



# Ozarka College

Catalog  
2016 - 2017

**Providing Life-Changing  
Experiences Through Education.**

## Welcome to the 2016-2017 Catalog

If you are currently an Ozarka College student, our catalog contains important information you need to know about your educational career. If you are a prospective student, we hope this information will inspire you to join our wonderful college community.

Inside our catalog, you will find information on the associate degrees and certificates we offer, as well as descriptions of all of the courses we provide. You will also find our academic calendar, information on student services, college policies, and a list of our faculty and staff.

At Ozarka College, we take great pride in our mission of "providing life-changing experiences through education." Your learning experience is important to us, and you will find our faculty and staff eager to motivate and assist you in your educational journey and personal growth.



In four decades of service to north-central Arkansas, thousands of students have passed through our doors and gone on to enjoy successful lives and careers. We are proud to have been a part of their journey, just as we are excited to work with you as you continue your own journey.

Please let us know if we can do anything to enhance your experience at Ozarka College. We are here to help you succeed!

Best of success,

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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# Accreditation



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 <http://www.ncahlc.org/>




The Automotive Service Technology program is accredited by the National Automotive Technician's Education Foundation (NATEF). 101 Blue Seal Drive, S.E. Suite 101, Leesburg, VA 20175. 703-669-6650 or [www.natef.org](http://www.natef.org).



The Nursing programs for Licensed Practical Nursing and Registered Nursing are accredited by the Arkansas State Board of Nursing, 1123 South University Avenue, Suite 800, Little Rock, AR 72204; 501-686-2786 or [www.arsbn.org](http://www.arsbn.org).

The Emergency Medical Technician program is accredited by the Arkansas Department of Health, Section of Emergency Medical Services, 5800 West 10<sup>th</sup> Street, Suite 800, Little Rock, AR 72204; 501-661-3711 or [www.arkansas.gov](http://www.arkansas.gov).



The Certified Nursing Assistant program is accredited by the Arkansas Department of Human Services, Division of Medical Services, Office of Long-Term Care, Nursing Assistant Training Program, P. O. Box 8059, Slot S-405, Little Rock, AR 72203-8059; 501-682-6172 or [www.medicaid.state.ar.us/internetsolution/general/units/oltc/index.aspx](http://www.medicaid.state.ar.us/internetsolution/general/units/oltc/index.aspx).

Ozarka College is approved by the Veterans Administration for individuals eligible for educational benefits under the GI Bill. 525 West Capitol Avenue, Little Rock, AR 72201. [www.ace.arkansas.gov](http://www.ace.arkansas.gov).

Ozarka Kid's Academy is licensed by the Arkansas Department of Human Services, Division of Child Care and Early Childhood Education. 501-682-1001.

The Culinary Arts program is a member of the Arkansas Hospitality Association. 603 South Pulaski Street, Little Rock, AR 72201. 501-276-2323 or [www.arhospitality.org](http://www.arhospitality.org).

## 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 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**

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 our communities. We value personal growth and provide access to diverse learning experiences in a progressive but supportive, technology-based environment so that our students may advance their educational goals. We seek to continuously learn as an organization, promote lifelong 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 providing a quality educational environment, being innovative in our course and program offerings, and maintaining excellence in all aspects of our work. We continuously assess to determine avenues for improvement.
- **Responsibility**  
Ozarka College values responsibility for its students, employees, and the institution. We challenge ourselves to provide an environment that nourishes and encourages students yet prepares them for independence in future studies, the workforce, and life. We expect ourselves and our students to be good stewards of the privileges and opportunities afforded by higher education and its supporters.
- **Community**  
Ozarka College values community - both the communities we serve and the community developed within the College. As students, faculty, and staff, we have a responsibility to our communities that is expressed through engagement. We actively pursue collaborative partnerships with our communities, providing cultural learning opportunities, business outreach, and access to facilities. We value our college community and encourage engagement through participation, collaboration, and communication.

## **Priorities of Ozarka College**

- Access to Education: Ozarka College will ensure access to life changing educational opportunities.
- Student Success: Ozarka College will be a learning-centered college preparing students for transfer, workforce, and life enhancement.
- Management of Resources: Ozarka College will ensure effective and efficient management of resources in support of the College Mission.
- Continuous Improvement: Ozarka College will utilize assessment as a catalyst for continuous improvement.
- Community Engagement and Service: Ozarka College will promote engagement and dialogue within the service region that will result in strong and mutually supportive community relationships.
- Collaborative Partnerships: Ozarka College will develop and maintain supporting partnerships to provide opportunities throughout the service area.
- Workforce and Economic Development: Ozarka College will provide leadership and opportunities to enhance economic viability within the service region.

## **Notice of Non-Discrimination**

Ozarka College is an equal opportunity/affirmative action college. Accordingly, the College seeks to develop degree credit programs, courses, and community service offerings and to provide open admission, counseling, and placement services for all persons, regardless of race, color, gender, sexual orientation, religion, national origin, age, marital status, mental or physical disability, or veteran status.

Ozarka College complies with Title IX and all other federal laws and regulations that prohibit discrimination in education programs or activities receiving federal financial assistance.

All complaints or any concerns about conduct that may violate the Discrimination, Harassment, Retaliation and Sexual Policy should be submitted to the Title IX Coordinator:

Vice President of Administration  
Administration Building  
218 College Drive  
Melbourne, AR 72556  
870-368-2058  
[titleix@ozarka.edu](mailto:titleix@ozarka.edu)

## **Diversity at Ozarka College**

As an institution of higher learning, Ozarka College acknowledges the strength that comes from diversity. Bringing differences and variety to the educational experience enhances 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 College service area or in the wider global society.

# Admissions and Registration

The Ozarka College 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 ensure 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) 368-2013 or 1-800-821-4335 Ext. 2013 or [admissions@ozarka.edu](mailto:admissions@ozarka.edu).



## Admissions (Student Checklist):

The following documents should be submitted to the Admissions Office prior to enrollment:

1. A formal application for admission.
2. An official high school transcript including date of graduation, or official General Education Development (GED) score report. (A tentative admission decision can be made on the basis of a seven-semester high school transcript).
3. Official transcripts from all previous colleges or universities attended.
4. An official copy of placement scores from the ACT, ACCUPLACER, or COMPASS, or official transcript of all prior college work is due at time of registration. Placement will be based on test results or prior college coursework. Tests must be taken within the last four years.
5. Proof of immunization against measles, mumps and rubella including a measles booster, unless born prior to 1957.
6. 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.
7. Valid student ID picture must be taken for all on-campus students.
8. 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.

\*NOTE: Applicants for the LPN, RN, Automotive Service Technology, 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.

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

Automotive Service Technology	24 students per class
Aviation	20 students per class
Culinary Arts	15 new students per semester total of up to 45 in program
Licensed Practical Nursing	20 students per class
Registered Nursing	48 students per class

## Admissions Documents

**Immunization Records:** The state of Arkansas requires that all students attending courses on campus 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, philosophical, 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 the 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, or is received electronically from the school.

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 students, including those enrolled part-time, must submit the required documents unless notified otherwise by the admissions office. All documents must be received and be official copies before a student will be considered as 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 10 days of a fall or spring term and within the first week of a summer term will be placed on registration hold for the following semester and not have access to midterm or final grades.



# Registration

**New Student Orientation and Registration:** All new students enrolled in 6 or more credit hours are required to attend an orientation, which prepares a student for college entry. 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 students' orientation to Ozarka College and future academic success.

**College Success Course Policy:** It is Ozarka College's policy that all degree seeking students must complete COLL 1001, College Success Orientation, with a grade of "C" or better during the first semester of full-time enrollment.

Exceptions to this policy are:

- Students who are pursuing a Certificate of Proficiency.
- Transfer students who have at least 24 credit hours of accepted transfer credit.
- Students who have successfully completed a comparable student success course with a "C" or higher.
- Graduates of any certificate or degree program.

Students who do not successfully complete the course with a "C" or better 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 COLL 1001, registration in subsequent semesters will be limited to registration for COLL1001 only. Upon completion of the course, students can resume taking other college courses.

\*NOTE: Academic advisors reserve the right to recommend the course to students who may be exempt if they feel the course is in the student's best interest.

**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.

# 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, ACCUPLACER, or COMPASS test score requirements. Refer to Placement Standards for more information on ACT, ACCUPLACER, or COMPASS test score requirements. Application forms may be obtained from the Office of Admissions in Ozarka College - Melbourne, Ozarka College - Ash Flat, Ozarka College - Mountain View, and Ozarka College - Mammoth Spring, or may be found on the Ozarka College website at <http://www.ozarka.edu>.

# College Preparation Core and Unconditional and Conditional Admissions

**Unconditional Acceptance:** Act 1290 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 from accredited home schools, and private high school graduates who score 19 or above on the ACT composite or equivalent ACCUPLACER or COMPASS will be granted unconditional college admission.

**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 ACCUPLACER or COMPASS 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. Please see placement standards regarding the enrollment requirements for conditionally admitted students who need developmental coursework.

**Ability to Benefit:** An applicant who does not have a high school diploma from an accredited high school or home school program or a GED may be eligible to enroll if the applicant demonstrates the “ability to benefit” from postsecondary education. Students who are admitted based upon ability to benefit should check with the financial aid office regarding title IV eligibility. The U.S. Department of Education requires that an applicant meet or exceed the following minimum scores on each of the three components of the COMPASS or ACCUPLACER in a single testing administration:

TEST	COMPASS Minimum Score	ACCUPLACER Minimum Score
Writing	32	60
Reading	62	55
Pre-Algebra/Arithmetic Skills	25	34

Applicants who fail to meet ATB requirements may retest once within a six month period of the original test.

Students will only be considered if their high school class has graduated, and 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 seeking the completion of the GED.

**Placement Standards:** State law requires that all new students must present placement scores (usually ACT, ACCUPLACER, or COMPASS), or previous college credit in proficiency courses 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 Admissions office for the ACCUPLACER test schedule. One of the following forms of photo identification must be presented at check-in, or you will not be allowed to test: city, state, federal, school or yearbook picture published within the last two years.

If a student has placement scores on the ACT, ACCUPLACER, or COMPASS that are more than four years old, the student must retest. A student may retest after 30 days unless an exception is made by the Associate Vice President of Student Services. In some cases the ASSET Assessment may be used in place of the ACT or COMPASS Test. Exception to placement score requirement: upon completion of a developmental course.

If you have any questions, please contact the Admissions office.

**Developmental Education Standards:** Students whose placement scores place them into the Foundations of Literacy course must enroll in the required developmental courses their first semester in college and each subsequent semester (if necessary) until the coursework is successfully completed. Additionally, students who place into developmental Math are strongly encouraged to enroll in the appropriate Math course their first semester, are required to enroll in such no later than their second semester, and (if necessary) each subsequent semester until the developmental Math is completed.

In addition, conditionally admitted students whose placement scores place them into developmental coursework, and whose academic program requires proficiency courses, must complete the required developmental courses within the first 30 semester hours of enrollment. Those who do not successfully complete their developmental coursework within the first 30 semester hours, will be limited to enrolling in only developmental coursework until they successfully complete the required developmental courses. Unconditionally admitted students are strongly encouraged to complete all required developmental coursework within their first 30 semester hours of enrollment.

**Mathematics:** Students scoring 20 or above on the mathematics section of the ACT, 41 or above on the COMPASS Algebra, or 42 or above on the ACCUPLACER College Level Math section 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 with a “C” or higher or be enrolled in an accelerated math sequence in order to be enrolled in College Algebra. College Algebra is required for college transfer students and will satisfy graduation requirements for some other programs as well, if the student chooses to take this course.

All students in a college transfer program with an ACT math score 0-19, 0-36 pre-algebra, 31-40 Algebra on the COMPASS, or 41 or below on the College Level Math section on the ACCUPLACER must enroll in Foundations of Math, a developmental course in general mathematics, which allows students to learn and demonstrate competencies necessary for enrollment in College Algebra.

Students who have an ACT math score of 18-19, an Algebra score of 31-40 on the COMPASS, or 77+ Elementary Algebra score & 30-31 College Level Math score on the ACCUPLACER may co-enroll in Foundations of Mathematics and College Algebra.

Students enrolling in certain transferrable programs, who meet the placement requirements, may enroll in Quantitative Literacy. This course emphasizes mathematical understandings and skills involving logic, proportions, algebra, and relations. This course meets the graduation requirements for mathematics in the AA in General Education, AS in Human Services, and AS in Criminal Justice and Corrections programs (see individual program requirements).

Students enrolling in a technical program will enroll in the Math for Business Technology Course or Math with Business Applications Course which emphasizes applications of mathematics in technical areas. One of these two courses 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 requiring developmental coursework who plan to enroll in an Allied Health program requiring Math for Nurses may enroll in Math for Allied Health which emphasizes application of mathematics in technical areas related to Allied Health.

### Mathematics Placement:

ACT Score	COMPASS Score	ACCUPLACER Score	Course
0-19	Pre-Algebra 0-99	Arithmetic 0-120	Math for Business Technology or Math for Allied Health
16+	Pre-Algebra 36+	Arithmetic 57+	Math for Nurses or Math with Business Applications
0-18	Pre-Algebra 0-99	Arithmetic 0-120 Elementary Algebra 0-120 College Level Math 0-41	Foundations of Mathematics
18-19	Algebra 31-40	Elementary Algebra 77+ & College Level Math 30-41	Foundations of Mathematics (may be co-enrolled in College Algebra).
18+	Algebra 31+	Elementary Algebra 77+	Quantitative Literacy
20+	Algebra 41+	College Level Math 42+	College Algebra

Students may enroll in any level of mathematics by meeting the placement requirements outlined above. They may choose to enroll in a lower level course if they feel they are not ready for the course which their placement scores indicate. During the first week of class, an instructor may determine that a student might perform better in a lower level course and will advise the student of that determination. Some students may be referred to the Student Success Center for one-on-one assistance or computerized tutorial work. Students should consult their academic advisor or the registrar about enrollment options.

**English & Reading:** Students scoring 19 or above on the English section of the ACT and 19 or above on the Reading section of the ACT, 80 or above on the COMPASS writing test and 83 or above on the COMPASS Reading test, or 83 or above on the ACCUPLACER sentence skills tests and 78 or above on the ACCUPLACER Reading test may enroll in English Composition I. Students not meeting the standards must successfully complete a developmental course or be enrolled in an accelerated English sequence in order to enroll in English Composition I. 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 the graduation requirements.

All students with an ACT English or Reading score of 0-16, or a COMPASS Writing or Reading score of 0-50, or an ACCUPLACER sentence skills score of 0-67 or Reading score of 0-62 must enroll in Foundations of Literacy. This course promotes effective communication in writing at work or in the classroom, along with enhancement of reading skills. Mechanics, usage and organization will be reviewed in conjunction with non-fiction books and scholarly articles.

Students in an AAS degree program or a college transfer program who have an ACT English score of 17-18, a COMPASS score of 51-79, or an ACCUPLACER score of 68-82 Sentence skills or 63-77 Reading must take English Composition I with Supplemental Instruction Lab. This course emphasizes the writing of a variety of well-organized and well-developed essays which show a command of grammar, mechanics, and diction. Students will receive individual instruction based on diagnostic testing.

### Writing & Reading Placement:

ACT Score	COMPASS Score	ACCUPLACER Score	Course
0-16	0-50 in either Writing or Reading (a score of below 50 in either Writing or Reading places into Foundations of Literacy)	0-67 Sentence Skills or 0-62 Reading	Foundations of Literacy
17-18	51-79 in Writing or 51-82 Reading (In order to co-enroll in ENGL1013 and PCEN0001 a student must have a 51+ in both Reading and Writing)	68-82 Sentence Skills or 63-77 Reading	English Composition I with Supplemental Instruction Lab
19+	Writing 80+ and Reading 83+	83+ Sentence Skills or 78+ Reading	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 or the registrar about enrollment options.

## 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 colleges attended during their absence from Ozarka College.
- Meet terms and conditions (graduation, attendance, deadlines, etc.) of the catalog under which they have re-enrolled.

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

To be eligible to enroll in credit classes, a homeschooled student must achieve the required ACT, ACCUPLACER, 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:

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

In the event that receipt of a student's transcript is unavoidably delayed, a transfer student may be admitted provisionally pending receipt of the transcript, but the institution reserves the right to require immediate withdrawal if the previous record does not meet admission 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 within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Arkansas Course Transfer System under the Students tab (<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. Coursework earned at another college will be transferred to Ozarka College if the institution is regionally accredited by one of the six regional accrediting agencies recognized by the Higher Learning Commission. 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.

**Concurrent Enrollees:** A student who has completed the eighth grade and is enrolled in an accredited public or private secondary school or homeschool 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.

Homeschooled students must provide a copy of the Notification of Intent to Homeschool 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, COMPASS scores, or ACCUPLACER scores:

- ENGL 1013 English Composition I ACT English 19+; COMPASS Writing 80; 19+ ACT Reading; COMPASS Reading 83+; ACCUPLACER Sentence Skills 83+; ACCUPLACER Reading 78+.
- MATH 1203 College Algebra ACT 20+; COMPASS Algebra 41; ACCUPLACER College Level Math 42+.

To be eligible to enroll in any college credit course, concurrent students must achieve a minimum of a 19 ACT Reading score, 83 COMPASS Reading score, or 78 ACCUPLACER Reading Score..

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.

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

**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:

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

## Course Cancellation

Normally, any section of a course which does not have at least ten 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 coursework carrying credit toward their certificates or degrees to graduate within these time frames.

Students who must complete developmental/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.

# Prior Learning Credit

**Prior Learning Credit Overview:** Students may receive credit for Prior Learning toward certain degree programs. Prior Learning credit will be awarded based upon how the credit applies to the program of study, and if a valid credential was earned. Prior Learning credit will be evaluated by key faculty, and approved by the Provost prior to being sent to the Registrar for processing. No more than 25% of the total number of credits in any certificate or degree may come from Prior Learning unless the College has received prior approval by governing bodies such as the Arkansas Department of Higher Education.

**Credit for Military Training:** Ozarka awards appropriate prior learning credit based on recommendations published by the American Council on Education. Students must submit an ACE Registry or Joint Service Transcript (JST) 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 prior learning 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 prior learning credit for scores of three or higher in the following subjects:

AP Test	Ozarka Course	Credits Awarded
Studio Art: 2D Art Design	ART 1023	3
Art History	FAM 1003	3
Biology	BIOL 1004	4
Chemistry	CHEM 1014	4
Calculus AB	MATH 2013	3
English Language	ENGL 1013	3
Environmental Science	PHSC 2004	4
Government and Politics	PLSC 2003	3
Human Geography	GEOG 2013	3
Microeconomics	ECON 2313	3
Macroeconomics	ECON 2323	3
Music Theory	FAMU 1003	3
Psychology	PSYC 2003	3
Spanish Language	SPAN 1013	3
Statistics	MATH 2003	3
US History	HIST 2003 or 2013	3
World History	HIST 1003 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 prior learning 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.



Ozarka College awards credit for the following examinations:

CLEP Exam	Ozarka Course	Sem. Hours	Required Score
College Composition	ENGL 1013	3	50
College Composition	ENGL 1023	3	60
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
Human Growth & Development	PSYC 2313	3	50
Introduction to Business Law	BUS 2663	3	50
Information Systems and Computer Applications	CIS 1303	3	50
Principles of Macroeconomics	ECON 2323	3	50
Principles of Management	MGMT 2623	3	50
Principles of Marketing	MKTG 2633	3	50
Principles of Microeconomics	ECON 2313	3	50

Total cost for a CLEP examination is \$95. A credit card or check for \$80 per test should be made payable to CLEP, and a service fee of \$15 should be made payable to Ozarka College. Students should register for CLEP tests with the Testing Coordinator.

**Credit by Examination:** Prior Learning college credit may be granted for acceptable results on tests or projects identified by Ozarka College faculty provided the credit does not duplicate previous college credit, and has been approved by the Provost. Students who feel qualified through previous work experience, coursework, 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.

## Student Identification Numbers

In compliance with Act 108 of 2003, House Bill 1034, student 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

## Tuition and Fees:

In-state, per credit hour	\$88
Out-of-state, per credit hour	\$186
Academic Excellence, per credit hour	\$2
Infrastructure Fee, per credit hour	\$12
Library Database, per credit hour	\$2
Matriculation Fee, per credit hour	\$5
Safety, per credit hour	\$2.50
Technology Fee, per semester	\$50

## Program Related Fees, per semester:

Automotive Program Fee	\$60
Culinary Program Fee	\$60
General Technology Fee	\$60
Health Information Tech Fee	\$60
Hospitality Program Fee	\$60
IST Program Fee	\$60
LPN Assessment Fee	\$160
LPN Program Fee	\$75
RN Assessment Fee	\$200
RN Program Fee	\$75
RN/LPN Insurance	\$15

## Course Related Fees, per semester:

Developmental Fee	\$50
Flight Lab Fee - AVIA 1021	\$1919
Flight Lab Fee - AVIA 1171	\$4063
Physical Education Fee	\$25
Science Lab Fee	\$50
Web Course Fee	\$70

## Testing Fees:

CLEP	\$80
CLEP Service Fee	\$15
NACE	\$58
Official GED Test	\$16
Test of Essential Academic Skills (TEAS)	\$55
Wonderlic Test	\$5

## Contact Information:

Student Accounts/Accounts Receivables	368-2012
General Financial Information	368-2015

Tuition and fees are subject to change without notice as approved by the Ozarka College Board of Trustees. Residents of Howell and Oregon County, Missouri, are considered in-state for tuition and fee purposes. Bills paid with a credit or debit card will incur a nominal processing fee.

Textbooks and supplies may be purchased at the Ozarka College Bookstore or through an independent vendor. Textbook pricing and information is available on the individual course syllabus and can be found at <http://www.ozarka.edu>

**Senior Citizen Tuition Waiver:** Arkansas residents who are 60 years of age and older are entitled to enroll in college credit classes at Ozarka College on a space available basis without paying the College general tuition and student fee charges. Program and Course related fees, books, supplies, or special material costs are NOT waived and are payable by the student claiming the tuition waiver. Students receiving the tuition waiver may elect to receive college credit for the course by meeting all course requirements or to audit the course for no college credit as explained under Auditing Courses in the current college catalog. The tuition waiver for the class(es) only applies if the class(es) has/have sufficient enrollment and space is available in the course. In addition to completing the application for admission, participating senior citizens are asked to provide age verification, in person, with an acceptable form of identification. Low enrollment classes may be cancelled by the College. This waiver does not apply to non-credit community outreach courses provided by the college.

**Refund Policy:** Refunds of tuition are made according to the following schedules

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

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 Direct Loans*
2. *Subsidized Federal Direct 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 veterans or other eligible persons (war orphans, children of disabled veterans, etc.) that is consistent with all students studying at Ozarka College. This policy does not extend to books, supplies, and consumables which are purchased by the student and remain the property of the student.

Ozarka College offers Resident tuition and fees to all covered individuals under H.R. 3230, the Veterans Access, Choice, and Accountability Act of 2014, Sec. 702. In addition Ozarka College participates in the Post 9/11 Yellow Ribbon Program.

**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. Students with account balances that have been charged off through the abatement process will not be allowed to register until the abatement charge-off has been reinstated to the student's account by the institution and 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 Direct Loan programs if the following criteria are met:

- The applicant is a U.S. citizen or eligible non-citizen.
- The applicant demonstrates financial need.
- The applicant is enrolled at Ozarka College in an eligible certificate or degree program.
- The applicant maintains minimum standards of academic progress.
- The applicant signs a statement of educational purpose and Selective Service certification.
- 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 Direct Loan Program:** This is a program designed to make low-interest loans available to students for their educational expenses. Direct loans are issued by the federal government. The loan is serviced by the Federal Direct Loan Servicing Center ([www.studentloans.gov](http://www.studentloans.gov)). Students must submit an online request through myOzarka, complete enhanced entrance counseling, and complete a Master Promissory Note (MPN). For more guidance on how to participate in the Direct loan program contact the Financial Aid Department.

**Student Loan Amount:** Students can borrow up to the following amounts for an academic year:

1st year (0-29 hours toward degree)

Dependent student: \$5,500 (sub and unsubsidized amounts)

Independent student: \$9,500 (sub and unsubsidized amounts)

2nd year (30 hours toward degree)

Dependent student: \$6,500 (sub and unsubsidized amounts)

Independent student: \$10,500 (sub and unsubsidized amounts)

Amount eligibility cannot exceed student's cost of attendance budget (all financial aid including Pell, scholarships, waivers, etc.).

Ozarka College chooses not to participate in Parent Loan for Undergraduate Students (PLUS).

**Arkansas Governor's 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. Apply at the ADHE website: <http://www.adhe.edu>

**Arkansas Police Corps Scholarships:** Students pursuing the Associate Science in Criminal Justice and Corrections 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, 7723 B 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:** VA educational benefits are authorized to veterans and qualified dependents under specific chapters of Title 38, US Code. Eligibility for benefits can only be determined by the U.S. Department of Veteran Affairs. Ozarka College is an approved institution for assistance to veterans, their beneficiaries, or dependents. Students may contact the Veteran's Affairs representative at Ozarka College for information.

#### **Federal Veteran's Educational Benefits:**

- Montgomery GI Bill - Active Duty Educational Assistance Program (Chapter 30)
- Vocational Rehabilitation & Employment (Chapter 31)
- Post 9/11 G.I. Bill (Chapter 33)
- Montgomery G.I. Bill Selected Reserve (Chapter 1606)
- Reserve Educational Assistance Program (Chapter 1607)
- Post-Vietnam Era Veteran's Educational Assistance Program (Chapter 32)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)

*\*NOTE: Enrollment forms are available at <http://www.gibill.va.gov>*

It is the student's responsibility to notify the office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits. Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits.

#### **Academic Progress Policy for Students Receiving Veteran's Educational Benefits:**

Department of Veterans Affairs regulations require that all persons using any type of veteran education assistance program be making satisfactory academic progress toward achievement of their educational objective. A student who does not meet the minimum standards will be placed on probation for a maximum of two (2) consecutive semesters.

At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.

**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 \$150 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 post-secondary education. It encourages students receiving FWS assistance to participate in community service activities.

**Nurses:** Nursing students may be eligible for loans and/or scholarship through the Arkansas State Board of Nursing. See <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.

A student's academic progress will go through a review at the end of each payment period: including Summer I, Summer II, Fall, and Spring terms. If students fail to maintain Satisfactory Academic Progress standards, they are notified by mail, and their accounts are placed on hold. These policies and procedures apply to both fulltime and part-time students.

**Quantitative Criteria: Attempted vs. Successfully Completed:** Students must successfully complete at least 67% of all hours attempted during each evaluation period. The term "attempted hours" include all credit hours in which the student enrolls during each evaluation period. The term "successful completion" is defined as receiving a "C" or better in each completed course.

**Pace Criteria and Transfer Work:** All students must be able to demonstrate successful completion of all required courses in their program of study within 150% of the hours it takes to complete their program of study.

Any student meeting all other components of the SAP policy, but enrolls in hours causing the student to exceed the 150% limit during the payment period, must file an appeal to be considered for financial assistance. This specific criterion is reset each time a student is accepted into a new program of study. If a student chooses to change into a different program of study, any attempted hours that satisfy the requirements of the new program of study will be applied according to the pace criteria. Only the attempted hours that do not apply to the student's new program of study are excluded from the pace criteria calculation.

All transfer hours accepted by Ozarka College are included in the pace criteria calculation as attempted and successfully completed hours. Transfer work will be evaluated in the same manner as credit hours received at Ozarka College. Transfer students may be placed on probation for the first semester attending Ozarka College pending evaluation of all college transcripts from other institutions.

