to take the Collegiate Assessment of Academic Proficiency (CAAP) test that includes an assessment of student writing plus the CAAP tests of Writing Skills, Mathematics, Reading, Critical Thinking 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 test. Eligible students must have completed at least 45 but not more than 60 credit hours to take the CAAP test.

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.

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 Registered Nurse and 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.

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



**Academic Clemency** is a second chance for those students who performed poorly in their early academic careers and who wish to return to college after having gained an appreciation of the benefits of higher education. Academic clemency may be granted one time to returning students who have not been enrolled in any higher education institution for at least two years.

Academic clemency allows courses taken earlier with low grades to be removed from the overall Grade Point Average (GPA), however, the courses will still be listed on the official transcript with appropriate notation.

1. Returning students may petition for clemency following one semester in which the student proves their resolve to succeed academically by earning a GPA of 2.00 or higher in six or more semester hours.
2. Academic clemency may be granted for up to four semesters at Ozarka College including transfer credit. All credit earned within the chosen semester(s) will be affected; pass or fail.
3. Ozarka College reserves the right to accept or reject clemency granted by another institution.
4. To start the process, students will pick up a form from the Vice President for Academic Affairs office.
5. Once the finished form is turned back in, the Vice President for Academic Affairs has ten business days to review the form and notify students of the outcome. The VPAA is solely responsible for the decision. If a student does not get the result desired, then he/she should follow the Academic Grievance Procedure as detailed in the catalog starting at step 5.

**Academic Integrity** is expected of all students. Dishonesty includes claiming credit for work others completed, lying, plagiarizing, cheating on tests, and copying other students' assignments. A single incident of violating academic standards of honesty may result in an F for the assignment, an F in the course, or expulsion. A violation of academic standards will be reported to the Vice President for Academic Affairs, and the student(s) involved in the incident can appeal any action through the Grievance Procedure.

Plagiarism is a very serious offense and includes copying from other students, purchasing completed assignments, copying from textbooks, claiming as one's own work the ideas of someone else, not giving credit to a source (whether the source was directly quoted, paraphrased, or summarized), or citing a source incorrectly.

**Grade Appeal 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 Division Chair, the Vice President for Academic Affairs, and the President.

**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** 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 proceeding 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. Failure to withdraw from a course or to withdraw from the College will result in receiving an "F" for all courses. A course may not be added after late registration ends.

A student may add, drop, or change sections of courses only by following the official procedure, which requires the completion of a Schedule Change Form. The form is available on the Ozarka College Homepage. The form must be signed by the student, financial aid officer, Trio (if student is a participant) and by the Vice President for Student Services.

**Administrative Withdrawal/Dropping of Individual Classes.** After 11<sup>th</sup> day enrollment, if an instructor/instructors requests a student to be dropped from a class/classes for lack of attendance, the Registrar's office can administratively drop or withdraw the student, if the student's financial account and library account are clear. (Financial Account paid in full)

**Procedure:**

1. Faculty reports, in writing, to the Division Chair/Vice President for Academic Affairs the name of the student and the reason for dropping the student.
2. The Division Chair's office will contact the student by mail.

3. After ten working days, if the Division Chair/Vice President for Academic Affairs office has not been contacted by the student, the student will be administratively dropped/withdrawn.
4. The faculty will be notified of the student's change of status.
5. The student will be notified.

Students can not be dropped from individual classes or withdrawn after the official drop or withdrawal date for the semester.

**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.

**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.

**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 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.

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

**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 Information Systems 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 Information Systems Staff

1. Information Systems Staff will provide access to the College's existing software through the general computing labs, computing classrooms, and networks.
2. Information Systems Staff will monitor hardware and software licenses that affect student computing labs and computer classrooms.
3. Information Systems 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. Information Systems 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. Information Systems Staff will regularly instruct users to change their passwords.

### Infractions of computer resource policies

1. 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.
2. 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.
3. Persons violating copyright law may be subject to the full range of legal penalties.

4. Persons who disagree with actions of the Computer Ethics Review Board may follow normal College grievance procedures.

**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](http://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 Vice President for Academic Affairs works with local businesses and industries to design courses that meet area training needs. Personal enrichment classes are offered based on demand.

**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.

**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 Office of the Registrar 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 myOzarka 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 percent 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.

**Graduation Requirements.** At the beginning of the last semester of enrollment, students completing all graduation requirements must complete the Intent to Graduate form and secure the signatures of their assigned academic advisor and appropriate division chair. In addition, students who will complete graduation requirements during the following summer must also complete the Intent to Graduate form. These students may participate in the graduation ceremony. The diploma and the official GPA will not be released until all graduation requirements have been satisfied. The Intent to Graduate form must be turned in to the Office of the Registrar. The form will not be accepted unless all signatures are complete. The Intent to Graduate Form is available from the Ozarka College web page.

Ozarka College students may choose to complete requirements for graduation under the provisions of the Ozarka College catalog in force at the time they first enrolled. However students may elect to choose a catalog from a later academic year. If a student does not complete a minimum of 6 hours per semester and if the enrollment is not continuous in the fall and spring semesters, the student will be required to complete requirements under a the catalog for that year.

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.

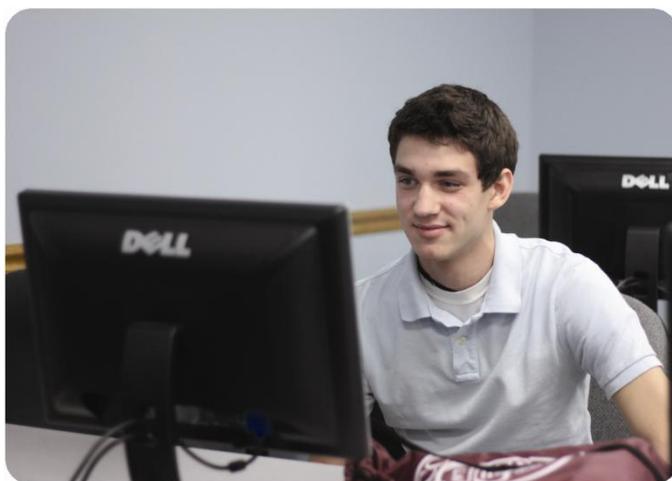
Required courses for each program are listed in the College Programs section of this catalog.

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 Cum Laude. Students with a 3.75 average or better will be designated as graduating Magna Cum Laude. An appropriate seal will be affixed to the diploma of each honor graduate.

**myOzarka.** Allows students, regardless of location, access to their records in an easy to use, manageable format. Students may log on to *myOzarka* using any web browser by simply <https://my.ozarka.edu>. *myOzarka* grants 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. Students 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 classmates and instructors via the chat and discussion areas, or 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 Information Systems at [helpdesk@ozarka.edu](mailto:helpdesk@ozarka.edu) or computer helpdesk at 368-2021.



**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, on the myOzarka course page, and 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.

**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.

**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 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 Office of the Registrar.

**Student Responsibility.** All students have access to the College catalog through Ozarka's Web page ([www.ozarka.edu](http://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 myOzarka, emailed or sent through the United States mail to the student's last known address.

**Transcript Requests.** A student may request an official copy of their transcript in person or in writing from the Office of the Registrar. A fax or e-mail request is also acceptable provided the student's signature is provided. Students who are requesting a transcript should include in his/her request a student ID number or their social security number. No transcript will be granted unless all balances are cleared in the Business Office. There are no charges for a transcript. Transcript request forms are available on the Ozarka College web site.

\* Accepted e-mail request: An e-mail request must be a signed, scanned document saved in Microsoft word format and sent as an attachment.

**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. The form must be signed by the registrar, advisor, librarian, financial aid officer, Vice President for Finance, and TRIO Student Support Services. A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially, and grades will be recorded as "F." A student cannot be withdrawn unless the student has paid all bills owed to the College. The Withdrawal Form may be obtained from the office of the Vice President for Student Services, the student's academic advisor, or the Ozarka College Webpage.

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.

# College Programs

## General Education Outcomes



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. Locate, organize, and analyze information using a variety of methods, including technologies.
2. Develop effective skills for both written and oral communications.
3. Demonstrate knowledge of scientific and mathematical principles.
4. Demonstrate an understanding of self-awareness, personal and civic responsibility.
5. Demonstrate their analytical reasoning abilities to interpret, evaluate, and synthesize information across disciplines.
6. Demonstrate an awareness of and appreciation for the diverse cultural, political, social, and economic forces that significantly affect(ed) past and present society.

<b>General Education Program Matrix</b>							
<b>Course Name</b>	<b>Course Number</b>	<b>Goal Number</b>					
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Cultural Anthropology	ANTH 2023	X	X	O	I	I	X
Fine Arts: Visual	ART 1003	X	X	O	X	X	X
General Biology Lab	BIOL 1001	X	X	X	I	X	X
General Biology	BIOL 1003	X	X	X	X	I	X
Communication	COMM 1313	X	X	O	X	X	X
Fine Arts: Theater	DRAM 1003	X	X	O	I	X	X
Principles of Economics	ECON 2313	O	X	X	I	X	O
English Composition I	ENGL 1013	X	X	O	I	I	X
English Composition II	ENGL 1023	X	X	O	I	I	X
World Literature I	ENGL 2213	X	X	O	O	I	X
World Literature II	ENGL 2223	X	X	O	O	I	X
Intro to Geography	GEOG 2013	X	X	O	X	X	X
World Civilization I	HIST 1003	X	X	I	X	X	X
World Civilization II	HIST 1013	X	X	X	X	X	X
American History I	HIST 2003	X	X	I	X	X	X
American History II	HIST 2013	X	X	X	X	X	X
College Algebra	MATH 1203	X	O	X	I	I	I
Fine Arts: Music	MUSI 1003	X	X	I	X	I	X
Concepts of Physical Activity	PHED 1002	X	X	I	X	I	X
Physical Science Lab	PHSC 2001	X	I	X	I	X	O
Physical Science	PHSC 2003	X	I	X	I	X	O
American National Govt.	PLSC 2003	X	X	O	I	X	X
General Psychology	PSYC 2003	X	X	X	X	X	X
Intro to Sociology	SOCI 2013	X	X	O	I	I	X

X = Found      I = Implied      O = Not Found

The general education core requirements are consistent with Ozarka's mission, vision and values. 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.

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 Associate of Applied Science 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 six hours of English, three hours of mathematics, three hours of social science, and three 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, three hours of speech, four hours of biological science, 4 hours of physical science, three hours of fine arts, three hours of literature, 15 hours of social science, and two hours of physical education. Specific requirements are listed in the program section.

### **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 in the Associate of Arts program.

Transitional courses include:

<b>ENGL 0003</b>	Beginning Writing
<b>ENGL 0013</b>	Practical Writing
<b>MATH 0003</b>	Fundamentals of Arithmetic
<b>MATH 0013</b>	Fundamentals of Algebra
<b>MATH 0023</b>	Intermediate Algebra
<b>READ 0003</b>	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.

## **Ozarka College Programs**

The following is an alphabetical listing of all academic programs offered by Ozarka College and where a program description can be found in this catalog:

### **Associate of Arts**

Associate of Arts Degree (Transfer) .....	144
Associate of Arts in Teaching.....	148
Associate of Arts with Emphasis in Entrepreneurship for Artisans .....	120
Associate of Arts with Emphasis in Human Services.....	122

### **Associate of Applied Science**

Automotive Service Technology .....	130
Business Technology .....	126
Culinary Arts .....	133
General Technology .....	137
Health Information Management.....	107
Law Enforcement Administration.....	119
Registered Nursing –LPN to RN (ARNEC) Arkansas Rural - Education Consortium .....	109

### **Certificate Programs**

#### Technical Certificate:

Automotive Service Technology .....	129
Culinary Arts .....	133
Early Childhood Education .....	143
Health Professions .....	98
Licensed Practical Nursing .....	99
Law Enforcement Administration.....	118

#### Certificate of Proficiency:

Accounting .....	125
Business Computer Applications .....	125
Business Management .....	125
Certified Nursing Assistant .....	105
Early Childhood Development .....	141
Emergency Medical Training .....	104
Entrepreneurship for Artisans.....	120
Law Enforcement Administration.....	117
Medical Office Administration .....	125

## **Division of Allied Health**



### **PROGRAMS OFFERED:**

#### ***Certificates***

Certificate of Proficiency in Emergency Medical Training Basic  
Certified Nursing Assistant  
Technical Certificate in Health Professions  
Technical Certificate in Licensed Practical Nursing

#### ***Associate in Applied Science***

Health Information Management  
Registered Nurse-LPN to RN (through ARNEC)

## **Technical Certificate in Health Professions**

### **HIM option**

**HLTH 1003** Intro to Health Professions

**HIM1203** Medical Terminology I

**HIM 1213** Medical Terminology II

**LPN1204** Body Structure & Function

OR if you are planning to transfer to a four year institution you need to take:

**BIOL2213** Anatomy & Physiology I **AND**

**BIOL2211** Anatomy & Physiology I Lab

**MGMT2643** Human Relations

**BUS1213** Information Processing

**HIM2213** Legal Aspects of Healthcare

**ENGL 0013** Practical Writing

OR if you are planning to complete the AAS degree in HIM you need to take:

**ENGL 1013** English Comp I

**MATH 1103** Math with Business Apps.

**IST 2713** Computer Ethics and Security

**Total Credit Hours Required** .....31 Hours

## **Technical Certificate in Health Professions**

### **Allied Health option**

**HLTH 1003** Intro to Health Professions

**HIM1203** Medical Terminology I

**HIM 1213** Medical Terminology II

**LPN1204** Body Structure & Function (prerequisite for LPN)

OR if you are planning to pursue an RN degree then you need to take:

**BIOL2213** Anatomy & Physiology I **AND**

**BIOL2211** Anatomy & Physiology I Lab

**NUTR2203** Nutrition (prerequisite for LPN)

**CIS1303** Computer Information Systems

**HLTH1023** Basic Health Skills I

**HLTH1033** Basic Health Skills II

**ENGL0013** Practical Writing (prerequisite for LPN)

OR if you are planning to pursue an RN degree then you need to take:

**ENGL1013** English Comp I

**NRS1213** Math for Nurses (prerequisite for LPN)

**Total Credit Hours Required** .....31 Hours

# **Licensed Practical Nursing Certificate**

## **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 within diverse cultural populations and age groups.
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 Admissions Officer/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 (Melbourne campus, Daytime classes only) are accepted September 1 – November 1. For classes starting in August, (all campuses) applications are accepted February 1–April 1.

