Ozarka College

Catalog
2018 - 2019

Welcome to the 2018-2019 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 over 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,

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 www.hlcommission.org.

The Culinary Arts Program is accredited by the American Culinary Federation (ACF), 180 Center Place Way, St. Augustine, FL 32095; (904) 824-4468 or www.acfchefs.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.

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.

The Emergency Medical Technician program is accredited by the Arkansas Department of Health, Section of Emergency Medical Services, 5800 West 10th Street, Suite 800, Little Rock, AR 72204; (501) 661-3711 or 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 ww.medicaid.state.ar.us/provider/logon.aspx.

The Commercial Pilot Program and the Professional Pilot Program are approved by the Federal Aviation Administration (FAA) to offer FAA PArt 141 training courses, Air Agency Certificate 80ZS312L.

Ozarka College is approved by the Veterans Administration for individuals eligible for educational benefits under the GI Bill. State Approving Agency for Veterans Training, 525 West Capitol Avenue, Little Rock, AR 72201; www.ace.arkansas.gov.

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:

<div align="center">

Vice President of Administration
Administration Building
218 College Drive
Melbourne, AR 72556
870-368-2058
titleix@ozarka.edu

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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.

Communications concerning admission may either be addressed to the Office of Admissions at Ozarka College, P.O. Box 10, Melbourne, AR 72556, or by phone at (870) 368-2013 or 1-800-821-4335 Ext. 2013 or 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 an 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 have their admission canceled immediately.

Note: Applicants for the LPN, RN, Automotive Service Technology, and Aviation 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	20 new students per semester, with a 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 the following:

- 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 Freshman Seminar course. This course will provide pertinent information that will facilitate students' orientation to Ozarka College and future
academic success.

Freshman Seminar Course Policy

It is Ozarka College's policy that all degree seeking students must complete COLL1101, Freshman Seminar, with a grade of "C" or better during the first semester of full-time enrollment.

Exceptions to this policy are as follows:

- 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 COLL1101, registration in subsequent semesters will be limited to registration for COLL1101 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 who 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 school graduates, students from accredited home schools, and private high school graduates who score a 19 or above ACT composite or equivalent 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 school graduates, students from accredited home schools, 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 Testing Center 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 photo identification 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 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 19 or above on the mathematics section of the ACT, 41 or above on the COMPASS Algebra, or 77 or above on the ACCUPLACER Elementary Algebra section may enroll in College Algebra. Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics course with a "C" or higher, be enrolled in an accelerated math sequence, or take the accompanying Foundations of College Algebra course in order to be enrolled in College Algebra.

Students who have an ACT math score of 17-18, an Algebra score of 31-40 on the COMPASS, or 50-76 Elementary Algebra score on the ACCUPLACER may co-enroll in Foundations of College Algebra and College Algebra.

Students in a college transfer program with an ACT math score 0-18, or 0-99 pre-algebra on the COMPASS, or 76 or below Elementary Algebra score on the ACCUPLACER whose scores do not make them eligible for co-enrollment in College Algebra 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 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 who do not meet the placement requirement for Quantitative Literacy may co-enroll in Quantitative Literacy and Foundations of Quantitative Literacy with the appropriate placement scores.

Students enrolling in a technical program will enroll in the Math for Business Technology Course which emphasizes applications of mathematics in technical areas and meets the graduation requirements for several technical certificate and AAS programs (see individual program requirements).

Students requiring developmental coursework who plan to enroll in an Allied Health program should complete Foundations of Math, prior to enrolling in Math for Health Professions 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
16+	Pre-Algebra 36+	Arithmetic 57+	Math for Health Professions
0-18	Pre-Algebra 0-99	Arithmetic 0-120 Elementary Algebra 0-76	Foundations of Mathematics
0-18	Pre-Algebra 0-99	Arithmetic 0-120 Elementary Algebra 0-76	Foundations of Quantitative Literacy co-enrolled in Quantitative Literacy
17-18	Algebra 31-40	Elementary Algebra 50-76	Foundations of College Algebra co-enrolled in College Algebra
18+	Algebra 31+	Elementary Algebra 77+	Quantitative Literacy
19+	Algebra 41+	Elementary Algebra 77+	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 advisors 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 advisors 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 do one of the following:

- 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

Homeschooled 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;
  ACT Reading 19+; COMPASS Reading 83+; ACCUPLACER Sentence Skills 83+; ACCUPLACER Reading 78+; ASPIRE English 430; ASPIRE Reading 420.
- MATH 1203 College Algebra ACT 19+; COMPASS Algebra 41; ACCUPLACER Elementary Algebra score of 77+, ASPIRE Math 424.

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, or 420 ASPIRE 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.

Note: Concurrent courses cost $50 per credit hour (i.e., $150 per 3 credit hour course and $200 for a four hour course). No additional fees are charged for concurrent coursework. However, this does not cover the cost of textbooks or other supplementary materials. Concurrently enrolled students are not eligible for financial aid. Some high cost/limited enrollment classes, such as the Ozarka Aviation program, do charge fees that the Concurrent student will be required to pay.

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 who 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.
- 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 Provost 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 whether 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.

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.

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	FAVI 1003	3
Biology	BIOL 1004	4
Chemistry	CHEM 1014	4
Calculus AB	MATH 2013	3
Computer Science	CPSI1003	3
English Language and Composition	ENGL 1013 (score of 4 also receives ENGL1023 credit)	3 or 6
English Literature and Comosition	ENGL2213 or ENGL2223	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 Microeconomics	ECON 2313	3	50
Principles of Management	MGMT 2623	3	50
Principles of Marketing	MKTG 2633	3	50

Total cost for a CLEP examination is $102. Students register and pay $87 for their CLEP exam at https://clep.collegeboard.org. There is a $15 testing fee for the CLEP exam at Ozarka College which is paid at the Cashier's window the day of the exam. Students should schedule an appointment to take their exam with the Testing Coordinator.

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 _____$90
Out-of-state, per credit hour_____$188
Academic Excellence, per credit hour _____$2
Infrastructure Fee, per credit hour_____$14
Library Database, per credit hour _____$2
Matriculation Fee, per credit hour_____$5
Safety, per credit hour_____$6
Student Activity Fee, per credit hour _____$2
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 _____$190
LPN Clinical Fee_____$75
LPN Program Fee _____$75
RN Assessment Fee_____$240
RN Program Fee _____$230
RN/LPN Insurance_____$15

Course Related Fees, per semester:

Developmental Fee_____$50
Intro to Aeronautics Lab - AVIA1021_____$2,231.50
Private Pilot Lab - AVIA1171_____$4,676.50
Professional Pilot Practicum I - AVIA1102 _____$2,231.50
Professional Pilot Practicum II - AVIA1202 _____$4,676.50
Professional Pilot Practicum III - AVIA2104 _____$13,247.50
Professional Pilot Practicum IV -AVIA2205 _____$20,870
Physical Education Fee _____$25
Science Lab Fee _____$50
Web Course Fee _____$70
Welding Fee Per Course _____$75

Testing Fees:

CLEP _____ $87
CLEP Service Fee _____$15
NLN NACE _____$65
Official GED Test _____$16
NLN PAX_____$40

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. However, the College does provide a Senior Citizen discount of 20% on 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

Note: 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). 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 Challenge 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 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.

Priority Enrollment for Veterans

To show appreciation for our servicemen and women, Ozarka College allows service-members who have completed their admissions process to enroll upon the first day registration opens for an upcoming term.

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 make measurable academic progress toward completion of his/her program in order to receive federally funded student financial aid. This policy applies to all students who receive financial aid.

The College will conduct a review of each student's academic progress at the end of each payment period: Summer II, Fall, Spring, and Summer I terms. If a student fails to maintain Satisfactory Academic Progress (SAP) according to these standards, he/she will be notified by mail, and will be placed on Warning status (no appeal necessary). Students who are placed on Warning will remain

eligible for Title IV aid for one payment period. Students who are on Warning will have the duration of one payment period to meet SAP standards. If the student fails to meet SAP standards at the end of the Warning period they will be placed on Suspension and ineligible for financial aid. SAP policies and procedures apply to both full-time 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 warning.

Financial Aid Warning
Once a student fails to meet the standards set forth in the SAP policy, the student is placed on financial aid warning. A student on financial aid warning may continue to receive assistance under the Title IV, HEA programs for one payment period despite a determination that the student is not making SAP. Financial aid warning status does not require an appeal.

Financial Aid Suspension
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.

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 his/her program of study within 150% of the hours it takes to complete that program of study.

Appeal Process

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

Appeal decisions will be received within three weeks of submission. The Financial Aid Appeals Committee will review appeals on the Wednesday before the first day of class each semester. The committee will notify the student of their appeal decision through their Ozarka email address; if the student's Ozarka email address is not available a letter will be mailed 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 re-establishes eligibility to receive financial aid, he/she is placed on a financial aid probation semester. During the probationary period, the college may require the student to fulfill specific terms and conditions such as taking a reduced course load, enrolling in specific courses, and/or participate in academic counseling with a Student Support advisor. Students placed on Financial Aid Probation are expected to be able to meet the criteria of this Satisfactory Academic Progress policy by the end of their next term of enrollment. Students placed on Financial Aid Probation that do not meet the criteria outlined in this policy by the end of their next term of enrollment are considered to not be maintaining Satisfactory Academic Progress.

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.

Note: 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 15 Ozarka College credit hours during high school, maintain a minimum of a 2.75 grade point average in College courses, and graduate from High School. Once eligibility requirements are met, Ozarka College will waive any remaining tuition and fee charges after federal, state, and institutional scholarships are applied. 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. Eligible persons must submit an application for admission to Ozarka College, along with an official copy of their GED score report to the Admissions Office. 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 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.

Ozarka 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.

Number of Seniors at High School	Number of Regional Scholarships Awarded
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.

Ozarka College Opportunity Scholarships

Oregon County, Missouri high school counselors may each nominate one graduating senior who plans to attend Ozarka College in the subsequent fall semester. The recipient must be attending as a first-time, full-time student immediately following graduation.

Ozarka College Opportunity 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.

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:

- Automotive Service Technology Scholarship
- Charles Cheatham Memorial Scholarship
- Coy Ferguson Scholarship
- Dan "Wally" Pittman Memorial Scholarship
- Dave Rush 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 Farris Nix Memorial Scholarship
- Ozarka College Family Scholarship
- Paul & Treva Miller Scholarship
- Robert D. Kalischer Memorial Scholarship
- Russell Bassham Honorary Scholarship
- Sharp County Literacy/JaNoel Bess Scholarship
- Son Lamb Honorary Scholarship
- Spring River Performing Arts 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.

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

Department Mission & Vision

Ozarka College Student Services provides life-changing experiences through education by offering student-focused, excellence-driven, student support services.

The Department of Student Services will be a student-focused, excellence driven organization committed to applying resourceful, forward-thinking, and data-informed solutions to provide Ozarka College students with the highest quality student support.

Student Success Center

The Student Success Center is a center that provides multiple programs designed to foster student achievement. The Center suite is located on the second floor of the Student Services Building and houses college support programs such as Career Pathways, Perkins/Career Services, and TRIO Student Support Services. Center staff are familiar with all programs and degrees offered by Ozarka and can provide assistance to students throughout their academic pathway. Depending on eligibility, students may qualify for a variety of student support services available in the Center. Staff can also serve as a point of contact and as a liaison for students who need with other campus services across our four convenient locations.

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 by phone at 870.368.7371 or via email at careerpathways@ozarka.edu.

Perkins/Career Services

The Perkins/Career Services program provides support to all students in the following areas: academic and career planning, tutoring, outreach to at-risk students, academic skills coaching, and resource referrals. Career Mentors are knowledgeable of Ozarka programs, policies, and procedures. While students are encouraged to meet regularly with their assigned advisors, Career Mentors are also available to advise students along their academic pathway and assist with admissions and registration processes.

Services include the following:

- Academic coaching (i.e. development of student skills and disciplines that lead to academic success),

- Career Planning Services: Career exploration and planning, resume writing assistance, and help with other job-seeking tasks leading to professional success. Career Mentors assist students with skill and interest assessments to know who they are, with exploring careers to know more about how they fit into the world of work, and with developing realistic career goals and academic plans to achieve their goals.
- Academic Tutoring: Students have access to tutoring at all campuses. Tutoring is available on both a walk-in and appointment basis. Tutor schedules are posted at each campus.
- Computer Access: Computer labs are available to students on all campuses for completing coursework or other activities related to personal and professional success.

For more information and helpful resources, visit our site at http://www.ozarka.edu/blogs/success, and also Ozarka's Career Link at https://otc.ozarka.edu/careerlink/ or email to success@ozarka.edu to connect with a Career Mentor.

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 (SSS) 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 Records & the Family Educational Rights and Privacy Act of 1974 (FERPA)

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 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.

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

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 upon request of the TRIO advisor. 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, 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

Testing is useful in helping students explore educational and vocational choices as well as helping the students 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 purposes of course placement. Information regarding the placement test may be obtained from a high school counselor or the Testing Center at Ozarka College located in the Student Services Center.

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 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 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. Once eligibility is determined, the Vice President of Student Services and the student develop an accommodations plan that best meets the student's needs, given available resources.

The Vice President of Student Services will communicate the plan with the student and instructors in a confidential manner. The 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 service animals 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.

ADA/504 Grievance Procedures

Any otherwise qualified person with a disability who has a complaint about the way faculty or staff have responded to his/her accommodation requests are asked to please contact the Coordinator of Disability Services to resolve the matter informally. However, if a student would like to request a review of a decision not to certify an alleged disability or a review of an accommodation/service denial, s/he must follow the following procedures:

1. Grievances must be made in writing to the Section 504 Coordinator (College Provost) within five (5) calendar days of the date of the alleged incident.
2. The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the grievance. The Section 504 Coordinator will maintain the files and records relating to such grievances.
3. The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing. The decision of the Section 504 Coordinator will be final.

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 Administration. 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 Administration or the President.

9. **Firearms:** 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, any other possession authorized by law. Arkansas Act 562 of 2017 allows an individual with a concealed handgun permit to carry a concealed handgun on college campuses IF he/she has completed an additional enhanced certification training course sanctioned by the Arkansas State Police. An individual who has a standard license to carry a concealed handgun under Arkansas § 5-73-301 et seq. may carry a concealed handgun in his/her motor vehicle or leave the concealed handgun in his/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 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.

18. **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.

19. **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 Vice President of Student Services (VPSS) for evaluation.   The VPSS 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:

- **Verbal Warning:** A formal verbal notice to the student(s) that he/she is violating a code of conduct.
- **Warning:** A notice in writing to the student(s) that he/she is violating or has violated institutional regulations.