## Qualitative Criteria

**Grade Point Average:** Students must maintain both a minimum of 2.0 Grade Point Average (GPA) for each evaluation period and a cumulative GPA. Transfer hours are not included in the Grade Point Average for determining Satisfactory Academic Progress. Students not meeting the GPA minimum for both term and cumulative averages, fail to meet the SAP policy and will be placed on financial aid suspension, which will result in ineligibility for assistance through the Arkansas Department of Higher Education and Federal Title IV Financial Aid Programs.

Once a student fails to meet the standards set forth in the SAP policy, the student is placed on financial aid suspension and will lose their eligibility to receive financial aid. Ozarka College policy does not place students on financial aid warning; instead the college requires students to immediately appeal to be placed on probation.

If a student does not meet the SAP policy, he/she is not eligible for Title IV aid unless approved in the appeal process, or the student meets SAP in subsequent terms.

A student placed on financial aid suspension may also be required to complete an Academic Plan. This plan will give a student specific requirements to be met to be considered eligible for Title IV aid in a future term or terms. Failure to meet the expectations outlined in an Academic Plan will result in ineligibility for assistance through the Arkansas Department of Higher Education and Federal Title IV Financial Aid Programs.

An Academic Plan is based upon an individual's ability to complete their program of study within 150% of the hours it takes to complete that a program of study.

**Appeal Process:** The Suspension Appeal Form (<https://otc.ozarka.edu/finaid/>) and all required and supporting documentation must be submitted to the Financial Aid office by the Wednesday before the first day of classes each semester.

Appeals will be responded to within three weeks of submission. The committee will review appeals on the Wednesday before the first day of class each semester. The committee will notify the student of its decision by mail using the address submitted with the appeal. Neither the committee nor the financial aid office staff will give appeal results over the phone.

**Financial Aid Probation:** Once a student regains good standing to be eligible to receive financial aid, he/she is placed on a financial aid probation semester. During the probationary period, the student MUST participate in at least three sessions of financial aid counseling with the financial aid office or their designee. Students who do not comply with the requirements of this probationary period will be placed on financial aid suspension and must complete option one (self-pay and successfully complete 6 hours – outlined above) in order to be considered for financial aid assistance in future evaluation periods.



### Payment of Financial Aid:

- 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.
- Pell Grant and other financial aid checks will be issued by the Finance Office after the student has submitted all required verification documents. Students selected for verification must submit a copy of his or her federal tax return transcript. In addition, students may be required to submit information related to social security, retirement, unemployment, child support, etc. Financial Aid disbursement dates are published on the Ozarka College website.
- Any questions about payment of financial aid should be referred to the Financial Aid Office. Students should contact the Financial Aid Officer for deadlines applying to special considerations, loans, and scholarships.

## Ozarka College 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 <http://www.ozarka.edu> as will the general scholarship application form. All scholarship applications received by April 1 will be considered by the scholarship committee for awards in the next academic year.

**Academic Excellence Scholarships:** These scholarships are awarded to high school seniors and home-schooled seniors residing in Arkansas and the Ozarka College service area 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 a 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 is enrolled in four consecutive semesters and 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 a Scholarship application along with their ACT or SAT scores, a copy of their National Merit Semi-finalist 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.

**College - Now Scholarship:** To be eligible for the College - Now scholarship, high school students are required to take at least four Ozarka College courses during high school. Upon completing the minimum number of courses in which a minimum of a 2.75 grade point average is earned, and graduating from High School; Ozarka College will waive tuition and fees for the following Fall semester. The tuition and fee waiver applies only to the Fall semester directly following an eligible student's high school graduation.

**New Horizon Scholarship:** Applicants enrolling as first-time, full-time students after earning a GED at Ozarka with a cumulative score of 600 prior to January 2014, or a cumulative score of 675 after January 2014, 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 at Ozarka 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) provided the recipient is enrolled in four consecutive semesters, and completes at least 12 credit hours per semester (may include developmental courses) with a GPA of at least 3.00 or a cumulative GPA of 3.25.

**Ozarka College Student Ambassador Program:** Each local high school counselor may nominate one graduating senior who plans to attend Ozarka College in the subsequent fall semester to serve as an Ambassador.

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) Promotional items 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) 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 the ambassador does not complete 12 hours with a 2.0 GPA in the following semester, then the student will be relieved of his or her Ambassador status. A student may not exceed four semesters of participation in the Ozarka College Ambassador Program without approval from the Director of Admissions.

**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 on the Financial Aid website).

## Ozarka College Foundation Student Aid

The Ozarka College Foundation offers financial assistance in the form of scholarships and loans. To be eligible, students must enroll in at least 12 credit hours, be degree seeking from Ozarka College, and have demonstrated financial need after completion of the federal application for student aid and 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 the April 1st scholarship application deadline.

**Ozarka College Foundation endowed scholarships include:**

- Charles Cheatham Memorial Scholarship
- Coy Ferguson Scholarship
- Dan “Wally” Pittman Memorial Scholarship
- Dick and Nola Reeves Regional Scholarship
- Dietsche/Martin Appreciation Scholarship
- Farm Bureau Scholarship
- FNBC Bank (Subject to availability of funds)
- Granny Bea Crofford Scholarship
- Gwenn Lea Memorial Aviation Scholarship
- Gwenn Lea Memorial President’s Scholarship
- Harry Powell & Velma Fudge Dixon Scholarship
- James F. Fenton Memorial Scholarship
- Jean Jennings Memorial Scholarship
- Jo Kay Smith Memorial Scholarship
- Joe and Maxine Wyatt Scholarship
- John E. Miller Honorary Scholarship
- Judge Harold Crawford Memorial Scholarship
- Kenneth and Janice Sutton Scholarship
- Lesa Bull Memorial Scholarship
- Margaret Kemp 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
- Spring River Performing Arts Scholarship
- Sharp County Literacy/JaNoel Bess Scholarship
- Stone County Community Resource Council Scholarship
- Tom L. Dawe Jr. Memorial Scholarship
- Tri-County Hospice Auxiliary Board Scholarship

Endowed scholarships are one-time awards distributed to full-time students 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:** Ozarka College provides this annual scholarship to the public high schools in its service area. The scholarships are awarded based upon the census reported to the Department of Education by the high school. The recipient must also be attending as a first-time, full-time student in the fall semester immediately following graduation. The table below outlines the specifics for the award process.

<u>Number of Seniors at High School</u>	<u>Number of Regional Scholarships Awarded</u>
0-39	1
40-74	2
75+	3

Qualifications include: high school GPA of 2.50 or higher on a 4.00 scale AND recommendation from the high school administration.

Regional Scholarship recipients will receive \$1,000 for the first year (\$500 each semester), and \$2,000 for the second year (\$1,000 each semester), provided they are enrolled in consecutive semesters earn a minimum of 12 credit hours (including transitional courses) per semester with a GPA of 2.00 OR maintain a cumulative GPA of 2.25.

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

**Foundation Loans:** Foundation Loans are a form of student assistance which eligible students can apply for in the event that they need funds prior to the disbursement of financial aid. To be eligible for a foundation loan, students must have a valid award of financial aid posted to their account. Loan funds will be disbursed to the student and repaid from their financial aid award prior to the issuance of any refunds. There is a processing fee for each foundation loan, and eligibility must be reestablished each semester. These loans are available up to four semesters.

## Student Services

**Counseling:** Two kinds of counseling are available from the student services staff. The first deals with discussing academic programs and providing basic financial aid information. The Registrar's Office can provide information pertaining to other colleges and universities and assist students who plan to transfer to or from Ozarka College.

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 Associate Vice President of Student Services, who can provide information to the student regarding professional assistance on or off campus.

The office of the Associate Vice President of Student Services is located in Student Services Center on the Melbourne campus. 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 & 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 the 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, officials of other institutions in which the student seeks to enroll, to persons or organizations providing students with financial aid, specified officials for audit or evaluation purposes, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order or lawfully issued subpoena, 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 purposes. These members include faculty, advisors, administrators, and classified and professional level employees. At its discretion, the institution may provide the following Directory Information in accordance with the provisions of the Family Educational Rights and Privacy Act:

- Student name, address, telephone number, and email address
- Date and place of birth
- Major field of study
- Dates of attendance and enrollment status (full-time or part-time)
- Degree and awards received
- Participation in officially recognized activities.

Students, who wish Directory Information be kept confidential, may designate that through myOzarka. Students may request release of personally identifiable information other than directory information by completing a consent form available at each campus location. Persons, other than the student, who wish to request such information must submit a written request to the Registrar's Office.

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

- Financial statement(s) of the student's parents.
- 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.
- The 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 dishonesty action against the student.

Students may view their own records in the administrative office, and a copy of the record will be provided to the student upon written request. 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 containing 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. In order to be considered, requests for change must be made during or immediately following the conclusion of the course(s) involved (here “immediately” means before the beginning of another semester or summer term).

The Associate Vice President of Student Services will reach a decision and inform students in a reasonable period 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 their electronic student 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.

Students or parents of eligible students may file a written complaint with the Family Policy Compliance Office, at the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

### **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 College 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.

Student Support Services is here to help students make a smooth transition from Ozarka College to other educational institutions. The program sponsors transfer 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.

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.

*Note: Announcements made in accordance with Public Law 105-78 Sec. 508.*

**Student Success Center:** The Student Success Center is a center that provides a combination of academic coaching, tutoring, retention strategies, as well as career focused assistance. 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. The success staff assists 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 College location. Tutoring is available on both a walk-in and appointment basis.

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

**Workshops:** The success staff provides regular workshops on a variety of topics such as Microsoft Word, Plagiarism, and Job Interview skills.

**Transfer Assistance:** The success staff provides information on area colleges and assistance filling out applications.

**Resume Writing Assistance:** The success staff members 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 on the Melbourne campus to help students prepare for a job interview. The closet is open to all students to shop for interview attire. There are suits 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 870.368.2056, or [success@ozarka.edu](mailto:success@ozarka.edu), or visit the Success Center blog at <http://www.ozarka.edu/blogs/success> for helpful information.

**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 earn 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, financial assistance for books, fees, tuition, childcare, and transportation expenses. Career Pathways also offers a textbook loan program and a nursing package for eligible LPN and RN students.

Students who qualify for Career Pathways will have a child under the age of 21 living in the home and meet income guidelines. All students on campus are eligible for academic and advising services; financial assistance will be awarded to eligible students and is limited to grant funding availability. All services are available to Career Pathways students at all sites, and Career Pathways staff are available Monday through Friday, 8:00 to 4:30. Career Pathways staff can be contacted at [careerpathways@ozarka.edu](mailto:careerpathways@ozarka.edu) or by phone at 870.368.7371.

**Academic Advising: Advising Mission Statement:** At Ozarka College, academic advising is a partnership between students and advisors which facilitates the development, implementation, and assessment of individualized and comprehensive plans for academic success, transfer, and career-readiness. Advising Syllabus: [http://www.ozarka.edu/files/forms/advising\\_syllabus.doc](http://www.ozarka.edu/files/forms/advising_syllabus.doc)

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.

The role of advisors is to insure that students register for courses consistent with their abilities and needs. 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 fundamental role of the advisor 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’ problem warrants. The advisor role also involves aiding students in improving their decision-making skills and assisting students in career planning decisions.

#### **Advisor Responsibilities:**

- Be accessible to students during office hours or by scheduled appointment.
- Maintain responsive communication in meeting student academic advising needs.
- Maintain confidentiality regarding communication that occurs throughout the advising process.
- Maintain knowledge of programs of study, graduation requirements, college policies and procedures.
- Provide information on Ozarka College resources, referral networks, and campus services to increase student success.
- Assist students in defining both short term and long term academic and career goals.
- Assist students in selection of appropriate programs of study and course schedules.
- Assist students in accessing and utilizing online tools and resources including myOzarka

- course management system, student email, college catalog, and degree audit.
- Routinely assess student progress as it relates to educational, career, and life goals.

### Student Responsibilities:

- Schedule advising sessions at least one time per semester to develop, discuss, assess, and revise your short term and long term academic and career goals. Arrive on time for each advising meeting and be prepared by researching degree requirements, transfer information and /or professional pathways. Update biographic information at the beginning of each semester through myOzarka.
- Actively participate in advising sessions by asking questions, sharing and clarifying goals, and voicing any appropriate concerns. Maintain responsive communication with advisor regarding progress, questions, and goals. Work with advisors to develop a plan to complete your goals within a reasonable timeframe.

### Institutional Responsibilities:

- Develop and support appropriate advising load policies for all advisors.
- Develop and maintain technology based support for communication, registration, early intervention, and advising systems.
- Develop and support comprehensive training for advisors.
- Ensure access to advising resources for all students.

**Assignment of Advisors:** Students are 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 may be assigned to an advisor within the TRIO program. 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 an advisor 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 request (available in myOzarka). The Registrar is responsible for fulfilling change of advisor requests. The Associate Vice President of Academics, Associate Vice President of Student Services, Registrar, or Campus Coordinator will serve as advisors to concurrent students, and other non-degree seeking students as needed.

## 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 Center at 368-2056.

## 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. Ozarka College has testing programs in the areas of academic ability, aptitude, achievement, skill, interest, and personality. Students interested in testing should contact the Student Success Center.

**Placement Testing Program:** 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 have placement scores, or



whose scores are more than four years old, must take an Ozarka College approved placement exam for placement purposes. Information regarding the placement test may be obtained from a high school counselor or the Testing Center 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.

## 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 Registrar's Office so that their records can be filed correctly, new advisors can be assigned, and proper evaluation of progress toward meeting degree requirements can be completed. A Change of Major form is available from the student's academic advisor or the Ozarka College web page.

## Insurance

Ozarka does not provide medical or liability insurance coverage for students.

## Disability Services

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

The Associate Vice President of 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 Associate Vice President of Student Services will communicate the plan with the student and instructors in a confidential manner. The Associate Vice President of Student Services office is located in the second floor of the Students Services Center on the Melbourne campus. The telephone number is 870.368.2027.

**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:

- 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.

- The College will make appropriate modifications 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.
- 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.
- 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.
- 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.
- In providing personal, academic, or career counseling, 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.*

## Standards of Student Conduct

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.
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. For additional information pertaining to sexual misconduct (i.e. Title IX offenses), please reference Board Policies 1.03-1.05 and Administrative Procedure 1.04.
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 or college 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 of 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 of Student Services or the President.
9. Arms/Deadly Weapons: No firearms are allowed on any Ozarka College campus with the exception of officers of the law contracted to serve as security for the college; qualified law enforcement officers; for educational purposes with prior approval from the Office of the President; or, as defined in Arkansas Code §5-73-322, the person has a license to carry a concealed handgun under § 5-73-301 et seq. and is carrying a concealed handgun in his or her motor vehicle or has left the concealed handgun in his or her locked and unattended motor vehicle in a College owned and maintained parking lot. Please reference board policy 3.37.
10. Counterfeiting and Altering: Students shall not reproduce, copy, tamper with, or alter in any way, manner, shape, or form, any writing, record, document, or identification form used or maintained by the College.
11. Theft of Property: Any theft of personal or College property will be treated as a violation of College rules and may lead to disciplinary action and/or state and/or federal penalties.
12. Vandalism: The destruction or mutilation of College property is prohibited. Such action may result in required payment of restitution and/or disciplinary action.
13. Use of College Facilities: Students are permitted on campus during the times established in the College Calendar, during normal College hours. Students wishing to use College facilities at other than those times must request permission from the Provost.
14. Financial Responsibility: Students in debt to the College in such matters as fees, fines, or loans, shall not be permitted to register for a succeeding session, nor will grades, records, degrees, etc., be awarded or released until such accounts are satisfied.
15. Motor Vehicles: The College provides and maintains sufficient parking areas for staff, students, and visitors. All individuals are required to adhere to College parking regulations. Speed is limited to 10 miles per hour while on College grounds. It should be noted that the College assumes no responsibility for loss, theft, or damage to vehicles parked in the College parking areas.
16. Inappropriate Behavior: Students shall not engage in any behavior which may misrepresent the image and/or values of Ozarka College.
17. Telephone calls and messages for students: Please ask family and friends to refrain from calling you while on the Ozarka College campus. Emergency calls on the Melbourne campus will be referred to the Associate Vice President of Student Services office where administrative staff members will evaluate the nature of the call and respond accordingly. The personnel in the offices of the Mountain View, Ash Flat and Mammoth Spring sites will make those decisions on their respective site. 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 or silenced during classes held at

any Ozarka College site. They also need to be turned off or silenced in the Library and in the Computer Labs.

18. Children on campus: Students are not allowed to bring their children to class on any Ozarka College campus. Ozarka College is dedicated to providing a learning environment that is free from unnecessary distractions for every student. 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 are to be referred to the Associate Vice President of Student Services (AVPSS) for evaluation. The AVPSS and/or college designees shall be responsible for all initial disciplinary procedures.

The following sanctions may be imposed upon any student(s) found to have violated the student code of conduct:

- A. Verbal Warning: A formal verbal notice to the student(s) that he/she is violating a code of conduct.
  - B. Warning: A notice in writing to the student(s) that he/she is violating or has violated institutional regulations.
  - C. Probation: In addition to a written reprimand for violation of specified regulations, probation will be imposed for a designated period of time which will include the probability of more severe disciplinary sanctions if the student is found to be violating any institutional code of conduct during the probationary period.
  - D. Loss of Privileges: Denial of specified privileges for a designated period of time.
  - E. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - F. College Suspension: Separation of the student(s) from the College for a definite period of time, after which the student(s) is eligible to return. Conditions for readmission may be specified.
  - G. College Dismissal: Permanent separation of the student(s) from the College.
- All cases meriting suspension or disciplinary dismissal shall be referred to the President.

## Formal Non-academic Grievance Procedure \*

1. Within five (5) working days of the alleged grievous incident, the complainant must present the complaint in written form to the Associate Vice President of Student Services, who is designated as the College Grievance Officer. Grievances will be limited to those made formally in writing and signed by the student. The written grievance must include:
  1. Date and details of the alleged violation;
  2. Any available evidence of the alleged violation;
  3. A description of the efforts to informally resolve the complaint;
  4. Names, addresses, and phone numbers of witnesses to the alleged violation;
  5. The requested remedy to the alleged violation.
2. The AVPSS will then consult with the complainant, the Provost, and the appropriate College personnel, including the individual against whom the grievance has been made, to attempt to resolve the grievance.

3. If a mutually agreeable resolution is not reached, the AVPSS will send the grievance to the Student Grievance Hearing Committee, comprised of the Director of Financial Aid, Faculty Council Chair, VP of Administration, and the SGA president or designee . The Student Grievance Hearing Committee will review the written grievance and will either determine (a) that there are no grounds for the grievance or (b) schedule a hearing.

Should the committee review result in the conclusion that a hearing should be held, the student shall meet with the Student Grievance Hearing Committee and, at the Committee's discretion, the Committee may require the presence of the individual who filed the alleged conduct violation. The decision of the Student Grievance Hearing Committee will be submitted in writing to the student and the AVPSS office.

\* Please note: the grievance procedures outlined here apply only to non-academic grievances. For procedures concerning academic decisions (e.g., grades or academic dishonesty, please refer to the section on Academic Integrity in Academic Information.

### Student Appeals:

- If not satisfied, the student may appeal in writing to the President within five (5) working days of receiving the written response from AVPSS or the Student Grievance Hearing Committee.
- The President will respond in written form within five (5) working days.
- If the student is not satisfied at this level, an appeal may be made in writing to the College Board of Trustees via the President's Office 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.
- Although Complainants are encouraged to resolve their grievances by utilizing the College grievance procedure, if a student feels his/her Civil Rights have been violated, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR). Information regarding applicable timelines and procedures is available from OCR. You may call 1-800-421-3481 to obtain further information about filing a complaint with OCR.

**Records Management:** All written grievances filed with the Associate Vice President of Student Services along with any related documents or findings will be logged in an official register and maintained for a period of no less than two years after the initial filing.

## 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. Students and employees are encouraged to report all crimes and suspicious activities to the administration. Each year, reports will be available on the Ozarka College website 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.

## Child Care Facilities

Ozarka Kids Academy, located on the south side of the Melbourne campus, provides childcare and early childhood education for a limited number of children from six weeks to five years of 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.

Kids 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.

## 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. Information may also appear on the Ozarka College website. 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 campuses may occur due to inclement weather (or other reasons), depending upon the severity of the event. Students are advised to access area radio stations, TV stations, and Ozarka College's Website, Facebook, and/or Twitter for emergency closing instructions.

## Emergency Telephone Numbers

Izard County Sheriff's Department	870-368-4203
Fulton County Sheriff's Department	870-895-2601
Sharp County Sheriff's Department	870-994-7329
Stone County Sheriff's Department	870-269-3825
Arkansas Emergency Transport (ambulance)	870-368-3660
Melbourne Fire Department	870-368-4333

## Student Illness and Health Plan

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

## Parking

Any reserved parking will be clearly marked on campus.

## 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, interlibrary loan services, two private study rooms, two open reading spaces, and a small collection of children's books. A balcony-level area provides twelve additional public access computers that support internet access. A small study area is also available upstairs.

The growing collection consists of over 17,000 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 many more through two electronic databases.

Books, DVDs, 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; DVDs and videos for 7 days. Interlibrary 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 and interlibrary items (items

borrowed from another library) requests. 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.

All the online databases purchased by the main library in Melbourne are iconed on the Ozarka Library Web Page and are accessible to students at the Ozarka College Mountain View, Mammoth Spring and Ash Flat sites. Students from Mountain View, Mammoth Spring and Ash Flat may request, by email or phone, any book or article owned by Paul Weaver Library housed at the Melbourne campus (Interlibrary Loan) or information from other libraries (Interlibrary Loan). Items are sent by courier to Ozarka College Mountain View, Mammoth Spring and Ash Flat sites and returned to Melbourne in the same manner.

Students enrolled in the College Success class at any Ozarka College 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. to 7:30 p.m. and on Friday from 8:00 a.m. to 4:30 p.m. During the summer terms, library hours are Monday through Thursday from 7:00 a.m. to 5:30 p.m.

## 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 SGA promotes communication 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, troubleshooting 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 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 College's chapter of Phi Theta Kappa, must have: completed 12 semester hours of coursework that counts toward 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.

# Student Honors

President's List  
4.0 GPA

Provost's List  
3.5 GPA

To be eligible for either list, a student must be full-time (taking at least 12 hours excluding Developmental Courses) and not be on any type of probation. *Both lists are selected at the end of each semester when grades are given and will be published in area newspapers and via social media.*



# 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 is to understand the effectiveness of educational programs and whether the programs are contributing to student growth and development. In addition, the Arkansas Legislature, the Higher Learning Commission, and the general public have placed greater emphasis on institutional assessment. The result of assessment activities is used to increase student learning, strengthen the institution, enhance credibility with constituents, and satisfy externally mandated requirements.

Ozarka College's assessment program reflects: 1) the College's Mission Statement and Priorities, 2) General Education Philosophy and outcomes, 3) individual program philosophy and goals, and 4) the individual course learning outcomes. Assessment of student learning is a collaborative process involving students, faculty, staff, 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. Assessment findings are analyzed and 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 College in a variety of ways and using a combination of assessment methods. Cost of the program is covered, in part, by fees. Students 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, ACT Compass, or ACCUPLACER which must be taken before enrollment in the proper level of math, English, and reading, as determined by test scores. The Scholastic Assessment Test (SAT) placement test commonly taken in other states is accepted.

To be eligible for seamless transfer, students must earn 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 mathematics skills. Testing dates are available from the ASE faculty advisor.

The National Automotive Technician Education Foundation (NATEF) end-of-program tests for automotive technicians examines eight areas of study in Automotive Service Technology. Students take the complete battery of exams in the final semester of their program to assess their progress and compare their efforts with other students. ASE certification (Automotive Service Excellence) is strongly recommended for automotive technicians.

Business Technology students completing the AAS degree are assessed using the Occupational Proficiency Assessment and Certification (OPAC) test prior to graduation. Results from this exam are evaluated to determine success of desired student outcomes for the program and to identify areas needing improvement and offer the student an opportunity for Certification.

The National Occupational Competency Testing Institute (NOCTI) Food Service test includes both objective questions and performance questions in food preparation. Results let students in the Culinary Arts program know how their skills compare to other students.

Professional examinations such as the NCLEX-RN for Registered Nurses and the NCLEX-PN for Practical Nurses are required before graduates can obtain licensure and practice in their perspective field. Likewise, students completing the Certified Nursing Assistant program are required to take a licensure test prior to certification needed for job eligibility.

It is extremely important that students do their best on these tests because only valid results help Ozarka improve student learning in the related areas. Accurate scores also inform students how they compare to other students who took the same test. High scores help students make a positive impression on potential employers or admissions offices at four-year colleges and universities.

Students are surveyed during multiple occasions during their matriculation process as well as subsequent to their graduation. Areas assessed include satisfaction with: 1) procedures, 2) policies, 3) facilities, 4) student services, and 5) instruction.

**Use of Assessment Information:** Individual students learn about their own abilities and progress by reviewing the results of the standardized tests they take.

Faculty members use two forms of assessment called formative and summative assessment to determine whether learning is occurring. Results of formative assessment can assist instructors to determine whether curriculum or learning activities need to be modified during a class session or before subsequent classes. Summative assessment is cumulative in nature and is utilized to determine whether students have met the course goals or student learning outcomes at the end of a course or program. All of these activities are used to improve the learning environment so Ozarka College graduates are prepared to either enter the workforce or move on to the next level of their educational careers.

Staff and faculty of the college use assessment information to make improvements in programs and services. Ozarka College is committed to assessment practices that focus on student learning so that the college can continue to meet the educational needs of the citizens of north central Arkansas for high-quality technical and academic programs in higher education.

## Academic Information

**Class Attendance Policy:** Students will attend all scheduled meetings of a class or laboratory. If a student cannot attend due to illness, emergency, or College business, he/she must contact the individual course instructors to notify them and arrange for any make-up work. It is the responsibility of faculty members to specify make-up 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:** The normal class load at Ozarka College is defined as 15 credit hours with 17 hours as a maximum load for the student who is making normal progress. A student with a semester grade point average of 2.75 may enroll for 18 credit hours during the next succeeding semester; with 3.25, a student may enroll for 19 hours. Students on academic probation may enroll for no more than 12 credit hours during a Fall or Spring semester. For the summer terms, a student with a 2.75 grade point average may enroll in 6 credit hours; with a 3.25, a student may enroll in 8 hours. Any deviation from these requirements must be approved by the student's advisor and the Associate Vice President for Academics.

**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 30 semester credit hours are classified as freshmen, and those with thirty through 59 semester credit hours are classified as sophomores.

**Grading:** Divisions 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. Midterm and final grade reports are electronically accessible to the student, student services, advisor, financial aid officer, and Provost. 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:

- The student is ill or is affected by other circumstances beyond the student's control.
- The student has completed 75% of the semester and holds a passing grade in the course.
- The student and the instructor, together, have completed and signed the Incomplete Grade Contract, with a third party witnessing the process. The contract should be forwarded by the instructor to the Provost for approval.
- A copy of the signed contract is given to the student, scanned to his/her electronic file, and maintained in the Registrar's Office. Once the official grade is assigned by the instructor, documentation will be placed with the contract.

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 Provost.

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

**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 course syllabus. Students are encouraged to meet with their advisors at least twice each semester to monitor their academic progress.