Clinical experience will be in a variety of clinical settings within the four county area.

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. The Melbourne daytime program requires three regular semesters with no summer classes. Mountain View day classes, Ash Flat day classes and the Melbourne weekend and evening classes are 11 months from August through June.

Graduates must pass the National Council Licensure Exam (NCLEX-PN) after completing classes to be licensed to practice. All accepted applicants must undergo a criminal background check. Persons convicted of a felony may or may not be allowed to take the examination. Approval of the Arkansas State Board of Nursing will need to be obtained.

### **Technical Certificate Program**

#### ***Required Technical Courses for Three Semester Melbourne Daytime Program***

<b>LPN 1013</b>	Nursing Process I
<b>LPN 2402</b>	Nursing Clinical Experience I
<b>LPN 1108</b>	Nursing Process II
<b>LPN 2404</b>	Nursing Clinical Experience II
<b>LPN 1208</b>	Nursing Process III
<b>LPN 2504</b>	Nursing Clinical Experience III

#### ***Required Technical Courses for All Eleven Month Programs (Ash Flat, Mountain View and Melbourne weekend/evening)***

<b>LPNE1112</b>	Nursing Process I
<b>LPNE1104</b>	Nursing Clinical Experience I
<b>LPNE1211</b>	Nursing Process II

**LPNE1204**            Nursing Clinical Experience II  
**LPNE1306**            Nursing Process III  
**LPNE1302**            Nursing Clinical Experience III

***Pre-requisite Courses***

**ENGL 0013**            Practical Writing\*  
or  
**ENGL 1013**            English Composition I  
**NUTR 2203**            Basic Human Nutrition  
**NRSG 1213**            Math for Nurses  
**LPN 1204**            Body Structure and Function  
**Total Credit Hours Required** .....**52 Hours**



Nursing students who wish to transfer to Ozarka College's LPN program must submit a letter of good standing from their previous institution. Because all LPN programs are not using a standard curriculum outline, students must take an assessment exam given by the Nursing Department to validate competency in coursework being transferred to allow for proper placement into Ozarka's LPN program.

\*Students who plan to pursue the LPN-RN AAS Program at Ozarka College may wish to substitute BIOL 2211 and 2213, Anatomy & Physiology I and Lab and BIOL2221 and BIOL2223 Anatomy & Physiology II (both must be completed), for LPN 1204, Body Structure and Function. These students should also consider taking ENGL 1013, English Composition I, for ENGL0013 Practical Writing. If you wish to transfer to another school for RN you may need to take additional Math courses, to meet their general education requirements. The ARNEC-RN Nursing Advisor, located in the Nursing building, can provide information on requirements for the LPN-RN AAS in Nursing program which is offered on the Ozarka campus.

If the student has completed all the pre-requisite courses with a "C or higher" the grades will be awarded points for the grades and the student allowed to sit for the Entrance exam and Wonderlic.

If the student is currently enrolled in any of these classes at the time of application the Mid-term grade of "C or higher" will be used to compile the score. If the student does not have a "C or higher" at the time of application, they will not be allowed to take the Entrance Exams. The students must complete the course in which they are enrolled with a "C" or better, and apply for admission during the next application cycle.

## **Basic Emergency Medical Technology Certificate of Proficiency**

### **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.

Students must register for the class through the admissions office at the beginning of the semester when the class is offered. Ride time and clinical hours are assigned by the instructor.

### **Certificate of Proficiency**

#### **Required Technical Course**

EMT 1107 Basic Emergency Medical Technology

**Total Credit Hours Required .....7 Hours**

# **Certified Nursing Assistant Certificate of Proficiency**

## **Philosophy**

The Certified Nursing Assistant Program (CNA) follows the curriculum and meets the requirements as set by the Office of Long Term Care in the state of Arkansas. Upon successful completion the student receives a Certificate of Completion and is prepared to sit for state certification as a Nursing Assistant in Arkansas.



Certified Nursing Assistants are increasingly being hired by health care facilities of all types as these facilities seek ways to provide top-quality nursing care. CNAs work under the supervision of Licensed Practical Nurses and Registered Nurses. The focus of the program is for the student to be able to provide competent, skilled care in a compassionate way. The program also teaches the student the importance of the CNA as a member of the health care team—instilling in the student that the patient is the primary focus of the health care team's efforts and that the chain of health care is only as strong as its weakest link.

## **Objectives**

Upon completion of this course, students will demonstrate:

1. Knowledge of the health care delivery system and basic medical terminology.

2. Performance of basic and personal care skills according to the individual needs of the patients/residents in the health care of home care setting.
3. A basic understanding of body structure and function so that abnormal changes can be easily observed and reported.
4. Understanding of the stages of growth and development which assist in providing holistic care.
5. Understanding of the roles and responsibilities required of a nursing assistant working in a health care and home care setting.
6. The ability to promote and support client's rights.
7. Appropriate and effective documentation and observation of client's health, condition changes and well-being.
8. Knowledge of infection control issues and safety.
9. Competence performing vital signs and basic nursing skills as outlined by the Office of Long Term Care.

**Certificate of Proficiency**

**Required Technical Course**

**HLTH1023** Basic Health Skills I

**HLTH1033** Basic Health Skills II

**Total Credit Hours Required .....6 Hours**

# **Associate of Applied Science - 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, code diagnosis and procedures of the medical office and hospital setting by 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 health care institution.
2. Be competent to operate computers and software applications relative to job performance.
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. Be able to accurately code diagnoses and procedures according to ethical and professional standards
6. Possess skills to accurately submit claim forms to various insurance companies for reimbursement.
7. Maintain patient confidentiality according to HIPPA standards.
8. Conduct themselves ethically and professionally in handling health information and records.

The students' practicum experience may be at regional medical centers and/or physician's offices in the four county area under supervision of medical record personnel.  
Admission Criteria

\* Eligibility requirements for admission into the Health Information Program is the ability of keyboarding at least 50 words per minute and be computer literate-know how or be familiar with word processing and spreadsheets.

### **Associate of Applied Science Program**

#### **Required Technical Courses**

<b>HLTH 1003</b>	Intro to Health Professions
<b>HIM1203</b>	Medical Terminology I
<b>LPN 1204</b>	Body Structure and Function
<b>HIM1213</b>	Medical Terminology II
<b>HIM1504</b>	Pathophysiology with Pharmacology
<b>HIM1803</b>	Medical Coding and Insurance
<b>HIM1813</b>	Medical Coding II
<b>HIM 2213</b>	Legal/Ethical Aspects of Healthcare
<b>MDTR 2003</b>	Medical Transcription
<b>HIM 2223</b>	Advanced HIM Procedures
<b>HIM 2253</b>	Data Management and Statistics
<b>HIM 2263</b>	Clinical Practicum Experience

#### **Required General Education**

<b>BIOL 1003</b>	General Biology
<b>BIOL 1001</b>	General Biology Lab
<b>BUS 1213</b>	Information Processing
<b>COMM 1313</b>	Communications
<b>ENGL1013</b>	English Comp I
<b>ENGL1023</b>	English Comp II
<b>MATH 1103</b>	Math for Business Applications OR Higher level math
<b>IST 2713</b>	Computer Ethics and Security
<b>OR</b>	
<b>CIS1303</b>	Computer Information Systems
<b>MGMT2643</b>	Human Relations
Plus (1) 3-hour Elective	

**Total Credit Hours Required .....66 Hours**

**Students pursuing the AAS degree in HIM must complete all courses listed above.**

## **Registered Nursing**

*(LPN/LPTN/LVN to RN Transition)*

**Note: There is a special application and deadline for this program.**

This program is a 12-month program that combines classroom instruction with clinical experiences. Six community colleges with LPN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a nontraditional delivery format of nursing theory by interactive video. The following institutions are members of the ARNEC program: Arkansas State University (ASU) – Newport, Black River Technical College (BRTC) – Pocahontas, Cossatot Community College of the University of Arkansas (CCCUA) – Nashville/DeQueen, Ozarka College (OC) – Melbourne, South Arkansas Community College (SACC) – El Dorado, and the University of Arkansas Community College at Morrilton (UACCM).

The program will serve up to twenty students at each of the six colleges. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 PM and clinical time will take place on weekends. This program was designed to meet the needs of working LPNs/LPTNs/LVNs.

This program meets the requirements of the Arkansas State Board of Nursing. Graduates of the program receive an Associate of Applied Science degree which prepares them to take the NCLEX-RN (the Registered Nurse licensing examination). Due to the strenuous nature of the nursing curriculum, the admitting institution reserves the right to determine eligibility of any student to enroll or continue in the nursing program. Eligibility is determined by the faculty's evaluation of the student's ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

## **Entrance Requirements**

Applicants must show proof of:

- Completion of an ARNEC program application packet
- Graduation from a State Board approved technical/practical nursing program
- Possess a valid, unencumbered LPN/LPTN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of "C" or better. Applicants may lack one of the required general education courses by August 31. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes
- A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall required general education courses.
- An official high school transcript (or GED completion transcript)
- Official transcripts from all colleges attended
- All classes are taught in the English language, making it necessary that students are able to read, speak, write, and comprehend the English language proficiently. All international students and students who speak English as a second language must pass a Test of English as a Foreign Language (TOEFL)
- Taking the assigned pre-entrance exam
- Drug screen (per admitting institution protocol)

Students will be ranked and selected based required general education course GPA and pre-entrance exam scores. *Students must comply with the admission requirements set forth by the admitting institution in addition to the ARNEC requirements.*

## **Acceptance**

Applicants that are selected for admission must notify the ARNEC institution that they will be attending to verify and accept placement. Upon acceptance into the program, the student must provide the following:

- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
- Current PPD Skin Test or Chest X-Ray
- Verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed.
- Applicants may lack one of the required general education courses by August 31<sup>st</sup>. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes
- Selected applicants must take and pass a medical math competency exam with a 90% pass rate. Applicants will have three chances to successfully pass the exam. A sample test will be provided to the applicant prior to the testing
- After the math competency exam has been successfully passed, the selected applicant must complete and pass a background check. An instruction sheet will be provided to the applicant (\$40 cost)

Students selected for admission will receive a letter of acceptance into the program by mid-October, and will need to provide the admitting institution a written letter stating that they are accepting the invitation and will enroll in the program. This letter can be emailed to the program chair, faxed, or brought to the nursing department in person. If the student chooses to email or fax their letter of acceptance, they should follow up by calling the nursing department to make sure it was received. In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

## **Academic Progression**

In order to progress in the nursing curriculum, the student must meet the following criteria:

- The student must maintain a 2.0 “C” (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest “C” grade) to progress
- See Graduation Policy below to review the final comprehensive exit exam that must be passed for program completion

## **Re-admission Candidates**

Re-admission will be decided by the admitting institution. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution’s appeal procedures.

## **Transfers**

Due to differences in nursing curriculum in other nursing programs, ARNEC will not accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

If an enrolled ARNEC student needs to transfer to another ARNEC member institution, then permission may be granted from the institution that the student wished to transfer to, based on space availability and the institution’s requirements for transfer students.

## **Advanced Placement of Students**

Refer to the Advanced Placement of Students policy in the admitting college’s catalog.

## **Note to All Applicants**

ARNEC faculty reserves the right to alter the curriculum

and admission policies whenever change is deemed necessary.

### **Graduation Policy**

Students must have successfully completed all general education courses and all nursing courses with a grade of "C" or better. Upon completion, the student's status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

Students MUST achieve a score at or above the current national passing average on the final comprehensive exam to complete the requirements for the NCLEX-RN Preparation course. The student will be allowed to take the final comprehensive exit exam a total of three times. Students cannot sit for the exam attempt more than once per day. Should the student not achieve the required score after the third attempt, then it will be recommended for the student to attend an NCLEX-RN Review course. If the student fails the final comprehensive exit exam after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be recommended to sit for the NCLEX-RN. An "I" (incomplete) grade will be temporarily given. The student must comply with their attending college's grading policies (see college catalog). Prior to the end of the spring semester, the student must contact their Program Chair to schedule up to three additional attempts on the exit exam. If the student passed (achieves a score at or above the national average), then the student will have completed the requirement of completion of the NCLEX-RN Preparation course, and be awarded the AAS in Nursing degree, which allows them to apply to sit for the NCLEX-RN licensing examination. If the student is unsuccessful (does not achieve a grade at or above the national passing average) on their three additional attempts on the final comprehensive exit exam, then their "I" (incomplete) grade will be converted to a failing grade.