- **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.
- **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **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.
- **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) calendar days of the alleged grievous incident, the complainant must present the complaint in written form to the 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 VPSS 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 matter.

3. If a mutually agreeable resolution is not reached, the VPSS 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 VPSS office.

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 VPSS 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 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.

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 Administration 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, public access computers, private study rooms, open reading spaces, and a small collection of children's books. A balcony-level area provides study and reading space. Other services include laminating, document binding, photocopying and interlibrary loans.

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 12 local, state, and national newspapers and has access to many more through 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; audiovisual materials 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 materials or make interlibrary loan requests. The library personnel make every effort to assist students and faculty in identifying and locating needed information. 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 online databases provided by the Library are iconed on the Library Web Page and are accessible to students at the 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 item housed at the Melbourne campus or information from other libraries through Interlibrary Loan. Items are sent by courier to the appropriate site and returned to the main library in the same manner.

Students enrolled in the Freshman Seminar course 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 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 Housing

Ozarka College has on-campus student housing available to students enrolled full time (12 or more credit hours in fall/spring terms; six or more hours across summer terms). Single and double occupancy units are available, with double occupancy reserved for same gender only.

Housing Application

A new student will select his/her interest in living in on-campus housing on the application for admission. At which point the student having met all requirements for admissions and registered for full time status, the student will be placed on the student housing waiting list.

A returning student who is a first time housing applicant, will apply for student housing through his/her myOzarka learning portal. At which point the student having registered for full-time status, the student will be placed on the student housing waiting list.

Selection will be based on the date of application, academic performance, and College priorities. Priority will be given to veterans, students entering high demand and STEM programs, and students residing at a distance greater than 25 miles from the Melbourne Campus, and new or returning student status; priority will be given to returning students.

For full consideration for the application term, a student must complete the housing application and course registration processes by the following dates prior to the term.

Term	Priority Deadline	Term	Priority Deadline
Summer II	June 15	Spring	December 1
Fall	July 15	Summer I	April 15

Housing Agreement

It is the policy of the College that students enter into a student housing agreement for housing accommodations on an academic year basis. Students will not be released from the binding housing agreement, or refunded any part of the housing payment, except for the following reasons: withdrawal from the college, unanticipated financial hardship, or documented medical problems. Other exceptions may apply based on further review. To be released from financial obligation, the student must notify the Vice President of Student Services in writing stating the reason(s) exemption should be considered.

Housing Charges

Housing charges are stated below and on the college website. Charges are subject to change. Residents must make payment arrangements for Student Housing charges by the date of move-in. Payment plans are available through the my.Ozarka student portal.

If a student is granted release of financial obligation and moves out of housing prior to 75% of the term, he/she will be entitled to a prorated refund. The refund will be prorated based on the number of full weeks remaining in the period for which student has fully paid.

Term	Single Occupancy	Double Occupancy
Fall	$1,800.00	$1,600.00
Spring	$1,800.00	$1,600.00
Summer I	$450.00	$400.00
Summer II	$450.00	$400.00

* Double occupancy rate is a per student rate.

Unit Assignments

Every effort is made to honor room and roommate requests; however, the College makes these assignments. Students may change assignments, but only with advance approval of the Vice President of Student Services. The College does not discriminate in assigning students to housing on the basis of race, religious affiliation, or national origin. The College reserves the right to reassign living assignments when deemed necessary. Returning residents will receive first right of refusal. Rooms for new students are assigned based on the housing application date, academic performance, and College priorities. Priority will be given to Veterans, students entering high demand and STEM programs, and students residing at a distance greater than 25 miles from the Melbourne campus.

Unit Options

Housing Units are one bedroom and two bedroom, furnished apartment-style units.

One Bedroom Layout

Two Bedroom Layout
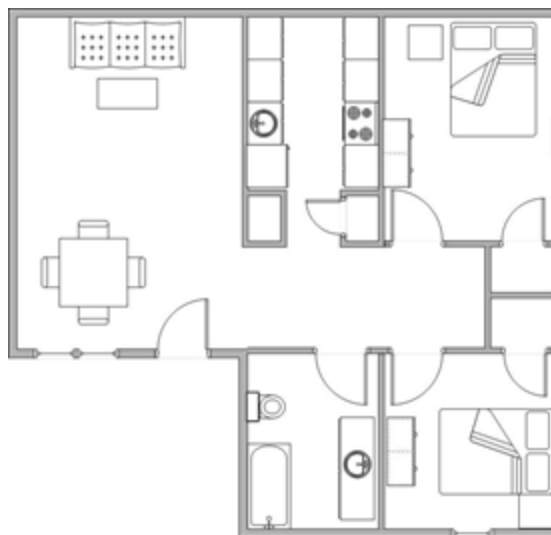
Furnishings

Ozarka College supplies the following furnishings in the On-Campus Apartments:

Kitchen/Dining	Bedroom	Living Room
Refrigerator w/freezer	Full Size Bed	Sofa
Electric Stove	Night Stand	Chair
Dining table w/chairs (4)	Chest of drawers	Sofa Table
	Mirror	End table

Ozarka College also provides light bulbs and smoke detector batteries. If you need a replacement, you must notify Student Housing personnel through the Student Housing Hotline. If you do not exchange the burned out bulb for a new one, you will be charge for the bulb.

For more information, please contact Ozarka College Student Housing Hotline at 870-368-2375 or online at housing.ozarka.edu.

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

Note: 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. All courses utilize learning outcomes tracking through the myOzarka system to provide both formative and summative assessment of student learning outcome attainment on both individual and course section levels. All course outcomes are linked to the appropriate General Education Outcome and outcome assessment is completed at the end of each semester. Additionally, 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. In addition, programmatic testing is required for a variety of Ozarka College programs.

To be eligible for seamless transfer, Education majors 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 mathematical 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.

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 18 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, the Associate Vice President for Academics, and the Provost.

Credit Hour Assignment

Credit Hour Policy Expectation for students: Ozarka College's assignment of credit hours shall conform to commonly accepted practices in higher education and the federal definition of a credit hour. For each credit hour, students should anticipate spending a minimum of 150 minutes per week (50 minutes of instruction plus 100 minutes in outside classroom assignments) or a total of 2,250 minutes based on a typical 15-week semester. The distribution of this time will vary based on the course and delivery method, but could include direct faculty instruction, classroom activities, web-based activities, laboratory work, research, writing papers and reports, reading text and articles, internship hours, clinical hours, studio work, or class and assessment preparation.

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, division chairs, 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 and
- The student has successfully 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 Request. The request should be forwarded by the instructor to the Provost for approval.
- A copy of the signed request 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 request.

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

A 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, students 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, he or she 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 his or her 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.

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 website.

Note: 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

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

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 the Academic Clemency form from the Registrar's office.
- Once the finished form is returned, the Provost has 10 business days to review the form. The Registrar will 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 this 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 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:

  1. 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.
  2. Ozarka College may be ordered by a court of law to surrender communications that have been transmitted by electronic mail.
  3. 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.
  4. 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.

Academic Appeal/Grievance Procedures

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

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 anew 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.

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 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.

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.

Adult Education

Ozarka College Adult Education strives to create new opportunities for individuals, their families, and the community. Our goals are to provide learning opportunities, prepare individuals for the workplace or post-secondary education and training, and to enhance employability, digital technology, and financial literacy skills. We envision helping adults acquire the knowledge, skills, and values needed to lead productive and satisfying lives.

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, and Ozarka College-Mammoth Spring. The learning experience includes one-on-one instruction, managed enrollment classes, computer assisted instruction, and distance learning. Diagnostic testing allows every student to begin at an appropriate level and progress at his or her own pace.

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. Students age 16 or 17 can be enrolled in Adult Education if they present a school waiver or notarized intent to homeschool form **and** meet state testing requirements on the TABE assessment. Students age 16 and 17 are also required to attend a minimum of 20 hours of class per week. If the student presents proof of 30 hours of employment per week, he or she is required to attend class 10 hours per week. Court ordered minors must provide a signed order by the officiating judge. The Adult Education Program reserves the right to accept or deny entrance based on the attendance and conduct records of any student.

Curriculum

Ozarka College Adult Education's curriculum aligns with the College and Career Readiness Standards and GED® Testing, reflects the service area's employment skills, teaches today's digital technology, and enhances financial literacy skills.

Reasoning through Language Arts

In alignment with College and Career 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, Mammoth Spring, and Mtn. View. 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 Education. 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 five state-issued WAGE™ certificates: Customer Service Level I, Customer Service Level II, Industrial, 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.

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 Degree Programs

Associate of Arts (Transfer)

Associate of Applied Science

Certificate Programs

Technical Certificate

Certificate of Proficiency

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.

Division of Allied Health

PROGRAMS OFFERED

Associate in Applied Science Degrees
    Health Professions
    Registered Nurse LPN/LVN to RN

Technical Certificates
    Health Information Technology
    Health Professions
    Licensed Practical Nursing

Certificates of Proficiency
    Basic Emergency Medical Technology
    Certified Nursing Assistant
    Pre-Health Sciences

Associate of Applied Science
Health Professions

Philosophy

Successful completion of the requirements of the associate degree program in Health Professions 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. Students learn the 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 Professions 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.

Required Courses

Thirty (30) credit hours from any Health Related Technical Certificate   **30 Hours**

Plus the following:

ENGL1023 English Composition II   **Social Sciences** (6 credit hours) any courses
HIT2203 Healthcare Statistics   **PSY2003** General Psychology (RN required)
                                            PSY2313 Developmental Psychology (RN
Science (8 credit hours) any courses   required)
BIOL2214 A&P I & Lab (RN required)
BIOL2224 A&P II & Lab (RN required)   **Fine Arts** (3 credit hours) any course

Electives (7 credit hours) Can be CNA, EMT, prior learning credit, or any combination *if not counted in prior Technical Certificate*.

Total Credit Hours Required   60 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $7,640
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 four program student learning outcomes are:

1. Demonstrate quality and safe care that supports a culture of health through evidenced-based nursing.
2. Apply critical thinking necessary to provide patient-centered care to diverse populations.
3. Collaborate with interdisciplinary team members to provide leadership in all healthcare settings.
4. Integrate professional nursing practice through communication, knowledge, technology, and support of quality improvement measures.

All Applicants
ARNEC faculty reserve 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

Note: 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 p.m. 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.
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 & Lab
BIOL2224 Anatomy & Physiology II & Lab
BIOL2014 Microbiology & Lab
ENGL1013 English Composition I
MATH1003 Math for Health Professions or equivalent

ENGL1023 English Composition II
NUTR2203 Basic Human Nutrition
PSYC2003 General Psychology
PSYC2313 Developmental Psychology
HIT1013 Computers for Healthcare Professionals or equivalent

Nursing Core Curriculum: (33 credit hours)

Semester I (Spring)
RNSG2119 Nursing Process I
RNSG2123 Nursing Practicum I

Semester III (Fall)
RNSG2318 Nursing Process III
RNSG2311 NCLEX-RN Preparation
RNSG2333 Nursing Practicum III

Semester II (Summer 12 weeks)
RNSG2216 Nursing Process II
RNSG2223 Nursing Practicum II

Total Credit Hours Required   66 credit hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $10,500
Tuition and fees are subject to change per Board of Trustee approval.p

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 offices. 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 health record (EHR) 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 coding, 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 (Fall)	Semester II (Spring)
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)	**HIT1013** Computers for Healthcare Professionals
BIOL1204 Body Structure and Function	**HIT1504** Pathophysiology with Pharmacology
ENGL1013 English Composition I	**HIT2003** Medical Transcription
HIT1303 Medical Terminology	**HIT2213** Legal/Ethical Aspects of Healthcare
HIT1503 Coding Principles	**MATH1003** Math for Health Professions

Total Credit Hours Required   30 hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $3,820
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	Semester II
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)	**NUTR2203** Basic Human Nutrition
HIT1303 Medical Terminology	**HIT2213** Legal/Ethical Aspects of Healthcare
ENGL1013 English Composition I	**BIOL1204** Body Structure & Function
HIT1013 Computers for Healthcare Prof	**MATH1003** Math for Health Professions

Select one course from the following:
HLTH1107 Basic Health Skills
EMT1107 Basic Emergency Medical Tech

Total Credit Hours Required   30 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $3,820
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 required to attend full-time and take all courses in the prescribed sequence.

Applications for the LPN classes beginning in January on 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. Once accepted into the program, students will be required to submit to 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 Program and will be advised to withdraw.

Graduates must pass the National Council Licensure Exam (NCLEX-PN) after program completion to be licensed to practice. According to the Arkansas State Board of Nursing (ASBN) Nurse Practice Act (Subchapter Section 3 -17-87-312), a person may not be eligible to receive or hold a license issued by the board if that person has pleaded guilty, nolo contendere, or been found guilty of any of the offenses as identified in Arkansas Code, Act 1208 of 1999 - ACA 17-87-312. Certain offenses are considered a permanent bar to licensure in Arkansas; an individual with one or more of these offenses are not eligible to apply for a waiver. An individual interested in becoming a nurse in Arkansas should review the Nurse Practice Act (Subchapter Section 3-17-312) at http://www.arsbn.org/nurse-practice-act. Potential students should review the specific statute number of offense(s) as compared to the offenses listed in the ASBN Nurse Practice Act. Despite completion of this nursing program, there is no guarantee that a waiver will be granted to an individual with any offense(s) listed in the above statute.

Technical Certificate
Licensed Practical Nursing

Program Prerequisites (13 credit hours)

       ENGL1013 English Composition I
       NUTR2203 Basic Human Nutrition
       BIOL1204 Body Structure and Function
       MATH1003 Math for Health Professions

MELBOURNE 3 SEMESTER DAY	ASH FLAT and MOUNTAIN VIEW DAY	MAMMOTH SPRING EVENING AND WEEKEND
Required Technical Courses **Semester I**	**Required Technical Courses** **Semester I**	**Required Technical Courses** **Semester I**
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
Semester II	**Semester II**	**Semester II**
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
Semester III	**Semester III**	**Semester III**
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 Credit Hours Required   **52 Credit Hours**

In-state estimated cost of program, excluding web and lab fees, supplies and books: $8,000
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.

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.

All students must pass a criminal background check through the Arkansas Department of Health Emergency Medical Services Division upon admission and must be 18 years of age at the time of course completion to be eligible to take the state and national exams.

Required Technical Course
EMT1107 Basic Emergency Medical Technology

Total Credit Hours Required   7 Hours
In-state estimated cost of program, excluding web and lab fees, supplies and books: $950
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. An individual must complete the state competency examination within 12 months of graduation from a training program or retraining will be required.

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.