**Final Examinations:** At the conclusion of each semester, approximately one week is set aside for final examinations. If students have three or more final examinations scheduled for the same day, they may request an adjustment of their testing schedule from the Provost.

**Student Responsibility:** All students have access to the College catalog through Ozarka College's Web page <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.

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.

**Adding/Dropping Courses:** A student may drop courses, change from audit to credit, or change from credit to audit during the first 11 class days of the fall and spring semesters and during the first two class days of the summer terms; thereafter, dropping a course and withdrawing from the College are the only changes 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 registration ends.

A student may add, drop, or change course sections in myOzarka prior to the beginning of the term, in consultation with their advisor. Once a term has begun students may request to drop or withdraw from a course by selecting the Request a Drop link available in their myOzarka.

**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. When a course is repeated once, the higher grade will be used to calculate the grade point average. If a course is repeated more than once, only the lowest grade earned will be excluded from the GPA calculation.

Financial aid will only cover the cost of a repeated course one time when the grade to be replaced is a passing grade according to the FSA handbook. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

**Withdrawals:** Withdrawal removes a student from all courses and must be completed by the date specified on the academic calendar.

A student who wishes to withdraw during a semester is required to follow the official online withdrawal procedure. To withdraw the student must visit their myOzarka, select the courses link, then select the Request to Drop link. The student must then select the course(s) he or she wishes to withdraw from, as well as the reason, then submit the request. A student may back themselves out of the request at any time prior to its processing. The student's advisor, as well instructor, have the opportunity to acknowledge the drop. Both acknowledged and unacknowledged drops are processed by the Registrar after a period of time has passed.

A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially, and grades will be recorded as "F".

If a student withdraws unofficially from school during the final two weeks of a semester, the Provost may waive the requirement that grades of "F" be recorded if the circumstances forcing a withdrawal justify special consideration.

**Administrative Withdrawal of Individual Classes:** After 11th day enrollment, if the instructor/instructors request a student to be withdrawn from class/classes for lack of attendance, the Registrar's office can 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/Provost the name of the student and the reason for withdrawing the student.
2. The Division Chair's office will contact the student.
3. After 10 working days, if the student has not contacted the Division Chair/Provost office, the student will be withdrawn.
4. The faculty will be notified of the student's change of status.
5. The student will be notified.

NOTE: Students cannot be withdrawn from any course after the official withdrawal date for the semester.

**Graduation Requirements:** At the beginning of a student's final semester of enrollment in which all graduation requirements will be met, students must complete the online Intent to Graduate form. In addition, students planning to complete their degree requirements during the summer who would like to participate in the May ceremony, must complete the online Intent to Graduate Form, and be registered for the summer courses that will complete their degree program. The diploma and official GPA will not be released until all graduation requirements have been satisfied.

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 fall and spring semesters, the student will be required to complete requirements under the catalog for that year. If a student changes his or her major, he or she must follow the curriculum in-effect upon their enrollment into the new program or the latest program requirements rather than the requirements which were in-effect the first time the student enrolled at the college.

In order to qualify for a technical certificate, a student must complete at least 9 credit hours of work in residence. For any degree, a student must complete at least 15 credit hours of coursework in residence. For the certificate of proficiency, 9 credit hours of the 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 coursework for an associate's degree with a grade point average of at least 3.50 will be designated as graduating Cum Laude. Students completing an associate's degree 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.

**Auditing Courses:** Students are permitted to audit courses at Ozarka College with approval of the course instructor and the Provost's office. Audit students (excluding anyone eligible for the Senior Citizen waiver) will pay the regular tuition and fee charges plus any program or course fees as indicated in the current college catalog under the section on Financial Information. No credit will be awarded for courses audited. Audited courses will be counted as part of the stated maximum load for a semester or term. Auditing students are expected to meet all requirements for a course (including attendance) other than taking examinations and completing formal written papers. The names of those persons registered to audit a course will appear on the class roster. Students have until the published deadline in the academic calendar each term to request audit for a course. For the exact audit declaration date, please refer to the current college academic calendar. The Request to Audit Course form is located on the Ozarka College website and in the Registrar's Office. Some restrictions may apply.

**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.*

**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 Provost. 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.

**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.

- 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.
- Academic clemency may be granted for up to four semesters at Ozarka College. All credit earned within the chosen semester(s) will be affected: pass or fail.
- Ozarka College reserves the right to accept or reject clemency granted by another institution.
- To start the process, students will pick up a form from the Provost office.
- Once the finished form is returned, the Provost has 10 business days to review the form and notify students of the outcome. The Provost is solely responsible for the decision. If a student is unsatisfied with the decision, then he/she should follow the Academic Grievance Procedure as detailed in the catalog.

**myOzarka:** Ozarka College's proprietary learning management system allows students, regardless of location, access to their records in an easy to use, manageable format. Students may log onto myOzarka using any web browser and going to <https://my.ozarka.edu>. MyOzarka grants access to 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. 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 as its learning platform for (1) online classes, (2) as a supplement to traditional course curriculum, and (3) as a tool for all students and faculty to expand the integration of technology in the learning experience. For questions or comments regarding myOzarka or any related issue, contact information Systems at [helpdesk@ozarka.edu](mailto:helpdesk@ozarka.edu) or at 368-2021.

## Computer Usage

All students, whether part-time or full-time, shall observe the following guidelines regulating use of:

- Computers and software owned by the College.
- Any communications hardware and software provided by the College for the purpose of accessing its computers.
- Any computer network governed in part or whole by the College.

Persons who violate this policy may be subject to disciplinary action including revocation of computer privileges or suspension of access to Ozarka technology resources and possible legal action under the Federal Electronics Communications Privacy Act.

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

Respect for Intended Purposes of Academic Computing Resources:

- Using the system in a way that deliberately diminishes or interferes with system use by others is not permitted.
- No user may permit another person to use his/her computer account.
- Printing of e-mail is limited to one copy of academic or work-related messages.
- E-mail chain letters may not be sent to other users on or off campus. Sending of such letters is prohibited by federal law.
- 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.
- Development or execution of programs that could harass other users or damage or alter software configurations will not be tolerated.
- All users of College computing laboratories must abide by any and all posted regulations.
- Academically related activity takes precedence over casual use, such as playing games, participating in online chats/activities, or sending and receiving e-mail.



- College computing resources may not be used for private commercial purposes, such as sending e-mail or constructing Web pages to solicit private business.
- 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 :

- 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.
- 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:
  - 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.
  - Ozarka College may be ordered by a court of law to surrender communications that have been transmitted by electronic mail.
  - If a user is under investigation for misuse of electronic mail, his/her account may be suspended, and his/her email read as it applies to the alleged offense.
  - 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.
- Users must change their passwords on a regular basis to help maintain privacy.

#### Respect for Copyright:

- 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.
- Persons who willfully disregard copyright law do so at their own risk and assume all liability.
- 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.
- 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 as long as the original is functional.
- 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.

#### Infractions of Computer Resource Policies:

- The President will appoint a Computer Ethics Review Board which will review any infraction of computer resource policies and recommend appropriate sanctions.
- 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.
- Persons violating copyright law may be subject to the full range of legal penalties.
- Persons who disagree with actions of the Computer Ethics Review Board may follow normal College grievance procedures.

Academic Integrity is expected of all students. Dishonesty includes claiming credit for work others completed, lying, plagiarizing, cheating on tests, and copying other student's' assignments. A single incident of violating academic standards of integrity 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 Provost. The student(s) involved in the incident may 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.

**Cheating/Academic Dishonesty:** 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 academic dishonesty will be stated in each class syllabus.

If an incident of plagiarism or other forms of academic dishonesty are detected by an instructor:

1. The instructor has the prerogative to determine the penalty, which could range from requiring the student(s) to complete the assignment a new to awarding a grade of zero for the assignment.
2. If the act of academic dishonesty or plagiarism is repeated, the student may receive an 'F' for the course.
3. The student involved has the right to appeal the action through the Academic Grievance/Appeal Procedure at which time the Division Chair responsible for the course will assemble an Appeals Committee to address the issue.

The Appeals Committee will consist of five members: the Division Chair responsible for the course and four full-time faculty members chosen by the Division Chair from at least two divisions. The Division Chair will serve as the chair of the committee. Findings from the Appeals Committee will be shared with the Provost for review before notifying the student. Then, the Chair of the Appeals Committee will notify the student, who filed the grievance, of the findings. This notification will occur within five business days of receiving the grievance.

*Note: Illegal acts related to academic dishonesty, such as conspiracy or breaking and entering, are to be reported to the Provost for appropriate action through regular college disciplinary channels.*

## Academic Appeal/Grievance Procedures

The following regulations apply to the appeal of student academic grievances:

**Grade Appeals:** A grade appeal would be appropriate if a student feels that an institutional error has been made or a member of the College's faculty/staff has not acted fairly or properly in assigning a grade. Grade appeals should be made as soon after the grade is assigned but must be made within eight two weeks following the end of the semester for which the grade was assigned.

The steps for appealing a grade are as follows:

- The student must first speak with the instructor of the class to attempt to resolve the appeal.
- The student will explain the reason for their concern, and the faculty member will explain the reason and basis for awarding the grade. The faculty member has the authority and
- responsibility to determine the grade.

1. If an agreement cannot be reached, the student must then speak with the appropriate division chair for the course.
2. If an agreement still cannot be reached, the student should appeal the grade to the Associate Vice President of Academics.
3. If the student is not satisfied with the outcome of the discussion with the AVP, the student should appeal the grade to the Provost, who will investigate and make a ruling. The decision of the Provost regarding grade appeals shall be final.

**Academic Institutional Complaint and Grievance Appeal Procedure:** An academic grievance appeal would be appropriate if a student has an issue with instructor behavior, fairness, etc. As with any academic issue, a student who has an academic grievance shall begin with an informal appeal to the faculty member who is directly involved with the issue in question.

If discussions with the instructor do not bring a resolution, or if the student desires anonymity in addressing the issue, the steps of an academic grievance appeal are as follows:

1. The student will contact the division chair over the particular academic area. The student will supply the division chair with any documented evidence regarding his or her grievance. This evidence will consist of, but not be limited to, dates of the occurrence, attempts taken to address the issue, and the desired outcome of the grievance. Upon hearing the student's informal appeal, the division chair will meet with the faculty member, and then inform the student of the outcome.
2. If the student is not satisfied with the outcome of the discussion with the division chair, the student may discuss the issue with the Associate Vice President for Academics. The AVPA will investigate the complaint by examining the evidence and consulting with all parties involved. The AVPA, after consulting with the Provost, will then inform the student of his decision on the matter.

**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 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 Education 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 <http://www.ed2go.com/ozarka>.

Fees for continuing education depend on class length, types of competencies taught, 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 College coursework in which course credit may be awarded.

# 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 Programs

### Associate of Arts

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### Associate of Science

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### Associate of Applied Science

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(ARNEC) Arkansas Rural Education Consortium	

## Certificate Programs

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Information Science Technology _____	99
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### Certificate of Proficiency

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## Certificate of Proficiency

Corrections and Criminal Justice _____	89
Early Childhood Development _____	71
Emergency Medical Technician _____	58
Hospitality Management _____	93
Information Science Technology _____	94
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Pre-Health Sciences _____	60

For more information about our graduation rates, the median debt of students who completed programs considered gainful employment programs, and other important information, please visit our website at [www.ozarka.edu/programs.cfm](http://www.ozarka.edu/programs.cfm).



## Division of Allied Health



### PROGRAMS OFFERED

#### Certificates of Proficiency

- Basic Emergency Medical Technician
- Certified Nursing Assistant
- Pre-Health Sciences

#### Technical Certificates

- Health Information Technology
- Health Professions
- Licensed Practical Nursing

#### Associate in Applied Science Degrees

- Health Information Technology
- Registered Nurse-LPN/LVN to RN  
(through Arkansas Rural Nursing Education Consortium)

# Certificate of Proficiency

## Basic Emergency Medical Technology

### Philosophy

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

### Outcomes

Program graduates will possess the knowledge and skills needed to:

1. Identify the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care in all ages, races and socioeconomic status.
2. Demonstrate appropriate emergency medical care based on assessment findings of the patient's condition ethically and professionally.
3. Plan for lifting, moving, positioning, and otherwise handling the patient using scientific knowledge to minimize discomfort and prevent further injury.
4. Perform safely and effectively through proper communication skills in both written and verbal form.

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. Students receiving scholarship dollars from the Arkansas Department of Health Trauma Grant, must take their certification exam at the end of the course or will be asked to repay the funds.

### Required Technical Course

EMT1107 Basic Emergency Medical Technology

Total Credit Hours Required 7 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$850

\*Tuition and fees are subject to change per Board of Trustee approval.

# Certificate of Proficiency

## Certified Nursing Assistant

### Philosophy

The Certified Nursing Assistant Program 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 (CNA) are hired by all types of facilities to provide top-quality nursing care. CNAs work under the supervision of Licensed Practical Nurses and Registered Nurses. The program teaches the student the importance of the CNA as a member of the healthcare team and that the patient is the primary focus of the healthcare team's efforts.

### Outcomes

Program graduates will possess the knowledge and skills needed to:

1. Distinguish their role in shaping the healthcare delivery system and providing holistic care for their clients, regardless of socioeconomic status, race or beliefs.
2. Demonstrate care that shows recognition of client rights and the ethical/legal aspects of nursing while promoting client self-esteem, dignity, independence, safety and comfort.
3. Demonstrate effective written and oral communication and interaction with clients, families, peers and other professionals.
4. Interpret vital signs and perform basic nursing skills using scientific knowledge to report and document client conditions using current technological equipment.

### Required Technical Course

HLTH1107 Basic Health Skills

Total Credit Hours Required 7 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$850

\*Tuition and fees are subject to change per Board of Trustee approval.



# Certificate of Proficiency

## Pre-Health Sciences

### Philosophy

The Certificate of Pre-Health Sciences allows the student who is working on pre-nursing courses to obtain a certificate which will allow them to work in the healthcare setting. The Certificate of Proficiency has the Certified Nurses Aide course embedded to allow for the student to receive some hands-on training prior to beginning the Practical Nursing program.

### Outcomes

Program graduates will possess the knowledge and skills needed to:

1. Distinguish their role in shaping the healthcare delivery system and providing holistic care for their clients, regardless of socioeconomic status, race or beliefs.
2. Demonstrate care that shows recognition of client rights and the ethical/legal aspects of nursing while promoting client self-esteem, dignity, independence, safety and comfort.
3. Demonstrate effective written and oral communication and interaction with clients, families, peers and other professionals.
4. Perform basic nursing skills using scientific knowledge based on knowledge gained from anatomy, nutritional understanding, and concepts of math to report and document client conditions using current technological equipment.

### Required Technical Courses (all)

COLL1001 College Success Orientation

BIOL1204 Body Structure and Function

NUTR2203 Basic Human Nutrition

HLTH1107 Basic Health Skills

Select one of the following according to placement scores:

NRSG1213 Math for Nurses

AHMA1033 Math for Allied Health

Total Credit Hours Required

18 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$2,100

\*Tuition and fees are subject to change per Board of Trustee approval.

# Technical Certificate

## Health Information Technology

### Philosophy

The Technical Certificate in Health Information Technology offers a certificate to provide an educational program which prepares the student with the skills necessary to obtain entry level employment in the health record departments of hospitals, clinics, government facilities, and other medical facilities. This includes the basic concepts and functions of the origin, use, content, and format of the health record. The Technical Certificate prepares the student with an understanding of the legal and ethical responsibilities of a healthcare facility and supplies the student with an understanding of the electronic medical record (EMR) and its use in the healthcare facility. It prepares the student with the skills necessary to transcribe and format medical reports and utilizes contemporary educational methodology to promote student success. Courses should follow the sequence as stated below.

### Outcomes

Graduates will possess the knowledge and skills needed to:

1. Explain the role of the HIT professional and the importance of the electronic health record (EHR).
2. Categorize the various requirements in collecting, assimilating, and the distribution of health record documentation.
3. Reconstruct paper health records to electronic health records.
4. Distinguish between the basic formats of the various medical reports and have the ability to transcribe and proofread those reports.
5. Justify the needed information from the health record for trending, and planning purposes.
6. Explain that the health record is a legal document that must be kept secure, private, and confidential.

### Required Technical Courses

#### Semester I

HIT1003 Health Data, Content, and Structure  
HIT1203 Medical Terminology I  
ENGL1013 English Composition I  
CPSI1003 Intro to Computer Applications  
BIOL1204 Body Structure and Function  
COLL1001 College Success Orientation

#### Semester II

HIT1213 Medical Terminology II  
HIT1504 Pathophysiology with Pharmacology  
HIT2003 Medical Transcription  
HIT2213 Legal/Ethical Aspects of Health Care

#### Select 3 hours from below:

BTMA1033 Math for Business Technology  
MATH1103 Math with Business Applications  
(select one according to placement scores)

Total Credit Hours Required 33 hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$3,800

\*Tuition and fees are subject to change per Board of Trustee approval.

# Technical Certificate

## Health Professions

### Philosophy

The Health Professions Technical Certificate allows individuals to enter the healthcare field with a variety of knowledge for entry level positions. Students are able to use skills learned in different areas to make them a valuable asset in the healthcare workforce in areas of Physician Offices, Community Health, Hospitals, Emergency Room/Outpatient areas and in Admissions.

Students receiving scholarship dollars from the Arkansas Department of Health Trauma Grant for EMT, must take their licensure certification at the end of the course or will be asked to repay the funds.

### Outcomes

Program graduates will possess the knowledge and skills needed to:

1. Demonstrate effective communication in various forms using proper grammar and medical terms related to health knowledge.
2. Demonstrate compassion and caring through ethical and professional practices.
3. Interpret and synthesize data using scientific and mathematical reasoning to identify needs.
4. Plan care to meet individual needs based on age, beliefs, culture, disease process and socio-economic status.
5. Use technology to enhance care and record events.

### Required Technical Courses

#### Semester I

COLL1001 College Success  
HIT1203 Medical Terminology I  
BIOL1204 Body Structure & Function  
ENGL1013 English Composition I

#### 7 Credit Hours from below

HLTH1107 Health Skills  
EMT1107 Basic Emergency Medical Technology

#### Semester II

NUTR2203 Basic Human Nutrition  
HIT1213 Medical Terminology II  
HIT1003 Health Data, Content, and Structure  
CPSI1003 Intro. to Computer Applications

#### 3 Credit hours (select focus)

##### *HIT FOCUS*

BTMA1033 Math for Business Technology  
MATH1103 Math with Business Applications

##### *NURSING FOCUS*

NRSG1213 Math for Nurses  
AHMA1033 Math for Allied Health

Total Credit Hours Required

33 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$3,800

\*Tuition and fees are subject to change per Board of Trustee approval.

# Technical Certificate

## Licensed Practical Nursing

### Philosophy

Nursing practice combines the science of health and the art of caring. A humanistic blend of scientific knowledge, nursing philosophy, clinical practice, and general education, this program upholds the values and standards of nursing practice and teaches that learning is a lifelong process. General education courses, along with general education skills integrated into technical courses assist students in becoming contributing members of society, enhance career goals, and providing 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 healthcare 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.

### Outcomes

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

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

NOTE: Applicants are admitted into 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) or Mammoth Spring campus (Evening and weekend classes only) are accepted September 1 - November 1. For classes starting in August, (all campuses except Mammoth Spring) applications are accepted February 1 - April 1.

Clinical experience will be in a variety of clinical settings within the four county area as well as some sites in Missouri. All travel and expenses are the responsibility of the student.

The hours required for the LPN Program meet or exceed the minimum requirements of the Arkansas State Board of Nursing and the Arkansas Department of Higher Education. The Melbourne daytime program requires three regular semesters with no summer classes. Mountain View day classes, Ash Flat day classes, the Melbourne weekend and evening classes are 11 months from August through June, while the Mammoth Spring weekend and evening classes are 11 months from January through November.

The Practical Nursing program has policies that are provided to the students at Orientation or the first day of class.

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 and a drug screen.

All students entering the nursing education programs will be required to have a criminal background check. The student must be aware that clinical facilities will not allow them to practice as a student if they have committed certain crimes. Therefore without the clinical experiences, the student will not be able to meet the requirements of the Nursing Programs. Students are encouraged to read the following list carefully and completely.

The law states in part:

No person will be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo-contendere to, or been found guilty of any of the following offenses by any court in the state of Arkansas, or of any similar offense by a court in another state, or of any similar offense by a federal court.

Capital murder, murder in the first or second degree, manslaughter, negligent homicide, kidnapping, false imprisonment in the first degree, permanent detention or restraint, robbery, aggravated assault, introduction of controlled substance into the body of another person, terroristic threatening in the first degree, rape and carnal abuse in the first degree, sexual abuse in the first or second degree, sexual solicitation of a child, violation of a minor in the first or second degree, incest, offenses against the family, endangering the welfare of incompetent persons in the first degree, endangering the welfare of a minor in the first degree, permitting child abuse, endangering children sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct or pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use a child in sexual performance by producing, directing or promoting a sexual performance by a child, felony adult abuse, theft of property, theft by receiving, arson, burglary, felony violation for the uniform controlled substances act, promotion of prostitution in the first degree, stalking, criminal attempt, criminal complicity, criminal solicitation or criminal conspiracy.

If you have any of these offenses on your record, it will be present on your background check. If the facilities will not allow you to participate in the clinical experiences you will be advised to withdraw from the program. There is a possibility that you could complete the nursing program, but be barred from taking boards for licensure.

# Technical Certificate

## Licensed Practical Nursing

General Education (10 credits from below)

ENGL1013 English Composition I  
 NUTR2203 Basic Human Nutrition  
 BIOL1204 Body Structure and Function

Math (3 Credits from below)

NRSG1213 Math for Nurses  
 AHMA1033 Math for Allied Health  
*(select one according to placement score)*

<u>MELBOURNE 3 SEMESTER DAY</u>	<u>ASH FLAT, MOUNTAIN VIEW, MELBOURNE EVENING AND WEEKEND</u>	<u>MAMMOTH SPRING EVENING AND WEEKEND</u>
<u>Required Technical Courses</u>	<u>Required Technical Courses</u>	<u>Required Technical Courses</u>
<u>Semester I</u>	<u>Semester I</u>	<u>Semester I</u>
LPN1013 Nursing Process I LPN2402 Nursing Clinical Experience I	LPNE1112 Nursing Process I LPNE1104 Nursing Clinical Experience I	LPNE1112 Nursing Process I LPNE1104 Nursing Clinical Experience I
<u>Semester II</u>	<u>Semester II</u>	<u>Semester II</u>
LPN1108 Nursing Process II LPN2404 Nursing Clinical Experience II	LPNE1211 Nursing Process II LPNE1204 Nursing Clinical Experience II	LPNE1206 Nursing Process II LPNE1203 Nursing Clinical Experience II
<u>Semester III</u>	<u>Semester III</u>	<u>Semester III</u>
LPN1208 Nursing Process III LPN2504 Nursing Clinical Experience II	LPNE1306 Nursing Process III LPNE1302 Nursing Clinical Experience III	LPNE1311 Nursing Process III LPNE1303 Nursing Clinical Experience III

Total-Nursing Theory \_\_\_\_\_ 576 clock hours  
 Total-Nursing Clinical \_\_\_\_\_ 640 clock hours  
 Total-General Education \_\_\_\_\_ 96 clock hours

**Total Credit Hours Required 52 Credit Hours**

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$6,000

\*Tuition and fees are subject to change per Board approval.

\* Note: Nursing students who wish to transfer to Ozarka College's LPN program from another institution must submit a letter of good standing from that 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. Transfer students will only be accepted if there is a seat available.

# Associate of Applied Science

## Health Information Technology

### Philosophy

Successful completion of the requirements of the associate degree program in Health Information Technology will prepare the student for entry-level employment as a health information processor by providing the basic knowledge, understanding, and skills required to work in a variety of healthcare settings, from receptionist to transcription, billing and coding to records management. Health Information Technology provides the students with the skills to process data 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 thus, becoming a vital link in the healthcare chain of our society. The Health Information Technology program provides lifelong skills for marketable performance.

### Outcomes

Program graduates will possess the knowledge and skills needed to:

1. Demonstrate written, verbal and medical usage in all areas of communication.
2. Operate computers and support software relative to job performance and use technology in the preparation/submission of data.
3. Devise a large medical vocabulary and understand human anatomy, physiology, diseases, diagnostic indications, drugs, surgical and other procedures using scientific knowledge and mathematical reasoning.
4. Identify, distinguish, and interpret inconsistencies, discrepancies, and inaccuracies in all medical office procedures and make appropriate corrections.
5. Compile, organize and produce information while maintaining confidentiality.
6. Relate ethical and professional standards for all clients regardless of socio-economic conditions, race, age or cultural beliefs.

The student's' practicum experience may be at regional medical centers and/or physician's offices/clinics in the four county area under supervision of a facility liaison or designated personnel.

### Required Courses

#### Semester I

HIT1003 Health Data, Content, and Structure  
HIT1203 Medical Terminology I  
ENGL1013 English Composition I  
CPSI1003 Introduction to Computer Applications  
BIOL1204 Body Structure and Function  
COLL1001 College Success Orientation

#### Semester II

HIT1213 Medical Terminology II  
HIT1504 Pathophysiology with Pharmacology  
HIT2003 Medical Transcription  
HIT2213 Legal/Ethical Aspects of Health Care

#### Select 3 hours from below

BTMA1033 Math for Business Technology  
MATH1103 Math with Business Applications  
(or any higher level MATH course)

Semester III

HIT1013 Comp. App for Healthcare Professionals  
HIT1803 Diagnostic Coding  
HIT2313 Healthcare Delivery Systems  
ENGL1023 English Composition II  
(1) 3-hour Elective Course from Social Sciences

Semester IV

HIT2253 Reimb. Methods/Health Care Quality  
HIT2203 Healthcare Statistics  
HIT1813 Procedural CPT Coding  
HIT2263 Clinical Practicum Experience

Total Credit Hours Required 60 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$6,900

\*Tuition and fees are subject to change per Board of Trustee approval.



# Associate of Applied Science

## Registered Nursing (LPN/LVN to RN Transition)

### Mission Statement

The mission of the Arkansas Rural Nursing Education Consortium (ARNEC) is to provide its students with a quality, comprehensive, accessible, and affordable registered nursing program to students in rural Arkansas. The educational program and services include: career education, workforce development, university transfer education, general education, adult education, and community services. Through the Associate Degree program, ARNEC is committed to providing LPN and LVN students a broad range of knowledge, skills, and attitudes necessary for successful entry level into the nursing profession.

### Outcomes

The seven program student learning outcomes are:

1. Provide quality, safe, holistic, patient-centered, evidence-based nursing to diverse patient populations across the lifespan guided by a caring attitude.
2. Engage in critical thinking necessary to provide quality patient care.
3. Implement quality improvement measures for diverse patient populations.
4. Participate in collaborative relationships with members of the interprofessional team.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Provide leadership in a variety of healthcare settings for diverse patient populations.
7. Function as a competent nurse assimilating professional, ethical, and legal guidelines in practice as a professional nurse.

### Note to All Applicants:

ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary. For further information on admission, application and requirements visit <http://www.arnec.org>

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

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, but some weekdays may be utilized. This program was designed to meet the needs of working LPNs or LVNs.

All students admitted to the ARNEC LPN/LVN to RN program must read the Arkansas Nurse Practice Act, ACA §17-87-312, (provided in course syllabi each semester) and submit a signed statement indicating that they understand that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing's approval to take the licensure examination.