After the student passes the final comprehensive exit exam, they will complete the remaining 50 percent of the

NCLEX-RN Preparation course. The other 50 percent of this course is completed via the online review course that students complete toward the end of the fall semester.

Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LPTN to RN Transition program does NOT automatically enable the student to sit for the NCLEX-RN. This is determined by the Arkansas State Board of Nursing.

### **ARNEC 2011**

**General Education Requirements:**

- BIOL 2213** Anatomy & Physiology I
- BIOL 2211** Anatomy & Physiology I Lab
- BIOL 2223** Anatomy & Physiology II
- BIOL 2221** Anatomy & Physiology II Lab
- BIOL 2013** Microbiology
- BIOL 2011** Microbiology Lab
- ENGL 1013** English Composition I
- ENGL 1023** English Composition II
- NRSG1213** \*Math for Nurses
- NUTR 2203** Nutrition
- PSYC 2003** General Psychology
- PSYC 2313** Developmental Psychology **OR** Human Growth & Development **OR** Lifespan Development
- CIS 1333** Computer Applications
- OR**
- CIS 1303** Intro to Computers
- Total Gen. Ed. Hours Required .....33 Hours**

### **2011 Nursing Course Curriculum:**

**Spring Semester (16 weeks):**

	<u>Lecture/Wk</u>	<u>Lab/Wk</u>
RNSG 2119: Nursing Process I	9	0
RNSG 2123: Nursing Practicum I	0	9
<i>Total Theory Hours</i> .....		<i>144 Hours</i>
<i>Total Practicum Hours:</i> .....		<i>144 Hours</i>

**Summer Semester (12 weeks):**

	<u>Lecture/Wk</u>	<u>Lab/Wk</u>
RNSG 2216: Nursing Process II	8	0
RNSG 2223: Nursing Practicum II	0	9

Total Theory Hours ..... 96 hours  
 Total Practicum Hours ..... 108 hours

**Fall Semester (16 weeks):**

	<u>Lecture/Wk</u>	<u>Lab/Wk</u>
RNSG 2318: Nursing Process III	8	0
RNSG 2311: NCLEX-RN Preparation	1	0
RNSG 2323: Nursing Practicum III	0	9
Total Theory Hours .....		144 hours
Total Practicum Hours .....		144 hours

Total Program Theory Hours ..... 384 hours  
 Total Program Practicum Hours (1:3 Ratio) ..... 396 hours  
 Total Gen. Ed. Requirement Hours ..... 33 hours  
 Total Nursing Course Requirement Hours ..... 33 hours  
**Total Completion Hours for AAS in Nursing..... 66 hours**

# Division of Arts and Humanities



## **Programs offered:**

### ***Certificate of Proficiency***

Entrepreneurship for Artisans  
Law Enforcement Administration

### ***Technical Certificate***

Law Enforcement Administration

### ***Associate of Applied Science***

Law Enforcement Administration

### ***Associate of Arts***

Associate of Arts with Emphasis in:

- Entrepreneurship for Artisans
- Human Services

The Arts, Humanities, and Social Sciences Division helps fulfill the college mission statement "Ozarka College... providing life-changing experiences through education" by providing student learning opportunities in anthropology, art, drama, government, history, English composition, literature, music, psychology, religion, and sociology. These disciplines provide freshman and sophomore undergraduate courses in arts and humanities, and social sciences that lead to associate's and baccalaureate degrees at four year institutions.

The courses in this division complete general education and elective courses that prepare students for transfer and allow them to sample a variety of courses before choosing a major.

### **Criminal Justice Institute for Current Police Officers**

Ozarka College has a partnership with the Criminal Justice Institute (CJI) of the University of Arkansas System, to provide educational opportunities for men and women who have completed training at a certified law enforcement academy and currently have a career in the criminal justice field.

Students must follow Ozarka College Admissions procedure to enroll in the CJI training program then enroll independently with the CJI to complete the CJI courses.

After completing the CJI training and general studies coursework, students are eligible to obtain a certificate of proficiency, technical certificate and/or associate of applied science degree in Law Enforcement Administration as approved by the individual student's advisor or Division Chairperson for the program.

### **Certificate of Proficiency Law Enforcement Administration**

Students enrolled in this program of study would obtain up to fifteen degree hours by attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas System and completing basic law

enforcement training at an ACLEST accredited academy. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of college credit.

**Technical Requirements (Criminal Justice Institute courses)**

- 6 Hours Law Enforcement Administration and Management
- 3 Hours Law Enforcement Communications
- 6 Hours Law Enforcement Certification (ACLEST)

**General Education Requirements**

- ENGL 1123** Technical and Business English

**Total Credit Hours Required .....18 Hours**

**Technical Certificate  
Law Enforcement Administration**

Students enrolled in this program of study would obtain up to twenty-one degree hours by attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas System and completing basic law enforcement training at an ACLEST accredited academy. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of college credit.

**Technical Requirements (Criminal Justice Institute courses)**

- 6 Hours Law Enforcement Administration and Management
- 3 Hours Law Enforcement Communications
- 6 Hours Law Enforcement Certification (ACLEST)
- 6 Hours Advanced Law Enforcement Special Topics

**General Education Requirements**

- ENGL 1123** Technical and Business English
- MATH 1103** Mathematics with Business Applications
- COMM 1313** Communication
- BUS 2613** Business Principles
- CIS1333** Microcomputer Applications

**Total Credit Hours Required .....36 Hours**

## **Associate of Applied Science in Law Enforcement Administration**

### ***Technical Requirements (Criminal Justice Institute courses)***

6 Hours	Law Enforcement Administration
3 Hours	Law Enforcement Communications
6 Hours	Law Enforcement Certification (ACLEST)
6 Hours	Advanced Law Enforcement Special Topics
9 Hours	School of Law Enforcement Supervision
3 Hours	Legal Aspects of Law Enforcement
3 Hours	Integrity of Law Enforcement

### ***General Education Requirements***

<b>ENGL 1013</b>	English Composition I
<b>ENGL 1023</b>	English Composition II
<b>OR</b>	
<b>ENGL 1123</b>	Technical and Business English
<b>MATH 1103</b>	Mathematics with Business Applications or Higher
<b>COMM 1313</b>	Communication
<b>BUS 2613</b>	Business Principles
<b>CIS 1333</b>	Microcomputer Applications
<b>PSYC 2003</b>	General Psychology
<b>SOC 2013</b>	Introduction to Sociology
<b>PLSC 2003</b>	American National Government
<b>CRIM 1023</b>	Introduction to Criminal Justice

**Total Credit Hours Required .....66 Hours**

## **Certificate of Proficiency Entrepreneurship for Artisans**

### **Technical Requirements**

<b>ART 1003</b>	Fine Arts Visual
<b>MGMT 2663</b>	Small Business Management
<b>MKTG 2633</b>	Principles of Marketing
<b>ACS 2102</b>	Craft and Entrepreneurship
<b>ACS 2807</b>	Portfolio
<b>Total Credit Hours Required</b>	.....18 Hours

### **Associate of Arts Emphasis in Entrepreneurship for Artisans**

The objective of this program is to provide artisans an opportunity to learn about the business of craft and provide a conduit for furthering their formal education.

### **General Education Requirements**

#### *English/Communications*

<b>ENGL 1013</b>	English Composition I
<b>ENGL 1023</b>	English Composition II
<b>COMM 1313</b>	Communications

#### *Math*

<b>MATH 1203</b>	College Algebra
<b>OR</b>	Higher level math course

#### *Science*

##### A.

<b>BIOL 1001</b>	General Biology Lab
<b>BIOL 1003</b>	General Biology
<b>OR</b>	Higher level biology course with lab

##### B.

<b>PHSC 2001</b>	Physical Science Lab
<b>PHSC 2003</b>	Physical Science
<b>OR</b>	Higher level physical science course with lab

#### *Fine Arts/Humanities*

##### A.

<b>ENGL 2213</b>	World Literature I
<b>OR</b>	

<b>ENGL 2223</b>	World Literature II
One Course from the following:	

**DRAM 1003** Fine Arts Theater  
**MUSI 1003** Fine Arts Music

*Social Sciences*

One Course from the following:

A.

**HIST 2003** American History I

**OR**

**HIST 2013** American History II

**OR**

**PLSC 2003** American National Government

One Course from the following:

B.

**HIST 1003** World Civilization I

**HIST 1013** World Civilization II

Two of the following:

**ANTH 2023** Cultural Anthropology

**ECON 2313** Principles of Economics

**GEOG 2013** Introduction to Geography

**PSYC 2003** General Psychology

**SOCI 2023** Introduction to Sociology

**One additional course from the Social Science area listed in this section provided that no more than 6 of the 15 hours are History.**

*Physical Education*

**PHED 1002** Concepts of P.E.

**OR**

**Two 1-hour physical education activity courses**

**Required Courses**

**ART 1003** Fine Arts Visual

**MGMT 2663** Small Business Management

**MKTG 2633** Principles of Marketing

**ACS 2102** Craft and Entrepreneurship

**ACS 2807** Portfolio

**Total Credit Hours Required .....61 Hours**

## **Associate of Arts Emphasis in Human Services**

### **Philosophy**

The Associate of Arts in Human Services degree will be awarded to students who successfully complete a planned program of collegiate level work that is transferable towards a baccalaureate degree in social work from Arkansas State University. This two-year degree is designed to introduce students to the profession of social work. The degree is a pre-professional program and does not guarantee admission to the professional program at Arkansas State University.

### **Objectives**

Students completing this degree program successfully will be able to:

1. Demonstrate the skills and abilities names 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 knowledge in the field of social work.
4. Obtain the first two years of a social work degree from Arkansas State University.

### **General Education Requirements**

#### *English and Communications*

<b>ENGL 1013</b>	English Composition I
<b>ENGL 1023</b>	English Composition II
<b>COMM 1313</b>	Communication

#### *Science*

<b>BIOL 1003</b>	General Biology
<b>BIOL 1001</b>	Biology Lab
<b>PHSC 2003</b>	Physical Science
<b>PHSC 2001</b>	Physical Science Lab

#### *Math*

<b>MATH 1203</b>	College Algebra
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*Fine Arts and Humanities – (Must select one class from each grouping)*

**ENGL 2213** World Literature I

**OR**

**ENGL 2223** World Literature II

**MUSI 1003** Fine Arts Music

**OR**

**ART 1003** Fine Arts Visual

**OR**

**DRAM 1003** Fine Arts Theater

**Fine Arts Elective**

*Social Sciences*

**HIST 1003** World Civilization I

**OR**

**HIST 1013** World Civilization II

**PLSC 2003** American National Government

**PSYC 2003** General Psychology

**GEOG 2013** Intro to Geography

**ANTH 2023** Intro to Anthropology

*Health and Wellness*

**PHED 1002** Concepts of Physical Activity

### **Required Courses**

**SOCI 2013** Introduction to Sociology

**SOCI 2203** Social Problems

**SOCI 2023** \*Introduction to Social Work

**COLL 1001** College Success

**CIS1333** Microcomputer Applications

**NUTR2203** Basic Human Nutrition

**Total Credit Hours Required .....62 Hours**

# **Division of Applied Sciences and Technology**



## **Programs offered:**

### ***Certificates***

Certificate of Proficiency in Accounting  
Certificate of Proficiency in Business Computer Applications  
Certificate of Proficiency in Business Management  
Certificate of Proficiency in Medical Office Administration  
Technical Certificate in Automotive Service Technology  
Technical Certificate of Proficiency in Culinary Arts

### ***Associate of Applied Science***

Business Technology  
Culinary Arts  
Automotive Service Technology

## **Certificate of Proficiency Programs**

### **Accounting**

#### *Required Technical Courses*

<b>ACCT 1123</b>	Accounting I
<b>ACCT 2133</b>	Accounting II
<b>ACCT 2283</b>	Managerial Accounting
<b>ACCT 2163</b>	Federal Income Tax Accounting
<b>ACCT 2153</b>	Payroll Accounting
<b>And</b>	Approved Business Elective
<b>Total Credit Hours Required</b>	<b>.....18 Hours</b>

### **Business Computer Applications**

#### *Required Technical Courses*

<b>CIS 1333</b>	Microcomputer Applications
<b>BUS 1213</b>	Information Processing
<b>CIS 2353</b>	Electronic Spreadsheets
<b>CIS 2393</b>	Desktop Publishing
<b>IST 2803</b>	Intro to Database Concepts
<b>AND</b>	Approved Business Elective
<b>Total Credit Hours Required</b>	<b>.....18 Hours</b>

### **Business Management**

#### *Required Technical Courses*

<b>MGMT 2643</b>	Human Relations
<b>MGMT 2623</b>	Principles of Management
<b>MGMT 2603</b>	Financial Planning
<b>MGMT 2663</b>	Small Business Management
<b>MKTG 2633</b>	Principles of Marketing
<b>AND</b>	Approved Business Elective
<b>Total Credit Hours Required</b>	<b>.....18 Hours</b>

### **Medical Office Administration**

#### *Required Technical Courses*

<b>BUS1213</b>	Information Processing
<b>HIM1203</b>	Medical Terminology I
<b>HIM1213</b>	Medical Terminology II
<b>HIM2213</b>	Legal/Ethical Aspects of Healthcare
<b>MGMT2643</b>	Human Relations
<b>MGMT2403</b>	Records Management
<b>Total Credit Hours Required</b>	<b>.....18 Hours</b>

## **Associate of Applied Science - 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. Prepare accurate personal and business documents in Word, Access and Excel using correct formatting.
2. Effectively communicate verbally and in writing using correct grammar, spelling and proofreading.
3. Use computer applications and the internet safely and ethically.
4. Set up a simple manual accounting system for a small business.
5. Apply and use basic mathematical calculations correctly.
6. Identify rights and duties involving personal, legal, and community legal rights and requirements.
7. Relate well with others in personal and business environment.
8. Demonstrate an understanding of our Economic Environment.