The Office of Long Term Care States in part
The Office of Long Term Care will deny persons from state testing and receiving CNA state certification with certain criminal backgrounds/crimes, otherwise known as List of Disqualifying Criminal Offenses. Students who may be affected MUST notify the OLTC to verify their eligibility to be a certified nursing assistant. Effective October 1, 1997, long term care facilities shall not knowingly employ or hire a person who has been found guilty or has pled guilty or nolo contendere, regardless whether the record of the offense is expunged, pardoned, or otherwise sealed, to any of the offenses listed by any court in the State of Arkansas or any similar offense by a court in another state or of any similar offense by a federal court.

Required Technical Course
HLTH1107 Basic Health Skills

Total Credit Hours Required   7 Hours
In-state estimated cost of program, excluding web and lab fees, supplies and books: $950
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 Allied Health or 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 or the Basic Emergency Medical Technician course embedded to allow for the student to receive some hands-on training. Students may choose to work or continue with other Allied Health programs.

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 healthcare 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 skills using scientific knowledge based on knowledge gained from anatomy, terminology understanding, concepts of math, and to report and document client conditions using current technological equipment.

Required Technical Courses (all)
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)
BIOL1204 Body Structure and Function
MATH1003 Math for Health Professions

Select one course from the following:
HIT1303 Medical Terminology
NUTR 2203 Basic Human Nutrition

Select one course from the following:
HLTH1107 Basic Health Skills
EMT1107 Basic Emergency Medical Technician

Total Credit Hours Required   18 Hours
In-state estimated cost of program, excluding web and lab fees, supplies and books: $2,500
Tuition and fees are subject to change per Board of Trustee approval.

Division of Arts, Humanities & Education

PROGRAMS OFFERED

Associate of Science
Education
Human Services

Technical Certificate
Early Childhood Education

Certificate of Proficiency
Early Childhood Development

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 3 TRACKS

- Elementary Education   • Middle School Education   • Secondary Education

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

Outcomes

Students completing this degree program successfully will be able to do the following:

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, middle school education, and secondary 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 satisfy the following requirements:

- 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 do the following:

- 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 satisfy the following criteria:

- 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.

Note: 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.

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

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

Education Requirements (16 hours)
EDUC1001 Core Praxis Prep Class
EDU2003 Introduction to Education
EDU2013 Introduction to K-12 Technology
EDUC2033 Child Growth and Learning
EDUC2043 Exceptional Child in the Classroom
HIST2023 Arkansas History

General Education Requirements (35 credit 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
GEOL1004 Essentials of Earth Science & Lab

Fine Arts/Humanities (6 hours)
Select two courses from the following:
ENGL2213 World Literature I
ENGL2223 World Literature II
FAMU1003 Fine Arts Music
FATH1003 Fine Arts Theater
FAVI1003 Fine Arts Visual

Social Sciences (9 hours)
PLSC2003 American National Government

Select one course from the following:
HIST2003 American History I
HIST2013 American History II

Select one course from the following:
HIST1003 World Civilization I
HIST1013 World Civilization II

Note: Transfer to Arkansas Tech requires both FAMU1003 and FAVI1003, yet does not require a World Literature course. Please consult the program director for specific information.

Specialty Tracks   (Select K-6, Middle School, or High School)

K-6 TRACK Mathematical Concepts (6 credit hours)
MATH2033 Mathematical Concepts I
MATH2043 Mathematical Concepts II

K-6 Track Elective (3 Credit Hours)

**Students MUST choose one course from the
Math Speciality, Social Studies Specialty, Fine
Arts/Humanities Speciality, or the Language
Speciality electives list below.**

Middle School TRACK (3 Credit Hours)

PSYC2003 General Psychology

Middle School TRACK Specialty Area Courses (6 Credit Hours in addition to General Education Requirement course options)

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

High School TRACK Specialty Area Courses (9 Credit Hours in addition to General Education Requirement course options)

Students MUST choose ANY ONE (1) area (Math, Science, Social Studies, or Language Arts)

Math Specialty Electives
MATH1213 Quantitative Literacy
MATH2033 Mathematical Concepts I
MATH2043 Mathematical Concepts II
MATH2013 Survey of Calculus
MATH2023 Calculus
MATH1303 Trigonometry

Fine Arts/Humanities Specialty Electives
ENGL2213 World Literature I
ENGL2223 World Literature II
FAMU1003 Fine Arts-Music
FATH1003 Fine Arts-Theater
FAVI1003 Fine Arts-Visual

Social Studies Specialty Electives
ECON2323 Intro 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
ENGL 2113 Introduction to Fiction
ENGL2213 World Literature I*
ENGL2223 World Literature II*
ENGL2313 American Literature I
ENGL2323 American Literature II

Note: (*) Course not used in General Education requirement.

Total Hours   60 Hours

**In-state estimated cost of program, excluding web and lab fees, supplies and books: $7,640
Tuition and fees are subject to change per Board of Trustee approval.**

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 do the following:

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.

General Education Requirements (44 credit hours)

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 course from the following:
ENGL2213 World Literature I
ENGL2223 World Literature II

Select two courses from the following:
FAMU1003 Fine Arts Music
FATH1003 Fine Arts Theater
FAVI1003 Fine Arts Visual

Lab Science (8 hours)
BIOL1004 General Biology & Lab
PHSC1004 Physical Science & Lab

Social Sciences (15 hours)
PLSC2003 American National Government
PSYC2003 General Psychology
GEOG2013 Intro to Geography
ANTH2023 Cultural Anthropology

Select one course from the following:
HIST1003 World Civilization I
HIST1013 World Civilization II

Institutional Requirements (16 credit hours)

SOCI2013 Introduction to Sociology
SOCI2203 Social Problems
SOCI2023 Introduction to Social Work
NUTR2203 Basic Human Nutrition

PHED1002 Concepts of Physical Activity
COLL1101 Freshman Seminar (see the
Freshman Seminar Policy)
COLL2001 College Capstone

Total Credit Hours Required   60 Hours

**In-state estimated cost of program, excluding web and lab fees, supplies, and books: $7,640
Tuition and fees are subject to change per Board of Trustee approval.**

Suggested Degree Pathway

Semester 1 (13 credit hours)
COLL1101 Freshman Seminar
COMM1313 Communications
ENGL1013 Composition I

Select one course from the following:
MATH1203 College Algebra
MATH1213 Quantitative Literacy

Select one course from the following:
FAMU1003 Fine Arts Music
FATH1003 Fine Arts Theater
FAVI1003 Fine Arts Visual

Semester 3 (16 credit hours)
PHSC1004 Physical Science and Lab
PLSC2003 American National Gov.
NUTR2203 Basic Human Nutrition

Select one course from the following:
ENGL2213 World Literature I
ENGL2223 World Literature II

Select one course from the following:
FAMU1003 Fine Arts Music
FATH1003 Fine Arts Theater
FAVI1003 Fine Arts Visual

Semester 2 (16 credit hours)
ENGL1023 Composition II
BIOL1004 General Biology & Lab
PSYC2003 General Psychology
GEOG2013 Introduction to Geography
SOCI2013   Introduction to Sociology

Semester 4 (15 credit hours)
ANTH2023 Cultural Anthropology
PHED1002 Concepts of Physical Activity
SOCI2203 Social Problems
SOCI2023 Introduction to Social Work
COLL2001 College Capstone

Select one course the following:
HIST1003 World Civilization I
HIST1013 World Civilization II

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 accomplish the following:

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 Ed.
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 Appl.
ENGL1013 English Composition I
PHED2023 First Aid
BTMA1033 Math for Business Tech.
(or higher level math)

Total Credit Hours Required   15 Hours
In-state estimated cost of CP $1,910

Total Credit Hours Required   30 Hours
In-state estimated cost of TC $3,820

In-state 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.

Division of Applied Sciences and Technology

PROGRAMS OFFERED

Associate Degrees

A.A.S. in Automotive Service Technology

A.A.S. in Aviation-Commercial Pilot

A.A.S. in Business Technology

A.A.S. in Culinary Arts

A.A.S. in General Technology

A.A.S. in Welding Technology (Pending)

A.S. in Aviation-Professional Pilot

A.S. in Business

A.S. in Criminal Justice and Corrections

A.S. in Information Science Technology (Pending)

Technical Certificates

Automotive Performance and Suspension Systems

Automotive Repair and Troubleshooting

Automotive Service Technology

Aviation-Private Pilot

Business Technology

Criminal Justice and Corrections

Culinary Arts

Information Science Technology

Welding Technology (Pending)

Certificates of Proficiency

Aviation-Instrument Rating
Automotive Electrical/Electronic Systems Troubleshooting
Automotive Performance and Suspension Systems
Automotive Transmission and Brake Systems
Banking and Finance
Basic Automotive Repair and Troubleshooting
Basic Culinary Arts
Business Management
Business Technology
Computer Systems
Corrections and Criminal Justice
Criminology
Cybersecurity
Food Service
Hospitality Management
Information Science Technology
Internet Design Concepts
Small Unmanned Aircraft Systems
MIG (GMAW) Welding Technology (Pending)
Stick (SMAW) Welding Technology (Pending)
TIG (GTAW) Welding Technology (Pending)

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.

General Education Requirements (16 credit hours)

ENGL1013 English Composition I
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)

Select one course from the following:
ENGL1023 English Composition II
ENGL1133 Tech and Business English

Select one course from the following:
BUS1133 Keyboarding Essentials
CIS1303 Computer Information Systems
CPSI1003 Intro. 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

Required Technical Courses (44 credit hours)

AST1105 Engine Repair
AST1215 Electrical Systems
AST1305 Suspension and Steering
AST1405 Engine Performance
AST2205 Automotive Heating and Air

AST2105 Brake Systems
AST2415 Manual Drivetrain and Axles
AST2504 Automotive Service Tech Lab
AST2305 Automotive Transmissions & Transaxles

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 negatively affect a student's grade.

Total Credit Hours Required   60 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $7,640
Tuition and fees are subject to change per Board of Trustee approval.

For Associate of Applied Science
Aviation-Commercial Pilot

Philosophy

The Associate of Applied Science in Aviation-Commercial Pilot provides an aviation training and certification pathway for those students who look forward to becoming commercial pilots. In addition to completing rigorous general education requirements, student will obtain the knowledge, skill, and aeronautical experience necessary to meet the requirements for an FAA Commercial Pilot certificate with Airplane Multi-Engine Land and Instrument Airplane ratings 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.

Standards of Progress

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

The Professional Pilot Program contains features that will achieve the level of pilot proficiency equivalent to that achieved by a training course prescribed in the Appendixes (B, C and D) to Part 141. In addition to meeting regulatory requirements, the Professional Pilot Program offers an enrolled student a seamless, yet comprehensive and cohesive, course of training beginning with private pilot training and continuing through commercial pilot training to ultimately achieve Commercial Pilot certification.

Flight fees are assessed at the beginning of each semester. 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. Should a student not complete the required hours of flight training/ground instruction, fees will be returned on a prorated basis

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", he or she 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, 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 1102 – Professional Pilot Practicum I	Hours	Charge	Total
Single-Engine Aircraft/Instructor	10.7	$170	$1,819.00
Training Device/Instructor	0	$75	0
Solo Aircraft	.6	$125	$75.00
Ground Instruction	7.5	$45	$337.50

AVIA 1102 Total Cost - $2231.50

AVIA 1202 – Professional Pilot Practicum II	Hours	Charge	Total
Single-Engine Aircraft/Instructor	19.2	$170	$3,264.00
Training Device/Instructor	3.4	$75	$255.00
Solo Aircraft	4.4	$125	$550.00
Ground Instruction	13.5	$45	$607.50

AVIA 1202 Total Cost - $4,676.50

AVIA 2104 – Professional Pilot Practicum III	Hours	Charge	Total
Single-Engine Aircraft/Instructor	40.0	$170	$6,800.00
Multi-Engine Aircraft/Instructor	8.5	$365	$3,102.50
Solo Aircraft	7.5	$125	$937.50
Ground Instruction	23.5	$45	$1,057.50
Training Device/Instructor	18.0	$75	$1,350.00

AVIA 2104 Total Cost - $13,247.50

AVIA 2205 – Professional Pilot Practicum IV	Hours	Charge	Total
Single-Engine Aircraft/Instructor	11.0	$170	$1,870.00
Multi-Engine Aircraft/Instructor	25.5	$365	$9,307.50
Solo Aircraft	57.5	$125	$7,187.50
Ground Instruction	29.0	$45	$1,305.00
Training Device/Instructor	16.0	$75	$1,200.00

AVIA 2205 Total Cost - $20,870.00

Program Course Requirements and Sequence

SEMESTER 1 (15 credit hours)
AVIA1102 Professional Pilot Practicum I
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)
AVIA1013 Fundamentals of Aeronautics I
ENGL1013 English Composition I
AVIA2503 Human Factors and Aviation Safety
CPSI1003 Introduction to Computer Applications

SEMESTER 2 (15 credit hours)
AVIA1403 Fundamentals of Aeronautics II
AVIA1202 Professional Pilot Practicum II
AVIA2263 Air Traffic Control
PHED1101 Fitness Center

Select one course from the following:
ENGL1023 English Composition II
ENGL1123 Technical & Business English

Select one course from the following:
MATH1103 Math with Business Applications **or**
BTMA1033 Math for Business Technology

SEMESTER 3 (16 credit hours)
COMM1313 Communications
AVIA2104 Professional Pilot Practicum III
AVIA2103 Fundamentals of Aeronautics III
AVIA2393 Aviation Weather
AVIA2443 Advanced Aerodynamics and Performance

SEMESTER 4 (14 credit hours)
AVIA2205 Professional Pilot Practicum IV
AVIA2203 Fundamentals of Aeronautics IV
AVIA2413 Regulations and Publications

Select one course from the following:
HISTxxxx
PSYCxxxx
SOCIxxxx
ECONxxxx
ANTHxxxx
GEOGxxxx
PLSCxxxx

Total Credit Hours Required   60 Hours
In-state estimated cost of program excluding web fees, supplies and books: $48,500
Tuition and fees are subject to change per Board of Trustee approval.

Note: 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) or Airman Certification Standards (ACS) for certification. See the applicable PTS or ACS standards for FAA requirements.

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. Obtain entry level employment in the business industry.