All students entering the nursing education programs will be required to have a criminal background check. The student must be aware that clinical facilities will not allow them to practice as a student if they have committed certain crimes. Therefore without the clinical experiences, the student will not be able to meet the requirements of the Nursing Programs. Students are encouraged to read the following list carefully and completely.

## The law states in part:

No person will be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo-contendere to, or been found guilty of any of the following offenses by any court in the state of Arkansas, or of any similar offense by a court in another state, or of any similar offense by a federal court.

Capital murder, murder in the first or second degree, manslaughter, negligent homicide, kidnapping, false imprisonment in the first degree, permanent detention or restraint, robbery, aggravated assault, introduction of controlled substance into the body of another person, terroristic threatening in the first degree, rape and carnal abuse in the first degree, sexual abuse in the first or second degree, sexual solicitation of a child, violation of a minor in the first or second degree, incest, offenses against the family, endangering the welfare of incompetent persons in the first degree, endangering the welfare of a minor in the first degree, permitting child abuse, endangering children, sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct or pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use a child in sexual performance by producing, directing or promoting a sexual performance by a child, felony adult abuse, theft of property, theft by receiving, arson, burglary, felony violation for the uniform controlled substances act, promotion of prostitution in the first degree, stalking, criminal attempt, criminal complicity, criminal solicitation or criminal conspiracy.

If you have any of these offenses on your record, it will be present on your background check. If the facilities will not allow you to participate in the clinical experiences you will be advised to withdraw from the program. There is a possibility that you could complete the nursing program, but be barred from taking boards for licensure. *Completion of the program does not guarantee that you will be granted licensure to practice as a nurse.*

## General Education Requirements: (33 credit hours)

BIOL2214 Anatomy & Physiology I and Lab  
BIOL2224 Anatomy & Physiology II and Lab  
BIOL2014 Microbiology & Lab  
ENGL1013 English Composition I

ENGL1023 English Composition II  
NUTR2203 Nutrition  
PSYC2003 General Psychology  
PSYC2313 Developmental Psychology

### Select one according to placement score:

NRS1213 Math for Nurses  
AHMA1033 Math for Allied Health

### Select one of the following:

CPSI1003 Intro. to Computer Applications  
CIS1303 Computer Information Systems

## Nursing Core Curriculum: (33 credit hours)

### Semester I (Spring)

RNSG2119 Nursing Process I  
RNSG2123 Nursing Practicum I

### Semester II (Summer 12 weeks)

RNSG2216 Nursing Process II  
RNSG2223 Nursing Practicum II

### Semester III (Fall)

RNSG2318 Nursing Process III  
RNSG2311 NCLEX-RN Preparation  
RNSG2323 Nursing Practicum III

Nursing Theory	384 clock hours
Nursing Practicum	(1:3 Ratio) 396 clock hours
Gen. Ed. Requirement	33 clock hours
Nursing Core Requirement	33 clock hours

**Total Credit Hours Required 66 credit hours**

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$8,000

\*Tuition and fees are subject to change per Board of Trustee approval.

## Division of Arts, Humanities & Education



### PROGRAMS OFFERED

Certificate of Proficiency  
Early Childhood Development

Technical Certificate  
Early Childhood Education

Associate of Science  
Human Services  
Education

# Early Childhood Development

## Philosophy

The Early Childhood Development and Early Childhood Education programs serve the training needs of child care providers who wish to meet the educational requirements set by the Early Childhood Commission.

## Outcomes

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 socioemotional 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 must complete their required practicum experiences at a licensed child care facility located in the Ozarka College service area.

## Certificate of Proficiency

ECD1003 Foundations of Early Childhood Education  
ECD1103 Child Development  
ECD1203 Healthy, Safe Learning Environment  
ECD1303 Practicum I  
ECD1403 Practicum II

## Technical Certificate

All 5 on list to the left plus  
COMM1313 Communication  
CPSI1003 Introduction to Computer Applications  
ENGL1013 English Composition I  
PHED2023 First Aid  
BTMA1033 Math for Business Technology  
(or higher level math)

<u>Total Credit Hours Required</u>	<u>15 Hours</u>	<u>Total Credit Hours Required</u>	<u>30 Hours</u>
Estimated cost of CP	\$1,750*	Estimated cost of TC	\$3,450*

\*Estimated cost of program, excluding web and lab fees, supplies, and books

\*Tuition and fees are subject to change per Board of Trustee approval.

NOTE: Applicants are admitted to this program only after meeting specific health and background criteria. Information is available from the Early Childhood Education Program Coordinator

# Associate of Science

## Human Services

### Philosophy

The Associate of Science 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.

### Outcomes

Students completing this degree program successfully will be able to:

1. Complete a core curriculum of general and specialized education.
2. Develop introductory knowledge in the field of social work.
3. Obtain the first two years of a social work degree from Arkansas State University.
4. Additionally, the graduate will complete the learning outcomes identified within the General Education Component.

### Requirements

#### English/Communications (9 hours)

COMM1313 Communications  
ENGL1013 English Composition I  
ENGL1023 English Composition II

#### Mathematics (3 hours)

MATH1203 College Algebra  
MATH1213 Quantitative Literacy

#### Fine Arts/Humanities (9 hours)

##### Select one from the following:

ENGL2213 World Literature I  
ENGL2223 World Literature II

##### Select one from the following:

FAMU1003 Fine Arts Music  
FATH1003 Fine Arts Theater  
FAVI1003 Fine Arts Visual

\*select one additional course from Fine Arts

#### Lab Science (8 hours)

BIOL1004 General Biology and Lab  
PHSC1004 Physical Science and Lab

#### Social Sciences (15 hours)

PLSC2003 American National Government  
PSYC2003 General Psychology  
GEOG2013 Intro to Geography  
ANTH2023 Intro to Anthropology

##### Select one of the following:

HIST1003 World Civilization I  
HIST1013 World Civilization II

#### Institutional Requirements (16 hours)

SOCI2013 Introduction to Sociology  
SOCI2203 Social Problems  
SOCI2023 Introduction to Social Work  
NUTR2203 Basic Human Nutrition  
PHED1002 Concepts of Physical Activity  
COLL1001 College Success Orientation  
COLL2001 College Capstone

**Total Credit Hours Required**

**60 Hours**

\*Estimated cost of program, excluding web and lab fees, supplies, and books: \$6,900

\*Tuition and fees are subject to change per Board of Trustee approval.

## Suggested Degree Pathway

### Semester 1 (13 credit hours)

ENGL1013 Composition I  
MATH1203/1213 Mathematics Requirement  
COMM1313 Communications  
HIST1003/1013 World Civilization I/II  
COLL1001 College Success

### Semester 3 (16 credit hours)

PHSC1004 Physical Science and Lab  
ENGL2213/2223 World Literature I/II  
PLSC2003 American National Government  
NUTR2203 Basic Human Nutrition  
*Fine Arts Elective – 3 credit hours*

### Semester 2 (16 credit hours)

ENGL1023 Composition II  
BIOL1004 General Biology and Lab  
PSYC2003 General Psychology  
GEOG2013 Introduction to Biology  
SOC12013 Introduction to Sociology

### Semester 4 (15 credit hours)

ANTH2023 Cultural Anthropology  
PHED1002 Concepts of Physical Activity  
SOC12203 Social Problems  
SOC12023 Introduction to Social Work  
COLL2001 College Capstone  
*Humanities Elective – 3 credit hours*

# Associate of Science

## Education

### Philosophy

The Associate of Science in Education (ASE) 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.

#### SELECT BETWEEN 2 TRACKS

- Elementary Education
- Middle School 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 reach his or her full potential.

### Outcomes

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

The ASE 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 student's desired area of certification. This degree focuses on the foundations of elementary education and middle school education.

## Phase I

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

- Be formally admitted to Ozarka College.
- Be eligible to enroll in college-level coursework as reflected by ACT, COMPASS, or ACCUPLACER scores.

To maintain unconditional program enrollment status, all candidates must:

- Maintain a grade point average of at least 2.65 of a 4.0 grading scale.
- Earn a “C” or better in each course required in the program.
- Demonstrate professional behavior and accountability including good attendance and punctuality.
- 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:

- Meet the above criteria.
- Complete 30-45 semester credit hours in general education.

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 ASE, candidates must complete the required coursework for the Associate of Science in Education with at least a 2.65 on a 4.0 grading scale on all coursework with grades of “C” or better in each required course.

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 an ASE to ensure transferability of coursework. 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 Science in Education degree at Ozarka College 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.*

*Arkansas law requires ALL first-time applicants for teacher licensure to undergo a statewide and nationwide criminal background check and a Child Maltreatment Central Registry check.*



## Associate of Science 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.

### Common General Education Requirements (35 hours)

#### English/Communications (9 hours )

COMM1313 Communications  
ENGL1013 English Composition I  
ENGL1023 English Composition II

#### Mathematics (3 hours)

MATH1203 College Algebra

#### Lab Science (8 hours)

BIOL1004 General Biology and Lab  
PHSC1004 Physical Science and Lab

#### Fine Arts/Humanities (6 hours)

##### Select one from the following:

ENGL2213 World Literature I  
ENGL2223 World Literature II

##### Select one from the following:

FAMU1003 Fine Arts Music  
FATH1003 Fine Arts Theater  
FAVI1003 Fine Arts Visual

#### Social Sciences (9 hours)

PLSC2003 American National Government

##### Select one from the following:

HIST2003 American History I  
HIST2013 American History II

##### Select one from the following:

HIST1003 World Civilization I  
HIST1013 World Civilization II

#### Education Requirements (9 hours)

EDU2003 Introduction to Education  
EDU2013 Introduction to K-12 Technology  
HIST2023 Arkansas History

### Specialty Tracks

(Select either K-6 or Middle School)

#### K-6 TRACK (15 hours)

MATH2033 Mathematical Concepts I  
MATH2043 Mathematical Concepts II  
EDU2023 Child Growth and Development

EDU2043 Survey of Exceptionality  
GEOL1004 Essentials of Earth Science and Lab

Total K-6 Specialty Hours

60 Hours

Middle School TRACK (3 hours)

PSYC2003 General Psychology

Middle School TRACK Specialty Area Courses (12-15 hours)

Students MUST choose ANY TWO (2) areas (Math, Science, Social Studies, or Language Arts)

Math Specialty Electives

MATH2033 Mathematical Concepts I  
MATH2043 Mathematical Concepts II  
MATH2013 Survey of Calculus  
MATH2023 Calculus  
MATH1303 Trigonometry

Science Specialty Electives

CHEM1014 General Chemistry and Lab  
GEOL1004 Essentials of Earth Science and Lab  
BIOL2004 Ecology and Lab  
BIOL2024 Zoology and Lab  
BIOL2214 A & P I and Lab  
BIOL2224 A & P II and Lab

Social Studies Specialty Electives

ECON2323 Introduction to Macroeconomics  
HIST2003 American History I\*  
HIST2013 American History II\*  
GEOG2013 Introduction to Geography  
HIST1003 World Civilization I \*  
HIST1013 World Civilization II\*

Language Specialty Electives

ENGL2103 Creative Writing  
ENGL2213 World Literature I\*  
ENGL2223 World Literature II\*  
ENGL2313 American Literature I  
ENGL2323 American Literature II

*\* course not used in the General Education requirement*

Total Middle School Hours

60-62 Hours

\*Estimated cost of Program, excluding web and lab fees, supplies and books: \$7,000

\*Tuition and fees are subject to change per Board of Trustee approval.

All full-time students must also successfully complete COLLI001 College Success Orientation with a grade of "C" or better prior to graduation. Refer to the College Success Course Policy.

# Division of Applied Sciences and Technology



## PROGRAMS OFFERED

### Certificates of Proficiency

- Accounting
- Banking and Finance
- Business Computer Applications
- Business Management
- Corrections and Criminal Justice
- Hospitality Management
- Information Science Technology
- Medical Office Administration

### Technical Certificates

- Automotive Service Technology
- Culinary Arts
- Information Science Technology

### Associate Degrees

- A.A.S. in Automotive Service Technology
- A.A.S. in Business Technology
- A.A.S. in Culinary Arts
- A.A.S. in General Technology
- A.S. in Business
- A.S. in Criminal Justice and Corrections

# Associate of Science

## Criminal Justice and Corrections

### Philosophy

The Associate of Science in Criminal Justice and Corrections degree will be awarded to students who successfully complete a planned program of collegiate level work that is transferable towards a baccalaureate degree in criminology from Arkansas State University. It also serves individuals already employed in the fields of criminal justice or corrections who want to further their careers by receiving additional education hours in their field.

### Outcomes

Students completing this degree program successfully will be able to:

1. Identify and explain the basic structures and functions of the criminal justice system.
2. Interpret the basic concepts and functions of criminal law.
3. Integrate multidisciplinary theories which constitute the basis for understanding criminality and victimization.
4. Apply constitutional principles that protect the rights of individuals and regulate criminal justice practices and procedures.
5. Discuss the importance of social and ethical issues confronting the criminal justice systems.
6. Explain the basic theories and concepts of corrections and the ethical issues involved.

Additionally, the graduate will complete the learning outcomes identified within the General Education Component.

### General Education Requirements

#### English/Communications (9 hours )

COMM1313 Communications  
ENGL1013 English Composition I  
ENGL1023 English Composition II

#### Mathematics (3 hours)

MATH1203 College Algebra  
MATH1213 Quantitative Literacy

#### Lab Science (8 hours)

BIOL1004 General Biology and Lab  
PHSC1004 Physical Science and Lab

#### Social Science (9 hours)

##### Select two courses from the following:

PLSC2003 American National Government  
PSYC2003 Introduction to Psychology  
SOC12003 Principles of Sociology

##### Select one course from the following:

HIST2003 American History I  
HIST2013 American History II

#### Institutional Requirements (16 hours)

COLL1001 College Success  
CRIM1023 Introduction to Criminal Justice  
CRIM1053 Introduction to Corrections  
CRIM2253 Criminal Investigations  
CRIM2263 Criminal Evidence and Procedure  
CRIM2001 Overview of Criminal Justice System  
PHED1002 Concepts of Physical Activity

#### Elective Requirements (9 hours)

SOCI2203 Social Problems  
CRIM2233 Criminology  
CRIM1033 Introduction to Law Enforcement  
CRIM2043 Police Community Relations

#### Arts and Humanities (6 hours)

ENGL2213 World Literature I  
ENGL2223 World Literature II

##### Select one course from the following:

FAVI1003 Fine Arts-Visual  
FAMU1003 Fine Arts-Musical  
FATH1003 Fine Arts-Theater

## Suggested Degree Pathway

### Semester 1 (13 credit hours)

ENGL1013 English Composition I  
COMM1313 Communication  
COLL1001 College Success  
MATH1203/1213 Math Requirement  
*Social Science Elective - 3 credit hours*

### Semester 2 (15 credit hours)

ENGL1023 Composition II  
BIOL1004 General Biology and Lab  
PHED1002 Concepts of Physical Activity  
CRIM1023 Introduction to Criminal Justice  
HIST2003/2013 American History I/II

### Semester 3 (16 credit hours)

PHSC1004 Physical Science and Lab  
CRIM1053 Introduction to Corrections  
*Social Science Elective – 3 credit hours*  
*Fine Arts Elective – 3 credit hours*  
*Criminal Justice Elective – 3 credit hours*

### Semester 4 (16 credit hours)

ENGL2213/2233 World Literature I/II  
CRIM2253 Criminal Investigations  
CRIM2263 Criminal Evidence and Procedure  
SOC12203 Social Problems  
CRIM2001 Overview of the Criminal Justice System  
*Social Science Elective - 3 credit hours*

Total Credit Hours Required

60 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$6,900

\*Tuition and fees are subject to change per Board of Trustee approval.

# Associate of Applied Science

## Culinary Arts



### Philosophy

The Culinary Arts program is an Associate of Applied Science degree program that will provide foundation and specialized study in the culinary field through academic, laboratory, and field experiences. The required general education courses enhance the experience. This program prepares its graduates for careers in restaurants, hotels, catering operations, and institutional food service.

Students interested in entering the Culinary Arts Program must enroll in Ozarka College as a student, submit all admissions requirements, talk with a program advisor and enroll in proper courses following the Culinary Arts Degree Pathway Guide. Students will attend the Melbourne campus two days a week for classes and must attend required culinary activities.

### Outcomes

Upon completion of the Culinary Arts Degree, the graduate will be trained to:

1. Use appropriate industry standards in sanitation and safety for food service operations.
2. Practice 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, customer service, and catering functions.
6. Communicate correctly and accurately in both written and verbal messages.
7. Apply and use basic mathematical calculations correctly.
8. Pass the ServSafe National Exam.

Students experience one semester of cafe internship in an educational training environment. Students also gain practical experience in catering and restaurant operations 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. 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.

## Technical Education Requirements (44 credit hours required)

CUL1103 Sanitation and Safety	CUL2403 Advanced Baking
CUL1203 Dining Room Service	CUL2503 Catering and Banquet Service
CUL1303 Introduction to Food Production	CUL2703 Advanced Culinary Arts II
CUL1503 Basic Food Science and Nutrition	CUL2803 Garde Manger
CUL1603 Introduction to Baking	CUL2802 Culinary Arts Capstone
CUL1703 Advanced Food Production	HOSP1203 Hospitality Purchasing
CUL2203 Advanced Culinary Arts I	HOSP1103 Introduction to Hospitality
	HOSP1503 Cafe Internship

## General Education Requirements (16 credit hours)

### English (6 credit hours)

ENGL1013 English Composition I

ENGL1023 English Composition II or  
ENGL1123 Technical and Business English

### Math (3 credit hours)

BTMA1033 Mathematics for Business Technology  
MATH1103 Math with Business Applications  
or any higher level math

### Computer Requirement (3 credit hours)

CPSI1003 Introduction to Computer Applications

### Social Science Elective (3 credit hours)

HISTxxxx	SOCIxxxx	ANTHxxxx
CRIMxxxx	ECONxxxx	GEOGxxx
PSYCXXXX		PLSCxxxx

### Additional Requirement (1 credit hour)

COLL1001 College Success

## Suggested Degree Pathway

### Semester 1 (16 credits)

COLL1001 College Success  
CUL1103 Sanitation and Safety  
CUL1303 Introduction to Food Production  
CUL1603 Introduction to Baking  
CUL1203 Dining Room Service  
ENGL1013 English Composition I

### Semester 3 (15 Hours)

HOSP1103 Introduction to Hospitality  
CUL2203 Advanced Culinary Arts I  
HOSP1503 Café Internship  
HOSP1203 Hospitality Purchasing

### COMPUTER REQUIREMENT (3 Hours)

BUS1133 Keyboarding Essentials  
CPSI1003 Introduction to Computer Applications

### Semester 2 (15 credits)

CUL2503 Catering and Banquet Management  
CUL1703 Advanced Food Production  
CUL2403 Advanced Baking  
CUL1503 Basic Food and Nutrition  
BTMA1033 Math for Business Technology or  
MATH1103 Math with Business Applications

### Semester 4 (14 hours)

CUL2703 Advanced Culinary Arts II  
CUL2803 Garde Manger  
CUL2802 Culinary Arts Capstone

### SOCIAL SCIENCE ELECTIVE (3 Hours)

ENGL023 English Composition II  
ENGL1123 Technology and Business English

## Total Credit Hours Required

**60 Hours**

Estimated cost of program, excluding web and lab fees, supplies and books: \$7,050

\*Tuition and fees are subject to change per Board of Trustee approval.

Students will be scheduled for courses so that they will only have to come to the Melbourne Campus two days a week for courses each semester. Many of the courses are offered online. Students must attend all required Culinary Functions.

# Associate of Science

## Business

### Philosophy

Every student needs marketable skills and knowledge necessary to succeed in an entry level business occupation. The curriculum is designed for those individuals who desire to transfer to a four-year university to continue their education in business. This degree plan is accepted by most four-year universities in Arkansas.

### Outcomes

After successful completion of this program, students will be able to:

1. Prepare appropriate and accurate personal and business documents in word processing, electronic spreadsheet, database, and powerpoint software using correct formatting, spelling, and grammar.
2. Communicate verbally and in writing using correct language, grammar, spelling, and proofreading.
3. Apply basic Economic theory in making business decisions.
4. Set up and maintain accounting records for small businesses.
5. Apply and use mathematical and statistical concepts required for business calculations and records.
6. Identify rights and duties involving personal, community and business legal rights and requirements.
7. Continue his/her education beyond the two-year degree at a four-year university.

### General Education Requirements (35 credit hours)

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

ENGL1013 English Composition I  
(with grade of C or better)  
ENGL1012 English Composition II  
(with grade of C or better)  
COMM1313 Communications

#### Lab Science (8 credit hours)

BIOL1004 General Biology & Lab  
(or higher level BIOL course with lab)  
PHSC1004 Physical Science & Lab  
(or higher level PHSC course with lab)

#### Math (6 credit hours)

MATH1203 College Algebra  
MATH2143 Business Calculus

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

Select one course from the following:

ENGL2213 World Literature I  
ENGL2223 World Literature II

Select one course from the following:

FAMI1003 Fine Arts Visual  
FATH1003 Fine Arts Theater  
FAMU1003 Fine Arts Music



Social Sciences (6 credit hours)

Select one course from the following:

- HIST2003 American History I
- HIST2013 American History II
- PLSC2003 American National Government

Select one course from the following:

- HIST1003 World Civilization I
- HIST1013 World Civilization II

Degree Requirements (27 credit hours)

- SOCI2013 Intro to Sociology
- ACCT1123 Accounting Principles I
- ACCT2133 Accounting Principles II
- BUS2663 Legal Environment of Business
- ECON2113 Business Statistics I

- CPSI1003 Intro to Computer Applications
- ECON2313 Intro to Microeconomics
- ECON2323 Intro to Macroeconomics

Directed Elective (3 credit hours)

- BUS2013 Business Communications is recommended.
- MKTG2633 Principles of Marketing

Total Credit Hours Required 62 Hours

- \*Estimated cost of program, excluding web and lab fees, supplies and books: \$7,200
- \*Tuition and fees are subject to change per Board of Trustee approval.

Notice: All first-time full-time students at Ozarka College are required to complete the College Success Course, with a grade of C or better, by the end of their second semester.

Suggested Degree Pathway

Semester 1 (17 credit hours)

- COLL1001 College Success
- ENGL1013 English Composition I
- MATH1203 College Algebra
- CPSI1003 Introduction to Computer Applications
- BIOL1004 General Biology & Lab
- ECON2313 Introduction to Microeconomics

Semester 2 (15 credit hours)

- ENGL1023 English Composition II
- ACCT1123 Accounting I
- FAXX1003 Fine Arts Elective
- ECON2113 Business Statistics I
- BUS2663 Legal Environment of Business

Semester 3 (16 credit hours)

ACCT2133 Accounting 2  
SOC12013 Introduction to Sociology  
PHSC1004 Physical Science & Lab  
COMM1313 Communications

HIST1003 World Civilization I  
HIST1013 World Civilization II

Semester 4 (15 credit hours)

ECON2323 Introduction to Macroeconomics  
MATH2143 Business Calculus  
ENGL2213 World Literature I or  
ENGL2223 World Literature II  
HIST2003 American History I or  
HIST2013 American History II or

PLSC2003 American National Govt.  
BUS2013 Business Communications. or  
MGMT2623 Management. or  
MGMT2663 Small Business Management or  
MKTG2633 Principles of Marketing

# Associate of 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.

### Outcomes

Upon completing the General Technology program, graduates will:

1. Apply the technical knowledge and skills necessary to move into entry level positions in their field of study.
2. Perform basic computer skills using word processing, spreadsheet, and database software.
3. Perform basic mathematical functions.
4. Use correct and accurate communication in speech and writing.

### Technical Education Requirements (33 semester credit hours)

The following technical areas are currently available at Ozarka:

Automotive Service Technology	Health Information Technology
Business Technology	Hospitality Management
Criminal Justice and Corrections	Licensed Practical Nursing
Culinary Arts	Registered Nurse
Early Childhood Development	

Students must complete at least 33 semester credit hours from 1000 and 2000 level courses in a technical area.

### General Education Requirements (27 credit hours)

ENGL1013 English Composition I  
COMM1313 Communications  
COLL1001 College Success

Select one of the following:

ENGL1023 English Composition II  
ENGL1123 Technical and Business English

#### Required Business Courses (9 hours)

BUS1133 Keyboarding Essentials  
CIS1303 Computer Information Systems  
CPSI1003 Introduction to Computer Applications

#### Social Science Elective (3 credit hours)

HISTxxxx	SOCIxxxx	ANTHxxxx
CRIMxxxx	ECONxxxx	GEOGxxx
PSYCXXXX		PLSCxxxx

#### Math (3 credit hours)

BTMA1033 Math for Business Technology  
MATH1103 Math with Business Applications  
AHMA1033 Math for Allied Health  
(or higher level math)

#### Required Elective (3 credit hours)

MGMT2643 Human Relations

#### RN STUDENT ONLY OPTIONS

FAMU1003 Fine Arts Music  
FAMI1003 Fine Arts Visual  
FATH1003 Fine Arts Theater

## Suggested Degree Pathway

### Semester 1

COLL1001 College Success  
COMM1313 Communications  
BUS1133 Keyboarding Essentials  
ENGL1013 English Composition I  
CIS1303 Computer Information Systems  
MATH REQUIREMENT

### Semester 2

ENGL1023 English Composition II or ENGL  
CPSI1003 Introduction to Computer Applications  
Social Science Elective  
ONE OF THE FOLLOWING:  
MGMT2643 Human Relations  
FATH1003 Fine Arts Theatre (RN students only)  
FAVI1003 Fine Arts Visual (RN students only)  
FAMU1003 Fine Arts Music (RN students only)

### Semester 3

5 Technical Course Electives

### Semester 4

5 Technical Course Electives

Total Credit Hours Required 60 Hours

\* Estimated cost of program, excluding web and lab fees, supplies and books: \$7,000

\*Tuition and fees are subject to change per Board of Trustee approval.

Notice: All first-time full-time students at Ozarka College are required to complete the College Success Course, with a grade of C or better, by the end of their second semester.

# Certificate of Proficiency

## Accounting

### Philosophy

The Business Technology program provides students with the opportunity to achieve 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.

### Outcomes

Upon successful completion of this Certificate of Proficiency, students will be trained to:

1. Setup and maintain small business accounting records.
2. Properly record and determine necessary contra accounts, depreciation, accruals and deferrals.
3. Properly record and determine job and process cost accounting records.
4. Setup and maintain payroll records and forms.
5. Plan, prepare, and file individual income tax requirements.

### Required Technical Courses (18 Credit Hours)

ACCT1123 Accounting I	ACCT2163 Federal Income Tax Accounting
ACCT2133 Accounting II	ACCT2153 Payroll Accounting
ACCT2283 Managerial Accounting	

### Business Elective (3 Credit Hours)

ACCT1003 Introduction to Accounting  
ACCT2143 Computerized Accounting is recommended

**Total Credit Hours Required 18 Hours**

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$2,100

\*Tuition and fees are subject to change per Board of Trustee approval.

The Certificates of Proficiency are not designed to be a student's major area of study. These courses are offered in alternating Fall and Spring Semesters and some have prerequisites that must be completed before taking the course. The Certificates are designed as a focus of students in the AAS-Business Technology degree plan. The student would be able to earn a certificate within the AAS-BT degree.

Notice: All first-time full-time students at Ozarka College are required to complete the COLL1001 College Success Course, with a grade of C or better, by the end of their second semester. If they do not, then in the third semester, they will only be allowed to enroll in COLL1001 College Success.