9. Prepare appropriate business communications documents.
10. Demonstrate an understanding of general business principles.
11. Demonstrate a Keyboarding skill of 30 wpm.
12. The Business Technology graduate will be able to obtain employment relevant to training or be able to continue his/her education beyond the two-year degree.
13. The Business Technology graduate will gain skills and knowledge relevant to holding a job and progressing in it.
14. Business Technology graduates will develop lifelong learning skills (i.e. critical thinking, communications, problem solving) in addition to technical skills.
15. Employers of Ozarka Business Technology Graduates will indicate satisfaction with the skills of the AAS-BT student.

► **NOTE:** Students may pursue an Associate of Applied Science Degree in Business Technology with a focus proficiency certification in Accounting, Business Computer Applications or General Business Management. Students may earn any or all of the Certificates of Proficiency independently of the AAS degree.

**Required Technical Courses**

- ACCT 1123** Accounting I
- ACCT 2133** Accounting II
- OR**
- ACCT 2143** Computerized Accounting
- BUS 1133** Keyboarding Essentials
- BUS 2013** Business Communications
- CIS 1303** Computer Information Systems
- CIS 1333** Microcomputer Applications
- BUS 2613** Business Principles
- MGMT 2643** Human Relations

**IST 2713** Computer Ethics and Security

**BUS 2663** Legal Environment of Business

**Students pursuing the AAS degree in Business Technology must complete all courses listed above and 15 hours from level 1000 and above 3-hour Business Technology Courses in ACCT, BANK, BUS, CIS, IST, MGMT, or MKTG Courses.**

*Total Technical Hours Required .....45 Hours*

**General Education Requirements**

**ENGL 1013** English Composition I

**ENGL 1023** English Composition II

**OR**

**ENGL 1123** Technical and Business English

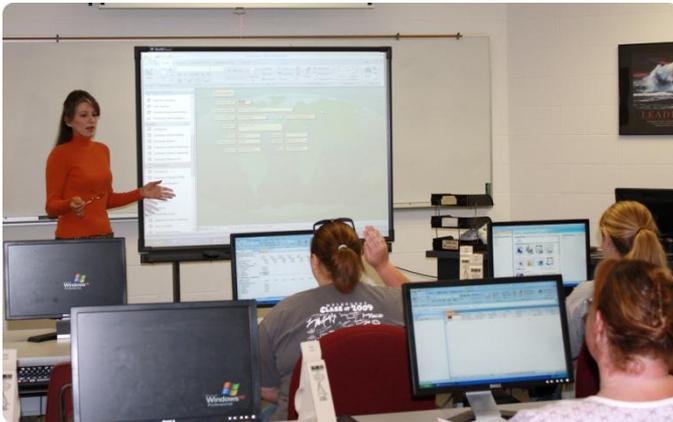
**COMM 1313** Communications

**MATH 1103** Mathematics with Business Applications

**ECON 2313** Introduction to Microeconomics

*Total Gen. Ed. Hours ..... 15 Hours*

**Total Credit Hours Required .....60 Hours**



## **Technical Certificate in Automotive Service Technology**

To earn a Technical Certificate, a student must complete the General Education Requirements in Mathematics and English and 24 hours of Automotive Service Technology courses.

### **Required Technical Courses**

#### Fall Semester of Even Years

**AST 1406** Engine Performance

**AST 2206** Automotive Heating and Air Conditioning

#### Spring Semester of Odd Years

**AST 1306** Suspension and Steering

**AST 2406** Manual Drive Train and Axles

#### Fall Semester of Odd Years

**AST 1106** Engine Repair

**AST 1206** Electrical Systems

#### Spring Semester of Even Years

**AST 2106** Brake Systems

**AST 2306** Automatic Transmissions and Transaxles

### **General Education Requirements**

**ENGL 0013** Practical Writing

**OR** higher level English composition course

**MATH 1103** Mathematics with Business Applications

**OR** higher level mathematics course

**Total Credit Hours Required .....30 Hours**

## **Associate of Applied Science in 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 named in the College's philosophy of general education so that they may become life-long learners.

## **Associate of Applied Science Program**

### **Required Technical Courses**

<b>AST 1106</b>	Engine Repair
<b>AST 1206</b>	Electrical Systems
<b>AST 1306</b>	Suspension and Steering
<b>AST 1406</b>	Engine Performance
<b>AST 2106</b>	Brake Systems
<b>AST 2206</b>	Automotive Heating and Air Conditioning
<b>AST 2306</b>	Automatic Transmissions and Transaxles
<b>AST 2406</b>	Manual Drive Train and Axles

### **General Education Requirements**

<b>MATH 1103</b>	Mathematics with Business Applications
<b>OR</b>	higher level math course

One of the following computer courses:

<b>CIS 1333</b>	Microcomputer Applications
<b>CIS 1303</b>	Computer Information Systems
<b>BUS 1133</b>	Keyboarding Essentials

<b>ENGL 1013</b>	English Composition I
<b>ENGL 1023</b>	English Composition II
<b>OR</b>	
<b>ENGL 1123</b>	Technical and Business English

Any social science course from the following:

<b>ANTH 2023</b>	Cultural Anthropology
<b>ECON 2313</b>	Introduction to Microeconomics
<b>GEOG 2013</b>	Introduction to Geography
<b>HIST 1003</b>	World Civilization I
<b>HIST 1013</b>	World Civilization II
<b>HIST 2003</b>	American History I
<b>HIST 2013</b>	American History II
<b>MGMT 2643</b>	Human Relations
<b>PLSC 2003</b>	American National Government

**PSYC 2003**      General Psychology  
**SOCI 2013**      Introduction to Sociology

***Recommended Elective***

**MGMT 2663**      Small Business Management  
**ACCT1003**      Introduction to Accounting

**Total Credit Hours Required .....63 Hours**



## **Technical Certificate in Culinary Arts**

### **Technical Requirements**

<b>CUL 1103</b>	Sanitation and Safety
<b>CUL 1203</b>	Dining Room Service and Catering
<b>CUL 1305</b>	Food Production I
<b>CUL 1503</b>	Basic Food Science and Nutrition
<b>CUL 1605</b>	Baking I
<b>CUL 1705</b>	Food Production II
<b>MGMT 2663</b>	Small Business Management
<b>MGMT 2643</b>	Human Relations
<i>Total Technical Hours Required .....30 Hours</i>	

### **General Education Requirements**

<b>ENGL 0013</b>	Practical Writing or Higher Level English
<b>MATH 1103</b>	Math with Business Applications
<b>OR</b>	higher level math course
<i>One of the following:</i>	
<b>CIS 1303</b>	Computer Information Systems
<b>CIS 1333</b>	Microcomputer Applications
<b>BUS 1133</b>	Keyboarding Essentials
<i>Total Gen. Ed. Hours Required .....9 Hours</i>	

**Total Credit Hours Required .....39 Hours**

## **Associate in Applied Science Culinary Arts**

### **Philosophy**

The Culinary Arts program is an Associate of Applied Science degree program that will provide foundation and specialized study on the culinary field through academic, laboratory, and field experiences. The program is designed as a one-plus-one program. The freshman studies required for the Technical Certificate in Culinary Arts provide the knowledge and skills necessary for the individual to ensure efficient and quality product preparation and service in the food-service setting. The required general education courses enhance the experience.

The sophomore studies expand on culinary knowledge and skills through more advanced culinary studies with additional emphasis placed on management, personnel, ethics, and law in a service setting with preparation of the individual for increasing supervisory responsibility. This program prepares its graduates for careers in restaurants, clubs, hotels, catering operations, and institutional food service.

### **Objectives**

1. Employ industry standards in sanitation and safety for food service operations.
2. Maintain standards of professionalism, including ethical behavior, communication, 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. Exhibit a personal philosophy of customer service as well as lifelong learning.
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. Demonstrate and/or discuss legal concepts required of the industry.
9. Demonstrate critical thinking and problem solving skills.
10. Communicate correctly and accurately in both written and verbal messages and reason mathematically.
11. Culinary focus – demonstrate increased specialized and gourmet levels of food preparation and presentation as well as management skills.

► **NOTE:** Applicants are admitted to this program only after meeting specific selection criteria. Information about these criteria is available from the Admissions Officer/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 and Baking courses meets an average of approximately 9 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 must pass the National Restaurant Association's food service sanitation certification test in order to stay in the program. Successful completion of the program and additional work experience under a certified chef/baker allow graduates to take the certification examinations of the American Culinary Federation and The Retail Bakers Association.

The Culinary Arts Degree focus is designed to meet current and future needs for training food service managerial persons to assume leadership roles in the industry. The Curriculum offers a wide range of courses, specifically meeting the requirements of hotels, restaurants, and clubs in this field. The program features a heavy emphasis on food preparation from basic to advanced, combined with courses that offer a background in the managerial aspects.

## **Associate of Applied Science in Culinary Arts**

### **Technical Requirements**

<b>CUL 1103</b>	Sanitation and Safety
<b>CUL 1203</b>	Dining Room Service and Catering
<b>CUL 1305</b>	Food Production I
<b>CUL 1503</b>	Basic Food Science and Nutrition
<b>CUL 1605</b>	Baking I
<b>CUL 1705</b>	Food Production II
<b>CUL 2203</b>	Advanced Culinary Arts I
<b>CUL 2405</b>	Baking II
<b>CUL 2503</b>	Catering Management
<b>CUL 2603</b>	Menu Plan/Quantity Purchase
<b>CUL 2703</b>	Advanced Culinary Arts II
<b>CUL 2803</b>	Garde Manger
<b>MGMT 2663</b>	Small Business Management
<b>MGMT 2643</b>	Human Relations
<i>Total Technical Hours Required .....50 Hours</i>	

### **General Education Requirements**

<b>ENGL 1013</b>	English Comp I
<b>ENGL 1023</b>	English Comp II
<b>OR</b>	
<b>ENGL 1133</b>	Technical and Business English
<b>MATH 1103</b>	Math with Business Applications
<b>OR</b>	higher level math course
<i>One of the following:</i>	
<b>CIS 1303</b>	Computer Information Systems
<b>CIS 1333</b>	Microcomputer Applications
<b>BUS 1133</b>	Keyboarding Essentials
<i>Total Gen. Ed. Hours ..... 12 Hours</i>	

**Total Credit Hours Required .....62 Hours**

## **Associate in Applied Science 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 from level 1000 and above courses 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
- 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 complete 9 semester credit hours from level 1000 and above courses in another technical field for a minor, or related courses or support courses.

### **Core Course Requirements**

**ENGL 1013** English Composition I

**ENGL 1023** English Composition II

**OR**

**ENGL 1123** Technical and Business English

**COMM1313** Communications

**MATH 1103** Mathematics with Business Applications

**OR** Higher level math course

**BUS 1133** Keyboarding Essentials

**CIS 1303** Computer Information Systems

**CIS 1333** Microcomputer Applications

**MGMT2643** Human Relations

One social science course from the following:

<b>ECON 2313</b>	Introduction to Microeconomics
<b>GEOG 3013</b>	Introduction to Geography
<b>HIST 1003</b>	World Civilization I
<b>HIST 1013</b>	World Civilization II
<b>HIST 2003</b>	American History I
<b>HIST 2013</b>	American History II
<b>MGMT 2643</b>	Human Relations
<b>PLSC 2003</b>	American National Government
<b>PSYC 2003</b>	General Psychology
<b>SOCI 2013</b>	Introduction to Sociology
<b>Total Credit Hours Required</b>	<b>.....60 Hours</b>

# **Division of Math, Science, and Education**



## **Programs offered:**

### ***Certificates***

Certificate of Proficiency in Early Childhood Development  
Technical Certificate in Early Childhood Education

### ***Associate of Arts***

Associate of Arts (General Education)  
Associate of Arts in Teaching

The Division of Math, Science, and Education includes Mathematics, Science, Physical Education, elementary Education, and Early Childhood Development. The division also works closely with the Nursing and Allied Health Division to provide the required classes for both the LPN and RN programs. The courses in this division help students complete general education requirements and electives for an Associate of Arts degree and Associate of Arts in Teaching Degree.