General Education Requirements (15 credit hours)

English/Communications (9 hours)
> **ENGL1013**   English Composition I
> **COMM1313** Communications
>
> Select one course from the following:
> **ENGL1023** English Composition II
> **ENGL1133** Technical and Business English

Math (3 hours)
BTMA1033 Math for Business Technology
MATH1103 Math with Business Applications
or higher level math

Social Science Elective (3 hours)
HISTxxxx   SOCIxxxx   ANTHxxxx
CRIMxxxx   ECONxxxx   GEOGxxxx
PSYCxxxx   PLSCxxxx

Required Technical Courses (24 credit hours)
> **BUS2013** Business Communications
> **CIS1303** Computer Information Systems
> **CPSI1003** Intro. to Computer Applications
> **CPSI2003** Computer Applications II
> **BUS2613** Business Principles
> **MGMT2643** Human Relations
> **BUS2663** Legal Environment of Business
> **CIS2353** Electronic Spreadsheet

Accounting (6 hours)
ACCT1003 Introduction to Accounting
ACCFT2143 Computerized Accounting

Students may choose from the following tracks for their electives:

Business Administration Track (15 credit hours)
Select three courses from the following:
MGMT2623 Management
MGMT2663 Small Business Management
MGMT2603 Financial Planning
MKTG2633 Principles of Marketing

Financial Electives (6 hours)
Any **ACCT** courses
Any **BANK** courses
Any **ECON** courses

Information Science Technology Track (15 credit hours)
IST1213 Introduction to Computer Programming
IST1403 Networking Essentials I
IST1703 Introduction to Web Design
IST2713 Computer Ethics and Security
IST2923 A+ Essentials

Suggested Degree Pathway

Semester 1 (15 credit hours**)**
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)
ACCT1003 Intro to Accounting
BUS2613 Business Principles
ENGL1013 English Composition I
CPSI1003 Intro to Computer Applications
Select one course from the following:
BTMA1033 Math for Business Technology
MATH1103 Math with Business Applications

Semester 2 (15 credit hours)
CIS1303 Computer Information Systems
COMM1313 Communications
ACCT2143 Computerized Accounting
CPSI2003 Computer Applications II
Select one course from the following:
ENGL1023 English Composition II
ENGL1133 Technical & Business English

Semester 3 (15 credit hours)
3 hours of Social Science Electives
CIS2353 Electronic Spreadsheet
BUS2013 Business Communications
6 hours of approved electives

Semester 4 (15 credit hours)
BUS2663 Legal Environment of Business
MGMT2643 Human Relations
9 Hours of approved electives

Total Credit Hours Required   60 Hours

**In-state estimated cost of program, excluding web and lab fees, supplies and books: $7,640
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.

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 for lab classes two-three days per 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.

Students will work two semesters in our Culinary Cafe or an alternate commercial food service establishment approved by the Culinary Program Director, gaining experience in all aspects of running a food establishment. Students also gain practical experience through a variety of campus functions and a 2-credit internship to be performed at a community business. Successful completion of the program will result in graduating with an AAS in Culinary Arts and as a Certified Culinarian through the American Culinary Federation.

General Education Requirements (16 credit hours)

English (6 credit hours)
ENGL1013 English Composition I
ENGL1023 English Composition II **or**
ENGL1133 Technical and Business English

Math (3 credit hours)
BTMA1033 Math for Business Technology
MATH1103 Math with Business Appl. **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   GEOGxxxx
PSYCxxxx   PLSCxxxx

Additional Requirement (1 credit hour)
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)

Technical Education Requirements (44 credit hours required)

CUL1103 Sanitation and Safety
CUL2503 Catering and Banquet Service
CUL1303 Introduction to Food Production
CUL1503 Basic Food Service & Nutrition
CUL1603 Introduction to Baking
HOSP1103 Introduction to Hospitality
HOSP1203 Hospitality Purchasing

CUL1703 Advanced Food Production
CUL2213 Meat, Seafood, and Poultry
CUL2403 Advanced Baking
CUL2713 International and Modern Cuisine
CUL2803 Garde Manger
CUL2812 Culinary Arts Internship
HOSP1513 Cafe Practicum
HOSP1603 Cafe Practicum II

Suggested Degree Pathway

Semester 1 (16 credit hours**)**
COLL1101 Freshman Seminar
CUL1103 Sanitation and Safety
CUL1303 Intro. to Food Production
CUL1603 Introduction to Baking
ENGL1013 English Composition I
CPSI1003 Intro. to Computer Appl.

Semester 2 (15 credit hours**)**
CUL2503 Catering and Banquet Service
CUL1703 Advanced Food Production
CUL2403 Advanced Baking
CUL1503 Basic Food Service & Nutrition

Select one course from the following:
BTMA1033 Math for Business Technology
MATH1103 Math with Business Applications

Semester 3 (15 credit hours**)**
HOSP1103 Introduction to Hospitality
CUL2213 Meat, Seafood, and Poultry
HOSP1513 Café Practicum
HOSP1203 Hospitality Purchasing

SOCIAL SCIENCE ELECTIVE (3 credit hours)
HISTxxxx   SOCIxxxx   ANTHxxxx
CRIMxxxx   ECONxxxx GEOGxxxx
PSYCxxxx   PLSCxxxx

Semester 4 (14 credit hours**)**
CUL2713 International and Modern Cuisine
CUL2803 Garde Manger
HOSP1603 Cafe Practicum II
CUL2812 Culinary Arts Internship

Select one course from the following:
ENGL1023 English Composition II
ENGL1123 Technology and Business English

Total Credit Hours Required   60 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $7,640
Tuition and fees are subject to change per Board of Trustee approval.

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.

General Education Requirements

RN Students 33 credit hours - All other students 27 credit hours)

ENGL1013 English Composition I
COMM1313 Communications
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)

Select one course from 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

Math (3 hours)
BTMA1033 Math for Business Technology
MATH1103 Math with Business Applications
AHMA1033 Math for Allied Health
(or higher level math)

Required Elective (3 hours)
MGMT2643 Human Relations

RN STUDENT ONLY OPTIONS (3 hours)
FAMU1003 Fine Arts Music
FAVI1003 Fine Arts Visual
FATH1003 Fine Arts Theater

Social Science Elective (3 hours)

HISTxxxx	SOCIxxxx	ANTHxxxx
CRIMxxxx	ECONxxxx	GEOGxxx
PSYCXXXX		PLSCxxxx

Technical Education Requirements (33 credit hours)

The following technical areas are currently available at Ozarka:

Agriculture	Health Information Technology
Automotive Service Technology	Hospitality Management
Aviation	Licensed Practical Nursing
Business Technology	Registered Nurse

Criminal Justice and Corrections   Welding
Culinary Arts
Early Childhood Development

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

Suggested Degree Pathway

Semester 1 (16 credit hours)
COLL1101 Freshman Seminar
COMM1313 Communications
BUS1133 Keyboarding Essentials
ENGL1013 English Composition I
CIS1303 Computer Information Systems

Select one course from the following:
BTMA1033 Math for Business Technology
MATH1103 Math with Business Applications
AHMA1033 Math for Allied Health

Semester 2 (15 credit hours)
CPSI1003 Introduction to Computer Applications
MGMT2643 Human Relations

Select one course from the following:
ENGL1023 English Composition II
ENGL1123 Technical and Business English

Select one of the following:
HISTxxxx   SOCIxxxx   ANTHxxxx
CRIMxxxx   ECONxxxx   GEOGxxxx
PSYCxxxx   PLSCxxxx

Select one course from the following:
FATH1003 Fine Arts Theatre (RN students only)
FAVI1003 Fine Arts Visual (RN students only)
FAMU1003 Fine Arts Music (RN students only
All other students select one 3 hour Technical Education Requirement

Semester 3 (15 credit hours)
Technical Education Requirement

Semester 4 (15 credit hours)
Technical Education Requirement

Total Credit Hours Required   60 Hours
In-state estimated cost of program, excluding web and lab fees, supplies and books: $7,640
Tuition and fees are subject to change per Board of Trustee approval.

Associate of Applied Science
Welding Technology (Pending)

Philosophy

The Associate of Applied Science (AAS) in Welding Technology prepares students to work in the field using oxyacetylene (gas) and electric (arc) processes. The program emphasizes knowledge and skill required to work with modern industrial welding equipment using advanced welding techniques including Stick, Metal Inert Gas (MIG), Tungsten Inert Gas (TIG), and Pipe techniques. Students in the program will be prepared for specific American Welding Society (AWS) certifications.

Outcomes

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

1. Weld in (flat, horizontal, vertical, and overhead positions) using the basic welding processes stick, MIG, TIG, and pipeline.
2. Perform metal layout processes.
3. Cut metals using oxyfuel and plasma arc cutting processes.
4. Apply the fundamentals of welding processes.
5. Apply the principles of metallurgy during the welding process.
6. Read and interpret basic blueprints and welding symbols to fabricate components.
7. Apply basic mathematics and measurement.
8. Follow industry safety practices.

Program Course Requirements and Sequence

SEMESTER 1 (16 credit hours**)**
MATH1113 Math for Welders
WELD1104 Welding Processes/Blueprint Reading
WELD1114 Shielded Metal Arc I (Stick)
WELD1124 Shielded Metal Arc II (Stick)
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)

SEMESTER 2 (15 credit hours**)**
ENGL1013 English Composition I
WELD1204 Gas Metal Arc Welding I (MIG)
WELD1214 Gas Metal Arc Welding II (MIG)
WELD1224 Metal Fabrication/Layout I

SEMESTER 3 (15 credit hours**)**
WELD2304 Gas Tungsten Arc Welding I (TIG)
WELD2314 Gas Tungsten Arc Welding II (TIG)
WELD2324 Metal Fabrication/Layout II
Select one course from the following:
ENGL1023 English Composition II
ENGL1133 Technical and Business English

SEMESTER 4 (14 credit hours**)**
CPSI1003 Introduction to Computer Applications
PSYC2003 General Psychology
WELD2404 Metallurgy Fundamentals
WELD2414 Pipe Welding

Total Credit Hours Required   60 Hours

In-state estimated cost of program excluding web fees, supplies and books: $7,700
Tuition and fees are subject to change per Board of Trustee approval.

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.

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. Students must meet eligibility requirements in 14 CFR Part 141 applicable to the FAA certificate/rating being sought.

Flight fees are assessed at the beginning of each semester. 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. Should a student not complete the required hours of flight training/ground instruction, fees will be returned on a prorated basis.

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 "Fs", he or she 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 (Is) 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, 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	$125	$1,337.50
Flight Instruction	10.7	$45	$481.50
Solo Aircraft	0.6	$125	$75.00
Ground Instruction	7.5	$45	$337.50

AVIA 1021 Total Cost - $2,231.50

AVIA 1171 – Private Pilot Lab	Hours	Charge	Total
Dual Aircraft	19.2	$125	$2,400.00
Flight Instruction	19.2	$45	$864.00
Solo Aircraft	4.4	$125	$550.00
Ground Instruction	13.5	$45	$607.50
Training Device	3.4	$30	$102.00
Training Device Instruction	3.4	$45	$153.00

AVIA 1171 Total Cost - $4,676.50

Program Course Requirements and Sequence

SEMESTER 1 (15 credit hours)
AVIA1013 Fundamentals of Aeronautics
AVIA1021 Intro to Aeronautics Lab
AVIA1161 Private Pilot Certificate
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)
COMM1313 Communications
ENGL1013 English Composition I
MATH1203 College Algebra
PHED1101 Fitness Center I

SEMESTER 2 (14 credit hours)
AVIA1171 Private Pilot Lab
AVIA1403 Fundamentals of Aeronautics II
BIOL1004 General Biology and Lab
ENGL1023 English Composition II
MATH1303 Trigonometry

SEMESTER 3 (16 credit hours)
ENGL2683 Masters of Western Literature
HIST1013 World Civilization II
PHYS2014 General Physics I and Lab
PLSC2003 American National Gov.

Select one course from the following:
ANTHxxxx   CRIMxxxx   ECONxxxx
GEOGxxxx   HISTxxxx   PLSCxxxx
PSYCxxxx   SOCIxxxx

SEMESTER 4 (15 credit hours)
AVIA2263 Air Traffic Control
AVIA2393 Aviation Weather
Social Science Elective - 3 credit hours
Directed Elective - 3 credit hours

Select one course from the following:
FAMU1003 Fine Arts Music
FATH1003 Fine Arts Theater
FAVI1003 Fine Arts Visual

Total Credit Hours Required   60 Hours

In-state estimated cost of program excluding web fees, supplies and books: $14,350
Tuition and fees are subject to change per Board of Trustee approval.

Note: 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) or Airman Certification Standards (ACS) for certification. See the applicable PTS or ACS standards for FAA requirements.

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.

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, and 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 their education at a four-year university.

General Education Requirements (35 credit hours)

English/Communications (9 hours)
ENGL1013 English Composition I
(with grade of C or better)
ENGL1023 English Composition II
(with grade of C or better)
COMM1313 Communications

Math (6 hours)
MATH1203 College Algebra
MATH2143 Business Calculus

Social Sciences (6 hours)
Select two courses from the following:
HIST2003 American History I
HIST2013 American History II
PLSC2003 American National Gov.
HIST1003 World Civilization I
HIST1013 World Civilization II

Lab Science (8 hours)
BIOL1004 General Biology & Lab
(or higher level BIOL course with lab)
PHSC1004 Physical Science & Lab
(or higher level PHSC course with lab)

Fine Arts/Humanities (6 hours)
Select two courses from the following:
ENGL2213 World Literature I
ENGL2223 World Literature II
FAVI1003 Fine Arts-Visual
FATH1003 Fine Arts-Theater
FAMU1003 Fine Arts-Music

Institutional Requirements (27 credit hours)

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

CPSI1003 Intro to Computer Applications
ECON2313 Intro to Microeconomics
ECON2323 Intro to Macroeconomics
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)

Directed Elective (3 credit hours)

BUS2013 Business Communications recommended.
MKTG2633 Principles of Marketing

Total Credit Hours Required   62 Hours

**In-state estimated cost of program, excluding web and lab fees, supplies and books: $7,880
Tuition and fees are subject to change per Board of Trustee approval.**

Suggested Degree Pathway

Semester 1 (17 credit hours**)**
COLL1101 Freshman Seminar
ENGL1013 English Composition 1
MATH1203 College Algebra
CPSI1003 Intro. to Computer App.
BIOL1004 General Biology & Lab
ECON2313 Intro. to Microeconomics

Semester 2 (15 credit hours**)**
ENGL1023 English Composition II
ACCT1123 Accounting I
ECON2113 Business Statistics 1
BUS2663 Legal Environment of Business

Select one course from the following:
FAMU1003 Fine Arts Music
FAMU1003 Fine Arts Theater
FAVI1003 Fine Arts Visual

Semester 3 (16 credit hours**)**
ACCT2133 Accounting II
SOCI2013 Introduction to Sociology
PHSC1004 Physical Science & Lab
COMM1313 Communications

Select one course from the following:
HIST1003 World Civilization I
HIST1013 World Civilization II

Semester 4 (15 credit hours**)**
ECON2323 Introduction to Macroeconomics
MATH2143 Business Calculus

Select one course from the following:
ENGL2213 World Literature I
ENGL2223 World Literature II

Select one course from the following:
HIST2003 American History I
HIST2013 American History II
PLSC2003 American National Govt.