# Certificates of Proficiency

## Corrections and Criminal Justice

### Philosophy

The Certificate of Proficiency in Criminal Justice will provide students a basic knowledge of criminal law, corrections, and criminal justice, giving them a head start and/or additional training in this career field.

### Outcomes

Students completing this degree program successfully will be able to:

1. Identify and explain the basic structures and functions of the criminal justice system.
2. Interpret the basic concepts and functions of criminal law, corrections, and criminal justice.

### General Education Requirements (12 credit hours)

CRIM1023 Introduction to Criminal Justice

CRIM1053 Intro to Corrections

CRIM1033 Introduction to Law Enforcement

CRIM2253 Criminal Investigations

### Total Credit Hours Required

12 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$1,400

\*Tuition and fees are subject to change per Board of Trustee approval.



# Certificate of Proficiency

## Banking and Finance

### Philosophy

The Business Technology program provides students with the opportunity to achieve 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.

### Outcomes

Upon successful completion of this Certificate of Proficiency students will be trained to:

1. Work within banking laws and regulations.
2. Perform lending functions using correct processes and regulations.
3. Build and maintain legal and ethical customer relationships.
4. Use basic computer software applications for word processing and electronic spreadsheets.
5. Plan individual financial budgets and prepare for future personal financial requirements.

### Required Technical Courses (18 Credit Hours)

BANK1013 Principles of Banking	CIS2353 Electronic Spreadsheets
BANK2013 Law and Banking	IST2713 Computer Ethics and Security
MGMT2603 Financial Planning	CPSI1003 Introduction to Computer Applications

Total Credit Hours Required 18 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$2,100

\*Tuition and fees are subject to change per Board of Trustee approval.

The Certificates of Proficiency are not designed to be a student's major area of study. These courses are offered in alternating Fall and Spring Semesters and some have prerequisites that must be completed before taking the course. The Certificates are designed as a focus of students in the AAS-Business Technology degree plan. The student would be able to earn a certificate within the AAS-BT degree.

Notice: All first-time full-time students at Ozarka College are required to complete the COLL1001 College Success Course, with a grade of C or better, by the end of their second semester. If they do not, then in the third semester, they will only be allowed to enroll in COLL1001 College Success.

# Certificate of Proficiency

## Business Computer Applications

### Philosophy

The Business Technology program provides students with the opportunity to achieve 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.

### Outcomes

Upon successful completion of this Certificate of Proficiency, students will be trained to:

1. Perform advanced level word processing, spreadsheet, and database work.
2. Create desktop publishing documents and projects.
3. Organize and manage computer files.

### Required Technical Courses (15 credit hours)

CPSI1003 Introduction to Computer Applications

BUS1213 Information Processing

CIS2353 Electronic Spreadsheets

CIS2393 Desktop Publishing

IST2803 Intro to Database Concepts

### Business Elective (3 credit hours)

ACCT2143 Computerized Accounting is recommended.

Total Credit Hours Required 18 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$2,100

\*Tuition and fees are subject to change per Board of Trustee approval.

The Certificates of Proficiency are not designed to be a student's major area of study. These courses are offered in alternating Fall and Spring Semesters and some have prerequisites that must be completed before taking the course. The Certificates are designed as a focus of students in the AAS-Business Technology degree plan. The student would be able to earn a certificate within the AAS-BT degree.

Notice: All first-time full-time students at Ozarka College are required to complete the COLL1001 College Success Course, with a grade of C or better, by the end of their second semester. If they do not, then in the third semester, they will only be allowed to enroll in COLL1001 College Success.



# Certificate of Proficiency

## Business Management

### Philosophy

The Business Technology program provides students with the opportunity to achieve 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.

### Outcomes

Upon successful completion of this Certificate of Proficiency, students will be able to:

1. Professionally relate to others in a work environment.
2. Perform in entry level management positions in a business environment.
3. Plan individual financial budgets and prepare for future personal financial requirements.
4. Develop a small business plan.
5. Plan for simple business marketing.

### Required Technical Courses (18 Hours)

MGMT2643 Human Relations	MKTG2633 Principles of Marketing
MGMT2603 Financial Planning	ACCT1003 Introduction to Accounting
MGMT2623 Principles of Management	CPSI1003 Introduction to Computer Applications
MGMT2663 Small Business Management	ACCT2143 Computerized Accounting

Total Credit Hours Required 18 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$2,100

\*Tuition and fees are subject to change per Board of Trustee approval.

The Certificates of Proficiency are not designed to be a student's major area of study. These courses are offered in alternating Fall and Spring Semesters and some have prerequisites that must be completed before taking the course. The Certificates are designed as a focus of students in the AAS-Business Technology degree plan. The student would be able to earn a certificate within the AAS-BT degree.

# Certificate of Proficiency

## Hospitality Management

### Philosophy

The Culinary Arts program will provide foundation and specialized study in the culinary field through academic, laboratory, and field experiences. The required general education courses enhance the experience. This program prepares its graduates for careers in restaurants, hotels, catering operations, and institutional food service.

### Outcomes

Upon successful completion of this Certificate of Proficiency, students will be able to:

1. Make adequate selections and procurement in the hospitality industry.
2. Explore career opportunities in food service, hotels, clubs, and related businesses.
3. Manage catering and banquet services.
4. Develop strategic marketing plans for hospitality related businesses.
5. Manage and supervise employees and resources of lodging and food service operations.

### Hospitality Management Required Technical Courses

HOSP1103 Introduction to Hospitality

HOSP1203 Hospitality Purchasing

HOSP1303 Hospitality Operations and Supervisory Management

HOSP1403 Hospitality Marketing

CUL2503 Catering and Banquet Service

CUL1103 Sanitation and Safety

Total Credit Hours Required 18 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$2,200

\*Tuition and fees are subject to change per Board of Trustee approval.

The Certificates of Proficiency are not designed to be a student's major area of study.

These courses are offered in alternating Fall and Spring Semesters and some have prerequisites that must be completed before taking the course.

# Certificate of Proficiency

## Information Science Technology

### Philosophy

The Business Technology program provides students with the opportunity to achieve 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.

### Outcomes

Upon successful completion of this Certificate of Proficiency, students will be trained to:

1. Perform basic computer programming.
2. Design a web page.
3. Set up a basic local area network.
4. Design and manage a database.
5. Take the A+ Certification Exam
6. Take the CISCO CCENT Certification Exam

### Information Science Technology Required Technical Courses

IST1703 Intro to Web Design	IST2713 Computer Ethics & Security
IST1403 Networking Essentials I	IST2803 Introduction to Database Management
IST1213 Intro to Computer Programming	IST2923 A+ Essentials

**Total Credit Hours Required 18 Hours**

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$2,200

\*Tuition and fees are subject to change per Board of Trustee approval.

The Certificates of Proficiency are not designed to be a student's major area of study.

These courses are offered in alternating Fall and Spring Semesters and some have prerequisites that must be completed before taking the course. The Certificates are designed as a focus of students in the AAS-Business Technology degree plan. The student would be able to earn a certificate within the AAS-BT degree.

# Certificate of Proficiency

## Medical Office Administration

### Philosophy

The Business Technology program provides students with the opportunity to achieve 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.

### Outcomes

Upon successful completion of this Certificate of Proficiency, students will be able to:

1. Perform advanced level word processing tasks.
2. Maintain proper document filing systems.
3. Professionally relate to others in a work environment.
4. Speak and interpret medical terminology.

### Medical Office Administration Required Technical Courses

BUS1213 Information Processing  
HIT1203 Medical Terminology I  
HIT1213 Medical Terminology II

MGMT2643 Human Relations  
MGMT2403 Records Management  
HIT2213 Legal/Ethical Aspects of Healthcare

**Total Credit Hours Required 18 Hours**

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$2,200

\*Tuition and fees are subject to change per Board of Trustee approval.

The Certificates of Proficiency are not designed to be a student's major area of study. These courses are offered in alternating Fall or Spring Semesters and some have prerequisites that must be completed before taking the course. The Certificates are designed as a focus of students in the AAS-Business Technology degree plan.

Notice: All first-time full-time students at Ozarka College are required to complete the COLL1001 College Success Course, with a grade of C or better, by the end of their second semester. If they do not, then in the third semester, they will only be allowed to enroll in COLL1001 College Success.

# Technical Certificate

## 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 trained in automotive theory, technical training, and manipulative skills. Required general education courses provide valuable information needed to round out the technical skills of the graduate.

In order to remain in the Automotive Service Technology Associate of Science Degree program, students must pass all AST courses with a grade of C or better. If a student fails an AST course in any semester, the student will be allowed to attempt to complete the Technical Certificate in Automotive Service Technology by enrolling in required courses the following semester. In this program, students will upgrade and update their knowledge so that they may enter the workforce and advance in their chosen occupation.

This Technical Certificate is designed to be achieved within the AAS-AST degree program only. This is not a stand alone Technical Certificate, but may be awarded in cases where the student cannot return to school or at the end of their first completed year.



### Outcomes

Students completing the technical certificate program will be trained to:

1. Perform marketable skills when performing service on automobiles.
2. Identify and diagnose need for automotive parts and use of appropriate tools.
3. Apply proper safety procedures that will protect him/her, the employer, and equipment on the job.
4. Effectively communicate verbally and in writing using correct language, grammar, spelling, and proofreading.
5. Apply and use basic mathematical calculations correctly.

This Technical Certificate is designed to be achieved within the AAS-AST degree program only. This is not a stand alone Technical Certificate.

**Technical Education Requirements (At least 24 credit hours from the following courses)**

AST1405 Engine Performance	AST1215 Electrical Systems
AST2205 Automotive Heating & Air Conditioning	AST1305 Suspension and Steering
AST2105 Brake Systems	AST2415 Manual Drivetrain and Axles
AST2305 Automatic Transmissions & Transaxles	AST2504 Automotive Service Technician Lab
AST1105 Engine Repair	

**General Education Requirements (6 credit hours)**

ENGL1013 English composition I (with a grade of C or better)

Select one of the following:

BTMA1003 Math for Business Technology

MATH1103 Math with Business Applications or higher level math

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

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$3,600

\*Tuition and fees are subject to change per Board of Trustee approval.

# Technical Certificate

## Culinary Arts

### Philosophy

The Culinary Arts Technical Certificate program is part of the Associate of Applied Science degree program. It is not a stand alone program. Students should enroll in the AAS-Culinary Arts degree program. This program provides foundational and specialized study in the culinary field through academic, laboratory, and field experiences. The required general education courses enhance the experience. This program prepares its graduates for careers in restaurants, hotels, catering operations, and institutional food service. The technical certificate is designed to be achieved with the AAS-CA degree program. This is not a stand alone Technical Certificate, but may be awarded in cases where the student cannot return to school to complete the AAS degree. This should not be the student's major area of study.

Students interested in entering the Culinary Arts Program must enroll in the Associate of Applied Science Culinary Arts degree plan at Ozarka College as a student, submit all admissions requirements, and talk to a program advisor to register for courses, subject to space in the program. Students will attend the Melbourne campus two days a week each semester and must attend required Culinary Activities.

### Outcomes

Upon completion of the Technical Certificate in Culinary Arts, the graduate will be trained to:

1. Demonstrate appropriate usage of industry standards in sanitation and safety for food service operations.
2. Demonstrate standards of professionalism, including ethical behavior, communication, and grooming codes required for the industry.
3. Prepare professional 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, customer service, and catering functions.
6. Communicate correctly and accurately in both written and verbal messages.
7. Apply and use basic mathematical calculations correctly.

### Technical Education Requirements (24 credit hours)

CUL1103 Sanitation and Safety	CUL1603 Introduction to Baking
CUL1203 Dining Room Service	CUL1703 Advanced Food Production
CUL1303 Introduction to Food Production	CUL2403 Advanced Baking
CUL1503 Basic Food Science and Nutrition	CUL2503 Catering and Banquet Service

### General Education Requirements (6 credit hours)

ENGL1013 English Composition I (with a grade of C or better)	BTMA1003 Math for Business Technology or MATH1103 Math with Business Applications or higher level math
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**Total Credit Hours Required 30 Hours**

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$3,600

\*Tuition and fees are subject to change per Board of Trustee approval.

Notice: All first-time full-time students at Ozarka College are required to complete the COLL1001 College Success Course, with a grade of C or better, by the end of their second semester. If they do not, then in the third semester, they will only be allowed to enroll in COLL1001 College Success.

# Technical Certificate

## Information Science Technology

### Philosophy

Information Technology is a driving force in our society, and we are dependent on those who create and support our electronics and information systems. The Bureau of Labor estimates that information technology jobs will see a growth of 27-53% over the next decade. This industry is known for a high number of well-paying occupations, with opportunities throughout the state and nation. Many of these jobs can be done remotely and the training students will receive in this program will lead to a variety of job opportunities and industry certifications.

### Outcomes

Upon successful completion of this Technical Certificate, students will be trained to:

1. Perform basic computer programming.
2. Design a web page.
3. Perform JavaScript programming.
4. Set up a basic local area network.
5. Design and manage a database.
6. Ensure security on computers and networks.
7. Use computer applications software.
8. Diagnose and repair computer hardware.
9. Test for CompTIA A+ and CISCO CCENT Certification
10. Apply and use basic mathematical calculations correctly.
11. Effectively communicate verbally and in writing using correct language, grammar, spelling, and proofreading.

### Required Technical Courses (24 credit hours)

CPSI1003 Introduction to Computer Applications	IST2713 Computer Ethics and Security
IST1403 Networking Essentials I	IST2923 A+ Essentials
IST1703 Intro to Web Design	IST2803 Intro to Database Concepts
IST1213 Intro to Computer Programming	IST2303 Intro to JavaScript

### General Education Requirements (6 credit hours)

ENGL1013 English composition I (with a grade of C or better)

Select one from the following:

- BTMA1033 Math for Business Technology
- MATH1103 Math with Business Applications
- or any higher level math

**Total Credit Hours Required 30 Hours**

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$3,600

\*Tuition and fees are subject to change per Board of Trustee approval.

Notice: All first-time full-time students at Ozarka College are required to complete the COLL1001 College Success Course, with a grade of C or better, by the end of their second semester. If they do not, then in the third semester, they will only be allowed to enroll in COLL1001 College Success.



# Associate of Applied Science

## 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 trained in automotive theory, technical training, and manipulative skills. Required general education courses provide valuable information needed to round out the technical skills of the graduate.

In order to remain in the Automotive Service Technology Associate of Science Degree program, students must pass all AST courses with a grade of C or better. If a student fails an AST course in any semester, the student will be allowed to attempt to complete the Technical Certificate in Automotive Service Technology by enrolling in required courses the following semester.

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

### Outcomes

Students completing the degree program will be able to:

1. Perform marketable skills when performing service on automobiles.
2. Identify and diagnose need for automotive parts and use of appropriate tools.
3. Apply proper safety procedures that will protect him/her, the employer, and equipment on the job.
4. Pass all 8 sections of the NATEF tests for automotive technicians.
5. Achieve Automotive Service Excellence certification for automotive technicians.

### Required Technical Courses (44 credit hours)

AST1105 Engine Repair	AST2105 Brake Systems
AST1215 Electrical Systems	AST2415 Manual Drivetrain and Axles
AST1305 Suspension and Steering	AST2504 Automotive Service Tech Lab
AST1405 Engine Performance	AST2305 Automotive Transmissions & Transaxles
AST2205 Automotive Heating and Air	

### General Education Requirements (16 credit hours)

ENGL1013 English Composition I  
COLL1001 College Success

Select one of the following:

ENGL1023 English Composition II  
ENGL1123 Technical and Business English

Select one of the following:

BUS1133 Keyboarding Essentials  
CIS1303 Computer Information Systems  
CPSI1003 Introduction to Computer Applications

Math (3 credit hours)

BTMA1033 Math for Business Technology  
MATH1103 Math with Business Applications  
or higher level math

Social Science Elective (3 credit hours)

HISTxxxx	SOCIxxxx	ANTHxxxx
CRIMxxxx	ECONxxxx	GEOGxxx
PSYCXXXX		PLSCxxxx

*Note: Each AST credit course requires 3 hours in the classroom and 4 hours in the lab per course. Students will attend the Melbourne Campus and will be on campus Monday through Thursday. Attendance is extremely important due to NATEF certification requirements. Excessive absences will affect the student's grade.*

### Total Credit Hours Required

60 Hours

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$7,200

\*Tuition and fees are subject to change per Board of Trustee approval.

# Associate of Applied Science

## Business Technology

### Philosophy

The Business Technology program provides students with the opportunity to achieve 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.

### Outcomes

Upon successful completion of this program, students will be trained to:

1. Prepare appropriate and accurate personal and business documents in word processing, electronic spreadsheet, database, and powerpoint software while using correct formatting, spelling and grammar.
2. Effectively communicate verbally and in writing using correct language, grammar, spelling, and proofreading.
3. Set up a simple manual accounting system for a small business.
4. Apply and use basic mathematical calculations correctly.
5. Relate well with others in personal and business environment.
6. Demonstrate a keyboarding skill of at least 30 wpm.
7. Obtain entry level employment in the business industry.

### Required Technical Courses (24 credit hours)

BUS1133 Keyboarding Essentials	BUS2613 Business Principles
BUS2013 Business Communications	MGMT2643 Human Relations
CIS1303 Computer Information Systems	IST2713 Computer Ethics and Security
CPSI1003 Introduction to Computer Applications	BUS2663 Legal Environment of Business

### Accounting (6 hours)

ACCT1123 Accounting I

Select one course from the following:

ACCT2133 Accounting II

ACCT2143 Computerized Accounting

### General Education Requirements (15 hours)

English/Communications (9 credit hours)

ENGL1013 English Composition I

COMM1313 Communications

Select one from the following:

ENGL1023 English Composition II

ENGL1123 Technical and Business English

### Business Electives (15 hours)

ACCTXXXX	HOSPXXXX	CISXXXX
BANKXXXX	ISTXXXX	MKTGXXXX
ECONXXXX	MGMTXXXX	BUSXXXX

### Social Science Elective (3 hours)

HISTxxxx	SOCIxxxx	ANTHxxxx
CRIMxxxx	ECONxxxx	GEOGxxx
PSYCXXXX		PLSCxxxx

### Math (3 hours)

BTMA1033 Math for Business Technology

MATH1103 Math with Business Applications  
or higher level math

## Suggested Degree Pathway

### Semester 1 (Fall)

COLL1001 College Success  
ACCT1003 Intro to Accounting  
MGMT2643 Human Relations  
ENGL1013 English Composition I  
CPSI1003 Introduction to Computer Applications  
MATH REQUIREMENT

### Semester 3 (Fall)

ACCT2133 Accounting II or  
ACCT2143 Computerized Accounting  
BUS2613 Business Principles  
BUS2013 Business Communications  
BUS2663 Legal Environment of Business  
3 hour elective:  
ACCT, BANK, BUS, CIS, IST, MGMT, HOSP, or MKTG

### Semester 2 (Spring)

REMAINING ENGLISH  
Social Science Elective  
ACCT1123 Accounting I  
6 hours of electives:  
ACCT, BANK, BUS, CIS, IST, MGMT, HOSP, or MKTG

### Semester 4 (Spring)

COMM1313 Communications  
CIS1303 Computer Information Systems  
9 Hours of Electives:  
ACCT, BANK, BUS, CIS, IST, MGMT, HOSP, or MKTG

## Total Credit Hours Required

**60 Hours**

\*Estimated cost of program, excluding web and lab fees, supplies and books: \$7,200

\*Tuition and fees are subject to change per Board of Trustee approval.

\*\*NOTE: Students may pursue an Associate of Applied Science Degree in Business Technology with a focus proficiency certification in Accounting, Banking and Finance, Business Computer Applications, General Business Management, Information Science Technology, or Medical Office Administration by taking these courses as their electives. Students may earn any or all of the Certificates of Proficiency independently of the AAS degree.

Notice: All first-time full-time students at Ozarka College are required to complete the COLL1001 College Success Course, with a grade of C or better, by the end of their second semester. If they do not, then in the third semester, they will only be allowed to enroll in COLL1001 College Success.

## Division of Math & Science



### PROGRAMS OFFERED

Associate of Arts  
General Education

Associate of Science  
Aviation-Professional Pilot

# Associate of Arts

## General Education Degree

### 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.

### Outcomes

Students completing the degree program will be able to:

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

### General Education Requirements (35 credit hours)

#### English (6 credit hours)

ENGL1013 English Composition I  
ENGL1023 English Composition II

#### Mathematics (3 credit hours)

MATH1203 College Algebra  
MATH1213 Quantitative Literacy

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

##### Select one course from the following:

ENGL2213 World Literature I  
ENGL2223 World Literature I

##### Select one course from the following:

FATHI003 Fine Arts Theater  
FAVII003 Fine Arts Visual  
FAMU1003 Fine Arts Music

#### Lab Science (8 credit hours)

BIOL1004 General Biology with Lab  
PHSC1004 Physical Science with Lab

#### Social Sciences (6 credit hours)

ANTH2013 Cultural Anthropology  
ECON2313 Intro to Microeconomics  
ECON2323 Intro to Macroeconomics  
GEOG2013 Introduction to Geography  
PSYC2003 General Psychology  
SOC12013 Introduction to Sociology

#### U.S. History/Government (3 credit hours)

HIST2003 American History I  
HIST2013 American History II  
PLSC2003 American National Government

##### Select one course from the following:

HIST1003 World Civilization I  
HIST1013 World Civilization II

### Elective Requirements (15 credit hours)

ANTH Anthropology  
ART Art  
BIOL Biology  
CHEM Chemistry  
COMM Communication  
ECON Economics

ENGL English  
FAMU Fine Arts Music  
FATH Fine Arts Theater  
FAVI Fine Arts Visual  
GEOG Geography  
GEOL Geology  
HIST History

MATH Mathematics  
MUSI Music  
PHSC Physical Science  
PLSC Political Science  
PSYC Psychology  
SOC1 Sociology  
SPAN Spanish

CRIM1023 Introduction to Criminal Justice

## Institutional Requirements (10 credit hours)

COLL1001 College Success Orientation  
COLL2001 College Capstone  
CPSI1003 Introduction to Computers

COMM1313 Communications  
PHED1002 Concepts of Physical Education  
OR 2 (1 credit) PHED Activity Courses

## Total Credit Hours Required

**60 Hours**

\*Estimated cost of Program, excluding web and lab fees, supplies and books: \$7,000

\*Tuition and fees are subject to change per Board of Trustee approval.

NOTE ABOUT TRANSFERRING: According to Arkansas State Legislation and the terms of a partnership agreement between Ozarka College and most state-supported colleges and universities in Arkansas, students who complete the Associate of Arts degree will be able to transfer all course work directly to the the four-year institution and enter with junior standing. The following conditions apply:

Students may 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.

## Suggested Degree Pathway

### Semester 1 (13 credit hours)

ENGL1013 Composition I  
MATH1203/1213 Mathematics Requirement  
COLL1001 College Success  
COMM1313 Communications  
*Fine Arts Elective – 3 credit hours*

### Semester 3 (15 credit hours)

BIOL1004 General Biology and Lab  
CPSI1003 Introduction to Computers  
PHED1002 Concepts of Physical Activity  
*Fine Arts Elective – 3 credit hours*  
*General Elective – 3 credit hours*

### Semester 2 (15 credit hours)

ENGL2023 Composition II  
HIST1003/1013 World Civilization I/II  
*American History/Government Elective – 3 credit hours*  
*Social Science Elective – 3 credit hours*  
*General Elective – 3 credit hours*

### Semester 4 (17 credit hours)

PHSC1004 Physical Science and Lab  
COLL2001 College Capstone  
*Social Science Elective – 3 credit hours*  
*General Electives (3) – 9 credit hours*

# Associate of Science

## Aviation-Professional Pilot

### Philosophy

The Associate of Science in Aviation-Professional Pilot provides an introduction to aviation for those students who look forward to becoming professional pilots and to completing a baccalaureate degree at a four-year college or university. In addition to completing rigorous general education requirements, students learn to fly single-engine aircraft through the College's FAA-approved Part 141 training course, Air Agency Certificate 80ZS312L. Students qualify to take the Private Pilot knowledge test and practical exam. This degree will serve as the foundation for advanced flight certification offerings as well as provide seamless transfer degree opportunities to four-year institutions.

### Program Course Requirements and Sequence

#### SEMESTER 1 (15 credit hours)

AVIA1013 Fundamentals of Aeronautics  
AVIA1021 Intro to Aeronautics Lab  
COLL1001 College Success Orientation  
COMM1313 Communications  
ENGL1013 English Composition I  
MATH1203 College Algebra  
PHED1101 Fitness Center I

#### SEMESTER 3 (16 credit hours)

ENGL2683 Masters of Western Literature  
HIST1013 World Civilization II  
PHYS2014 General Physics I and Lab  
PLSC2003 American National Government

*Social Science Elective 3 credit hours*

#### SEMESTER 2 (15 credit hours)

AVIA1171 Private Pilot Lab  
AVIA1161 Private Pilot Certificate  
AVIA1403 Fundamentals of Aeronautics II  
BIOL1004 General Biology and Lab  
ENGL1023 English Composition II  
MATH1303 Trigonometry

#### SEMESTER 4 (15 credit hours)

AVIA2263 Air Traffic Control  
AVIA2393 Aviation Weather

Select one from the following:

FAMU1003 Fine Arts Music  
FATH1003 Fine Arts Theater  
FAVI1003 Fine Arts Visual

*Social Science Elective 3 credit hours*

*Directed Elective 3 credit hours*

### Total Credit Hours Required

**61 Hours**

\*Estimated cost of program excluding web fees, supplies and books: \$12,983.50\*

\*Tuition and fees are subject to change per Board of Trustee approval.

Students will earn a course grade for flight labs at the end of the term with no additional funding required. The student must meet the FAA performance standard outlined in the applicable Practical Test Standards (PTS) for certification. See the applicable PTS for FAA requirements.

## Standards of Progress

A student attending full-time, enrolled in approximately 15 credits per semester, will be able to complete the A.S. in Aviation-Professional Pilot in four semesters.

Flight programs require a commitment from students. Students should plan on flying at least twice per week to complete their flight lab requirements. The academic schedule can be found at <https://www.ozarka.edu>. Students entering this program must pass at least a third class medical examination administered by an FAA medical examiner, obtain a student pilot's certificate (or greater), and satisfy Transportation Security Administration (TSA) citizenship requirements. Flight fees for aviation courses are in addition to the regular college registration fees. Flight fees consists of aircraft rental, one-on-one flight instruction charges for instruction given during flight, and one-on-one ground flight instruction given on the ground by FAA certificated flight instructors. Flight fees are assessed at the beginning of each semester. Should a student not complete the required hours of flight training/ground instruction, fees will be returned on a prorated basis. Students must meet eligibility requirements in 14 CFR Part 141 applicable to the FAA certificate/rating being sought.

The student will be responsible for attending the scheduled flight lesson. Any missed appointments will be handled individually per the flight school's policies. No retakes of a failed course will be allowed due to poor attendance. Any cancellations beyond the control of the student and flight school will be discussed with Ozarka faculty/staff to determine if any violation of policies has occurred. If a student is unable to complete the class within the academic schedule for the registered semester as shown in the published class schedule, the student must bring this problem to the attention of the flight school staff or faculty as this may affect future funding for subsequent classes. If student is found not progressing at a normal rate, a meeting between the flight school instructor and faculty will occur to determine the cause of the problem and possible solution. Students will be expected to address any possible problems regarding flight training with faculty as soon as possible.