## **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 Outreach or the Director of the Ozarka Kids Academy.

## **Certificate of Proficiency in Early Childhood Development**

### ***Required Technical Courses***

<b>ECD1003</b>	Foundations of Early Childhood Education
<b>ECD1103</b>	Child Development
<b>ECD1203</b>	Healthy, Safe Learning Environment
<b>ECD1303</b>	Practicum I
<b>ECD1403</b>	Practicum II
<b>Total Credit Hours Required</b>	<b>.....15 Hours</b>

## **Technical Certificate in Early Childhood Education**

### **Required Technical Courses**

<b>ECD1003</b>	Foundations of Early Childhood Education
<b>ECD1103</b>	Child Development
<b>ECD1203</b>	Healthy, Safe Learning Environment
<b>ECD1303</b>	Practicum I
<b>ECD1403</b>	Practicum II
<b>PHED2023</b>	First Aid

### **General Education Requirements**

<b>ENGL1013</b>	English Comp I
<b>MATH0013</b>	Fundamentals of Algebra
<b>CIS1333</b>	Microcomputer Applications
<b>COMM1313</b>	Communications

**Total Credit Hours Required .....30 Hours**



## **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

2. 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.

### **General Education Requirements**

#### *English/Communications*

**ENGL 1013** English Composition I

**ENGL 1023** English Composition II

**COMM 1313** Communications

#### *Math*

**MATH 1203** College Algebra

**OR** higher level math course for which College Algebra is a prerequisite.

#### *Science*

##### **A.**

**BIOL 1001** Gen. Biology Laboratory

##### **AND**

**BIOL 1003** General Biology

**OR** higher level biology course with lab

##### **B.**

**PHSC 2001** Physical Science Laboratory

##### **AND**

**PHSC 2003** Physical Science

**OR** higher level physical science course with lab

*Fine Arts/Humanities*

A.

One course from the following:

**ART 1003** Fine Arts Visual

**DRAM 1003** Fine Arts Theater

**MUSI 1003** Fine Arts Music

B.

**ENGL 2213** World Literature I

**OR**

**ENGL 2223** World Literature II

*Social Sciences*

A.

**HIST 2003** American History I

**OR**

**HIST 2013** American History II

**OR**

**PLSC 2003** American National Government

B.

AND at least TWO of the following courses:

**ANTH 2023** Cultural Anthropology

**ECON 2313** Principles of Economics

**GEOG2013** Intro to Geography

**PSYC 2003** General Psychology

**SOCI 2013** Introduction to Sociology

C.

AND ONE course from the following courses:

**HIST1003** World Civilization I

**HIST1013** World Civilization II

**One additional course from the Social Science courses listed in this section, provided that no more than 6 of the 15 hours required in this area are History courses.**

*Physical Education (2 hours)*

**PHED1002** Concepts of P.E.

**OR**

**Two, one-hour physical activity courses**

*Additional Electives:*

Must select at least 18 additional credit hours from transferable courses listed in this catalog.

Some courses under Business Technology may also apply.

Students must consult their advisors to assure the best course selection for future transfer.

**Total Credit Hours Required .....61 Hours**

► **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..

## **Associate of Arts in Teaching**

### **Philosophy**

The Associate of Arts in Teaching degree will be awarded to students who successfully complete a planned program of collegiate level work that is transferable towards a baccalaureate degree in teacher education. This two-year transfer degree is designed to introduce students to the profession of teaching, to increase the number of teacher candidates, to ease transfer from two- to four-year institutions, and to maximize the credit hours taken at the two-year institution.

- 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 focuses 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 (12 hours)*

<b>EDUC 2003</b>	Introduction to Education
<b>EDUC 2013</b>	Introduction to K-12 Technology
<b>MATH 2033</b>	Mathematical Concepts I
<b>MATH 2043</b>	Mathematical Concepts II

#### *English/Communications (9 hours)*

<b>ENGL 1013</b>	English Composition I
<b>ENGL 1023</b>	English Composition II
<b>COMM 1313</b>	Communications

Mathematics (at least 3 hours; usually includes)  
**MATH 1203** College Algebra

*Sciences (at least 8 hours; usually includes)*

**BIOL 1003** General Biology

**AND**

**BIOL 1001** General Biology Laboratory

**PHSC 2003** Physical Science

**AND**

**PHSC 2001** Physical Science Laboratory

*Fine Arts (at least 3 hours)*

**ART 1003** Fine Arts Visual

**DRAM 1003** Fine Arts Theater

**MUSI 1003** Fine Arts Music

*Humanities (at least 3 hours)*

**ENGL2213** World Literature I

**ENGL 2223** World Literature II

*Social Sciences (15 hours)*

**HIST 2003** American History I

**OR**

**HIST 2013** American History II

**HIST 1003** World Civilization I

**OR**

**HIST 1013** World Civilization II

**PLSC 2003** American National Government

**HIST 2023** Arkansas History

**PSYC 2003** General Psychology

*P-4 Requirements*

**GEOG 2013** Introduction to Geography

**ECD 1003** Child Development

**PHED 1002** Concepts of Physical Activity

**OR**

One-hour physical education activities

**Total Credit Hours Required .....61 Hours**

# 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**

1. To evaluate students as they enroll, to provide them with appropriate learning materials, and to work with them toward improving their reading skills.
2. To evaluate the ability of students to work with numbers, to place students in the appropriate mathematics level, and to work with them until addition, subtraction, multiplication, and division functions can be performed with whole numbers, fractions, and decimals and percents. Students will then show an understanding of these concepts by applying them to reading problems based on everyday life.
3. To evaluate the ability of students to formulate an appropriate response to a prompt. And to work with them so they can effectively express their ideas utilizing standard grammar, mechanics, and word choice.
4. To work with students at their entrance level until they can take and pass the GED Examination.

## **Program Components**

Adult education classes are offered at Ozarka College Melbourne, Ozarka College-Mountain View, Ozarka College -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 at 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.

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 younger than 18 is admitted into the Adult Education Program, the students must make formal application to the school district for a waiver to enroll in the Adult Education Program. The student must then be administered either a General Education Development Practice Test and score a minimum of 450 on each section PLUS a minimum composite score of 490 OR shall score 8.5 on all sections of the TABE ( Test for Adult Basic Education), Level A, Complete Battery.

In the case of a home-school minor, a completed, NOTORIZED copy of the Intent to Home School form must be provided. Parochial or private school students must provide a letter from the school's director or administrator to verify enrollment; and shall score 8.5 grade level or above on the Tests of Adult Basic Education (TABE), Level A, Complete Battery, or a minimum score of 450 on each section and a minimum composite score of 490 on the Official GED Practice Test. Court ordered minors must provide a signed order by the officiating judge. All 16 and 17 year olds shall score 8.5 grade level or above on the Test for Adult Basic or a minimum score of four hundred fifty (450) on each section and a minimum composite score of four hundred ninety (490) on the General Education Development Practice Test.

Attendance requirements for 16 and 17 year olds will be 20 hours per week. A minimum of 10 hours of attendance per week shall be required for any student who is employed 30 hours or more each week.

The Adult Education Program reserves the right to accept or deny entrance based on the attendance and conduct records of any student. 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 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 the state GED office at Arkansas GED Testing, #3 Capitol Mall, Room 305D, Luther S. Hardin Building, Little Rock, AR 72201, phone 501-682-1978. There is no charge for this service.

## **Enrollment in Further Education**

GED recipients are encouraged to continue their education by enrolling in regular college credit classes at Ozarka College or one of its off-campus sites. Recipients who score 600+ on the GED Test are eligible for the College's New Horizon Scholarship, which covers tuition costs.

# **University Programs at Ozarka College**

## **Arkansas Tech University**

Ozarka College and Arkansas Tech University hold a partnership agreement to provide courses needed to complete selected baccalaureate degree programs on the Ozarka College campus.

Ozarka students who satisfactorily complete all of the junior and senior level course work offered by Arkansas Tech University at Ozarka who meet all program requirements including minimum grade point average will earn a baccalaureate degree from Arkansas Tech University (ATU).

ATU is committed to making a reasonable attempt to offer baccalaureate programs in such a manner that a student can complete the junior and senior years of the approved curricula on Ozarka's campus and schedule courses so that a full time student can complete the degree within a two-year period after having previously completed an Associate of Arts degree at Ozarka.

Students can only be classified as a degree-seeking student at one institution of higher education. Once a student is enrolled in a class at ATU, they become a degree seeking student at ATU and non-degree seeking at Ozarka College. However, every attempt will be made to offer an AA degree from Ozarka College to the student upon completion of the AA degree requirements.

Students enrolled at Ozarka College and/or Arkansas Tech University in these designated areas have all student privileges including library services, student services, student activities, etc. of both institutions. Students so enrolled are also governed by, and required to comply with both institutions' catalogs and student handbooks.

## **Early Childhood Education**

Ozarka College provides an Associate of Arts in Teaching degree and has partnered with Arkansas Tech University to apply the course work obtained through the AAT toward a baccalaureate degree in early childhood education.

Arkansas Tech University will pilot the above-mentioned program by offering junior/senior level course work to complete a teaching degree in Early Childhood Education. The Ozarka AAT Program Advisor serves as the liaison for this ATU degree on the Ozarka Campus. For additional information about the AAT degree and the ATU agreement, please see the Associate of Arts in Teaching degree under "Program Requirements" found in the Ozarka College Catalog and the AAT Program Advisor.

## **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.

## **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.

## Course Descriptions

**ACCT 1003 Introduction to Accounting.** Introduction to basic accounting concepts related to the processing of transactions and preparation of financial statements. Primary emphasis is 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. This course is strongly recommended as preparation for Accounting I. 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. (ACCT 1003 is strongly recommended for preparation for Accounting I) 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. (Spring)

**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 1003 Intro to Accounting or ACCT 1123, Accounting I. 3 credits. (Spring)

**ACCT2153 Payroll Accounting.** Introduces students to the major tasks of payroll accounting. Examines employment practices; federal, state, and local government laws and regulations, internal controls, and various payroll accounting forms and records. **Prerequisite:** ACCT1123 Accounting I or permission of instructor. 3 credits. (Spring)

**ACCT2163 Federal Income Tax Accounting.** Provides instruction in the basic income tax structure from the standpoint of the individual. **Prerequisite:** ACCT1123 Accounting I or permission of instructor. 3 credits. (Fall)

**ACCT2173 Cost Accounting.** Explores principles and methods of accounting for materials, direct labor, the distribution of overhead expenses, cost records, operating reports, and budgetary control. **Prerequisite:** ACCT 1123 Accounting I. 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. (Fall)

**ACS 2102 Craft and Entrepreneurship.** This course is to provide students an awareness of the artisan crafts and basic entrepreneurship as it relates to crafts. Students will experience various craft areas to develop a knowledge base and appreciation for the art and learn about the business of artisanship. 2 credits.

**ACS 2807 Portfolio.** This course looks a previous coursework (credit and non-credit) that student has completed and assigns credit based on an assessment from a board of reviewers. Credit is also assigned based on applicable experience (i.e. apprenticeship) and actual craftwork. 7 credits.

**ANTH 2023 Cultural Anthropology.** A study of the key concepts, methods, and theories of cultural diversity, social institutions, linguistics, and an examination of people and cultures around the world. 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.

**ART1113 Studio Art.** A continuation of Introduction to Studio Art.  
**Prerequisite:** ART1103 Introduction to Studio Art. 3 credits.

**ART1203 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.

**ART1213 Sculpting.** Introduction to three-dimensional materials, techniques, and additive and subtractive sculptural processes. 3 credits.

**ART1223 Intermediate Painting for Non-majors.** Intermediate work in color and composition in the mediums of oil paint and watercolor paint, with opportunities for the student to explore personal interest. More advanced projects for the student who has a grasp of the fundamentals of both media. This course will explore experimental techniques in oil and watercolor media. 3 credits.

**ART1303 Drawing.** An introductory drawing course focusing on the creative process of drawing. Drawing ability will be developed through exercised in contour, gesture, value and modeled drawing. Master artists will be studied. Experimentation with various materials will encourage individual expression including projects in still life portraits, perspective and figure drawing. May be repeated once, with more advanced projects required for additional credit. 3 credits.

**AST 1106 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. OSHA standards and safety are emphasized. 6 credits.

**AST 1206 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. OSHA standards and safety are emphasized. 6 credits.

**AST 1306 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. OSHA standards and safety are emphasized. 6 credits.

**AST 1406 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. OSHA standards and safety are emphasized. 6 credits.

**AST 2106 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. OSHA standards and safety are emphasized. 6 credits.

**AST 2206 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. OSHA standards and safety are emphasized. 6 credits.

**AST 2306 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. OSHA standards and safety are emphasized. 6 credits.

**AST 2406 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. OSHA standards and safety are emphasized. 6 credits.

**BIOL 1001 General Biology Laboratory.** A laboratory course in introductory biology covering the general concepts of microscope use, cell organization, physical and chemical bases of life, energy processing, cell reproduction, and the study of various tissue structures to basic physiological process. This course is to be taken concurrently with BIOL1003 General Biology. 1 credit.