Select one course from the following:
BUS2013 Business Communications
MKTG2633 Principles of Marketing

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 (44 credit hours)

English/Communications (9 hours)
COMM1313 Communications
ENGL1013 English Composition I
ENGL1023 English Composition II

Mathematics (3 hours)
Select one course from the following:
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 General Psychology
SOCI2013 Introduction to Sociology

Elective Requirements (9 hours)
Select three courses from the following:
SOCI2203 Social Problems
CRIM2233 Criminology
CRIM1033 Introduction to Law Enforcement
CRIM2403 Police Community Relations

Arts and Humanities (6 hours)
Select one course from the following:
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

Select one course from the following:
HIST2003 American History I
HIST2013 American History II

Institutional Requirements (16 credit hours)

COLL1101 Freshman Seminar (see the Freshman Seminar Policy)
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

Total Credit Hours Required   60 Hours

**In-state estimated cost of program, excluding web and lab fees, supplies and books: $7,640
Tuition and fees are subject to change per Board of Trustee approval.**

Suggested Degree Pathway

Semester 1 (13 credit hours**)**
ENGL1013 English Composition I
COMM1313 Communication
COLL1101 Freshman Seminar

Select one course from the following:
PLSC2003 American National Government
PSYC2003 General Psychology
SOCI2013 Intro. to Sociology

Select one course from the following:
MATH1203 College Algebra
MATH1213 Quantitative Literacy

Semester 2 (16 credit hours**)**
ENGL1023 Composition II
BIOL1004 General Biology and Lab
CRIM1023 Introduction to Criminal Justice

Select one course from the following:
PLSC2003 American National Government
PSYC2003 General Psychology
SOCI2013 Intro. to Sociology

Select one course from the following:
CRIM2233 Criminology
CRIM1033 Intro. to Law Enforcement
CRIM2043 Police Community Relations

Semester 3 (16 credit hours**)**
PHSC1004 Physical Science and Lab
CRIM1053 Introduction to Corrections

Select one course from the following:
FAVI1003 Fine Arts Visual
FAMU1003 Fine Arts Music
FATH1003 Fine Arts Theater

Semester 4 (15 credit hours**)**
CRIM2253 Criminal Investigations
CRIM2263 Criminal Evidence and Procedure
PHED1002 Concepts of Physical Activity
CRIM2001 Overview of the Criminal Justice System

Select one course from the following:
ENGL2213 World Literature I
ENGL2223 World Literature II

Select one course from the following:
CRIM2233 Criminology
CRIM1033 Intro. to Law Enforcement
CRIM2043 Police Community Relations

Select one course from the following:
CRIM2233 Criminology
CRIM1033 Intro. to Law Enforcement
CRIM2043 Police Community Relations

Select one course from the following:
HIST2003 American History I
HIST2013 American History II

Associate of Science
Information Science Technology (Pending)

Philosophy

Information Science 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

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

1. Troubleshoot, maintain, and configure computer hardware and software.
2. Install and configure small office and home networks.
3. Take the A+ Certification Exam.
4. Effectively use PC hardware and software, patch cables, install structured cabling, and use test equipment.
5. Recognize and use appropriate technological language.
6. Effectively use the OSI and TCP/IP Models, Internetworking devices, IP addressing, LAN media and topologies, structured cabling, and electronics.
7. Identify and prioritize information assets.
8. Identify and prioritize threats to information assets.
9. Prepare an information security strategy and architecture.
10. Apply and use basic mathematical calculations correctly.
11. Effectively communicate verbally and in writing using correct language, grammar, spelling, and proofreading.
12. Use HTML tags, headings, and lists.
13. Use graphics, pictures, frames, and objects in HTML.
14. Use JavaScript to handle objects, controls, frames, validation, and parameters.
15. Apply and use mathematical calculations correctly.
16. Effectively communicate verbally and in writing using correct language, grammar, spelling, and proofreading.
17. Continue their education at a four-year university.

General Education Requirements (35 credit hours)

English/Communications (9 hours)
ENGL1013 English Composition I
(with grade of C or better)
ENGL1023 English Composition II
(with grade of C or better)
COMM1313 Communications

Lab Science (8 hours)
BIOL1004 General Biology & Lab
(or higher level BIOL course with lab)
PHSC1004 Physical Science & Lab
(or higher level PHSC course with lab)

Math (3 hours)
MATH1203 College Algebra

Social Sciences (9 hours)
Select one course from the following:
HIST2003 American History I
HIST2013 American History II
PLSC2003 American National Government

Select two courses from the following:
HIST1003 World Civilization I
HIST1013 World Civilization II
SOCI2013 Intro to Sociology
PSY2003 General Psychology
GEOG2013 Intro to Geography

Fine Arts/Humanities (6 hours)
Select one course from the following:
ENGL2213 World Literature I
ENGL2223 World Literature II

Select one course from the following:
FAVI1003 Fine Arts-Visual
FATH1003 Fine Arts-Theater
FAMU1003 Fine Arts-Music

Institutional Requirement (1 credit hour)

COLL1101 Freshman Seminar (see the Freshman Seminar Policy)

Technical Requirements (24 credit hours)

IST2923 A+ Essentials
IST1403 Networking Essentials I
IST1253 Introduction to Servers
IST1263 Computer Forensics

IST1243 Linux Essentials
IST1703 Introduction to Web Design
IST2713 Computer Ethics and Security
IST2423 Cloud Computing

Total Credit Hours Required   60 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $7,600
Tuition and fees are subject to change per Board of Trustee approval.

Technical Certificate
Automotive Performance and Suspension Systems

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. In addition, 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 Performance and Suspension Systems 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.

General Education Requirements (6 credit hours)

ENGL1013 English composition I (with a grade of C or better)
BTMA1003 Math for Business Technology

Technical Education Requirements (20 credit hours)

AST1405 Engine Performance	**AST1215** Electrical Systems
AST1305 Suspension and Steering	**AST2415** Manual Drive Trains and Axles

Total Credit Hours Required   26 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $3,340
Tuition and fees are subject to change per Board of Trustee approval.

Technical Certificate
Automotive Repair and Troubleshooting

Philosophy
The Automotive Repair and Troubleshooting Technical Certificate serves the training needs of each student in areas related to automotive repair and troubleshooting. Each student will be trained in automotive theory, technical training, and manipulative skills.

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 Repair and Troubleshooting 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.

General Education Requirements (6 credit hours)

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

Select one course from the following:
BTMA1003 Math for Business Technology
MATH1103 Math with Business Applications or higher level math

Technical Education Requirements (24 credit hours)

AST2205 Automotive Heating & AC	**AST1105** Engine Repair
AST2105 Brake Systems	**AST2504** Automotive Service Technology Lab
AST2305 Automatic Transmissions & Transaxles.	

Total Credit Hours Required   30 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $3,820
Tuition and fees are subject to change per Board of Trustee approval.

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. In addition, 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.

General Education Requirements (6 credit hours)

ENGL1013 English composition I (with a grade of C or better)
Select one course from the following:
BTMA1003 Math for Business Technology
MATH1103 Math with Business Applications or higher level math

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

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

Total Credit Hours Required   30 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $3,820
Tuition and fees are subject to change per Board of Trustee approval.

Technical Certificate
Aviation-Private Pilot

Philosophy

The Technical Certificate in Aviation - Private Pilot is an embedded credential awarded prior to the completion of the AAS degree program. The Associate of Applied Science in Aviation-Commercial Pilot provides an aviation training and certification pathway for those students who look forward to becoming commercial pilots. In addition to completing rigorous general education requirements, student will obtain the knowledge, skill, and aeronautical experience necessary to meet the requirements for an FAA Commercial Pilot certificate with Airplane Multi-Engine Land and Instrument Airplane ratings 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.

Standards of Progress

A student attending full-time, enrolled in approximately 15 credits per semester, will be able to complete the A.A.S. in Aviation-Commercial Pilot in four semesters. This Technical Certificate program is designed to be completed after the first two semesters of the overall program.

The Professional Pilot Course contains features that will achieve the level of pilot proficiency equivalent to that achieved by a training course prescribed in Appendix (B) to Part 141.

Flight fees are assessed at the beginning of each semester. 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. Should a student not complete the required hours of flight training/ground instruction, fees will be returned on a prorated basis.

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", he or she 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, 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 1102 – Professional Pilot Practicum I	Hours	Charge	Total
Single-Engine Aircraft/Instructor	10.7	$170	$1,819.00
Training Device/Instructor	0	$75	0
Solo Aircraft	.6	$125	$75.00
Ground Instruction	7.5	$45	$337.50

AVIA 1102 Total Cost - $2,231.50

AVIA 1202 – Professional Pilot Practicum II	Hours	Charge	Total
Single-Engine Aircraft/Instructor	19.2	$170	$3,264.00
Training Device/Instructor	3.4	$75	$255.00
Solo Aircraft	4.4	$125	$550.00
Ground Instruction	13.5	$45	$607.50

AVIA 1202 Total Cost - $4,676.50

Technical Certificate Course Requirements and Sequence

SEMESTER 1 (12 credit hours)
AVIA1102 Professional Pilot Practicum I
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)
AVIA1013 Fundamentals of Aeronautics I
ENGL1013 English Composition I
AVIA2503 Human Factors and Aviation Safety

SEMESTER 2 (15 credit hours)
AVIA1403 Fundamentals of Aeronautics II
AVIA1202 Professional Pilot Practicum II
AVIA2263 Air Traffic Control
PHED1101 Fitness Center

Select one course from the following:
ENGL1023 English Composition II
ENGL1123 Technical & Business English

Select one course from the following:
MATH1103 Math with Business Applications
BTMA1033 Math for Business Technology

Total Credit Hours Required   27 Hours

In-state estimated cost of program excluding web fees, supplies and books: $10,300
Tuition and fees are subject to change per Board of Trustee approval.

Note: 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) or Airman Certification Standards (ACS) for certification. See the applicable PTS or ACS standards for FAA requirements.

Technical Certificate
Business Technology

Philosophy

The Technical Certificate in Business Technology is designed for students enrolled in the Business Technology program who wish to achieve marketable skills after one year of study. The curriculum has been developed for those individuals who desire to train, retrain, or upgrade their capabilities for an occupation in a business domain. All students should have the opportunity to develop to their highest potential in the best learning environment possible through guidance and instruction by well-trained staff and hands-on applications using technology and equipment which duplicate, as nearly as possible, those found in business offices.

Outcomes

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

1. Effectively communicate in the business world.
2. Identify appropriate managerial skills, proper business ethics, and social responsibilities in a business environment.
3. Set up and manage a basic accounting system for a small business.
4. Learn and apply basic concepts of computers and software.
5. Demonstrate the ability to use industry-standard software for word processing, presentation graphics, spreadsheets, and data management.
6. Acquire a range of capabilities for use in a business environment.

General Education Requirements (12 credit hours)

ENGL1013 English Composition I
BTMA1033 Math for Business Technology
CPSI1003 Introduction to Computer Applications

Select one course from the following:
BUS2013 Business Communications
COMM1313 Communications

Technical Education Requirements (18 credit hours)

CIS1303 Computer Information Systems
CPSI2003 Computer Applications II
BUS2613 Business Principles
ACCT1003 Introduction to Accounting

Select one course from the following:
ACCT2143 Computerized Accounting
CIS2353 Electronic Spreadsheet

Select one course from the following:
BUS2663 Legal Environment of Business
MGMT2643 Human Relations
MGMT2623 Management
MGMT2633 Principles of Accounting
MGMT2663 Small Business Management

Total Credit Hours Required   30 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $3820
Tuition and fees are subject to change per Board of Trustee approval.

Technical Certificate
Criminal Justice and Corrections

Philosophy

The Technical Certificate in Criminal Justice and Corrections will be awarded to students who successfully complete the first thirty credit hours required for the Associate of Science in Criminal Justice and Corrections. It also serves individuals already employed in the fields of criminal justice and corrections who want to further their careers by receiving additional education hours in their field.

Outcomes

Students completing this Technical Certificate will be able to:

1. Identify basic structures and functions of the criminal justice system.
2. Identify the basic concepts and functions of criminal law.
3. Understand criminality and victimization.
4. Learn 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. Learn the basic theories and concepts of corrections and the ethical issues involved.

Additionally, holders of this technical certificate will have completed learning outcomes identified within the General Education Component.

General Education Requirements (18 credit hours)

COMM1313 Communications
ENGL1013 English Composition I
ENGL1023 English Composition II
PLSC2003 American National Government
CPSI1003 Introduction to Computer Applications

Select one from the following:
MATH1023 College Algebra
MATH1213 Quantitative Literacy

Institutional Requirements (12 credit hours)

COLL1101 Freshman Seminar (see the Freshman Seminar Policy)
CRIM1023 Introduction to Criminal Justice
CRIM1033 Introduction to Law Enforcement
CRIM1053 Introduction to Corrections
CRIM2253 Criminal Investigations

Total Credit Hours Required   30 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $3820
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. 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 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
2. operations.
3. Demonstrate standards of professionalism, including ethical behavior, communication, and grooming codes required for the industry.
4. Prepare professional quality food products using appropriate ingredients and equipment.
5. Apply nutrition and merchandising principles to menu planning, purchasing, and food production.
6. Perform dining room service, customer service, and catering functions.
7. Communicate correctly and accurately in both written and verbal messages.
8. Apply and use basic mathematical calculations correctly.

General Education Requirements (6 credit hours)

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

Select one course from the following:
BTMA1003 Math for Business Technology
MATH1103 Math with Business Applications
or higher level math

Technical Education Requirements (24 credit hours)

CUL1103 Sanitation and Safety
CUL2503 Catering and Banquet Service
CUL1303 Introduction to Food Production
CUL1503 Basic Food Science and Nutrition

CUL1603 Introduction to Baking
CUL1703 Advanced Food Production
CUL2403 Advanced Baking
HOSP1103 Introduction to Hospitality

Total Credit Hours Required   30 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $3,820
Tuition and fees are subject to change per Board of Trustee approval.

Technical Certificate
Information Science Technology

Philosophy

Information Science 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. Troubleshoot, maintain, and configure computer hardware and software.
2. Install and configure small office and home networks.
3. Take the A+ Certification Exam.
4. Effectively use PC hardware and software, patch cables, install structured cabling, and use test equipment.
5. Recognize and use appropriate technological language.
6. Effectively use the OSI and TCP/IP Models, Internetworking devices, IP addressing, LAN media and topologies, structured cabling, and electronics.
7. Identify and prioritize information assets.
8. Identify and prioritize threats to information assets.
9. Prepare an information security strategy and architecture.
10. Apply and use basic mathematical calculations correctly.
11. Effectively communicate verbally and in writing using correct language, grammar, spelling, and proofreading.