The student will have to complete any flight lab within the academic schedule for the semester in which the student is registered. The student must complete all flight labs satisfactorily before signing up for subsequent flight labs in the degree program. A flight lab can be retaken once to achieve a satisfactory rating. In the event the student fails two flight labs resulting in two "F's" they will no longer be allowed to continue in the flight program. Students will receive an incomplete (I) only if all requirements outlined in the college catalog policy for (I's) are met. The incomplete is only given in the case of weather and mechanical cancellations. Incompletes may also be given for extreme circumstances, other than weather and mechanicals, and may be considered on a case-by-case basis. Final grades for the flight lab will be based on the individual class grading policies stated in the syllabus.

Regular class attendance and punctuality are required for all classes. If a student must miss due to illness, emergency, or college business, it is the student's responsibility to find out what classwork was missed. After a student misses the equivalent of two weeks of class sessions, the instructor has the prerogative of assigning a grade "F" for the course.

VA students who fail to meet the flight programs standards of progress including the minimum requirements in either academics or attendance, the student will be determined to not be making satisfactory progress and the VA educational benefits will be suspended (by the school's certifying official submitting a 22-1999b) effective on the last day of probation.



The chart below represents mandatory flight hours and fees for the program:

AVIA 1021 – Introduction to Aeronautics Lab	Hours	Charge	Total
Dual Aircraft	10.7	\$115	\$1230.50
Flight Instruction	10.7	\$35	\$374.50
Solo Aircraft	0.6	\$115	\$69
Ground Instruction	7.0	\$35	\$245
AVIA 1021 Total Cost - \$1919			

AVIA 1171 – Private Pilot Lab	Hours	Charge	Total
Dual Aircraft	19.2	\$115	\$2208
Flight Instruction	19.2	\$35	\$672
Solo Aircraft	4.4	\$115	\$506
Ground Instruction	14	\$35	\$490
Training Device	3.4	\$20	\$68
Training Device Instruction	3.4	\$35	\$119
AVIA 1171 Total Cost - \$4063			

NOTE: Students who have earned an Associate of Science in Aviation-Professional Pilot from Ozarka College will be admitted to the Bachelor of Science in Aviation – Professional Pilot Track upon admission to Henderson State University, subject to Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) flight training requirements in place at the time of admittance.



# 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 facilitates 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 will possess improved work and academic skills to expedite the attainment of their personal goals. Students will develop a sense of responsibility, pride, and personal worth as they complete the ABE/GED program.

## Program Overview:

1. Evaluate students as they enroll, to provide them with appropriate learning materials, and to work with them toward improving their reading skills.
2. 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, decimals and percentages. Quantitative problem solving and algebraic problem solving are also covered. Students will then show an understanding of these concepts by applying them to reading problems based on everyday life.
3. Evaluate the ability of students to formulate an appropriate response to a prompt and to effectively express their ideas utilizing standard grammar, mechanics, and word choice.
4. Work with students at their entrance level until they master the skills necessary to take and pass the GED Test.

**Program Components:** Adult education classes are offered at Ozarka College-Melbourne, Ozarka College-Mountain View, Ozarka College-Ash Flat, Ozarka College-Mammoth Spring, and the Baxter County Adult Education Center in Mtn. Home. 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 five counties: Baxter, Fulton, Izard, Sharp, and Stone. 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 incarcerated or mandated by the court system to pursue their GED.

**Enrollment Procedures:** Enrollment in Ozarka College'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. Before a student age 16 or 17 is admitted into the Adult Education Program, the student must make formal application to the school district for a waiver to enroll in the Adult Education Program. Parochial or private school students must provide a letter from the school's director or administrator to verify enrollment. A student enrolled in home school shall present proof of homeschooling in the form of a notarized copy of the Notice of Intent.

Court ordered minors must provide a signed order by the officiating judge. All 16 and 17 year olds shall score an 8.5 grade level or above on the Test for Adult Basic Education, Level A, Complete Battery to be eligible for enrollment into the Adult Education Program. Attendance requirements for all 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. Students are responsible for providing proof of employment. 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 when 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 2014 GED Test. This curriculum includes basic academic courses reflective of the Common Core State Standards as well as those designed to enrich and expand the student's ability to succeed in his or her personal life and in the workplace.

**Reasoning through Language Arts:** In alignment with career and college readiness standards, the focus is on three essential groupings of skills--the ability to read closely, the ability to write clearly, and the ability to edit and understand the use of standard written English in context.

**Social Studies:** The focus is on the fundamentals of social studies reasoning and the ability to apply these fundamentals in realistic situations. The four major content domains are civics and government, United States history, economics, and world geography.

**Science:** The focus is on the fundamentals of science reasoning and the application of that reasoning in realistic settings. The three major content domains are life science, physical science, and earth and space science.

**Mathematical Reasoning:** The focus is on two major content area--quantitative problem solving and algebraic problem solving.

**Testing:** The Official GED Test is administered at three Ozarka College campuses, Melbourne, Ash Flat, and Mtn. View as well as the Baxter County Adult Education Center in Mtn. Home. Successful completion of the GED Ready Test is required before a candidate may take the Official GED Test.

**Graduation:** After passing the Official GED Test, the graduate is invited to participate in Ozarka College's graduation exercises in May. Ozarka College'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. A transcript request form may be downloaded at <http://ace.arkansas.gov/adulteducation/programs/GED>. There is no charge for this service.

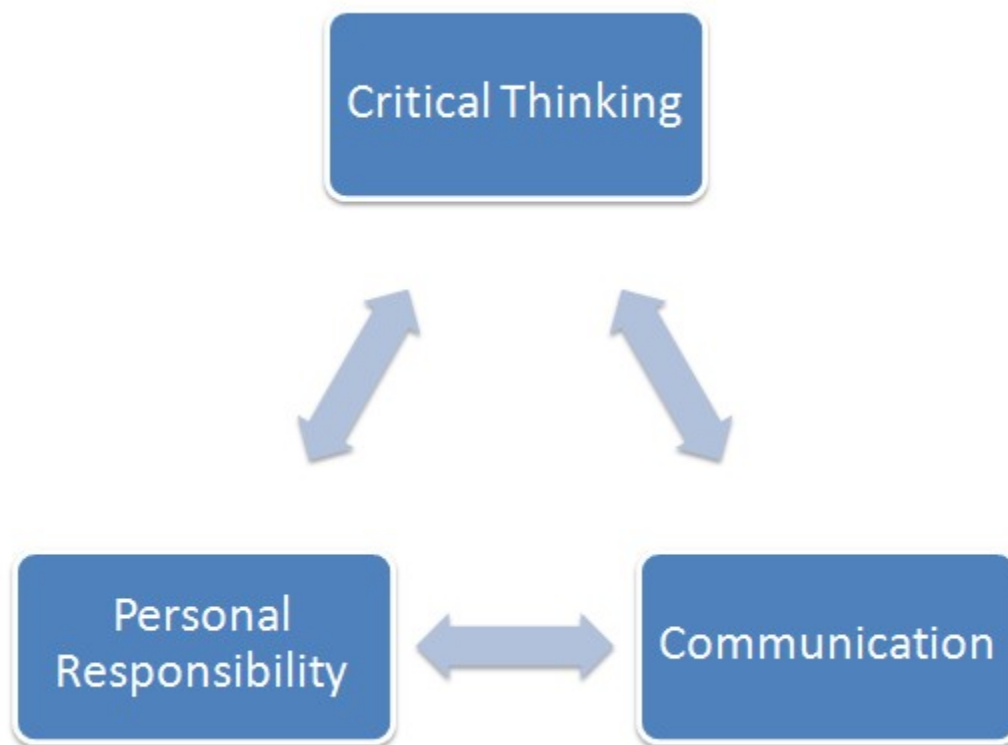
**Enrollment in Further Education:** GED recipients are encouraged to continue their education by enrolling in regular college credit classes at Ozarka College. Recipients who meet the scholarship requirements on the Official GED Test are eligible for the College's New Horizon Scholarship, which covers tuition costs. Specifics for this scholarship may be found in the Financial Information section of this catalog.

**WAGE™ Program:** Ozarka College Adult Education Program participates in the WAGE™ Program (Workforce Alliance for Growth in the Economy™.) WAGE™ is a job readiness training program conducted through the Adult Education Division of the Arkansas Department of Career. It includes 112 basic skills competencies based on the Secretary's Commission on Achieving Necessary Skills (SCANS) which have been determined as essential by the nation's and Arkansas' employers.

Ozarka College Adult Education offers six state-issued WAGE™ certificates: Employability, Industrial, Customer Service Level I, Customer Service Level II, Bank Teller and Office Technology. Students who have a goal of obtaining a job, retaining a job, improving their skill level to gain improved employment, or entering next-level workplace training are eligible to enroll. Those seeking an Employability or Customer Service I Certificate must score a minimum of 6.0 on the TABE assessment test to enroll in the WAGE™ program. Those seeking Industrial, Customer Service II, Bank Teller, or Office Technology must score 8.5 on the TABE assessment test to enroll in the WAGE™ program.

# 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 focus of general education includes three major areas of competency:



## GE1: Critical Thinking

Goal: Critical reasoning skills in a variety of environments are essential to effective decision making.

Every graduate of Ozarka College should apply the following critical reasoning skills:

- a) Explore: Learners will examine, investigate and study new ideas and concepts.
- b) Locate: Learners will actively seek out various forms of credible information including print, electronic, and human resources.
- c) Interpret: Learners will analyze information and make intelligent inferences objectively.
- d) Evaluate: Learners will appraise and defend the significance and value of information.
- e) Synthesize: Learners will assemble and construct ideas or data to create and design new information, ideas, and concepts.

## GE2: Communication

Goal: Efficient and effective communication is an essential life skill for every student's personal, professional, and academic life. Every graduate of Ozarka College should master the three main components of communication:

- a) Verbal: Learners will actively express ideas using verbal communications skills with attention to audience and topic.
- b) Written: Learners will create and write coherent, grammatical pieces for a variety of audiences and topics.
- c) Visual: Learners will construct effective messages in visual form, demonstrating their ability to convey messages in additional communication contexts.

## GE3: Personal Responsibility

Goal: An attitude of responsibility is beneficial to self, college and society, positively impacting future generations. Every graduate of Ozarka College should attain an evident level of responsibility in the following areas:

- a) Academic: Learners will be prepared to accept responsibility for their own learning process and timely degree attainment.
- b) Financial: Learners will understand the economic impact and obligations of their chosen career. They will also understand and accept responsibility for repayment of any student debt incurred.
- c) Civic: Learners will have the opportunity to engage in service to community which will enhance their understanding of citizenship, diversity, and civic responsibility.

The general education core requirements are consistent with Ozarka College's mission, vision, and values. Requirements vary from 6 to 35 hours, depending on whether a student is in a technical certificate program, an Associate of Applied Science degree program, or an Associate of Arts or Science 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 Required course for Technical Certificates is Technical Writing. These students, however, may also meet the requirement by completing English Composition I.

Students expecting to enroll in an associate degree program sometime after completing the technical certificate are strongly advised to take English Composition.

## General Education Requirements for Associate of Applied Science Degrees

General education course requirements are generally 15-19 credit hours, but may be higher based on the technical course requirements. Associate of Applied Science degrees 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 or Science Degree

The Associate of Arts degree requires completion of 35 credit hours of general education courses. These include six credit hours of English, four credit hours of biological science, four credit hours of physical science, three credit hours of fine arts, three credit hours of literature, twelve credit hours of social science, and three credit hours of mathematics. Specific requirements are listed in the program section.

## Developmental Education

Developmental courses are designed to assist students who do not have the academic skills to succeed in transferable freshman-level courses.

Transitional, developmental courses include:

PCEN0034 Foundations of Literacy

PCEN0001 English Composition I with Supplemental Instruction

(must be taken concurrently with ENGL 1013 English Composition I)

PCMA0033 Foundations of Math

## 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
- 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 credit hour value of the course.

# Course Descriptions

**ACCT1003 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.

**ACCT1123 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. ACCT1003 is strongly recommended as preparation for Accounting I. 3 credits. ACTS: ACCT2003

**ACCT2133 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. ACTS: ACCT 2013

**ACCT2143 Computerized Accounting** Introduction to the application of computerized accounting record keeping systems. Emphasizes the recording of transactions and generation of financial reports in a business environment. ACCT1003, Intro. to Accounting, or ACCT 1123, or Accounting I is recommended. 3 credits.

**ACCT2153 Payroll Accounting** Payroll Accounting introduces students to the major tasks of payroll accounting. Examines employment practices; federal, state, and local governmental laws and regulations; internal controls; and various payroll accounting forms and records. Prerequisite: ACCT1003, Introduction to Accounting or permission of instructor. 3 credits.

**ACCT2163 Federal Income Tax Accounting** Federal Income Tax Accounting provides instruction in the basic income tax structure from the standpoint of the individual. Prerequisite: ACCT1003, Introduction to Accounting or permission of instructor. 3 credits.

**ACCT2283 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: ACCT 1123, Accounting I. 3 credits.

**AHMA1033 Math for Allied Health** This course will use a combination of lecture, software, and a mastery learning approach in a computer laboratory environment to allow the student to learn and demonstrate competencies for all the outcomes which are expected in the traditional NRS1213 Math for Nurses course sequence. This course consists of two distinct course modules. This course provides transitional mathematics instruction as well as technical mathematics instruction for students pursuing programs of study in the nursing field. Modules include the following as determined by individual student diagnostics: fundamentals of arithmetic, fundamentals of algebra, dosage calculation, using ratio to proportion, multiple means of calculation related to medication, 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. 3 credits.

**ANTH2023 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. ACTS: ANTH 2013.

**ANTH2033 Introduction to Russian Culture** Students will be introduced to Russia by way of an anthropological approach to the study of Russian culture. Traditional arts, folklore, literature, religious beliefs, family households, political systems, geography, and ethnicities of Russia will be examined through readings, lectures, discussions, and films. Language is the most essential element of any culture and therefore an acquaintance with the fundamentals of Russian language will help students engage with Russian culture. In a non-competitive manner students will become familiar with the Cyrillic alphabet, be introduced to the grammar of Russian, and acquire a small vocabulary of Russian words and phrases. Prerequisite: ANTH2023 Cultural Anthropology 3 credits.



**ART1023 2D Art Design** This class is an introduction to basic 2D design principles. 3 credits.

**ART1103 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.

**ART1123 Art History I** This class is the first semester of a two-part course covering the span of global art history. It will be a survey of shared visual history, beginning with humanity's earliest cultures and finishing with Gothic cathedrals, at the cusp of the Renaissance. Each era will be explored in detail, allowing students to become familiar with the range of imagery, object types, and technologies used in various cultures and time periods. 3 credits.

**ART1133 Art History II** This class is the second semester of a two-part course covering the span of global art history. It can be taken as a stand-alone course as it does not require Art History I as a prerequisite when taken as an elective. It will be a survey of shared visual history, beginning with the glorious Renaissance and finishing with contemporary art in the New Millennium. Each era will be explored, discovering the imagery and technologies of various cultures and time periods. 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. Prerequisite: ART1203 Painting for Non-majors. 3 credits.

**ART1303 Drawing I** An introductory drawing course focusing on the creative process of drawing. Drawing ability will be developed through exercises 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.

**ART1313 Drawing II** A continuation of Drawing I. Prerequisite: ART1303 Drawing I. 3 credits.

**AST1105 Engine Repair** Provides the student with an introduction to automotive engines, the use and care of hand tools, precision tools, special tools, and industry related 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. OSHA standards and safety are emphasized. This course requires 3 hours in the classroom and 4 hours in the automotive lab each week. 5 credits.

**AST1215 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. This course requires 3 hours in the classroom and 4 hours in the automotive lab each week. 5 credits.

**AST1305 Suspension and Steering** Introduces the student to the theory and operation of modern suspension and steering systems. The 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. This course requires 3 hours in the classroom and 4 hours in the automotive lab each week. 5 credits.

**AST1405 Engine Performance** Covers two major systems: fuel and ignition systems, and drivability and emissions. An understanding of the operation of these systems is essential to the successful maintenance and repair of most vehicles. Drivability 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. OSHA standards and safety are emphasized. This course requires 3 hours in the classroom and 4 hours in the automotive lab each week. 5 credits.

**AST2102 Automotive Service Technology Lab** This lab will provide students additional lab time to work on all aspects of automotive repairs and diagnosis. 2 credits.

**AST2105 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. This course requires 3 hours in the classroom and 4 hours in the automotive lab each week. 5 credits.

**AST2205 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. This course requires 3 hours in the classroom and 4 hours in the automotive lab each week. 5 credits.

**AST2305 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. This course requires 3 hours in the classroom and 4 hours in the automotive lab each week. 5 credits.

**AST2415 Manual Drive Train & Axles** Covers the entire drivetrain 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. This course required 3 hours in the classroom and 4 hours in the automotive lab each week. 5 credits.

**AST2504 Automotive Service Technology Lab** This lab will provide students additional lab time to work on all aspects of automotive repairs and diagnosis. This course requires 7 hours in the automotive lab each week. 4 credits.

**AVIA1013 Fundamentals of Aeronautics I** Beginning with an overview of aviation, this course will cover the training process, basics of airplane systems, understanding of aerodynamic principles, the flight environment and each maneuver performed in the aircraft. 3 credits.

**AVIA1021 Introduction to Aeronautics Lab** This course is designed to facilitate the completion of each required stage of the Private Pilot Certification Course including the tests for those stages, complete the cross country training specified in 14 CFR 141 Appendix B and graduate from the Private Pilot Certification Course. Required course fee includes 10.7 hours of dual, 0.6 hours of solo, and 7.0 hours of ground. 1 credit.

**AVIA1161 Private Pilot Certification** This course is designed to prepare students for the Private Pilot Knowledge Exam and to complete the ground requirements for the Private Pilot FAA Part 141 course. This course should strengthen the knowledge attained in the Fundamentals of Aviation courses. Prerequisite: AVIA1013 Fundamentals of Aeronautics I and AVIA1403 Fundamentals of Aeronautics II. 1 credit.

**AVIA1171 Private Pilot Lab** This course is designed to facilitate the completion of each required stage of the Private Pilot Certification Course including the tests for those stages, complete the cross country training specified in 14 CFR 141 Appendix B and graduate from the Private Pilot Certification Course. Required course fee includes 19.2 hours of dual, 4.4 hours of solo, 14.0 hours of ground, and 3.4 hours AATD. 1 credit.

**AVIA1403 Fundamentals of Aeronautics II** The course is designed to add upon material covered in Fundamentals of Aeronautics I and prepare students for the information needed to make them competent private pilots. Prerequisite: AVIA1013 Fundamentals of Aeronautics I. 3 credits.

**AVIA2031 Commercial Pilot Certification** Ground instruction in preparation for the FAA Commercial Pilot written examination and Commercial Pilot certification; instruction emphasizes advanced aerodynamics, aircraft performance, precision maneuvers, extended cross country and night flight, relevant FAA regulations, instruction to advanced systems and transition to more sophisticated aircraft. 1 credit.

**AVIA2051 Commercial/Instrument Lab I** Students will learn commercial flight maneuvers needed for the Commercial Pilot Certificate. 1 credit.

**AVIA2071 Instrument Pilot Certification** Preparation for FAA Instrument Pilot written examination. Course completion requires passing the FAA Instrument written exam. 1 credit.

**AVIA2263 Air Traffic Control** A study of the overall background and function of air traffic control. 3 credits.

**AVIA2383 Commercial Preparation and Procedures I** In depth preparation for both the Commercial Certificate and the Instrument Rating. Theoretical and practical aspects of instrument flying will be introduced. 3 credits.

**AVIA2393 Aviation Weather** The course provides in-depth knowledge of atmospheric science and weather that impacts flight. Included is a systematic development of the following: elementary meteorology, atmospheric circulation systems, flight hazards, weather forecast process and interpreting pertinent weather information for flight. 3 credits.

**AVIA2413 Regulations and Publications** This course will involve an in-depth look at the Federal Aviation Regulations, Airman's Information Manual, Practical Test Standards, Advisory Circulars, other FAA publications, and the Pilot's Operating Handbook. 3 credits.

**AVIA2433 Commercial Preparations and Procedures II** A commercial pilot certificate is the essence of being a professional in the field of aviation. This course will prepare you for the professional pilot realm in the following ways: an overview of flight maneuvers, technical subject areas necessary to complete the requirements of a Commercial Pilot Certificate, Crew Resource Management, and interview preparation. 3 credits.

**AVIA2491 Commercial/Instrument Lab II** Students will complete cross country flight training needed for the Commercial Certificate. 1 credit.

**AVIA2501 Commercial/Instrument Lab III** Students will learn to develop an instrument scan for both full and partial panel flight. Students will also learn elements related to the departure, en-route, and arrival phases of flight under Instrument Flight Rules (IFR). 1 credit.

**AVIA2511 Commercial/Instrument Lab IV** Students will complete cross countries under Instrument Flight Rules (IFR) and complete requirements necessary for the Instrument Rating. Students will also complete a Complex Aircraft Transaction in a Technically Advanced Aircraft (TAA). 1 credit.

**AVIA2521 Commercial/Instrument Lab V** Students will complete cross countries under Instrument Flight Rules (IFR) and will be introduced to Crew Resource Management (CRM). Students will also complete requirements necessary for the Commercial Pilot Certificate. 1 credit.

**BANK1013 Principles of Banking** (Same as AIB 1370.) Introduces most aspects of banking from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Covers the importance of full-service commercial banking, major functions of commercial banks, products and services offered by banks, demand and time deposits, various types of bank loans and investments, the concepts of liquidity, safety, and income, and various banking regulations and regulatory agencies. 3 credits.

**BANK2013 Law & Banking: Principles** (Same as AIB 3660.) Law and legal issues concerning banks, with special emphasis on the Uniform Commercial Code. Covers sources and applications of banking law, differences between torts and crimes and how they relate to banking, contracts, real and personal properties, bankruptcy, and legal implications of consumer lending. 3 credits.

**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 relating to basic physiological processes. 4 credits. ACTS: BIOL 1004.

**BIOL1204 Body Structure & Function** A one semester study of the anatomy and physiology of the human body. The major 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.

**BIOL2001 Independent Study in Biology - one** An independent study in biology specifically designed for students interested in a career in the biological or environmental sciences. The course will introduce students to experimental design, laboratory and field techniques, data generation, basic statistical analysis, and interpreting primary scientific literature. Experiments will be designed by students and carried out under close supervision of the instructor. 1 credit.

**BIOL2002 Independent Study in Biology - two** An independent study in biology specifically designed for students interested in a career in the biological or environmental sciences. The course will introduce students to experimental design, laboratory and field techniques, data generation, basic statistical analysis, and interpreting primary scientific literature. Experiments will be designed by students and carried out under close supervision of the instructor. 2 credits.

**BIOL2003 Independent Study in Biology-three** An independent study in biology specifically designed for students interested in a career in the biological or environmental sciences. The course will introduce students to experimental design, laboratory and field techniques, data generation, basic statistical analysis, and interpreting primary scientific literature. Experiments will be designed by students and carried out under close supervision of the instructor. 3 credits.

**BIOL2004 General Ecology and Lab** Ecology is the study of relationships between organisms and their environment. This course will focus on the physical and biological components of ecosystems and includes laboratory activities which will reinforce key concepts through hands-on investigative or experimental activities. Through hands-on laboratory and field work students will refine critical thinking skills and learn to apply scientific method to ecological studies. Topics covered include natural history, effects of abiotic variables on individuals, population, ecology, communities, ecosystems, and large scale ecology. Prerequisites BIOL1004, General Biology and PCMA0023 Intermediate Algebra. 4 credits.

**BIOL2014 Microbiology and Lab** The study of bacteria, viruses, fungi, metazoans, and protozoans, as they affect human health. This course includes a laboratory of microorganisms. Prerequisites: Prior successful completion of BIOL1004, General Biology and Lab, OR BIOL1204 Body Structure and Function is required. 4 credits. ACTS: BIOL 2004.

**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 credits. ACTS: BIOL 1054.

**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. Prerequisite: Prior successful completion of BIOL1004 General Biology and Lab, or BIOL1204 Body Structure and Function. 4 credits. ACTS: BIOL2404.

**BIOL2224 Anatomy and Physiology II and Lab** This course emphasizes the anatomy and physiology of the human organism. Continuation of BIOL2214 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 area of study from a laboratory perspective. Prior successful completion of BIOL1004 General Biology and Lab, or BIOL1204 Body Structure and Function is highly recommended. 4 credits. ACTS: BIOL2404.

**BTMA1033 Math for Business Technology** This course will use a combination of lecture, software, and a mastery learning approach in a computer laboratory environment to allow the student to learn and demonstrate competencies for all outcomes which are expected in the technical mathematics course sequence required for applied science and technology programs. This course consists of two distinct course modules. This course provides transitional mathematics instruction as well as technical mathematics instruction for students relating to problem solving in business situations and financial management. Modules include the following as determined by individual student diagnostics: fundamentals of arithmetic, whole numbers, fractions, decimals, solving for unknown, percentages, payroll, simple interest, and insurance. 3 credits.

**BUS1133 Keyboarding Essentials** Introduces the new keyboarder to the techniques and skills necessary to perform touch keying. Skill-building is emphasized, and document formats using current word-processing software are introduced. 3 credits. ACTS: BUSI1103.

**BUS1213 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 business work simulations. Applications of word processing functions will be an integral part of the course. The student is encouraged to spend a minimum of two additional lab hours per week to refine skills and reinforce techniques and applications learned in class. Prerequisite: BUS1023 Keyboarding I or BUS1133 Keyboarding Essentials or advanced keyboarding ability. 3 credits.

**BUS2013 Business Communications** (Equivalent to AIB 1870.) Principles of effective oral and written communication 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: ENGL1013 English Composition I with grade of C or better. Also, BUS1133 Keyboarding Essentials is strongly recommended. 3 credits. ACTS: BUSI2013.

**BUS2613 Business Principles** Introduces students to the world of business and helps them prepare for beneficial interactions in the business industry. Studies include factors that comprise our national economy and concepts needed to deal with and become part of the contemporary business world. 3 credits. ACTS: BUSI1013.

**BUS2663 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. ACTS: BLAW2003.

**CHEM1003 Introduction to Chemistry** Fundamentals of chemistry and a survey of topics for students with no previous training in chemistry. The purpose of this course is to provide the necessary background to enter CHEM1014. Lecture three hours per week. Prerequisite: MATH0023 or equivalent. 3 credits.

**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 completion of MATH1203, College Algebra AND PHSC1004 Physical Science and Lab in required. 4 credits. ACTS: CHEM1414.

**CHEM1024 General Chemistry II and Lab** 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. Prerequisite: CHEM1014 General Chemistry I and Lab. 4 credits. ACTS: CHEM1424.

**CIS1303 Computer Information Systems** Provides a thorough introduction to computer concepts. Topics covered 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.

**CIS2353 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. Prerequisite: CPSI1003 Introduction to Computer Applications. 3 credits.

**CIS2393 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. Prerequisites: BUS 1213 Information Processing or Advanced Keyboarding Skills are required. 3 credits.

**COLL1001 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.

**COLL2001 College Capstone** The capstone course is an opportunity for students to demonstrate, during the last semester of enrollment, that they have achieved the general education outcomes established by Ozarka College. The course is designed to assess learning in a student-centered and student-directed manner which requires the command, analysis and synthesis of knowledge and skills. The capstone course integrates the application of the general education curriculum to both a paper and presentation which serves as an instrument of evaluation. The course fosters interdisciplinary partnerships among college departments and helps cultivate community, institutional, and workforce alliances and cooperation. 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 Communications** Techniques for effective communication, including verbal communication, nonverbal communication, listening skills, small group communication, organizational communication, multicultural communication, online communication, and practice in the preparation and presentation of speeches. 3 credits. ACTS: SPCH 1003.