**BIOL 1003 General Biology.** An introductory course in General Biology. This course helps students build on their knowledge, replace their misconceptions with scientifically useful conceptions, and construct meaning from their learning experiences. It is a study of life with emphasis on the cell and continues through the levels of organization. Major areas of study include cell theory, energy transformation and evolution. Also, selected biological systems will be surveyed to compare life forms with emphasis on the human form so as to give the learner better understanding of their own body and health issues. This course is to be taken concurrently with BIOL1001 General Biology Lab. 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.** This laboratory course emphasizes the anatomy and physiology of the human organism. Basic chemistry, metabolism, cells, tissues, various body systems and their interactions with the external and internal environments are discussed. This course is the first in a two-semester sequence. Emphasis in this sequence will be on cell biology, histology, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Prior successful completion of BIOL1003 General Biology and its lab, or acceptance into the LPN program or its completion is strongly recommended. This course is to be taken concurrently with BIOL2213 Anatomy and Physiology. 1 credit.

**BIOL 2213 Anatomy and Physiology I.** This course emphasizes the anatomy and physiology of the human organism. Basic chemistry, metabolism, cells, tissues, various body systems and their interactions with the external and internal environments are discussed. This course is the first of a two-semester sequence. Emphasis in this sequence will be on cell biology, histology, integumentary, skeletal, muscular, nervous, and endocrine systems. Prior successful completion of BIOL1003 and its lab, **or** acceptance into the LPN program or its completion is strongly recommended. This course is to be taken concurrently with BIOL2211, Anatomy and Physiology. 3 credits.

**BIOL 2221 Anatomy and Physiology Laboratory II.** This laboratory course emphasizes the anatomy and physiology of the human organism. Basic chemistry, metabolism, cells, tissues, various body systems and their interactions with the external and internal environments are discussed. This course is the second in a two-semester sequence. Emphasis in this sequence will be on the cardiovascular, digestive, respiratory, urinary, reproductive systems and their related fields. Prior successful completion of BIOL1003 General Biology and its lab, or acceptance into the LPN Program or its completion is strongly recommended. This course is to be taken concurrently with BIOL2223 Anatomy and Physiology II 1 credit.

**BIOL 2223 Anatomy and Physiology II.** This course emphasizes the anatomy and physiology of the human organism. Continuation of BIOL2213 involves the second in a two-semester sequence. Emphasis in this sequence will be the circulatory, lymphatic, digestive, respiratory, urinary, reproductive systems. Prior successful completion of BIOL1003 General Biology and its lab, or acceptance into the LPN Program or its completion is strongly recommended. This course is to be taken concurrently with BIOL2221 Anatomy and Physiology II Lab. 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.

**BUS 1133 Keyboarding Essentials.** 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. 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, reports, forms, graphics and newsletters, and a business simulation 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:** None, BUS1023 Keyboarding I or BUS 1133 Keyboarding Essentials is strongly recommended. 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:** ENGL 0013, Practical Writing, or ENGL 1013, English Composition I. 3 credits. (Fall)

**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. (Fall)

**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. (Spring)

**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.

**CIS 0103 Survey of Computer Basics.** 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 email and surfing the net. 3 credits.

**CIS 1303 Computer Information Systems.** Provides a thorough introduction to computer concepts. Topics include: introduction to computers, the Internet and World Wide Web, application software, components of the system unit, input, output, storage, operating systems and utility programs, and networks. 3 credits.

**CIS1331 Introduction to Microsoft Office.** This is an introductory course to Microsoft Office. Students will learn the basics, of Word, Excel, PowerPoint, and Access. This course is an 8-week course. 1 credit.

**CIS 1333 Microcomputer Applications.** Hands-on use of integrated application software for microcomputers. Categories include operating environments, word processing, spreadsheet, database, graphics, and presentation software. Successful completion of BUS1023 Keyboarding I or BUS1133 Keyboarding Essentials or keyboarding ability is recommended. 3 credits.

**CIS1501 Introduction to the Internet.** This course is a basic introduction to the Internet. Topics covered will be: The history of the Internet, how the Internet works, e-mail, the World Wide Web, and how to surf the Web and find information. This is an 8-week course. 1 credit.

**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.

**Prerequisites:** CIS 1333, Microcomputer Applications or permission of instructor. 3 credits. (Fall)

**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 3 credits.

**COLL 1001 College Success Orientation.** This performance-oriented class is required for all new students to enhance their ability to succeed in college. The class includes a brief, intensive orientation to *myOzarka*, advising/registration policies, financial aid information, student services, and library use. The class also addresses improving study skills (including time management, memory techniques, textbook reading, note taking, test strategies, and research procedures). 1 credit.

**COMM1123 Interpersonal Communication.** This class teaches techniques for effective interpersonal communication, including, establishing and maintaining productive relationships with family, friends, and colleagues. 3 credits.

**COMM1313 Communication.** Techniques for effective communication, including verbal communication, nonverbal communication, listening skills, small group communication, organizational communication, multicultural communication, on-line communication, and practice in the preparation and presentation of speeches. 3 credits.

**COMM2133 Global Communications.** This course explores communication in and between various cultural groups

through theory, research, and performance. We will emphasize understanding cultural differences and similarities in styles of communication, aesthetics, world views, and values. 3 credits.

**CRIM1023 Introduction to Criminal Justice.** This course is intended to expose the student to the workings of the criminal justice systems, exploring the historical development, current operations, and future trends of criminal justice. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of law, strategies of policing, judicial systems, sentencing strategies, and correctional practices. Content includes not only practices in the United States, but also other cultures and their systems of justice. 3 credits.

**CUL 1103 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. 3 credit hours

**CUL 1203 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. 3 credit hours

**CUL 1305 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. 5 credit hours

**CUL 1503 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 credit hours

**CUL 1605 Baking I** - 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. 5 credit hours

**CUL 1705 Food Production II** - Continuation of CUL 1305 Food Production I. 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. Prerequisite – CUL1103 Safety & Sanitation and pass Serve Sav National Exam. 3 credits.

**CUL 2203 Advanced Culinary Arts I** - Laboratory course designed to enhance basic skills and techniques. Students practice special sauces, create upscale or classic haute cuisine menu offerings, theme room and table settings, and blend culinary techniques to create fusion cuisine dishes. Students develop a greater understanding of the history, evolution, and trends of the restaurant business. 3 credit hours

**CUL 2405 Baking II** - Continuation of CUL 1605 Baking I with focus on a larger variety of baked goods and more complex preparations & plate presentation of baked goods & specialty pastries. Prerequisite – CUL1103 Safety & Sanitation and pass Serve Sav National Exam. 5 credit hours

**CUL 2503 Catering Management** - Exposes culinary students to the essential ingredients for successful catering. Discussion will include the segments of the catering industry. Emphasis will be placed on the activity tasks of planning, organizing, and controlling. Students develop function sheet requests, calendar of events, and production and employee schedules. Development of a business plan/establishment, planning for its growth, as well as equipment and employee needs will be assessed through class projects. Fundamentals of standard buffet operating procedures will be implemented through scheduled functions. 3 credit hours

**CUL 2603 Menu Plan/Quantity Purchase** - Developing an appropriate menu is the first step in achieving profitability in any foodservice operation. Students will be required to develop a menu using all aspects of menu developed and marketing.

Fundamentals and knowledge of how much product to purchase for specific needs are the backbone of this course. Methods to determine the quantity and quality to purchase are practiced during functions & daily classroom activities. 3 credit hours

**CUL 2703 Advanced Culinary Arts II** - Continuation of CUL 2203 Advanced Culinary Arts I designed to further enhance student skills and techniques. 3 credit hours

**CUL 2713 Advanced Culinary Arts III** – Laboratory course designed to enhance basic skills and techniques. Students practice special sauces, create upscale or classic haute cuisine, menu offerings, theme rooms, and table setting, and blend culinary techniques to create fusion cuisine dishes. Students develop a greater understanding of the history, evolution and trends of the restaurant business. Prerequisites: CUL1605, CUL 2405, CUL2203 and CUL2703. 3 credits.

**CUL 2803 Garde Manger** - Designed to provide both hands-on techniques and the academic understanding of the practical application of cold and hot food presentation. Students are instructed in the combined elements of artistry, creativity, and cooking sensitivity. Specialized tools for the garde manager will be displayed, discussed, and explained then practiced in the laboratory setting. Materials covered will relate to lectures, demonstrations, and actual work experiences for aspiring Culinarians that will serve as a building block for growth in the specialty area of the kitchen. Prerequisite – CUL1103 Safety & Sanitation and pass Serve Sav National Exam. 3 credits.

**CUL 2813 Advanced Culinary Arts IV** – The continuation of CUL2405 Baking II with a focus on a larger variety of baked goods and more complex preparations & plate presentation of baked goods & specialty pastries. Emphasis placed on bakery orders and itemized costing of products for resale. Prerequisites: CUL2405, CUL2203 and CUL2703. 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.

**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.

**ECON 2313 Principles of Microeconomics.**

Introduction to modern economic theory, economic decision making, demand and supply analysis, consumer choice and utility, production and cost in the firm, market structure and pricing, and resource markets. 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.

**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.

**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 0-36 or ACT English scores of 0-16 or COMPASS writing scores of 0-31. Successful completion allows students to enroll in ENGL 0013, Practical Writing. See 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. 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 or 32-74 on the writing portion of COMPASS. See English placement policies. Keyboarding is strongly recommended. 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 and a 43 on the reading portion of ASSET or a 75 on the writing portions and an 82 on the reading portion of the COMPASS. Keyboarding is strongly recommended. See 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 English placement policies. 3 credits.

**ENGL1133 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 material. 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 on other programs. **Prerequisite:** a grade of C or better in ENGL1013 English Composition I. Keyboarding is strongly recommended. See English place 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.

**ENGL2023 Mythology.** This course provides an overview of world mythology and its relationship to ancient and current cultures. This course covers the purposed and typed of myths; the development of myths and mythological characters, the common elements of mythology structures, the predominant characteristics of deities and heroes in myth and the obstacles/dangers that these archetypes encounter, the impact myths have had on our literary and artistic traditions, how myths affect our personal and social lives, where these ancient archetypes are found in contemporary society and how attitudes and behaviors are influenced by mythological literature. 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.** A course that explores present world populations and cultures in relation to their physical environment. 3 credits.

**GEO1001 Essentials of Earth Science Lab.** Laboratory exercises include the study of minerals, rocks, fossils, topographic and geologic maps, and oceanographic and meteorological phenomena. Laboratory will stress the use of the scientific method of problem solving. Must be taken concurrently with GEO1003 Essentials of Earth Science. 3 clock hours. 1 credit.

**GEO1003 Essentials of Earth Science.** An introduction to the fundamental topics of earth science including physical and historic geology, oceanography, and meteorology. Must be taken concurrently with GEO1001 Essentials of Earth Science Lab. 3 credits.

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

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

**HIM 1504 Pathophysiology with Pharmacology.** Study of disease processes and the effects on each body system, and the relationship of illness among body systems. A study of pharmaceuticals, including commonly used drugs in the treatment of the illnesses, usual dosages and side effects. **Prerequisite:** LPN1204 Body Structure and Function. 4 credits.

**HIM 1803 Medical Coding I.** Medical Coding I will give the student an overview of the ICD-9CM classification system, processing medical insurance and hands-on practice of these skills. The course will introduce the prospective payment

system, grouper software and Diagnosis Related Groups.  
**Prerequisite:** LPN1204 Body Structure and Function **and** HIM1203 Medical Terminology I, or permission of the 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 purposes. Emphasis on CPT/HCPCS & K09 basic classification principles.  
**Prerequisite:** LPN1204, Body Structure and Function **and** HIM 1203, Medical Terminology I, or permission of instructor. 3 credits.

**HIM 2213 Legal/Ethical Aspects of Healthcare.** 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 2223 Advanced HIM Procedures.** Study and practice of medical office procedures including accounting and scheduling software, patient relations, patient information, billing and claims submission. The student will receive hands-on practice using the software provided. **Prerequisite:** The student should have knowledge of OR concurrently enrolled in procedural and diagnostic coding prior to taking this course. 3 credits.

**HIM 2253 Health Data Management and Statistics.** The course will provide the student with knowledge of computation and interpretation of healthcare statistics, report generation and analysis. Study of state and national health statistics and their use will be discussed. 3 credits.

**HIM 2263 Clinical HIM Practicum.** This course will provide the opportunity for students to correlate didactic experience with on-site and on-campus laboratory learning experiences. Off-site facilities will include hospitals, physicians' offices and nursing homes. This course is recommended for students in their last semester. 3 credits.

**HIST 1003 World Civilization I.** Study of world civilizations in the early modern period. 3 credits.

**HIST 1013 World Civilization II.** Study of world civilizations since the early modern period. HIST 1003, World Civilization I, is **not** a prerequisite. 3 credits.

**HIST 1023 History of Religions.** This course introduces students to the historical study of great religions of the world—Hinduism, Buddhism, Islam, Judaism, Christianity and others—by examining their history, beliefs, basic tenets, rituals, and practices. It will examine the historical patterns of world religions in terms of their historic, social, cultural, and political impacts. Combines lecture and discussion. 3 credits.