General Education Requirements (9 credit hours)

ENGL1013 English Composition I (with a grade of C or better)
ENGL1023 English Composition II

Select one course from the following:
BTMA1033 Math for Business Technology
MATH1103 Math with Business Applications
or any higher level math

Required Technical Courses (15) credit hours)

IST1403 Networking Essentials I	**IST1263** Computer Forensics
IST1243 Linux Essentials	**IST2923** A+ Essentials
	IST1253 Introduction to Servers

Total Credit Hours Required   24 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $3,100
Tuition and fees are subject to change per Board of Trustee approval.

Technical Certificate
Welding Technology (Pending)

Philosophy

The Technical Certificate in Welding Technology prepares students to work in the field using oxyacetylene (gas) and electric (arc) processes. The program emphasizes knowledge and skill required to work with modern industrial welding equipment using advanced welding techniques including Stick, Metal Inert Gas (MIG), and Tungsten Inert Gas (TIG) techniques. Students in the program will be prepared for specific American Welding Society (AWS) certifications.

Outcomes

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

1. Weld in (flat, horizontal, vertical, and overhead positions) using the basic welding processes stick, MIG, and TIG.
2. Perform metal layout processes.
3. Cut metals using oxyfuel and plasma arc cutting processes.
4. Apply the fundamentals of welding processes.
5. Apply the principles of metallurgy during the welding process.
6. Read and interpret basic blueprints and welding symbols to fabricate components.
7. Apply basic mathematics and measurement.
8. Follow industry safety practices.

General Education Requirements (10 credit hours)

COLL1101 Freshman Seminar
ENGL1013 English Composition I (with a grade of C or better)
ENGL1023 English Composition II
MATH1113 Math for Welders

Required Technical Courses (32 credit hours)

WELD1104 Welding Processes/Blueprint Reading
WELD1114 Shielded Metal Arc Welding I (Stick)
WELD1124 Shielded Metal Arc Welding II (Stick)
WELD1204 Gas Metal Arc Welding I (MIG)

WELD1214 Gas Metal Arc Welding II (MIG)
WELD1224 Metal Fabrication/Layout I
WELD2304 Gas Tungsten Arc Welding I (TIG)
WELD2314 Gas Tungsten Arc Welding II (TIG)

Total Credit Hours Required   42 Hours

In-state estimated cost of program excluding fees, supplies and books: $5,415
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
Aviation - Instrument Rating

Philosophy

The Certificate of Proficiency in Aviation - Instrument Rating is an embedded credential awarded prior to the completion of the AAS degree program. The Associate of Applied Science in Aviation-Commercial Pilot provides an aviation training and certification pathway for those students who look forward to becoming commercial pilots. In addition to completing rigorous general education requirements, student will obtain the knowledge, skill, and aeronautical experience necessary to meet the requirements for an FAA Commercial Pilot certificate with Airplane Multi-Engine Land and Instrument Airplane ratings 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.

Standards of Progress

A student attending full-time, enrolled in approximately 15 credits per semester, will be able to complete the A.A.S. in Aviation-Commercial Pilot in four semesters. A Certificate of Proficiency program is designed to be completed in one or two semesters depending on course scheduling logistics.

The Professional Pilot Course contains features that will achieve the level of pilot proficiency equivalent to that achieved by a training course prescribed in Appendix (C) to Part 141.

Flight fees are assessed at the beginning of each semester. 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. Should a student not complete the required hours of flight training/ground instruction, fees will be returned on a prorated basis.

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", he or she 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, 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 Certificate program:

AVIA 2104 – Professional Pilot Practicum III	Hours	Charge	Total
Single-Engine Aircraft/Instructor	40.0	$170	$6,800.00
Multi-Engine Aircraft/Instructor	8.5	$365	$3,102.50
Solo Aircraft	7.5	$125	$937.50
Ground Instruction	23.5	$45	$1,057.50
Training Device	18.0	$30	$540.00
Training Device Instruction	18.0	$45	$810.00

AVIA 2104 Total Cost - $13,247.50

Certificate Course Requirements and Sequence

SEMESTER 3 (10 credit hours)
AVIA2104 Professional Pilot Practicum III
AVIA2103 Fundamentals of Aeronautics III
AVIA2393 Aviation Weather

SEMESTER 4 (14 credit hours)
AVIA2413 Regulations and Publications

Total Credit Hours Required   13 Hours

In-state estimated cost of Certificate Program excluding web fees, supplies and books: $14,900 Tuition and fees are subject to change per Board of Trustee approval.

Note: 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) or Airman Certification Standards (ACS) for certification. See the applicable PTS or ACS standards for FAA requirements.

Certificate of Proficiency
Electrical/Electronic Systems Troubleshooting

Philosophy

The Certificate of Proficiency in Electrical/Electronic Systems Troubleshooting will provide students with basic knowledge in the given specialized area of automotive technology, giving them a head start and/or additional training in this career field.

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.

Required Technical Courses (10 credit hours)

AST1215 Electrical Systems   **AST2415** Manual Drive Train and Axles

Total Credit Hours Required   10 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,310
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
Performance and Suspension Systems

Philosophy

The Certificate of Proficiency in Performance and Suspension Systems will provide students with basic knowledge in the given specialized area of automotive technology, giving them a head start and/or additional training in this career field.

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.

Required Technical Courses (10 credit hours)

      AST1405 Engine Performance   **AST1305** Suspension and Steering

Total Credit Hours Required   **10 Hours**

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,310
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
Transmission and Brake Systems

Philosophy

The Certificate of Proficiency in Transmission and Brake Systems will provide students with basic knowledge in the given specialized area of automotive technology, giving them a head start and/or additional training in this career field.

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.

Required Technical Courses (14 credit hours)

AST2504 Automotive Service Technology Lab   **AST2305** Automatic Transmissions and
AST2105 Brake Systems   Transaxles

Total Credit Hours Required   14 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,790
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

In-state estimated cost of program, excluding web and lab fees, supplies and books: $2,380
Tuition and fees are subject to change per Board of Trustee approval.

Note: 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
Basic Automotive Repair and Troubleshooting

Philosophy
The Certificate of Proficiency in Basic Automotive Repair and Troubleshooting will provide students with basic knowledge in the given specialized area of automotive technology, giving them a head start and/or additional training in this career field.

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.

Required Technical Courses (10 credit hours)

AST2205 Automotive Heating and Air Conditioning

AST1105 Engine Repair

Total Credit Hours Required   10 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,310
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
Basic Culinary Arts

Philosophy

The Culinary Arts program will provide a 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. This Certificate of Proficiency will provide specialized training in a focused segment of the overall Culinary Arts program.

Outcomes

Students who complete the Certificate of Proficiency in Basic Culinary Arts will be able to:

1. Demonstrate proper food and equipment handling practices.
2. Perform the fundamentals of following all aspects of a recipe.
3. Exhibit a comprehensive knowledge of cooking methods, heat transfer, and proper utilization of fruits, vegetables, and starches.
4. Use appropriate terminology unique to the baking process.
5. Prepare visually appealing and tasty pastry items.
6. Demonstrate safe food storage and handling practices.
7. Display good personal hygiene and hand-washing practices.
8. Possess a base knowledge of the various aspects of the hospitality industry.

Required Technical Courses (12 credit hours)

CUL1303 Introduction to Food Production
CUL1603 Introduction to Baking
CUL1103 Sanitation and Safety
HOSP1103 Introduction to Hospitality

Total Credit Hours Required   12 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,550
Tuition and fees are subject to change per Board of Trustee approval.

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 credit hours)

Select six courses from the following:

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

*It is strongly recommended as preparation for this course that ACCT1003 - Intro to Accounting or ACCT1123 - Accounting I be taken first.

Total Credit Hours Required   18 Hours

**In-state estimated cost of program, excluding web and lab fees, supplies and books: $2,380
Tuition and fees are subject to change per Board of Trustee approval.**

Note: 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
Business Technology

Philosophy

The Certificate of Proficiency in Business Technology is designed for students enrolled in the Business Technology program who wish to achieve marketable skills after one semester of study. The curriculum has been developed for those individuals who desire to train, retrain, or upgrade their capabilities for an occupation in a business domain. All students should have the opportunity to develop to their highest potential in the best learning environment possible through guidance and instruction by well-trained staff and hands-on applications using technology and equipment which duplicate, as nearly as possible, those found in business offices.

Outcomes

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

1. Demonstrate knowledge of the fundamentals of computers and computer technology commonly used with computer hardware and software to accept, input, process, and store data.
2. Set up and manage a basic accounting system for a small business.
3. Use writing to influence diverse audiences in various rhetorical situations for various purposes.
4. Acquire a range of capabilities for use in a business environment.

Required Technical Courses (12 Credit Hours)

ENGL1013 English Composition I	Select one from the following:
CPSI1003 Introduction to Computer Applications	**BUS2013** Business Communications
ACCT1003 Introduction to Accounting	**BUS2613** Business Principles
	BUS2663 Legal Environment of Business
	MGMT2623 Management
	MGMT2643 Human Relations
	MGMT2663 Small Business Management
	MKTG2633 Principles of Marketing

Total Credit Hours Required   12 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,550
Tuition and fees are subject to change per Board of Trustee approval.

Note: The Certificates of Proficiency are not designed to be a student's major area of study but are part of a stackable set of credentials that can allow students to apply for entry level positions in the Business Technology field. 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 within the Associate of Applied Science in Business Technology degree plan.

Certificate of Proficiency
Computer Systems

Philosophy

The Information Science 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 an information technology 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. Understand how a range of devices and operating systems function.
2. Administer computer systems appropriately.

Required Technical Courses (6 Credit Hours)

      IST1253 Introduction to Servers   **IST1243** Linux Essentials

Total Credit Hours Required   **6 Hours**

In-state estimated cost of program, excluding web and lab fees, supplies and books: $830
Tuition and fees are subject to change per Board of Trustee approval.

Note: The Certificates of Proficiency are not designed to be a student's major area of study but are part of a stackable set of credentials that can allow students to apply for entry level positions in the Information Science Technology field. 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 within the AS-Information Technology degree plan.

Certificate of Proficiency
Corrections and Criminal Justice

Philosophy

The Certificate of Proficiency in Criminal Justice will provide students with 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.

Technical Education Requirements (12 credit hours)

  CRIM1023 Introduction to Criminal Justice
  CRIM1053 Introduction to Corrections
  CRIM1033 Introduction to Law Enforcement
  CRIM2253 Criminal Investigations

Total Credit Hours Required   12 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,550
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
Criminology

Philosophy
The Certificate of Proficiency in Criminology will be awarded to students who successfully complete a focused, six-hour course of study that is part of the Associate of Science in Criminal Justice and Corrections degree program. 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 Certificate of Proficiency will be able to:

1. Understand the concepts of crime, law, and criminology, including the nature and extent of crime, including victims and victimization.
2. Understand the various theories of crime causation, and the effect of choice, physical traits, and social influences on crime.
3. Understand the various crime typologies, including violent, political, public order, and cybercrimes.
4. Apply an understanding of the major sociological perspectives (Conflict, Functionalist, Interactionist, Feminist) to compare and contrast how each would account for the causes and consequences of various social problems.
5. Connect personal biography to societal history by interpreting how social class and social structure affect individual life chances in relation to a variety of social problems.
6. Participate as an active citizen in community and society.

Required Technical Courses (6 credit hours)
SOCI2203 Social Problems
CRIM2233 Criminology

Total Credit Hours Required   6 Hours
In-state estimated cost of program, excluding web and lab fees, supplies and books: $830
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
Cybersecurity

Philosophy

The Information Science 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 an information technology 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. Identify and prioritize information assets.
2. Identify and prioritize threats to information assets.
3. Prepare an information security strategy and architecture.
4. Troubleshoot, maintain, and configure computer hardware and software.
5. Install and configure small office and home networks.
6. Take the A+ Certification Exam.

Required Technical Courses (9 Credit Hours)

IST2923 A+ Essentials   **IST2713** Computer Ethics and Security
IST1263 Computer Forensics

Total Credit Hours Required   9 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,190
Tuition and fees are subject to change per Board of Trustee approval.

Note: The Certificates of Proficiency are not designed to be a student's major area of study but are part of a stackable set of credentials that can allow students to apply for entry level positions in the Information Science Technology field. 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 within the AS-Information Technology degree plan.

Certificate of Proficiency
Food Service

Philosophy

The Culinary Arts program will provide a 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. This Certificate of Proficiency will provide specialized training in a focused segment of the overall Culinary Arts program.

Outcomes

Students who complete the Certificate of Proficiency in Food Service will be able to:

1. Describe and define a healthy plate, including the six basic nutrients, identifying vitamins and minerals, and having a knowledge of current dietary recommendations.
2. Be able to modify a recipe to make it healthier without sacrificing taste.
3. Identify, prepare, and evaluate soups, sauces, and stocks from scratch.
4. Be able to create a complete dish for presentation.
5. Identify and break down the parts of a chicken, and prepare according to a given recipe.
6. Be able to prepare, build, and execute basic decorating techniques on several types of cakes.
7. Identify and demonstrate advanced pastry techniques, including basic sugar work, chocolate, and pastillage.
8. Conduct yield and quality tests on various food service products.
9. Apply purchasing methods correctly.
10. Write a bid specification.
11. Develop a working purchasing manual to industry standards.

Required Technical Courses (12 credit hours)

CUL1503 Basic Food Service and Nutrition
CUL1703 Advanced Food Production
CUL2403 Advanced Baking
HOSP1203 Hospitality Purchasing

Total Credit Hours Required   12 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,550
Tuition and fees are subject to change per Board of Trustee approval.

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.

Required Technical Courses (18 Credit Hours)

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
In-state estimated cost of program, excluding web and lab fees, supplies and books: $2,380
Tuition and fees are subject to change per Board of Trustee approval.

Note: 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 Information Science 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 an information technology 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. Troubleshoot, maintain, and configure computer hardware and software.
2. Install and configure small office and home networks.
3. Take the A+ Certification Exam.
4. Effectively use PC hardware and software, patch cables, install structured cabling, and use test equipment.
5. Recognize and use appropriate technological language.
6. Effectively use the OSI and TCP/IP Models, Internetworking devices, IP addressing, LAN media and topologies, structured cabling, and electronics.

Required Technical Courses (6 Credit Hours)

IST1403 Networking Essentials I   **IST2923** A+ Essentials

Total Credit Hours Required   6 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $830
Tuition and fees are subject to change per Board of Trustee approval.

Note: The Certificates of Proficiency are not designed to be a student's major area of study but are part of a stackable set of credentials that can allow students to apply for entry level positions in the Information Science Technology field. 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 within the AS-Information Technology degree plan.