**CPSI1003 Intro. to Computer Applications** Hands-on use of integrated 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. ACTS: CPSI 1003.

**CRIM1013 Criminal Law** Introduces students to the criminal statutory provisions in the State of Arkansas, including the interpretation of the statutory criminal law as set forth by the State of Arkansas and the U.S. Supreme Courts, and to introduce them to felonies, misdemeanors, violations, and the punishments for the crimes. 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. ACTS: CRJU 1023.

**CRIM1033 Introduction to Law Enforcement** Prepares individuals to perform duties of police and correctional officers, including investigating criminal justice careers, defining crimes, response to emergencies, traffic control, patrolling, and public relations. 3 credits.

**CRIM1043 Law Enforcement II** Prepares individuals to perform the duties of police and correctional officers, including investigating crimes, search and seizure, maintaining custody of prisoners, and defining crimes. 3 credits.

**CRIM1053 Introduction to Corrections** This course introduces basic concepts, theories, principles and a historical overview of the corrections system as it pertains to the institutional control and supervision of offenders. 3 credits.

**CRIM2001 Overview of Criminal Justice System** A comprehensive overview of the criminal justice curriculum with a focus on contemporary issues. This is a capstone course to be taken in the student's last semester and is a requirement for graduation. 1 credit.

**CRIM2233 Criminology** This course is intended to introduce students to criminology, the scientific study of the causes and prevention of crime. 3 credits.

**CRIM2253 Criminal Investigations** An examination of the fundamentals and theory of an investigation. Prerequisite: Successful completion of CRIM1023 Introduction to Criminal Justice. 3 credits.

**CRIM2263 Criminal Evidence and Procedure** This course is a comprehensive study of the philosophical and constitutional aspects of evidence and procedure in the context of the criminal justice system. Prerequisite: Successful completion of Introduction to Criminal Justice. 3 credits.

**CRIM2403 Police Community Relations** This course is intended to introduce students to the broad field of police and community relations. This course will focus on the role of progressive police activity, the significance of good working relationships between law enforcement and the public, and the complex factors involved in successful police community relationships. 3 credits.

**CUL1103 Sanitation & Safety** Covers the control of bacteria and knowledge necessary to practice safe food handling techniques when receiving, producing, and serving food to the public. Includes care and cleaning of commercial food preparation equipment and personal hygiene. 3 credits.

**CUL1203 Dining Room Service** Emphasis is placed on the importance and principles of proper service, guest check writing and computing, set up, banquet services, and selling. Students will be required to participate in catering and dining activities. 3 credits.

**CUL1303 Introduction to Food Production** 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. In the lab 4.5 hours a week. 3 credits.

**CUL1305 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 credits.

**CUL1503 Basic Food Service & Nutrition** Basic concepts of nutrition, including factors that impact nutritional practices. Course includes the principles underlying the selection and preparation of foods, study of food components, market standards for products, grades, and labeling. Special attention is given to age-related nutritional needs. 3 credits.

**CUL1603 Introduction to Baking** Emphasis on restaurant production of pies, cakes, fillings, variety breads, sweet dough, sponge dough, and speciality items. All items will be produced from "scratch" method. Cake decorating and the use of various types of bakery equipment are included. In the lab 4.5 hours a week. 3 credits.

**CUL1605 Baking I** Emphasis on restaurant production of pies, cakes, fillings, variety breads, sweet dough, sponge dough, and speciality items. All items will be produced from "scratch" method. Cake decorating and the use of various types of bakery equipment are included. 5 credits.

**CUL1703 Advanced Food Production** Continuation of CUL1303 Introduction to Food Production. 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. In the lab 4.5 hours a week. Prerequisite: CUL 1303 Introduction to Food Production and CUL1103 Safety & Sanitation and pass Serve Safe National Exam. 3 credits.

**CUL1705 Food Production II** Continuation of CUL1303 Introduction to Food Production. 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: CUL 1303 Introduction to Food Production and CUL1103 Safety & Sanitation and pass Serve Safe National Exam. 5 credits.

**CUL2203 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, create 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. Prerequisites: CUL 1703 and CUL2403. In the lab 4.5 hours per week. 3 credits.

**CUL2403 Advanced Baking** Continuation of CUL1603 Introduction to Baking with focus on a larger variety of baked goods and more complex preparations & plate presentation of baked goods & specialty pastries. In the lab 4.5 hours a week. Prerequisite: CUL 1603 and CUL1103 Safety & Sanitation and pass Serve Safe National Exam. 3 credits.

**CUL2405 Baking II** Continuation of CUL1603 Introduction to Baking with focus on a larger variety of baked goods and more complex preparations & plate presentation of baked goods & specialty pastries. Prerequisite: CUL 1603 and CUL1103 Safety & Sanitation and pass Serve Safe National Exam. 5 credits.

**CUL2503 Catering & Banquet Service** Exposes culinary students to the essential ingredients for successful catering. Discussions will include all segments of the catering industry. Emphasis will be placed on activity tasks of planning, organizing, and controlling catering activities. Students will develop function sheet requests, calendar of events, production and employee schedules. Students will develop a business plan for a dining establishment including planning for its growth, equipment, and employee needs. Fundamentals of standard buffet operating procedures will be implemented through scheduled functions. 3 credits.

**CUL2603 Menu Planning/Quantity Purchase** 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 and daily classroom activities. 3 credits.

**CUL2703 Advanced Culinary Arts II** Continuation of CUL 2203 Advanced Culinary Arts 1. This course is designed to further enhance student skills and techniques and participate in major catering events. Prerequisites: Successful completion of all basic culinary arts courses and CUL2203. 3 credits.

**CUL2802 Culinary Arts Capstone** This course gives the students an opportunity to demonstrate during their last semester that they have achieved the general culinary education outcomes established by the culinary arts department. Prerequisites: Successful completion of all basic culinary arts courses and CUL2203. 2 credits.

**CUL2803 Garde Manger** This course is 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 manger will be displayed, discussed, explained, and 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. Prerequisites: CUL 1703 and CUL2403. In the lab 4.5 hours per week. 3 credits.

**ECD1003 Fnds. of Early Childhood Education** Introduction to the early childhood profession, including issues pertinent to the professional such as family relations, effective program management, and commitment to professionalism. Corequisites: ECD1103, ECD1203, ECD1303 and ECD1403. 3 credits.

**ECD1103 Child Development** Focusing on ages birth to five years, the course covers all aspects of a child's physical and cognitive growth, socio-emotional development, and how to provide positive guidance. Corequisites: ECD1003, ECD1203, ECD1303, and ECD1403. 3 credits.

**ECD1203 Healthy, Safe Learning Environment** Designed to teach concepts and skills necessary for establishing and maintaining a safe, healthy learning environment for young children. Corequisites: ECD1003, ECD1103, ECD1303, and ECD1403. 3 credits.



**ECD1303 Practicum I** Students must be employed or volunteer for 240 hours in a licensed childcare facility to apply previously-learned skills. A Professional Portfolio, required for CDA credentialing, will be compiled throughout this course. Corequisites: ECD1003, ECD1103, ECD1203, and ECD1403. 3 credits.

**ECD1403 Practicum II** Continuation of ECD1303 Practicum I. Candidates will document an additional 240 clock hours in a licensed early child care facility. The Professional Portfolio and all CDA requirements must be completed before the student is eligible for CDA assessment. Corequisites: ECD1003, ECD1103, ECD1203, ECD1303. 3 credits.

**ECON2113 Business Statistics I** Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression and correlation. Prerequisites: MATH1203 College Algebra and CPSI1003, Introduction to Computer Applications. 3 credits.

**ECON2313 Intro. to Microeconomics** This course is an 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. ACTS: ECON 2203.

**ECON2323 Introduction to Macroeconomics** This course will discuss the basic operations of the U.S. economy, focusing on supply and demand analysis to explain real-world economic issues. Both the Keynesian model and the Aggregate Demand/Aggregate Supply (AD/AS) model of Macroeconomics will be addressed. Topics include gross domestic product, unemployment, inflation, fiscal policy, and monetary policy. 3 credits.

**EDU2003 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. Students will be required to submit a criminal background check to complete the observation portion of this course. 3 credits.

**EDU2013 Intro to K-12 Technology** 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.

**EDU2023 Child Growth and Development** This course studies the nature and development of children from pre-birth to the middle school years of childhood. Includes physical, cognitive, and psychosocial development. Prepares students to understand the complex, dynamic process of child development and helps students understand when departures from normal childhood behavior are significant. 3 credits.

**EDUC2033 Child Growth & Learning** This course studies the nature, development, and learning of children through adolescence. It includes physical, cognitive, and psycho-social development. It prepares students to understand the complex, dynamic process of child development and learning, and helps students understand when departures from normal childhood behavior are significant. 3 credits.

**EDUC2043 The Exceptional Child in the Classroom** This course is an introduction to exceptional students, with the major focus on serving these individuals in regular education classroom environments. This course should help future teachers understand how to work with exceptional children in a regular classroom and how to help all students cope with inclusion. 3 credits.

**EMT1107 Basic Emergency Med. Tech.** An introduction to the study of emergency medical services and the basic principles, procedures, and techniques of emergency care. 7 credits.

**ENGL1013 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 "B" or better in PCEN0034 Foundations of Literacy, or placement scores of 19 on the writing portion of ACT or a 80 on the writing portion of the COMPASS and an 83 on the reading portion of the COMPASS. Corequisite: PCEN0001

English Composition I with Supplemental Instruction is indicated for student with placement scores of 17-18 on the reading AND writing portion of the ACT or a 51-79 on the writing portion of the COMPASS AND a 51-82 on the reading portion of the COMPASS. See Reading and Writing placement policies. 3 credits. ACTS: ENGL 1013.

**ENGL1023 English Composition II** A continuation of ENGL1013, 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 ENGL1013, English Composition I. See English placement policies. 3 credits. ACTS: ENGL 1023.

**ENGL1133 Technical & Business English** This course prepares students to demonstrate effective writing in the areas of Brief Communications, Information Reports, Analytical and Persuasive Reports, and Researched Reports. This course will address the responsible use of research materials. The student will review the usage of punctuation, spelling, capitalization, number and abbreviation styles, word division, grammar and proofreading. Skills are applied in composition of a variety of business and technical reports and documents. This course meets part of the English requirement for some students in Associate of Applied Science programs. A grade of "C" or better is necessary to complete the English requirement. Prerequisite: a grade of "C" or better in ENGL1013 English Composition I. 3 credits. ACTS: ENGL 2023.

**ENGL2023 Mythology** This course provides an overview of world mythology and its relationship to ancient and current cultures. The course covers the purposes and types of myths; the development of myths and mythological characters, the common elements of mythological 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.

**ENGL2103 Creative Writing** Instruction and practice in writing poetry and fiction. Prerequisite: Successful completion of ENGL1013, English Composition I, or permission of instructor. 3 credits. ACTS: ENGL 2013.

**ENGL2213 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 ENGL1013, English Composition I, or permission of instructor. 3 credits. ACTS: ENGL 2113.

**ENGL2223 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 ENGL1013, English Composition I, or permission of instructor. ENGL2213, World Literature I, is not a prerequisite. 3 credits. ACTS: ENGL 2123.

**ENGL2313 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 ENGL1013, English Composition I. 3 credits. ACTS: ENGL 2653.

**ENGL2323 American Literature II** Continuation of ENGL2313, American Literature I, covering realism to modern fiction (1880s-present). Prerequisite: Successful completion of ENGL1013, English Composition I. ENGL2313, American Literature I, is not a prerequisite. 3 credits. ACTS: ENGL 2663.

**ENGL2343 Special Topics: Fantasy Literature** Analysis and interpretation of examples of imaginative Fantasy Literature of the twentieth century and discussion of the foundations and cultural implications of popular/archetypal works in this genre. 3 credits.

**ENGL2683 Masters of Western Literature** This course surveys major works in Western literature, a category that includes the literature of ancient and classical Greece, the Roman Empire, and early Christianity. It also includes the literature of cultures historically influenced by these traditions, particularly many European and American cultures. Students will explore Western literature by reading, discussing, and writing about the texts assigned; students will also attempt to understand the cultural context (aesthetic, biographical, or historical background) of given works. Additionally, we will discuss why these texts might have resonated with their contemporary audiences, and why they captivate us even now. 3 credits.

**FAMU1003 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. ACTS: MUSC 1003.

**FATH1003 Fine Arts Theater** General survey of theater arts, including various types of plays, acting and directing, basic production, and technical requirements. 3 credits. ACTS: DRAM 1003.

**FAVI1003 Fine Arts Visual** Introduction to visual arts. Understanding and enjoying art through the analysis of drawing, painting, sculpture, and architecture. 3 credits. ACTS: ARTA 1003.

**GEOG2013 Intro to Geography** A course that explores present world populations and cultures in relation to their physical environment. 3 credits. ACTS: GEOG 1103.

**GEOL1004 Essentials of Earth Science and Lab** An introduction to the fundamental topics of earth science including physical and historical 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. 4 credits. ACTS: PHSC 1104.

**HIM1203 Medical Terminology I** Basic language of medical science and the health professions. Word analysis, construction, spelling, and definition. 3 credits.

**HIM1213 Medical Terminology II** Allows the student to become proficient in medical language pertaining to body systems and related pharmacology. Prerequisite: HIM1203 Medical Terminology I. 3 credits.

**HIM1504 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 OR BIOL2213 Anatomy and Physiology I. 4 credits.

**HIM1803 Medical Coding I** Value and utilization of nomenclature and classification systems for classifying and recording disease information in order to study patterns of illness and injuries for clinical, financial, and administrative purposes. Emphasis on ICD-9-CM basic classification principles. Prerequisite: LPN1204 Body Structure and Function and BIOL Medical Terminology I or permission of instructor. 3 credits.

**HIM1813 Medical Coding II** Guidelines to Current Procedure Terminology (CPT) coding and terminology and the relationship to diagnostic coding (ICD-9-CM). Introduction to the concept of Ambulatory Payment Classifications and the relationship of accurate coding to reimbursement. Coding exercises. Prerequisite: HIM1803 Medical Coding I. 3 credits.

**HIM2213 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.

**HIM2223 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. 3 credits.

**HIM2253 Health Data Management and Statistics** The course will provide the student with knowledge of computation and interpretation of health care statistics, report generation and analysis for state and national health statistics. The functions and uses of the health record and documentation requirements of accreditation and licensing agencies will be studied as well as the support services provided by the health information management department. 3 credits.

**HIM2263 Clinical HIM Practicum** The 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. 3 credits.

**HIM2264 Clinical Practicum Experience** 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. 4 credits.

**HIST1003 World Civilization I** Study of world civilizations in the early modern period. 3 credits. ACTS: HIST 1113.

**HIST1013 World Civilization II** Study of world civilizations since the early modern period. HIST1003, World Civilization I, is not a prerequisite. 3 credits. ACTS: HIST 1123.

**HIST1023 History of World 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.

**HIST2003 American History I** Survey of United States history through the Civil War era. 3 credits. ACTS: HIST 2113.

**HIST2013 American History II** Survey of the United States history since the Civil War era. HIST2003, American History I is not a prerequisite. 3 credits. ACTS: HIST 2123.

**HIST2023 Arkansas History** The political, social, and economic development of Arkansas from the time of European exploration to the present. 3 credits.

**HIST2033 History of Women in Western Civilization** This course examines the roles played by women during selected stages in the development of Western Civilization and the contributions of both "average" and exceptional women to western culture. The course will cover a variety of topics related to women's history, such as gender roles, patriarchy, sexism, and marriage as well as the drive for political, social, economic, and sexual equality. Prerequisite: A grade of "C" or better in English Comp. I; or be currently enrolled in English Comp. I or a placement score of 19 or better on the English portion of the ACT or a comparable score on the writing portion of the COMPASS. 3 credits.

**HIT1003 Health Data Content and Structure** The student will be introduced to the history of the health record, professional ethics, the function of the health information department, and to the organizational structure of the American Health Information Management Association (AHIMA). Exploration of the systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of the health record, documentation requirements, registries, indices, licensing, regulatory agencies, and forms. 3 credits.

**HIT1013 Computer Applications for Healthcare Professionals** This course will provide students with a knowledge and understanding of various computer applications and information systems that are encountered in health information departments including the use of hardware and software in data collection, storage, analysis, and reporting. This course will also cover confidentiality and security measures to protect the electronic health record (EHR) as well as the importance of data quality, entry, integrity, and reliability. Prerequisites: HIT 1003- Health Data Content and Structure and CPSI 1003 Intro to Computer Applications. 3 credits.

**HIT1203 Medical Terminology I** Basic language of medical science and the health professions. Word analysis, construction, spelling, and definition. 3 credits.

**HIT1213 Medical Terminology II** A continuation of Medical Terminology I and the basic language of medical science and the health profession. Students will become proficient in medical language pertaining to body systems. Prerequisites: HIT1203 Medical Terminology I and BIOL1204 Body Structure and Function. 3 credits.

**HIT1504 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. Prerequisites: BIOL1204 Body Structure and Function. 4 credits.

**HIT1803 Diagnostic Coding** Introduces the student to the concepts of coding medical conditions and procedures. The student will gain entry-level proficiency in the techniques of using the ICD-10-CM/PCS system. Prerequisites: BIOL1204 Body Structure and Function, HIT1203 Medical Terminology I, HIT1003 Health Data Content and Structure. 3 credits.

**HIT1813 Procedural CPT Coding** This course will introduce the student to the concepts of coding medical procedures in the physician office. The student will become familiar with entry-level proficiency in the techniques of coding using the Current Procedural Terminology (CPT) coding system. Prerequisites: HIT1803 Diagnostic Coding. 3 credits.

**HIT2003 Fundamentals of Medical Transcription** The transcription practices in this course are based on current practices reflective of the medical transcription/health information management professional fields. Thorough knowledge of medical terminology and anatomy is needed before taking this course. Proper formatting of documents, proofing and accuracy as well as problem solving of dictation errors are addressed. Prerequisites: HIT1203 Medical Terminology I, HIT1213 Medical Terminology II, BIOL1204 Body Structure and Function. 3 credits.

**HIT2203 Healthcare Statistics** General principles of healthcare statistics with an emphasis in hospital statistics including definitions, sources, methods for collection and reporting, and analysis techniques to determine significance, reliability, validity, and/or manipulation. Prerequisites: HIT1003 Health Data Content and Structure and BTMA1033 Math for Business Technology OR for Nursing Majors NRS1213 Math for Nurses and CPSI 1003 Introduction to Computer Applications. 3 credits.

**HIT2213 Legal/Ethical Aspects of Healthcare** This course includes a study of the principles of law affecting health information with an emphasis on the health record as a legal document. It provides exposure to the American legal system, legal terminology, and statutes. Confidentiality and security of health information is addressed as are HIPAA regulations. Other topics discussed will include informed consent, response to subpoenas, living wills, and organ donations. Prerequisites: HIT1003 Health Data, Content, and Structure 3 credits.

**HIT2253 Reimbursement Methods/Health Care Quality** This course will focus on measures used to evaluate the quality of a service or product and the process of determining how to implement processes that result in better healthcare outcomes for patients based on standards of care. This course will also focus on the different ways for reimbursement in healthcare facilities such as retrospective payment system, fee-for-service, prospective payment systems, etc. Prerequisites: HIT1003 Health Data Content and Structure, HIT1803 Diagnostic Coding. Corequisite: HIT1813 Procedural CPT Coding. 3 credits.

**HIT2263 Clinical Practicum** This course will provide the opportunity for students to correlate didactic experience with on-site and on-campus laboratory experiences. Off-site facilities will include hospitals, physician's offices and nursing homes. This course is recommended for students in their last semester. 3 credits.

**HIT2264 Clinical Practicum Experience** This course will provide the opportunity for students to correlate didactic experience with on-site and on-campus laboratory experiences. Off-site facilities will include hospitals, physician's offices and nursing homes. This course is recommended for students in their last semester. 4 credits.

**HIT2313 Healthcare Delivery System** A study of health record requirements such as documentation requirements, medical office procedures, accrediting agencies, and regulatory requirements in a nontraditional setting such as cancer registries, long term care, home health, hospice, mental health, dental care, and rehabilitation. Terminology associated with healthcare delivery systems will be defined and current trends with healthcare delivery examined. Prerequisites: HIT1003 Health Data Content and Structure. 3 credits.

**HLTH1003 Introduction to Health Professions** Delineation of roles in the healthcare 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.

**HLTH1013 Personal Health & Wellness** The 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. ACTS: HEAL 1003.

**HLTH1023 Basic Health Skills I** This course of study provides instruction on utilizing a humanistic approach to provide basic care to people in a variety of health care settings or the home care setting. Students will understand how health care systems operate and will learn the skills necessary to function safely and efficiently in a health care setting or home care setting. Upon completion of this course the student will be able to test for State Certification for Certified Nursing Assistants. 3 credits.

**HLTH1033 Basic Health Skills II** Basic Health Skills II is a continuation of Basic Health Skills I. This course of study provides instruction on utilizing a humanistic approach to provide basic care to people in a variety of health care settings or the home care setting. This course focuses on the skills and clinical experience required by the Office of Long Term Care for the student to be able to test for State Certification for Certified Nursing Assistants. 3 credits.

**HLTH1107 Basic Health Skills** This course of study follows the curriculum and meets the requirements as set by the Office of Long Term Care in the state of Arkansas. The course utilizes a humanistic approach to provide basic nursing care to people in a variety of health care settings, i.e. nursing homes, hospitals, home health, etc. Students learn and are exposed to the basic operation of the healthcare system and will learn the skills necessary to function safely and efficiently in the healthcare system. This course includes 106 hours of theory, skills and clinical practice. Upon successful completion, the student receives a Certificate of Completion for the class and is prepared to sit for state certification exam as a Nursing Assistant in Arkansas. 7 credits.

**HOSP1103 Introduction to Hospitality** This course provides a global look at hospitality with career opportunities in food service, hotels, clubs, and related businesses such as hospitals, schools, casinos, and the military. The course focuses on training needed to obtain careers in the industry and how students can prepare for industry careers. 3 credits.

**HOSP1203 Hospitality Purchasing** This course is designed to explore the process of selection and procurement in the hospitality industry. Students will explore the use of technology in the purchasing function, the channels of distribution for products and services and the importance of product specifications. 3 credits.

**HOSP1303 Hospitality Operations & Supervisor Management** This course is designed to develop a basic understanding of the principles of management and the application of those principles in managing the resources of a lodging or food service operation, including employees. Includes care and cleaning of commercial food preparation equipment, personal hygiene, and first aid. 3 credits.

**HOSP1403 Hospitality Marketing** This course provides students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel, restaurants and club properties. 3 credits.

**HOSP1503 Cafe Internship** This course is designed to provide students with internship experience in a cafe setting. Students experience hands-on real life work environment under supervised educational conditions. Students will meet one in classroom session a week together for required internship competency instruction. Each student will be assigned an individual three-hour lab time one day a week in the Cafe. Students are required to attend 4.5 hours. 3 credits.

**IST1213 Intro to Computer Programming** This course provides an introduction to computer programming and how it is used in a business setting. The student is introduced to programming fundamentals such as logical thinking, program structure, data typed, looping, array manipulation, and file handling using Java program language. The course covers a variety of programming languages, with an emphasis on Java and mobile application development. 3 credits.

**IST1403 Networking Essentials I** Instruction includes, but is not limited to: safety, networking, network terminology and protocols, network standards, local-area networks(LAN), wide-area networks (WAN), open system interconnection (OSI) models, cabling, cabling tools, routers, router programming, ethernet, internet protocol (IP) addressing, and network standards. 3 credits.

**IST1503 Internet Technologies** Introduces HTML and client-server programming with multi-media web pages. Includes HTML editors, and web authoring tools. Also addressed are client-pull and server-push technology, control structures, functions, arrays, and objects. 3 credits.

**IST1703 Introduction to Web Design** Introduces HTML and client-server programming with multimedia web pages. Includes HTML editors, and web authoring tools. Client-pull and server-push technology, control structures, functions, arrays, and objects are covered. 13 credits.

**IST2303 Intro. to JavaScript** This course introduces students to the JavaScript programming language and how it is used to design and enhance Web pages. Students will use step-by-step guided activities to learn how to build and modify JavaScript programs. Prereqs: IST1213 Intro. to Programming and IST1503 Intro. to Web Design or permission of instructor. 3 credits.

**IST2713 Computer Ethics and Security** Examines ethical and security issues in the field of business and technology. Includes discussions of information security, privacy, ownership and the law. This course will help students understand the tremendous impact ethics and security have on the use of information technology. It will give students the foundation needed to make appropriate decisions as employees and managers. 3 credits.

**IST2803 Intro to Database Concepts** This course focuses on the process of creating a database. It guides students through the initial conception of the database. It covers gathering of requirements and business rules, the logical and physical design, and the testing of the database. Students will get hands-on experience through a continuous database project and become proficient in Structured Query language (SQL). Prerequisites: CPSI1003. 3 credits.

**IST2923 A+ Essentials** This course covers the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking. This will prepare you to take the Computing Technology Industry Association (CompTIA) A+ Certification. CompTIA A+ 220-801 covers the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking. CompTIA A+ 220-802 covers features (e.g. network connectivity and email) for mobile operating systems Android and Apple IOS. 3 credits.

**LPN1013 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 into LPN program. Corequisite: LPN2402. 13 credits.

**LPN1108 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. Prerequisite: LPN1013 Nursing Process I and LPN2402 Nursing Clinical Experience I. Corequisite: LPN2404. 8 credits.

**LPN1208 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, pulling together of all aspects of Nursing into the final semester with critical thinking skills. NCLEX preparation with testing for competency is also completed. Prerequisites: LPN1108 Nursing Process II and LPN2404 Clinical Experience II. Corequisite: LPN2504. 8 credits.

**LPN2402 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 into LPN program. Co-requisite LPN1013. 2 credits.

**LPN2404 Nursing Clinical Experience II** Includes care of the Med/Surg patient of all ages with close correlation with pharmacological treatments, nursing interventions and prioritization. Normal findings in disease processes and changes are studied to allow the student to put the theoretical knowledge gained together with the clinical experiences seen. Prerequisite: LPN2402 Nursing Clinical Experience I and LPN1013 Nursing Process I. Corequisite: LPN1108. 4 credits.

**LPN2504 Nursing Clinical Experience III** Includes specialty areas of nursing such as OB/PEDS, ER, management, Mental Health in the acute care setting. Mental Health treatment, counseling and rehab situations are also studied. The student will rotate to non-traditional day shifts as scheduled. Prerequisites: LPN2404 Nursing Clinical Experience II and LPN1108 Nursing Process II. Corequisite LPN1208. 4 credits.

**LPNE1104 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 into LPN program. Corequisite LPNE112. 4 credits.

**LPNE112 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. Prerequisites: Admission into the LPN program. Corequisites: LPNE1104. 12 credits.

**LPNE1203 Clinical Experience II** This course includes care of the Med/Surg patient with close correlation with pharmacological treatments, nursing interventions and prioritization. Normal findings in disease processes and changes are studied to allow the student to put the theoretical knowledge gained together with the clinical experiences seen. Prerequisites LPNE112 Nursing Process I and LPNE1104 Clinical Experience I. Corequisites: LPNE1206. 3 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 changes are studied to allow the student to put the theoretical knowledge gained together with the clinical experiences seen. Prerequisite: LPNE1104, LPNE112. Corequisites: LPNE1211. 4 credits.