**HIST 2003 American History I.** Survey of United States history through the Civil War era. 3 credits.

**HIST 2013 American History II.** Survey of the United States history since the Civil War era. 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 1003 Introduction to Health Professions.** 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. 3 credits.

**HLTH 1013 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.

**HLTH 1023 Basic Health Skills I.** Course and clinical work content shall include, but not be limited to, bathing,

ambulation and exercise, personal grooming, principles of nutrition and meal preparation, health conditions, developmental stages and mental status, household services essential to health care at home, assistance with medication, safety in the home, completion of appropriate records and reporting changes to appropriate supervisor. 3 credits.

**HLTH 1033 Basic Health Skills II.** This course of study provides instruction on utilizing a humanistic approach to provide basic care to people in a variety of health care settings. Students will understand how health care systems operate and will learn the skills necessary to function safely and efficiently in a health care setting. Students will learn the information and practical skills necessary for taking and passing the certification exam required by the state. **Prerequisite:** Basic Health Skills I. Hepatitis B vaccination is recommended. 3 credits.

**HLTH 1043 Principles of Phlebotomy.** An overview of phlebotomy including medical terminology, anatomy and physiology, venous blood specimen collection and handling, skin puncture collection techniques, communication, ethics, professionalism in health care settings, infection control and safety in blood collection. **Prerequisite:** LPN1204 Body Structure & Function or higher. Hepatitis B vaccination recommended. 3 credits.

**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 programming fundamentals; data types and operators; program control statements; classes, objects, and methods; inheritance; and packages. 3 credits. (Fall)

**IST 1223 Introduction to Visual Basic.** This course is an introduction to object-oriented programming using an IDE with emphasis on understanding and using graphical user interface technology. ... 3 credits. (Spring)

**IST 1403 Networking Essentials I. (Networking Basics).** 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. 3 credits. (Spring.)

**IST 1503 Internet Technologies.** Introduces HTML and client-server programming with multi-media web pages. Includes HTML editors, web authoring tools. Also addressed are client-pull and server-push technology, control structures, functions, arrays, and objects. 3credits. (Fall)

**IST 2713 Computer Ethics and Security.** 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. 3 credits. (Spring)

**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. Prerequisite: CIS 1333 Microcomputer Applications. 3 credits. (Fall)

**LPNE 1104 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. Clinical time is spent in the Geriatric setting as well as the hospital. **Prerequisites:** Admission to LPN Program, NUTR2203, NRSG1213, LPN1204 and ENGL0013. **Co-requisite:** LPNE1112. 4 credits.

**LPNE 1112 Nursing Process I.** The first semester course is designed to provide introductory studies to the entry level nursing student with an introduction to Medical Surgical processes. Incorporated are the necessary skills, knowledge, and behaviors needed to become an asset in the profession of nursing. The curriculum includes fundamentals in nursing practice, beginning medical-surgical care, lab values and

correlations, basic concepts of pharmacology, geriatrics, legal and ethical aspects of the professional nurse, the ideas of holistic care and teamwork, to benefit all patients are discussed. **Pre-requisites:** Admission to LPN Program, NUTR2203, NRS1213, LPN1204 and ENGL0013. **Co-requisite:** LPNE1104. 12 credits.

**LPNE1204 Nursing Clinical Experience II.** Includes care of the Med/Surg patient with close correlation with pharmacological treatments, nursing interventions and prioritization. Normal findings in disease processes and change are studied to allow the student to put the theoretical knowledge gained together with the clinical experiences seen. **Pre-requisites:** LPNE1104 and LPNE1112. **Co-requisites:** LPNE1211. 4 credits.

**LPNE1211 Nursing Process II.** The second semester course is designed to provide intermediate level nursing courses to the second semester student. The curriculum includes a continuation of adult medical-surgical studies to include specific diseases and the pharmacological, medical, surgical, and nursing treatment options of each. The correlation between theoretical situation in classroom and the experiences received in the clinical settings are discussed. Mental Health disorders are also covered with pharmacological considerations along with abuse and other issues. **Pre-requisites:** LPNE1104 and LPNE1112. **Co-requisites:** LPNE1204. 11 credits.

**LPNE 1302 Nursing Clinical Experience III.** Includes specialty areas of nursing such as OB/PEDS, ER, Delegation and Management. Students will experience the newborn and pediatric clients in multiple areas. The student will rotate to non-traditional day shifts as scheduled. **Pre-requisites:** LPNE1204 and LPNE1211. **Co-requisites:** LPNE1306. 2 credits.

**LPNE 1306 Nursing Process III.** The final and third semester is designed to provide specialty area courses to the nursing student. Specialty areas such as pediatrics and obstetrics are studied acquiring knowledge of normal growth and development along with disorders. **Pre-requisites:** LPNE1204 and LPNE1211. **Co-requisites:** LPNE1302. 6 credits.

**LPN 1013 Nursing Process I.** The first semester course is designed to provide introductory studies to the entry level nursing student. Incorporated are the necessary skills, knowledge, and behaviors needed to become an asset in the profession of nursing. The curriculum includes fundamentals in nursing practice, beginning medical-surgical care, lab values and correlations, basic concepts of pharmacology, geriatrics, legal and ethical aspects of the professional nurse, the ideas of holistic care and teamwork, to benefit all patients are discussed. **Prerequisites:** Admission to LPN program. 13 credits.

**LPN 1108 Nursing Process II.** The second semester course is designed to provide intermediate level nursing courses to the second semester student. The curriculum includes a continuation of adult medical-surgical studies to include specific diseases and the pharmacological, medical, surgical and nursing treatment options of each. The correlation between theoretical situation in classroom and the experiences received in the clinical settings are discussed. **Prerequisites:** LPN1013 Nursing Process I and LPN2402 Nursing Clinical Experience I. 8 credits.

**LPN 1204 Body Structure and Function.** A one semester study of the anatomy and physiology of the human body. The major organ systems of the body are discussed. This course provides an essential 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 1208 Nursing Process III.** The final and third semester is designed to provide specialty area courses to the nursing student. Specialty areas such as pediatrics, obstetrics, mental health disorders, Preceptorship, management with delegation are studied. And the pulling together of all aspects of Nursing into the final semester with critical thinking skills. **Prerequisites:** LPN1106, Nursing Process II and LPN2406 Nursing Clinical Experience II. 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. **Prerequisites:** Admission to LPN program. 2 credits.

**LPN 2404 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. 4 credits.

**LPN 2504 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 2404, Nursing Clinical Experience II. 4 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 score of 0-37 or ACT math scores of 0-15 or Pre-Algebra score of 0-35 on the COMPASS. Successful completion qualifies a student to take MATH 0013, Fundamentals of Algebra, or MATH 1003, Technical Mathematics. See 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 or Pre-Algebra scores of 36 or Algebra scores of 1-33 on the COMPASS test. See 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 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 or 34-40 on the Algebra portion of the COMPASS. 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, whole numbers, fractions, decimals, solving for the unknown, interest, and insurance. **Prerequisite:** successful completion of MATH 0003, Fundamentals of Arithmetic, math scores of 38+ on the numerical portion of the ASSET or 16+ on the ACT or Pre-Algebra scores of 36+ on the COMPASS or consent of the instructor. See 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 or 41 on the algebra portion of the COMPASS. See 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 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.

**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.

**MDTR 2003 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. **Prerequisite:** HIM1203 Medical Terminology I, HIM1213 Medical Terminology II, LPN11204 Body Structure and

Function or permission of instructor. 3 credits.

**MGMT 2103 Principles of Healthcare Management.** This course will examine the basic concepts/skills necessary to assume leadership positions in the healthcare industry. This course will include topics such as; human behavior, inter-organizational perspectives, medical needs, education, communications, and resources. 3 credits.

**MGMT 2603 Financial Planning** (Same as AIB 2413.) Perspectives, principles, and practices of financial planning with emphasis on personal financial planning and strategies to achieve personal financial objectives. Includes personal planning for budgets, investments, retirement, insurance, taxes, etc. 3 credits (Spring)

**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. Fall

**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. (Fall)

**MGMT 2653 Quality Management.** This course is designed to provide an introduction to the tools, techniques, processes, methods, and philosophies of "Total Quality."

**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. (Spring)

**MGMT 2403 Records Management.** Business Records

Management is an overview of manual records and file management and computer file management and organization. Organization skills, office dynamics and communications will also be an integral part of this course. 3 credits. (Fall)

**MKTG 2633 Principles of Marketing.** Provides an introduction to marketing concepts and processes. Topics covered include: marketing philosophies, strategic planning, the marketing environment, global marketing, consumer decision making, business marketing, market segmentation, marketing research, product concepts, product development, channels of distribution, retailing, advertising, public relations, sales promotions, personal selling, and pricing concepts. 3 credits.

**MUSI 1003 Fine Arts Music.** 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. 3 credits.

**NRSR 1213 Math for Nurses.** Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include: interpretation of drug labels, syringe types, conversions, roman numerals, reconstruction and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, and proper documentation of medications as well as the Six Rights of Med Administration and military time.

**Prerequisite:** Placement score of 36 or higher on the COMPASS test. 3 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 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 1011 Yoga.** Kripalu Yoga, also known as the Yoga of Compassion, is a gentle expression of an ancient discipline connecting body, mind, and spirit. Sessions include centering/meditation, breathwork, exposure to Pantanjali's Eight Limbs of Yoga as defined in the Yoga Sutras, warm-ups, yoga postures, and relaxation. Emphasis is on participation at the individual's level of ability. Modifications make all postures accessible to every student. Grades are based on attendance, participation, and knowledge of the basic principles of yoga. Students will be required to sign an informed consent to participate in this course. 1 credit.

**PHED 1031 Yoga II.** A continuation of Yoga. Students will be required to sign an informed consent to participate in this course. **Prerequisite:** Yoga. 1 credit.

**PHED 1101 Fitness Center I.** Introduction to the concepts to an individualized fitness program. Emphasis will be placed on strength training and cardiovascular exercise, and how these components are related to physical fitness. Students will be required to sign an informed consent to participate in this course. 1 credit.

**PHED 1202 Active Living Every Day.** A course designed to educate sedentary adults to adopt and maintain physically active lifestyles through dissemination of realistic, practical and research-proven methods. This course focuses on behavior change strategies for the general adult audience. 2 credits

**PHED 1212 Healthy Eating Every Day.** A course designed to educate sedentary adults to adopt and maintain a healthy approach to eating through dissemination of realistic, practical and research-proven methods. This course focuses on behavior change strategies for the general adult audience. 2 credits

**PHED 2101 Fitness Center II.** A continuation of Fitness Center I. Students will be required to sign an informed consent to participate in this course. **Prerequisite:** PHED1101 Fitness Center I. 1 credit.

**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.** The introduction to the principles, structure, processes and functions of the United States federal government and other related political activities. 3 credits.

**PSYC 2003 General Psychology.** This course is an overview of major topics in modern psychology, the scientific study of behavior and mental processes. As a first course in the discipline of psychology, it introduces some of the fundamental concepts, principles, and theories with a consideration for the complexity of human behavior. 3 credits.

**PSYC 2313 Developmental Psychology.** A survey course covering the processes and domains of human development from conception through the whole lifespan. 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. **Prerequisite:** PSYC2003 General Psychology or permission of the instructor. 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 43 or COMPASS reading score below 82. See the reading placement policy. No credit.

**RNSG 2119 Nursing Process I.** This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to ARNEC's goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. The student's fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. This course also explores the legal, ethical, and social issues related to the Registered Nursing role. Basic pharmacology and fundamental nursing theory, skills, and medical math will be reviewed to prepare students for subsequent semesters. This course also provides lecture content for the age group involving the newborn through adolescence (pediatrics). The student will be provided a longitudinal view of the child as an individual or a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content. Prerequisite: Admission to the ARNEC program. Co-requisite: RNSG2123 9 credits.

**RNSG 2123 Nursing Practicum I.** This clinical lab course enables the student to practice the knowledge, skills, and behaviors

that are acquired in RNSG2119. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration. Pediatric client care, and medical/surgical client care. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention, and evaluation of their clients. Curriculum concepts and comprehension are carried out per clinical application. Prerequisites: Admission to the ARNEC program. Co-requisites: RNSG2119. 3 credits.

**RNSG 2216 Nursing Process II.** This first part of this course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, family planning, female cancers, and general women's health care. The second part of this course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness-illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas. Prerequisites: RNSG2119, RNSG2123. Co-requisites: RNSG2223. 6 credits.

**RNSG 2223 Nursing Practicum II.** This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women's health. Students also use their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental

illnesses, including therapeutic communication and safety planning. Students will engage in the clinical application of concepts covered in RNSG2216, demonstrating progressive mastery and independence in Registered Nursing practice. Prerequisites: RNSG2119, RNSG2123. Co-requisites: RNSG2216. 3 credits.

**RNSG 2311 NCLEX-RN Preparation.** This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review the student on what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse. Prerequisites: RNSG2116, RNSG2223. Co-requisites: RNSG2318, RNSG2323. 1 credit.