Certificate of Proficiency
Internet Design Concepts

Philosophy

The Information Science 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 an information technology 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. Identify and prioritize information assets.
2. Identify and prioritize threats to information assets.
3. Prepare an information security strategy and architecture.
4. Use HTML tags, headings, and lists.
5. Use graphics, pictures, frames, and objects in HTML.
6. Use JavaScript to handle objects, controls, frames, validation, and parameters.

Required Technical Courses (6 Credit Hours)

IST1703 Introduction to Web Design   **IST2713** Computer Ethics and Security

Total Credit Hours Required   6 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $830
Tuition and fees are subject to change per Board of Trustee approval.

Note: The Certificates of Proficiency are not designed to be a student's major area of study but are part of a stackable set of credentials that can allow students to apply for entry level positions in the Information Science Technology field. 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 within the AS-Information Technology degree plan.

Certificate of Proficiency
Small Unmanned Aircraft Systems

Philosophy

Successful completion of the Certificate of Proficiency in Small Unmanned Aircraft Systems prepares students to obtain the FAA UAS pilot certificate to enhance potential employment opportunities in the aviation and other industries. Small UASs are currently used in agriculture, search and rescue, real estate, and potentially in product delivery.

Outcomes

Upon successful completion of this Certificate of Proficiency, students will:

1. Be prepared to successfully complete the FAA test to obtain the FAA Remote Pilot Certificate.
2. Have obtained the knowledge and skills to safely pilot a small Unmanned Aircraft System in compliance with FAA regulations.

Required Technical Courses (7 credit hours)

AVIA1013 Fundamentals of Aeronautics I
AVIA1403 Fundamentals of Aeronautics II
AVIA1501 Small Unmanned Aircraft Systems Lab

Total Credit Hours Required   7 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $890
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
MIG (GMAW) Welding Technology (Pending)

Philosophy

The Certificate of Proficiency prepares students to work in the welding field. The certificate program emphasizes knowledge and skill required to work with modern industrial welding equipment using Metal Inert Gas (MIG) techniques. Students in the program will be prepared for specific American Welding Society (AWS) certifications.

Outcomes

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

1. Weld in (flat, horizontal, vertical, and overhead positions) using the basic MIG welding processes.
2. Perform metal layout processes.
3. Apply the fundamentals of welding processes.
4. Apply the principles of metallurgy during the welding process.
5. Read and interpret basic blueprints and welding symbols to fabricate components.
6. Follow industry safety practices.

Required Technical Courses (16 Credit Hours)

WELD1104 Welding Processes/Blueprint Reading
WELD1224 Metal Fabrication/Layout I
WELD1204 Gas Metal Arc Welding I (MIG)
WELD1214 Gas Metal Arc Welding II (MIG)

Total Credit Hours Required   16 Hours
In-state estimated cost of program excluding web fees, supplies and books: $2,105
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
Stick (SMAW) Welding Technology (Pending)

Philosophy

The Certificate of Proficiency prepares students to work in the welding field. The certificate program emphasizes knowledge and skill required to work with modern industrial welding equipment using Stick welding techniques. Students in the program will be prepared for specific American Welding Society (AWS) certifications.

Outcomes

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

1. Weld in (flat, horizontal, vertical, and overhead positions) using the basic Stick welding processes.
2. Perform metal layout processes.
3. Apply the fundamentals of welding processes.
4. Apply the principles of metallurgy during the welding process.
5. Read and interpret basic blueprints and welding symbols to fabricate components.
6. Apply basic mathematics and measurement.
7. Follow industry safety practices.

Required Technical Courses (15 Credit Hours)

WELD1104 Welding Processes/Blueprint Reading
WELD1114 Shielded Metal Arc Welding I (Stick)
WELD1124 Shielded Metal Arc Welding II (Stick)
MATH1113 Math for Welders

Total Credit Hours Required   15 Hours

In-state estimated cost of program excluding web fees, supplies and books: $1,925
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
TIG (GTAW) Welding Technology (Pending)

Philosophy

The Certificate of Proficiency prepares students to work in the welding field. The certificate program emphasizes knowledge and skill required to work with modern industrial welding equipment using TIG welding techniques. Students in the program will be prepared for specific American Welding Society (AWS) certifications.

Outcomes

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

1. Weld in (flat, horizontal, vertical, and overhead positions) using the basic TIG welding processes.
2. Perform metal layout processes.
3. Apply the fundamentals of welding processes.
4. Apply the principles of metallurgy during the welding process.
5. Read and interpret basic blueprints and welding symbols to fabricate components.
6. Follow industry safety practices.

Required Technical Courses (16 Credit Hours)

WELD1104 Welding Processes/Blueprint Reading
WELD1224 Metal Fabrication/Layout I
WELD1204 Gas Tungsten Arc Welding I (TIG)
WELD1214 Gas Tungsten Arc Welding II (TIG)

Total Credit Hours Required   16 Hours

In-state estimated cost of program excluding web fees, supplies and books: $2,045
Tuition and fees are subject to change per Board of Trustee approval.

Division of Math & Science

PROGRAMS OFFERED

Associate of Arts
General Education

Associate of Science
Agriculture

Associate of Applied Science
Agriculture

Technical Certificate
Agriculture

Certificate of Proficiency
Agribusiness
Animal Husbandry
Animal Science
Equine Science
Land Management
Plant Science

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 hours)
ENGL1013 English Composition I
ENGL1023 English Composition II

Fine Arts/Humanities (6 hours)
Select one course from the following:
ENGL2213 World Literature I
ENGL2223 World Literature II

Select one course from the following:
FATHI003 Fine Arts Theater
FAVII003 Fine Arts Visual
FAMU1003 Fine Arts Music

U.S. History/Government (3 hours)
Select one course from the following:
HIST2003 American History I
HIST2013 American History II
PLSC2003 American National Government

Mathematics (3 hours)
Select one course from the following:
MATH1023 College Algebra
MATH1213 Quantitative Literacy

Lab Science (8 hours)
Select two courses from the following:
BIOL1004 General Biology and Lab
PHSC1004 Physical Science and Lab
CHEM1014 General Chemistry and Lab

Social Sciences (9 hours)
Select two courses from the following:
ANTH2023 Cultural Anthropology
ECON2313 Intro to Microeconomics
ECON2323 Intro to Macroeconomics
GEOG2013 Introduction to Geography
PSYC2003 General Psychology
SOCI2013 Introduction to Sociology

Select one course from the following:
HIST1003 World Civilization I
HIST1013 World Civilization II

Elective Requirements (15 hours)

ANTHxxxx	ENGLxxxx	HISTxxxx	SOCIxxxx
ARTxxxx	FAMUxxxx	MATHxxxx	SPANxxxx
BIOLxxxx	FATHxxxx	MUSxxxx	CRIM1023 Introduction to Criminal Justice
CHEMxxxx	FAVIxxxx	PHSCxxxx	
COMMxxxx	GEOGXXXX	PLSCxxxx	

ECONxxxx   **GEOL**xxxx   **PSYC**xxxx

Institutional Requirements (10 hours)

COLL1101 Freshman Seminar (see the Freshman Seminar Policy)
COLL2001 College Capstone
CPSI1003 Introduction to Computer Applications

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

Total Credit Hours Required   60 Hours

In-state estimated cost of Program, excluding web and lab fees, supplies and books: $7,640 Tuition and fees are subject to change per Board of Trustee approval.

Note: 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 English Composition I
COLL1101 Freshman Seminar (see the Freshman Seminar Policy)
COMM1313 Communications

Select one course from the following:
MATH1203 College Algebra
MATH1213 Quantitative Literacy

Fine Arts Elective – 3 credit hours

Semester 2 (15 credit hours)
ENGL1023 English Composition II
Select one course from the following:
HIST1003 World Civilization I
HIST1013 World Civilization II

American History/Gov. Elective – 3 credit hours

Social Science Elective – 3 credit hours

General Elective – 3 credit hours

Semester 3 (15 credit hours)
CPSI1003 Introduction to Computer Applications
PHED1002 Concepts of Physical Activity
Lab Science - 4 credit hours
Humanities Elective – 3 credit hours
General Elective – 3 credit hour

Semester 4 (17 credit hours)
COLL2001 College Capstone
Social Science Elective – 3 credit hours
General Electives (3) – 9 credit hours
Lab Science - 4 credit hours

Associate of Science
Agriculture

Philosophy

The Ozarka College Associate of Science Degree in Agriculture provides graduates of the program the ability to transfer into the Arkansas State University-Jonesboro Bachelor of Science in Agriculture program at the junior level, or transfer into Arkansas Tech University in Russellville Bachelor of Science in Agriculture program. (See note below). The AS in Ag provides students with foundational agriculture classes as well as providing a firm grounding in general education coursework required for baccalaureate level studies in a wide variety of disciplines.

Outcomes

Students completing this degree program successfully will be able to:

1. Transfer to Arkansas State or Arkansas Tech University Agriculture program and successfully complete the baccalaureate degree in Agriculture.
2. Use the skills and abilities learned in and congruent with the philosophy of general education so that graduates may become lifelong learners.

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

General Education Requirements (38 credit hours)

Social Science (12 hours)
ECON2313 Introduction to Microeconomics
ECON2323 Introduction to Macroeconomics

English/Communications (9 hours)
COMM1313 Communications
ENGL1013 English Composition I
ENGL1023 English Composition II

Select one course from the following:
GEOG2013 Introduction to Geography
HIST1003 World Civilization I
HIST1013 World Civilization II
PSYC2003 General Psychology
SOCI2013 Introduction to Sociology

Select one course from the following:
HIST2003 American History I
HIST2013 American History II
PLSC2003 American National Government

Lab Science (8 hours)
BIOL1004 General Biology & Lab
CHEM1014 General Chemistry & Lab

Mathematics (3 hours)
MATH1203 College Algebra

Arts and Humanities (6 hours)

Select one course from the following:
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

Institutional Requirements (22 credit hours)

ACCT1123 Accounting I
ACCT2133 Accounting II
ECON2113 Business Statistics
COLL1101 Freshman Seminar

AGRI1023 Introduction to Agribusiness
AGRI1113 Introduction to Plant Science
AGRI1123 Introduction to Animal Science
AGRI2033 Soils

Total Credit Hours Required   60 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $7,640
Tuition and fees are subject to change per Board of Trustee approval.

Suggested Degree Pathway

Semester 1 (13 credit hours)
AGRI1113 Introduction to Plant Science
COLL1101 Freshman Seminar (see the
Freshman Seminar Policy)
ENGL1013 English Composition I
MATH1203 College Algebra

Select one course from the following:
FAMU1003 Fine Arts-Music
FATH1003 Fine Arts-Theater
FAVI1003 Fine Arts-Visual

Semester 2 (16 credit hours)
AGRI1023 Introduction to Agribusiness
AGRI1123 Introduction to Animal Science
CHEM1014 General Chemistry I & Lab
ENGL1023 English Composition II

Select one course from the following:
HIST2003 American History I
HIST2013 American History II
PLSC2003 American National Government

Semester 3 (16 credit hours)
ACCT1123 Accounting I
AGRI2033 Soils
BIOL1004 General Biology & Lab
COMM1313 Communications
ECON2313 Introduction to Microeconomics

Semester 4 (15 credit hours)
ACCT2133 Accounting II
ECON2113 Business Statistics
ECON2323 Introduction to Macroeconomics

Semester 4 cont. (15 credit hours)
Select one course from the following:
ENGL2213 World Literature I
ENGL2223 World Literature II

Semester 4 cont. (15 credit hours)
Select one course from the following:
HIST1003 World Civilization I
HIST1013 World Civilizations II
GEOG2013 Introduction to Geography
PSYC2003 General Psychology
SOCI2013 Introduction to Sociology

Note: Students transferring to Arkansas State or Arkansas Tech Universities should see their academic advisor to insure correct course placement for each institution. Transferring students will be required to take the lab components of Animal Science, Plant Science, and Soil Science upon transfer.

Associate of Applied Science
Agriculture (Pending)

Philosophy

The Ozarka College Associate of Applied Science Degree in Agriculture provides graduates of the program the knowledge and principles to manage their own agricultural operation or work in a variety of fields within the agriculture industry. The AAS in Agriculture is a two-year degree that provides students with foundational agriculture classes as well as providing a firm grounding in general education coursework needed in today's agricultural marketplace.

Outcomes

Upon Completion of the Associate of Applied Science in Agriculture students will be able to:

1. Use sound business and scientific principles to operate their own farm or ranch.
2. Effectively communicate in the agricultural business marketplace.
3. Obtain employment in a variety of agriculture related fields.
4. Apply practical knowledge of agricultural practices in a variety of agricultural careers.

General Education Requirements (15 credit hours)

English/Writing (6 hours)
ENGL1013 English Composition I
Select one course from the following:
ENGL1023 English Composition II
ENGL1133 Technical & Business English

Mathematics (3 hours)
BTMA1003 Business and Technical Math
OR Higher level Mathematics

Social Science (3Hours)
GEOG2013 Introduction to Geography
HIST1003 World Civilization I
HIST1013 World Civilization II
PSYC2003 General Psychology
SOCI2013 Introduction to Sociology

Computer Applications (3 hours)
CPSI1003 Introduction to Computer Applications

Institutional Requirements (45 credit hours)

AGRI1001 Agriculture Careers
AGRI1023 Introduction to Agribusiness
AGRI1113 Introduction to Plant Science
AGRI1123 Introduction to Animal Science
AGRI2033 Soils
AGRI1033 Principles of Animal Nutrition
Select one course from the following:
AGRI2013 Intro to Animal Reproduction
AGRI2043 Equine Evaluation I*

AGRI2413 Introduction to Equine Science
AGRI2333 Introduction to Horticulture
AGRI2023 Introduction to Cattle Production
AGRI2313 Forage and Pasture Management
BIOL1004 General Biology and Lab
ECON2313 Introduction to Microeconomics
PHSC2004 Intro to Environmental Science
Select one course from the following:
AGRI2003 Introduction to Poultry Science
AGRI2053 Equine Evaluation II*

Total Credit Hours Required   **60 Hours**

In-state estimated cost of program, excluding web and lab fees, supplies and books: $7,640
Tuition and fees are subject to change per Board of Trustee approval.