**LPNE1206 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: LPNE112 and LPNE1104. Corequisite: LPNE1203. 6 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. Prerequisites: LPNE112 and LPNE1104. Corequisite: LPNE1204. 11 credit.

**LPNE1302 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. Co-requisite is LPNE1306. Prerequisites: LPNE1204, LPNE1211. Corequisite: LPNE1306. 2 credits.

**LPNE1303 Clinical Experience III** Includes specialty areas of nursing as OB/PEDS, ER, management, Mental Health in the acute care setting. Mental Health treatment, counseling and rehab situations are also studied. The student will rotate to non-traditional day shifts as scheduled. Prerequisites: LPNE1206 and LPNE1203. Corequisite LPNE1311. 3 credits.

**LPNE1306 Nursing Process III** The final and third semester is designed to provide specialty area courses to the nursing student. Specialty areas such a pediatrics and obstetrics are studied acquiring knowledge of normal growth and development along with disorders. Prerequisites: LPNE1204 and LPNE1211. Corequisite LPNE1302. 6 credits.

**LPNE1311 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 as studied, pulling together of all aspects of Nursing into the final semester with critical thinking skills. NCLEX preparation with testing for competency is also completed. Prerequisites: LPNE1206 and LPNE1203. Corequisite: LPNE1303. 11 credit.

**MATH1054 Precalculus** This course is designed to prepare a student for Calculus. The student who successfully completes this course will need to have a strong algebra background and should have at least introductory concepts of Trigonometry. Topics to be covered include rational functions, matrices, sequences, trigonometric functions, exponential and logarithmic functions, and conic sections. Prerequisites: Successful completion of MATH1203 College Algebra OR High School Algebra II and a minimum of 22 on the math portion of the ACT or at least 600 on the SAT. 3 credits.



**MATH1103 Mathematics with Bus Applications** Provides instruction in problem-solving related to business situations and financial management. Topics include whole numbers, fractions, decimals, solving for unknown, percentages, payroll, simple interest, and insurance. 3 credits.

**MATH1203 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: PCMA0033, Foundations of Math, or score of 20+ on the math portion of the ACT or 41 on the algebra portion of the COMPASS. See catalog for mathematics placement policies. 3 credits. ACTS: MATH 1103

**MATH1213 Quantitative Literacy** This course is designed to provide students with mathematical understandings and skills to be productive workers, discerning consumers, and informed citizens. Students will solve problems using mathematical literacy involving logic, proportions, algebra, and relations. The four strands of content will include, but are not limited to the following: personal, state and national finance, statistics and probability, mathematical modeling, and quantities and measurement. Prerequisite: Successful completion of PCMA0003 Foundations of Mathematics, Module I only, or a minimum of 31 on the Algebra portion of the Compass, 18+ on the math portion of the ACT. See catalog for mathematics placement policies. 3 credits.

**MATH1301 Trigonometry Lab** The continued study of angles, right triangles, identities, oblique triangles, graphs, equations, inverse functions, polar coordinates, and complex numbers. Prerequisite: MATH1203, College Algebra. Corequisite: MATH1303. 1 credit.

**MATH1303 Trigonometry** The study of angles, right triangles, identities, oblique triangles, graphs, equations, inverse functions, polar coordinates, and complex numbers. Prerequisite: MATH 1203, College Algebra. 3 credits. ACTS: MATH 1203.

**MATH1504 Precalculus** Selected topics from algebra, trigonometry, analytical geometry, sets, relations, and functions. Prerequisite: two years of high school algebra or completion of MATH 0023, Intermediate Algebra, with a grade of C or better. 4 credits.

**MATH2003 Statistical Methods** A study of methods for organizing and interpreting quantitative data, with emphasis on methods commonly used in any situation requiring the analysis of information recorded in numerical form. A survey of statistical description, including measures of central tendency, dispersion, and correlation; an introduction to methods of hypothesis testing. Prerequisite: At least one math class at the 1000 level or higher with a grade of C or better or a Compass algebra score of 41 or higher (Asset, ACT, SAT equivalent acceptable). 3 credits.

**MATH2013 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. ACTS: MATH 2203.

**MATH2033 Math 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 Corequisite: Math1203 College Algebra. 3 credits.

**MATH2043 Math 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 Corequisite: Math1203 College Algebra. 3 credits.

**MATH2143 Business Calculus** This course is designed for students who plan to major within the College of Business Administration. Topics include differential calculus with business applications, multivariable calculus including optimization techniques and applications, and an introduction to integral calculus. Prerequisite: MATH 1203 College Algebra. 3 credits.

**MDTR2003 Fund. of Medical Transcription** The transcription practices in this course are based on current practices

reflective of the medical transcription/health information management professional fields. Thorough knowledge of Medical terminology and anatomy should be completed before taking this course. Proper formatting of documents, proofing and accuracy as well as problem solving of dictation errors are addressed. 3 credits.

**MGMT2403 Business Records Management** Business Records Management is an overview of manual records and file management, computer file management and organization. Organization skills, office dynamics and communications will also be an integral part of this course. 3 credits.

**MGMT2603 Financial Planning** (Same as AIB2413). Perspectives, principles, and practices of financial planning with emphasis on personal financial planning and strategies to achieve personal financial objectives are covered. Course includes personal planning for budgets, investments, retirement, insurance, and taxes, etc. 3 credits.

**MGMT2623 Management** (Same as AIB 4140.) Course includes a comprehensive introduction to modern management theory, practices, and applications. 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 are covered. 3 credits.

**MGMT2643 Human Relations** (Same as AIB 4310.) This course 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 are covered. 3 credits.

**MGMT2663 Small Business Management** This course places a 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.

**MKTG2633 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 promotion, personal selling, and price concepts. 3 credits. ACTS: MKTG 2003

**NRSG1213 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. Must make a grade of "C" or better to complete the nursing requirement. Prerequisite: Placement score according to the COMPASS test. 3 credits.

**NUTR2203 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.

**PCEN0001 English Composition I Supplemental Instruction Lab** Emphasizes the writing of a variety of well-organized and well-developed essays which show a command of grammar, mechanics, and diction. Students will receive individual instruction based on diagnostic testing. Must make a grade of C or better in this course AND ENGL1013 English Composition I to progress to English Composition II. Prerequisite: a grade of B or better in PCEN0034 Foundations of Literacy, or placement scores of 17-18 on the writing AND social studies portions of ACT or 51 or higher on the writing portion reading portion of COMPASS. See catalog for Reading/English placement policies. Corequisite: ENGL1013 English Composition I. 1 credit.

**PCEN0034 Foundations of Literacy** Promotes effective communication in writing at work or in the classroom, along with enhancement of reading skills. Mechanics, usage and organization will be reviewed in conjunction with non-fiction books and scholarly articles. Successful completion with a grade of B or better allows the student to enroll in either ENGL1013 English Composition I or ENGL1013 English Comp I AND PCEN0001 English Composition I with Supplemental Instruction, as determined by the final capstone assessment. See catalog for reading/English placement policies. 4 credits.

**PCMA0033 Foundations of Mathematics** This course will use a combination of lecture, software, and a mastery learning approach in a computer laboratory environment to allow the student to learn and demonstrate competencies for all the outcomes which are expected in the traditional lecture course sections known as Fundamentals of Arithmetic, Fundamentals of Algebra, and Intermediate Algebra. This course consists of two individual modules. Successful completion of one module qualifies the student to enroll in MATH1213 Quantitative Literacy OR co-enroll in PCMA0033 Foundations of Math AND MATH1203 College Algebra. Successful completion of both modules qualifies the student to enroll in MATH1203 College Algebra. See catalog for additional mathematics placement policies. Success in this course requires that the student complete a minimum of one module during the semester, but the completion of both modules is both possible and encouraged. See catalog for mathematics placement policies. 3 credits.

**PHED1002 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.

**PHED1011 Yoga I** Physical activity discipline connecting body, mind, and spirit. Sessions include centering/meditation, breathwork, warm-ups, yoga postures, and relaxation. Emphasis in 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 202 of the basic principles of yoga. Students will be required to sign an informed consent to participate in this course. 1 credit.

**PHED1101 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.

**PHED1121 Aerobics I** Lectures in basic anatomy and physiology of aerobic exercise and cardiovascular conditioning. Applications will include training preparation (stretching, warmup, and injury prevention), conditioning and low impact aerobics. Grades are based on attendance, participation, and knowledge of the basic principles of aerobics. Students will be required to sign an informed consent to participate in this course. 1 credit.

**PHED2023 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 203 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.

**PHED2101 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. 1 credit.

**PHED2201 Lifetime Fitness** A continuation of Fitness Center II. Students will be required to sign an informed consent to participate in this course. Prerequisites: PHED1101 Fitness Center I and PHED2101 Fitness Center II. 1 credit.

**PHSC1004 Physical Science and Lab** This course covers 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. Prerequisite: Successful completion of PCMA0033 Foundations of Math, or MATH1213 Quantitative Literacy, or score of 20+ on the math portion of ACT or 41+ on the Algebra section of the COMPASS. 4 credits. ACTS: PHSC 1004.

**PHSC2004 Introduction to Environmental Science** Introduction to Environmental Science is the study of the relationships between organisms, especially man, and the physical, biological, social, and economic impacts of interaction of the surrounding area. This course will focus on these impacts and includes laboratory activities which will reinforce key concepts through hands-on investigative or experimental activities. Through hands-on laboratory and field work, students will refine critical thinking skills and learn to apply scientific method to environmental studies. Topics covered include: biotic distribution, environmental toxicology, pollution, conservation, economics, legal ramifications, industrial challenges, population issues, and global impacts. Prerequisites: Successful completion of BIOL1004 General Biology or PHSC1004 Physical Science. 4 credits.

**PHYS2014 General Physics I** A non-calculus based course covering the essentials of mechanics, waves, sound, heat, electricity, magnetism and light with an introduction to modern physics. Both a conceptual foundation and problem solving abilities are emphasized. Laboratory exercises will supplement lectures. 4 credits.

**PLSC2003 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. ACTS: PLSC 2003.

**PSYC2003 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. ACTS: PSYC 1103.

**PSYC2313 Developmental Psychology** A survey course covering the processes and domains of human development from conception through the whole lifespan. Prerequisite: PSYC2003 General Psychology. 3 credits. ACTS: PSYC 2103.

**PSYC2513 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. 3 credits.

**RNSG2119 Nursing Process I** Nursing Process I builds on the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice. The course provides acquisition of knowledge about advanced concepts of nursing applied to the care of patients experiencing chronic, acute, stable, and unstable conditions requiring medical/surgical and mental health interventions. Builds on medical/surgical nursing theory, mental health nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult and elderly patients on the medical/surgical and mental health units. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse. Application of course content occurs in a variety of clinical settings provided in the corequisite nursing course, RNSG2123. 9 credits.

**RNSG2123 Nursing Practicum I** Applies advanced concepts of nursing to the care of patients experiencing chronic, acute, stable, and unstable conditions requiring medical/surgical and mental health interventions. Applies medical/surgical nursing theory, mental health nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult and elderly patients on the medical/surgical and mental health units. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of patients in a variety of healthcare settings. Prerequisite: Admission to the ARNEC Program. Corequisite: RNSG2119. 3 credits.

**RNSG2216 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 childbearing family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of 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. 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 healthcare 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. Prerequisites: RNSG 2119 and RNSG 2123. Corequisite: RNSG 2223. 6 credits.

**RNSG2223 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. Prerequisite: RNSG2119 and RNSG2123. Corequisite: RNSG2216. 3 credits.

**RNSG2311 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: RNSG2216 and RNSG2223. Corequisites: RNSG2318 and RNSG2323. 1 credit.

**RNSG2318 Nursing Process III** This course builds upon the previous instruction and incorporates higher level nursing care, critical 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, mental health alterations, and surgical care settings. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. Prerequisites: RNSG2216, RNSG2223. Corequisites: RNSG2311, RNSG2323. 8 credits.

**RNSG2333 Nursing Practicum III** Nursing Practicum III applies concept learned in RNSG2318 to provide safe, quality, patient-centered care to a diverse patient population focusing on complex medical/surgical conditions of the high acuity patient and family. Applies nursing theory of patients with high acuity, complex, and multi-system conditions, communication, collaboration, caring and critical thinking/clinical reasoning necessary for safe, patient centered nursing care to developmentally and culturally diverse adults and elderly patients. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of patients in a variety of healthcare settings. Demonstrates the application of knowledge and skills learned in the corequisite nursing course, RNSG2318. 3 credits.

**SOCI2013 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. ACTS: SOCI 1013.

**SOCI2023 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.

**SOCI2203 Social Problems** The application of sociological principles to the investigation of major social problems currently faced by societies. 3 credits. ACTS: SOCI 2013.

**SPAN1013 Elementary Spanish I** A systematic study of basic grammar through aural-oral practice, dictation, reading, and writing. 3 credits. ACTS: SPAN 1013.

**SPAN1023 Elementary Spanish II** A continuation of Elementary Spanish I. Prerequisite: SPAN 1013, Elementary Spanish I. 3 credits. ACTS: SPAN 1023.

## Board of Trustees

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Melbourne, Arkansas  
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Salem, Arkansas  
Term Expires: July 1, 2018

# Personnel Directory

## Administration

### Dr. Richard L. Dawe, President

AA, Georgia Military College  
BS, Southern Illinois University

MS, Naval Postgraduate School  
PhD, Saint Louis University

### Dr. Keith McClanahan, Provost and Executive Vice President of Learning

BS, University of Mississippi  
MSEE, University of Mississippi

SCCT, Arkansas State University  
Ed.D, Arkansas State University

### Tina Wheelis, Vice President of Finance

BSBA, University of Arkansas, Fayetteville      MBA, University of Arkansas, Little Rock

### Jason Lawrence, Vice President of Administration

BA, Arkansas State University

MBA, University of Arkansas, Little Rock

### Joshua Wilson, Associate Vice President of Student Services

BS, University of Arkansas

MPA, University of Arkansas

### Deltha Shell, Associate Vice President of Planning and Institutional Research

BS, Lyon College  
SCCT, Arkansas State University

MBA, University of Arkansas-Little Rock

### Suellen Davidson, Director of Advancement

BSE, Arkansas State University

### Scott Pinkston, Chief Information Officer

### Dr. T. Wayne Wilson, Director of Adult Education

BS, Arkansas Tech University  
MSE, Arkansas State University

EdS, Arkansas State University  
EdD, Arkansas State University

## Academics

### Chris Lorch, Associate Vice President of Academic Affairs

BSE, Williams Baptist College

MSE, Arkansas State University

### Ruby Johnson, Division Chair of Allied Health;

### Director of Practical Nursing and ARNEC-RN Coordinator

LPN, Ozarka College  
BSN, Arkansas State University

ASN, Arkansas State University  
MSN/Ed, University of Phoenix

## David Mitchell, Division Chair of Math and Science

AA, Ozarka College

MS, University of Central Arkansas

BS, University of Central Arkansas

## Jeremy Nicholson, Division Chair of Arts, Humanities and Education

BA, Lyon College

MA, Arkansas State University

## Full-Time Faculty

### Stephen Baltz, Business Technology Faculty

BS, Arkansas State University

MBA, Arkansas State University

EdS, Arkansas State University

### Leslie Love, Science Faculty

BA, University of Mississippi

MS, University of Mississippi

### Tamra Bevill, Allied Health Faculty

BSN, University of Central Arkansas

BA, University of Central Arkansas

MS, Arkansas State University

### Maegon Mayes, English Faculty

BA, Williams Baptist College

MA, Arkansas State University

### Robert Bruno, Culinary Arts/Hospitality Faculty

AAS, The Cooking and Hospitality Institute of Chicago

BS, Loyola University of Chicago

### Tracie Morris, Science Faculty

AA, Ozarka College

BS, Arkansas State University

MSHS, Arkansas State University

### Anthony Burkhammer, Mathematics Faculty

BSE, Arkansas State University

MSE, Arkansas State University

### Typhanie Myers, Education and Early Childhood

Development Program Coordinator/Faculty

AA, Ozarka College

BS, Arkansas State University

MEd, Ashford University

### Cheryl Denbow, Practical Nursing Faculty

BSN, University of Central Arkansas

### Jedidiah O'Brien, Mathematics Faculty

BS, Michigan Technological University

MS, University of Wisconsin-Oshkosh

### Cheryl Ekenes, Practical Nursing Faculty

Associate of Nursing RN, Ozarka College

BSN, Arkansas Tech University

### John "Mike" Rogers, Practical Nursing Faculty

Associate of Nursing RN, Ozarka College

### Bettie Estes, Developmental Education Faculty

BA, University of Alaska

MEd, University of Alaska

### Tena Rosse, English Faculty

BA, Arkansas State University

MA, Arkansas State University

### Brandy Gore, Developmental Education Faculty

BA, Arkansas State University

MSE, Arkansas State University

### Dr. Jason Self, Science Faculty

BS, Lyon College

MS, Arkansas State University

PhD, Arkansas State University

### Alden Griffus, Lead Culinary Arts/Hospitality Faculty

BSE, Northern Michigan University

BSE, College of the Ozarks

### Dawn Smith, Allied Health Faculty

LPN, Citrus College

BS, Ashford University

MEd, Ashford University

### Charles B. Hollaway, Business Technology Faculty

BS, Lyon College

MBA, University of Central Arkansas



**Jeannie Hudspeth, Social Science Faculty**

BSE, University of Central Arkansas  
MS, University of Central Arkansas  
ME, Arkansas Tech University

**Chris Layne, Automotive Service Technology  
Program Coordinator/Faculty**

AAS, Ozarka College

**Brad Lawrey, Information Science Technology  
Faculty**

BA, University of Central Arkansas  
MBA, University of Central Arkansas

**Nicholas Lenczycki, Director of Aviation/Faculty**

BSE, University of Illinois  
MBA, University of Illinois

**Andrew Finne, Aviation Faculty**

BS-Aviation, Henderson State University

**Susan Thielemier, Practical Nursing Faculty**

ASN, Arkansas State University  
BSN, Arkansas State University

**Allen Wallis, Criminal Justice Faculty**

MS CJ Saint Leo University  
BS University of Maryland

**Justin Ward, Mathematics Faculty**

BS, Southern Arkansas University  
MA, University of Arkansas

**Valerie West, Practical Nursing Faculty**

ASN, Purdue University

**Rodney Williams, Social Science Faculty**

BSE, Arkansas State University  
MS, Arkansas State University

**Mari "Katie" Wilson, Practical Nursing Faculty**

BSN, Arkansas State University

**Professional Staff**

**Kay Adkins, Technical Program Assessment  
Director/Student Mentor**

BBA, University of Texas  
MACOMM, SW Baptist Theological Seminary  
MS, Kansas State University

**Tracy Cone, Program Director, TRIO SSS**

BS, Arkansas State University  
MS, Arkansas Technical University

**Amanda Engelhardt, Counselor/Student Advisor  
Career Pathways**

AA, Ozarka College  
BS, MS Arkansas State University

**Lindsay Wilson-Galloway, Director of Mountain View  
Campus**

AA, Ozarka College  
BS, MBA Arkansas State University

**Stacy Gore, Fitness Center Coordinator**

BA, University of Alabama  
MSE, American Intercontinental University

**Kelly Graham, Director of Child Care**

CDA, Ozarka College

**Patricia A. Miller, Adult Education Faculty**

BSE, University of Arkansas  
MSE, Arkansas State University

**Sandra Miller, Adult Education Faculty**

BSE, MS Arkansas State University

**Kendall Morrison, Adult Education Faculty**

BS, MS Arkansas State University

**Tiffney Miller, Community Outreach Specialist  
Career Pathways**

AA, Ozarka College  
BSE, University of Arkansas

**Jenna Robbins, Adult Education Instructor  
Mountain Home**

BSE, Arkansas State University

**Amber Rush, Business Manager**

BS, Arkansas State University

**Ashley Sherrell, Academic Advising Coordinator  
TRIO SSS**

AA, Ozarka College  
BS, University of Arkansas Little Rock

Mary Ellen Hawkins, Library Director  
BSE, University of Central Arkansas  
MSL, University of Central Arkansas

Kendra Smith, Program of Study Developer  
Student Mentor  
BS, Arkansas State University

Manda Jackson, Dir. of Public Relations & Marketing  
BS, Arkansas State University  
MBA, Stephens College

James Spurlock, Director of Mammoth Spring  
Campus  
AA, Ozarka College - BS, University of Arkansas-Little Rock

Bryan Jeffery, Transfer Specialist, TRIO SSS  
AA, UACCB - BA, Lyon College  
MA, Arkansas State University

DeEdra Steed, Director of Human Resources  
AA, Ozarka College - BSE, University of Arkansas

Candace Killian, Director of Distance Learning  
Continuing and Workforce Education  
AA, Ozarka College - BA, University of Arkansas  
MA, SSCT Arkansas State University

Amber Whitaker, Director of Admissions  
BS, Williams Baptist College - MS, Arkansas State University

Kim Whitten, Director of Ash Flat Campus  
BBA, University of Central Arkansas

Laura Lawrence, Director of Financial Aid  
AA, Ozarka College - BS, Arkansas State University  
MS, Arkansas Tech University

Zeda Wilkerson, Registrar  
BA, Lyon College - MS, Arkansas Tech University

Kimberly Lovelace, Program Director  
Career Pathways  
AA, Hillsdale College - BSE, Williams Baptist College  
MS, Arkansas Tech University

Marty McFarlin, Director of Physical Plant  
Industrial Maintenance Certification, Gateway Vo-Tech

## Support Staff

Eric Booth, Computer Support Specialist  
Chaney Coleman, Computer Support Specialist  
Bonnie Crider, Institutional Services Assistant  
Stacy Dale, Administrative Specialist, Allied Health  
Delynne Duerkes, Administrative Specialist, Ash Flat  
Matthew Edwards, Institutional Services Assistant  
Vickey Gillihan, Payroll Technician  
Donna Hill, Accounting Technician  
Phyllis Hoskinds, Administrative Specialist, IT Department  
Shane Kinion, Landscape Specialist  
Kenda Levett, Institutional Services Assistant  
Dan Lindsey, Multi-Media Specialist  
Earlene Martz, Administrative Specialist/Accounts  
Receivable  
Jerry Messer, Institutional Services Assistant, Ash Flat  
Wanda McConaughay, Administrative Specialist,  
Admissions  
Pam Miller, Financial Aid Specialist

Rondal Moser, Maintenance Technician  
Karen Overturf, Administrative Specialist, Provost  
Karen Owens, Accountant  
Angela Phipps, Administrative Specialist, Aviation  
Cynthia Pitchford, Administrative Specialist, Mammoth  
Spring  
Penny Ramsey, Maintenance Technician  
Rick Ramsey, Information Systems Analyst  
Micki Sanders, Financial Aid Specialist, Mountain View  
Shelia Titus, Administrative Specialist, TRIO SSS  
Alan Vickery, Skilled Tradesman  
Tess Weatherford, Administrative Specialist,  
President's Office  
Alan Vickery, Skilled Tradesman  
Debbie Yancey, Administrative Specialist, Adult Ed  
Jill Yancey, Purchasing Technician  
Donna York, Administrative Specialist, Mountain View

## Auxiliary Services

Cherie Little, Child Care Technician, Kids Academy

Brenda Morris, Food Preparation Sup., Kids Academy

ACADEMIC CALENDAR  
AY 2016-17

SUMMER 2 2016

Independence Day Holiday	July 4, 2016 (M)
Classes Begin	July 5, 2016 (T)
Census Day	July 12, 2016 (T)
Last Day of Withdrawal Process to Receive a "W"	July 28, 2016 (Th)
ARNEC Classes End	July 28, 2016 (Th)
Final Exams	August 4, 2016 (Th)
Final Grades Due	August 5, 2016 (F)

FALL SEMESTER 2016

New Student Orientation (MS 10-11:30AM / AF 2-3:30 PM)	August 2, 2016 (T)
New Student Orientation (MV 10-11:30AM / Mel 2-3:30 PM)	August 3, 2016 (W)
Reporting Day for Faculty	August 8, 2016 (M)
In-Service Week	August 8-12, 2016 (M-F)
New Student Orientation - make-up (Mel 6:00-7:30PM)	August 11, 2016 (Th)
<i>ARNEC Classes Begin</i>	August 9, 2016 (T)
Day and Evening Classes Begin	August 15, 2016 (M)
Last Day to Register for courses	August 16, 2016 (T)
Last Day to Audit a Class	August 29, 2016 (M)
Census Day	August 29, 2016 (M)
Labor Day Holiday (Offices Closed)	September 5, 2016 (M)
Last Day to Withdraw with a "W" – 8 Week Classes (CNA)	September 22, 2016 (Th)
Mid-term Advisory Grades Due	October 10, 2016 (M)
Advisor Training	October 28, 2016 (F)
Spring/Summer Reg. Open - Current Students	October 31, 2016 (M)
Spring/Summer Reg. Open – New Students	November 7, 2016 (M)
Last Day to Withdraw with a "W"	November 11, 2016 (F)
Fall Break (no classes)	November 21-25, 2016 (M-F)
<i>ARNEC Classes End</i>	November 22 (T)
Faculty in-Service (if needed)	November 21-22 (M-T)
Thanksgiving Holiday (Offices Closed)	November 24-25, 2016 (Th-F)
Classes End	December 2, 2016 (F)
Semester Final Exams	December 5-8, 2016 (M-Th)
Final Grades Due	December 9, 2016 (F)
Offices Closed	Dec. 19, 2016-Jan. 2, 2017 (M-M)

\*\*\* 15 Weeks of Classes, 1 week of finals

SPRING SEMESTER 2017

Offices Open	January 3, 2017 (T)
Reporting Day for Faculty	January 3, 2017 (T)
In-Service Week	January 3-6, 2017 (T-F)
New Student Orientation (All Campuses)	January 5, 2017 (Th)
<i>ARNEC Orientation</i>	TBA
Day and Evening Classes Begin	January 9, 2017 (M)
Last Day to Register for courses	January 10, 2017 (T)
<i>ARNEC Classes Begin</i>	January 10, 2017 (T)
Martin Luther King Day (Offices Closed)	January 16, 2017 (M)
Last Day to Audit a Class	January 24, 2017 (T)
Census Day	January 24, 2017 (T)
Last Day to Withdraw with a "W" – 8 Week Classes (CNA)	February 16, 2017 (Th)
Mid-term Advisory Grades Due	March 6 (M)
Spring Break	March 20-24, 2017 (M-F)
Fall Registration Opens for Current Students	April 3, 2017 (M)
Last Day to Withdraw with a "W"	April 6, 2017 (Th)
Fall Registration Opens for New Students	April 10, 2017 (M)

*ARNEC Classes End*  
Classes End  
Semester Final Exams  
Commencement  
Final Grades Due  
Last Day for Faculty  
\*\* 15 weeks of classes, 1 week of finals

April 25, 2017 (T)  
April 28, 2017 (F)  
May 1-4, 2017 (M-Th)  
May 4, 2017 (Th)  
May 5, 2017 (F)  
May 5, 2017 (F)

SUMMER I 2017

*ARNEC Classes Begin*  
Memorial Day Holiday (Offices Closed)  
Classes Begin  
Last Day to Audit a Class  
Census Day  
Last Day to Withdraw with a "W"  
Semester Final Exams  
*ARNEC Classes End*  
Final Grades Due

May 9, 2017 (T)  
May 29, 2017 (M)  
May 30, 2017 (T)  
June 6, 2017 (T)  
June 6, 2017 (T)  
June 15, 2017 (Th)  
June 29, 2017 (Th)  
July 25, 2017 (T)  
June 30, 2017 (F)

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