**RNSG 2318 Nursing Process III.** This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will learn basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, surgical care, and acute care and long-term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. Prerequisites: RNSG2216, RNSG2223. Co-requisites: RNSG2311, RNSG2323. 8 credits.

**RNSG 2323 Nursing Practicum III.** This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Team leading and care of critically-ill clients are major components of this course. Students will engage in the clinical application of concepts covered in RNSG2318, demonstrating independence and mastery of the role of an entry level Registered Nurse. Prerequisites: RNSG2216,

RNSG2223. Co-requisites: RNSG2318, RNSG2311. 3 credits.

**SOCI 2013 Introduction to Sociology.** An introduction to the theories, concepts, and basic principles used in the study of group life, social institutions, and social processes. 3 credits.

**SOCI 2023 Introduction to Social Work.** The purpose of this course is to help students develop general knowledge of the development and current state of the profession of social work. This includes a historical perspective of social work, the knowledge base, skills and values as well as current issues relevant to the profession. 3 credits.

**SOCI 2203 Social Problems.** The application of sociological principles to the investigation of major social problems currently faced by societies. 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.

**SPAN 2013 Elementary Spanish III.** A continuation of Elementary Spanish I and Elementary Spanish II. Prerequisites: SPAN1013, SPAN1023.



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- Eric Booth.....Computer Support Specialist
- Chaney Coleman .....Computer Support Specialist
- Stacy Dale ..... Allied Health Administrative Specialist
- Nancy Dust..... Executive Assistant to the President
- Delynne Duerkes, ..... Administrative Specialist/Ash Flat
- Vickey Gillihan.....Payroll Technician
- Donna Hill .....Administrative Specialist/ Human Resources
- Candace Jeffery ..... Accounting Technician
- Dan Lindsey..... Multi-Media Specialist
- Charlotte Knox..Career Pathways Administrative Specialist
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Kelly Graham ..... Child Care Technician, Kids Academy  
Kenda Levett ..... Cook  
Brenda Morris ..... Supervisor of Cooking  
Brenda Patrick ..... Child Care Technician, Kids Academy

# ACADEMIC CALENDAR

## FALL SEMESTER 2010

Reporting Day for Faculty (Development/In-Service)...	August 9 (M)
Faculty Development/In-Service Day .....	August 10-11 (T-W)
Faculty Committee and Division Meetings.....	August 12-13 (Th, F)
Faculty Advising and Prep.....	August 16-20 (M-F)
Open Registration.....	August 17-20 (T-F)
New Student Orientation.....	August 18-20 (W-F)
Day and Evening Classes Begin .....	August 23 (M)
myOzarka Orientation (3:30 p.m. at each site) .....	August 25 (W)
Labor Day Holiday .....	September 6 (M)
Last Day of Withdrawal process to receive a "W" for 8 week classes only.....	October 14 (Th)
Mid-term Advisory Grades Due .....	October 20 (W)
Thanksgiving Holiday (no classes) .....	November 24-26 (W-F)
Last Day of Withdrawal process to receive a "W".....	December 9 (Th)
Classes End .....	December 9 (Th)
Semester Final Exams.....	December 13-16 (M-Th)
Last Day for Faculty .....	December 17 (F)
Final Grades Due .....	December 17 (F)
Office Closed.....	December 22, 2010 – January 2, 2011

## SPRING SEMESTER 2011

Office Open.....	January 3 (M)
Reporting Day for Faculty.....	January 3 (M)
Open Registration.....	January 4-7 (T-F)
New Student Orientation.....	January 5-7 (W-F)
Day and Evening Classes Begin .....	January 10 (M)
myOzarka Orientation (3:30 p.m. at each site) .....	January 12 (W)
Office Closed (Martin Luther King Day) .....	January 17 (M)
Last Day of Withdrawal process to receive a "W" for 8 week classes only.....	March 3(Th)
Mid-term Advisory Grades Due .....	March 16 (W)
Spring Break .....	March 21-25 (M-F)
Last Day of Withdrawal process to receive a "W".....	April 28 (Th)
Classes End .....	April 28 (Th)
Final Exams.....	May 2-5 (M-Th)
Final Grades Due .....	May 6 (F)
Commencement.....	May 12 (Th)
Last Day for Faculty .....	May 12(Th)

**SUMMER SESSION 2011  
FIRST TERM**

Registration ..... Through May 27 (F)  
Memorial Day Holiday ..... May 30 (M)  
Classes Begin ..... May 31 (T)  
Last Day of Withdrawal process to receive a "W" June 24 (Th)  
Final Exams ..... June 27 (M)  
Final Grades Due ..... June 28 (T)

**SECOND TERM**

Registration ..... Through July 1 (F)  
Independence Day Holiday ..... July 4 (M)  
Classes Begin ..... July 5 (T)  
Last Day of Withdrawal process to receive a "W" ..July 28 (Th)  
Final Exams ..... Aug 1 (M)  
Final Grades Due ..... Aug 2 (T)



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## **Catalog Addendum #1**

### **8/23/10**

Page 127, item 15 should read: **skills of the AAS-BT student.**

Page 128 1<sup>st</sup> paragraph needs to read: **Students pursuing the AAS degree in Business Technology must complete all courses listed above and 15 hours from level 1000 and above 3-hour Business Technology Courses in ACCT, BANK, BUS, CIS, IST, MGMT, or MKTG courses.**

Page 129 under General Education Requirements should read:

**MATH 1103 Mathematics with Business Applications or High level mathematics course**

**Delete the MATH 0013 Fundamentals of Algebra**

At the bottom of page 129, please delete all the following:

**Recommended Electives**

**BUS 1133 Keyboarding Essentials**

**MGMT 2663 Small Business Management**

**ACCT 1003 Introduction to Accounting**

Page 131 Gen Education Requirements should read:

**MATH 1103 Mathematics with Business Applications or High level mathematics course.**

**The MATH 0023 and MATH 1203 should be deleted.**

Page 133 Gen Education Requirements should read:

**MATH 1103 Mathematics with Business Applications or High level mathematics course**

**Delete the MATH 0013 Fundamentals of Algebra**

**Also:**

**CIS XXX3 Computer Elective should be removed and replaced with**

**CIS 1303 Computer Information Systems  
OR CIS 1333 Microcomputer Applications  
OR BUS 1133 Keyboarding Essentials**

**Page 136 Gen Education Requirements should read:  
MATH 1103 Mathematics with Business Applications  
or High level mathematics course**

**Delete the MATH 0023 Intermediate Algebra**

**Also:**

**CIS XXX3 Computer Elective should be removed  
and replaced with**

**CIS 1303 Computer Information Systems  
OR CIS 1333 Microcomputer Applications  
OR BUS 1133 Keyboarding Essentials**

**Page 138 Under Required Courses, please correct  
the 1<sup>st</sup> sentence: Students must complete at least  
24 semester credit hours from level 1000 and above  
courses in a technical area.**

**Page 138 under Minor/Related/Support Courses,  
please correct the 1<sup>st</sup> sentence: Complete at least 9  
semester credit hours from level 1000 and above  
courses in another technical field for a minor, or  
related courses or support courses.**

**Catalog Addendum #2**  
**9/1/10**

Page 98 Add the following required course to the TC  
in Health Professions: HIM Option.

**IST 2713**      **Computer Ethics and Security**

**Catalog Addendum #3**  
**10/1/10**

College Level Course Revisions		
Course Name	Current Course Call Number	New Course Call Number
<b>Body Structure and Function</b>	<b>LPN1204</b>	<b>BIOL1204</b>
<b>Fine Arts Music</b>	<b>MUSI1003</b>	<b>FAMU1003</b>
<b>Fine Arts Theater</b>	<b>DRAM1003</b>	<b>FATH1003</b>
<b>Fine Arts Visual</b>	<b>ART1003</b>	<b>FAVI1003</b>
Developmental Education Revisions		
Course Name	Current Course Call Number	New Course Call Number
<b>Beginning Writing</b>	<b>ENGL0003</b>	<b>(Pre College English) PCEN0003</b>
<b>Practical Writing</b>	<b>ENLG0013</b>	<b>(Pre College English) PCEN0013</b>
<b>Fund of Arithmetic</b>	<b>MATH0003</b>	<b>(Pre College Math) PCMA0003</b>
<b>Fund of Algebra</b>	<b>MATH0013</b>	<b>(Pre College Math) PCMA0013</b>
<b>Intermediate Algebra</b>	<b>MATH0023</b>	<b>(Pre College Math) PCMA0023</b>
<b>Reading Improvement</b>	<b>READ0003</b>	<b>(Pre College Reading) PCRE0003</b>

Science Lecture (3hr) and Lab (1hr) courses have been combined to encourage concurrent enrollment as per the college catalog. Students must be enrolled in the 4 hour course. This revision will encourage a higher level of communication with transfer institutions as well. Students enrolling must pass the course (4 hours) as a whole. Should you have a student this spring who has received credit under the previous guidelines (example: passed biology lecture but failed lab and needs to repeat the lab) the advisor or student must contact Holly Ayers or Michael Orf to be enrolled in the needed course. These options will not be available on the regular schedule, but we will accommodate students from past semesters who fell under the past catalogs. Prerequisites will change for Microbiology, Anatomy and Physiology I and II , Zoology, and Physical Science (see in red). Several of the course descriptions have also been refined (see in red). Course descriptions as follows:

BIOL1004 General Biology and Lab- **An introductory course in General Biology. This course helps students build on their knowledge, replace misconceptions with scientifically useful concepts, and construct meaning from their learning experiences. It is a study of life with emphasis on the cell and continues through the levels of organization. Major areas of study include cell theory, energy transformation, bio-technology, evolution, and ecology. Selected biological systems will be surveyed to compare life forms with emphasis on the human form allowing students to gain a better understanding of their own body and health issues. This course includes a laboratory component covering scientific method, microscope use, cell organization, physical and chemical bases of life, energy processing, cell reproduction, and**

**the study of various tissue structures relating to basic physiological processes. Prerequisites: None. 4 Hours**

BIOL2014 Microbiology and Lab- **The study of bacteria, viruses, fungi, metazoans, and protozoans, as they affect human health. This course includes a laboratory component covering techniques for the study, identification, and handling of microorganisms. Prerequisites: Prior successful completion of BIOL 1004, General Biology and Laboratory, OR BIOL1204 Body Structure and Function is required. 4 Hours**

BIOL2024 Principles of Zoology and Lab- **This course covers common life processes of animals from the chemical to systemic levels. Major topics include animal taxonomy, physiology, behavior, evolution, and ecology. Zoology requires students to view animals in different settings and identify many of the animal phyla. This course includes a laboratory component covering laboratory and field techniques. Prerequisites: Successful completion of BIOL1004, General Biology and Lab.4 Hours**

BIOL2214 Anatomy and Physiology I and Lab- **This course emphasizes the anatomy and physiology of the human organism. Basic chemistry, metabolism, cells, tissues, various body systems and interactions with the external and internal environments are discussed. This course is the first in a two-semester sequence. Emphasis in this sequence will be on cell biology, histology, integumentary, skeletal, muscular, nervous, and endocrine systems. This course includes a laboratory component emphasizing the above areas of study from a laboratory perspective. Prerequisites: Prior successful completion of BIOL1004 General Biology**

**and Lab, or BIOL1204 Body Structure and Function. 4 Hours**

BIOL2224 Anatomy and Physiology II and Lab- **This course emphasizes the anatomy and physiology of the human organism. Continuation of BIOL. 2214 Anatomy and Physiology I involves the second in a two-semester sequence. Emphasis in this sequence will be on the cardiovascular, lymphatic, digestive, respiratory, urinary, reproductive systems and their related fields. This course includes a laboratory component that emphasizes the above areas of study from a laboratory perspective. Prerequisites: Prior successful completion of BIOL2214 Anatomy and Physiology I and lab. 4 Hours**

CHEM1014 General Chemistry and Lab- **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. This course includes a lab component covering an introduction to the equipment and techniques common to the chemistry laboratory. Prerequisites: Prior successful completion of MATH 1203, College Algebra AND PHSC 1004, Physical Science and Laboratory is required. 4 Hours**

CHEM1034 Introduction to Organic Biochemistry and Lab- **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. This course includes a laboratory component intended for nursing students**

and other areas of study where vigorous treatment of organic chemistry and biochemistry laboratory is not required. **Pre-requisites: Prior successful completion of CHEM 1014, General Chemistry and Lab is required.4 Hours**

GEOL1004 Essentials of Earth Science and Lab- **An introduction to the fundamental topics of earth science including physical and historic geology, oceanography, and meteorology. This course includes a laboratory component that covers the study of minerals, rocks, fossils, topographic and geologic maps, and oceanography and meteorological phenomena. Laboratory will stress the use of the scientific method of problem solving. Prerequisites: None. 4 Hours**

PHSC1004 Physical Science and Lab- **Basic concepts of matter and energy as seen in chemistry, physics, geology, meteorology, and astronomy. This course includes a laboratory component that covers basic laboratory experiences in chemistry, physics, geology, meteorology, and astronomy. Prerequisites: Successful completion of MATH 0023, Intermediate Algebra, or score of 19 on the math portion of ACT, 41 or higher on the algebra portion of the Compass or 43 on the algebra portion of ASSET. 4 Hours**