Suggested Degree Pathway

Semester 1 (16 credit hours)
AGRI1001 Agriculture Careers
AGRI1023 Introduction to Agribusiness
AGRI1123 Introduction to Animal Science
BTMA1003 Business and Technical Math
ENGL1013 English Composition I
CPSI1003 Introduction to Computer Apps

Semester 2 (16 credit hours)
AGRI1033 Principles of Animal Nutrition
AGRI1113 Introduction to Plant Science
BIOL1004 General Biology and Lab
ECON2313 Introduction to Microeconomics

Select one course from the following:
ENGL1023 English Composition II
ENGL1133 Technical & Business English

Semester 3 (13 credit hours)
AGRI2033 Soils
PHSC2004 Intro to Environmental Science

Select one course from the following:
AGRI2013 Intro to Animal Reproduction
AGRI2043 Equine Evaluation I*

Select one course from the following:
HIST1003 World Civilization I or II
HIST1013 World Civilization II
GEOG2013 Introduction to Geography
PSYC2003 General Psychology
SOCI2013 Introduction to Sociology

Semester 4 (15 credit hours)
AGRI2413 Introduction to Equine Science
AGRI2333 Introduction to Horticulture
AGRI2023 Introduction to Cattle Production
AGRI2313 Forage and Pasture Management

Select one course from the following:
AGRI2003 Introduction to Poultry Science
AGRI2053 Equine Evaluation II*

 Note: *Students interested in competitive horse judging should speak to their academic advisor and enroll in the courses indicated above.

Technical Certificate
Agriculture

Philosophy

The Ozarka College Agriculture program provides graduates with the knowledge and principles to manage their own agricultural operation or work in a variety of fields within the agriculture industry. The Technical Certificate in Agriculture provides graduates with the basic knowledge and principles of agricultural operations, as well as, a firm grounding in general education coursework needed in today's agricultural marketplace.

Outcomes

Upon completion of the Technical Certificate in Agriculture, the graduate will be able to:

1. Apply basic agricultural and scientific principles to agricultural practices.
2. Obtain employment in a variety of agricultural related jobs.

General Education Requirements (9 credit hours)

ENGL1013 English Composition I
Select one course from the following:
ENGL1023 English Composition II
ENGL1133 Technical & Business English

Select one course from the following:
BTMA1003 Math for Business Technology
MATH1103 Math with Business Applications
or higher level math

Technical Education Requirements (23 credit hours)

CPSI1003 Intro to Computer Applications
ECON2313 Intro to Microeconomics
PHSC2004 Intro to Environmental Science

AGRI1001 Agricultural Careers
AGRI2033 Soils
AGRI1123 Introduction to Animal Science
AGRI1113 Introduction to Plant Science
AGRI1033 Principles of Animal Nutrition

Total Credit Hours Required   32 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $4,060
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
Agribusiness

Philosophy

The Ozarka College Agriculture Program provides graduates with the knowledge and principles to manage their own agricultural operation or work in a variety of fields within the agriculture industry. The Certificate of Proficiency in Agribusiness allows students to gain knowledge of business principles and practices as applied to agricultural operations.

Outcomes

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

1. Show proficiency in computer applications.
2. Apply economic and business principles to Agricultural operations.

Required Courses (9 credit hours)

AGRI1023 Introduction to Agribusiness
ECON2313 Introduction to Microeconomics
CPSI10003 Introduction to Computer Applications

Total Credit Hours Required   9 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,190
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
Animal Husbandry

Philosophy

The Ozarka College Agriculture program provides students with the knowledge and principles to manage their own agricultural operation or work in a variety of fields within the agriculture industry. The Certificate of Proficiency in Animal Husbandry teaches allows students to gain knowledge of sound scientific principles as applied to equine, cattle, and poultry production.

Outcomes

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

1. Apply sound agricultural principles to animal production operations.

Required Courses (9 credit hours)

  AGRI2413 Introduction to Equine Science
  AGRI2023 Introduction to Cattle Production
  AGRI2003 Introduction to Poultry Production

Total Credit Hours Required   **9 Hours**

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,190
Tuition and fees are subject to change per Board of Trustee approval.

Note: AAS in Agriculture Students may earn a CP in either Animal Husbandry or Equine Science. Students interested in the CP in Animal Husbandry should see their advisor for correct course placement.

Certificate of Proficiency
Animal Science

Philosophy

The Ozarka College Agriculture program provides graduates with the knowledge and principles to manage their own agricultural operation or work in a variety of fields within the agriculture industry. The Certificate of Proficiency in Animal Science teaches students fundamental agricultural and scientific principles as applied to animal production and management.

Outcomes

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

1. Apply scientific principles of animal nutrition and reproduction to animal production operations.

Required Courses (9 credit hours)

AGRI1033 Principles of Animal Nutrition
AGRI2013 Introduction to Animal Reproduction
AGRI2023 Introduction to Cattle Production

### Total Credit Hours Required   9 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,190
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
Equine Science

Philosophy

The Ozarka College Agriculture program provides graduates with the knowledge and principles to manage their own agricultural operation or work in a variety of fields within the agriculture industry. The Certificate of Proficiency in Equine Science allows students to build decision making and public speaking skills through participation in collegiate level horse judging competitions.

Outcomes

Upon successful completion of this Certificate of Proficiency, students will:

1. Develop professional speaking skills.
2. Show proficiency in equine evaluation.

Required Courses (9 credit hours)

AGRI2413 Introduction to Equine Science
AGRI2043 Equine Evaluation I
AGRI2053 Equine Evaluation II

Total Credit Hours Required   9 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,190
Tuition and fees are subject to change per Board of Trustee approval.

Note: AAS in Agriculture Students may earn a CP in either Animal Husbandry or Equine Science. Students interested in the CP in Equine Science should see their advisor for correct course placement.

Certificate of Proficiency
Land Management

Philosophy

The Ozarka College Agriculture program provides graduates with knowledge and principles to manage their own agricultural operation or work in a variety of fields within the agriculture industry. The Certificate of Proficiency in Land Management allows students to gain fundamental knowledge of agricultural and scientific principles as applied to land management.

Outcomes

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

1. Develop a land management plan using sound scientific and agricultural principles.

Required Courses (11 credit hours)

AGRI2033 Soils
BIOL1004 General Biology and Lab
PHSC2004 Introduction to Environmental Science

Total Credit Hours Required   11 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,430
Tuition and fees are subject to change per Board of Trustee approval.

Certificate of Proficiency
Plant Science

Philosophy

The Ozarka College Agriculture program provides graduates with knowledge and principles needed to manage their own agricultural operation or work in a variety of fields within the agriculture industry. The Certificate of Proficiency in Plant Science allows students to gain knowledge of fundamental scientific principles related to production of food and forage plants.

Outcomes

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

1. Develop a land management plan using sound scientific and agricultural principles.
2. Use sound scientific and agricultural principles in pasture management.

Required Courses (9 credit hours)

AGRI1113 Introduction to Plant Science
AGRI2333 Introduction to Horticulture
AGRI2313 Forage and Pasture Management

Total Credit Hours Required   9 Hours

In-state estimated cost of program, excluding web and lab fees, supplies and books: $1,190
Tuition and fees are subject to change per Board of Trustee approval.

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:
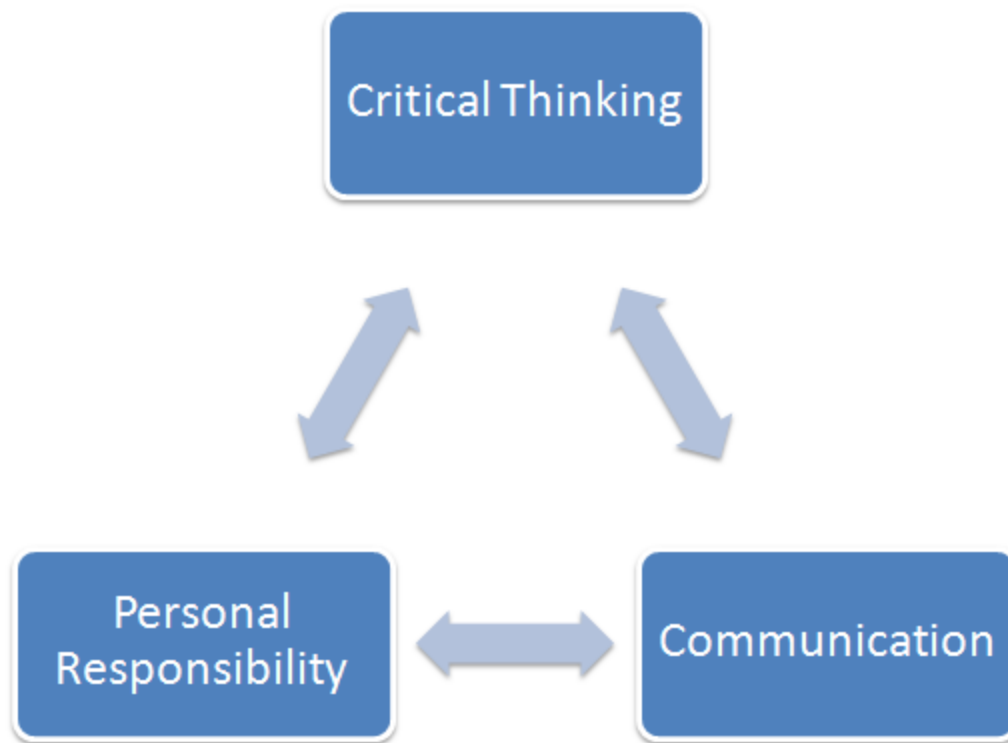
GE1: Critical Thinking

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:

- Explore: Learners will examine, investigate and study new ideas and concepts.
- Locate: Learners will actively seek out various forms of credible information including print, electronic, and human resources.
- Interpret: Learners will analyze information and make intelligent inferences objectively.
- Evaluate: Learners will appraise and defend the significance and value of information.
- 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:

- Verbal: Learners will actively express ideas using verbal communications skills with attention to audience and topic.
- Written: Learners will create and write coherent, grammatical pieces for a variety of audiences and topics.
- 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:

- Academic: Learners will be prepared to accept responsibility for their own learning process and timely degree attainment.
- 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.
- 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
> PCMA0202 Foundations of College Algebra
> (must be taken concurrently with MATH1203 College Algebra)
> PCMA0212 Foundation of Literacy
> (must be taken concurrently with MATH1213 Quantitative Literacy)

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.

ACCT2133 Accounting II A continuation of the accounting concepts and procedures presented in Accounting I, which focuses on Financial Accounting for external reporting. Accounting II focuses on Managerial Accounting, which provides financial and non-financial information to managers for internal decision making. 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.

AGRI1001 Agriculture Careers This course is an introduction to careers in agriculture. Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. An understanding of careers provides a sound background for the agricultural industry. 1 credit.

AGRI1023 Introduction to Agribusiness Intro to Agribusiness will help prepare students for careers in agriculture at both the local and national level. This course will focus on the principles of economics, especially as applied to agriculture. Students will learn the roles of agricultural production, distribution, price, credit, and land value, in a market based system. 3 credits.

AGRI1033 Principles of Animal Nutrition This course will focus on digestive anatomy of various species and the classes of nutrients including their digestion, use and sources. Nutrient requirements and feeding standards for various classes of livestock for reproduction, lactation, growth, work and maintenance are included as well as companion animals and exotics. 3 credits.

AGRI1113 Introduction to Plant Science Introduction to Plant Science in an introductory course in the growth and development of higher plants. The course will focus on the management and economic importance of higher plants, especially those that are used for food crops and horticulture. 3 credits.

AGRI1123 Introduction to Animal Science Introduction to Animal Science is an introductory course in the management and economic importance of the various types and breeds of poultry, swine, sheep, horses, beef cattle and dairy cattle. Students will learn the basics of livestock anatomy, breeding, nutritional needs, and management. 3 credits.

AGRI2003 Introduction to Poultry Science The course is an introduction to the scope and the importance of the poultry industry. Introduction to the basics of poultry science and modern methods of producing, processing, and marketing of poultry and poultry products. 3 credits.

AGRI2013 Introduction to Animal Reproduction This course will focus on basic principles of reproduction in domestic species. The emphasis here will be on the application of this information toward understanding the reproductive system and solving problems in reproduction. 3 credits.

AGRI2023 Introduction to Cattle Production This course will focus on an overview of the United States beef industry including an introduction to the segments of the beef production chain and the scope of the industry. The majority of the course focuses on basic principles including genetics and breeding, nutrition, reproduction, herd health, carcass evaluation and marketing. 3 credits.

AGRI2033 Soils Soils will provide students with the fundamental concepts of soil science as related to fertility management and crop production. Course topics will include soil classifications, physical and chemical properties of soil, and biological and water relationships of soil. 3 credits.

AGRI2043 Equine Evaluation I This course will focus on providing students with equine evaluation skills in a competitive atmosphere, while gaining decision making skills, public speaking skills, and the opportunity to travel to various horse operations and competitions. 3 credits.

AGRI2053 Equine Evaluation II This course will focus on providing students with equine evaluation skills in a competitive atmosphere, while gaining decision making skills, public speaking skills, and the opportunity to travel to various horse operations and competitions. Prerequisite AGRI2043 Equine Evaluation 1 or permission of instructor. 3 credits.

AGRI2313 Forage & Pasture Management This course will focus on basic fundamentals of establishment, management, and utilization of cultivated forages including hay, silage, and pasture production. 3 credits.

AGRI2333 Introduction to Horticulture This course is an introduction to the development, production, and use of horticultural crops (fruits, vegetables, greenhouse, turf, nursery, floral and landscape). Topics covered include the classification, structure, growth and development, and environmental influences on horticultural plants. 3 credits.

AGRI2413 Introduction to Equine Science This course focuses on the management, nutrition, conformation, reproduction, and health of the horse. Topics will include a general overview of the equine industry, different breeds of horses, history of the horse, riding disciplines, and careers. 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 NRSG1213 Math for Nurses course sequence. This course consists of two distinct course modules which include 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, and 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,s, 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 driveability 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.

AVIA1102 Professional Pilot Practicum I This course will prepare students with the remaining skills necessary to safely and proficiently exercise the privileges and responsibilities of a student pilot as part of an integrated Professional Pilot Course. By the end of this course, students should be able to safely pilot the single-engine training aircraft in solo operations. 2 credits.

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 obtained 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.

AVIA1202 Professional Pilot Practicum II This course will prepare students with the remaining skills necessary to safely and proficiently exercise the privileges and responsibilities of a Private Pilot with single-engine land rating as part of an integrated Professional Pilot Course. Students will also gain proficiency in operating the aircraft solely by reference to the flight instruments in preparation for the addition of the instrument rating. By the end of the course, students should receive an endorsement for the FAA practical test for the Private Pilot Certificate. Prerequisites: AVIA1013, AVIA1102. 2 credits.

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.

AVIA1501 Small Unmanned Aircraft Systems Lab This course is designed to prepare students as operators with a Remote Pilot Certificate(RPC) with a small Unmanned Aircraft Systems(sUAS) rating. Students will gain skills necessary to operate sUAS in the National Airspace System(NAS). 1 credit.

AVIA2103 Fundamentals of Aeronautics III This course will develop a deep understanding of the remaining aeronautical knowledge areas required for the addition of an instrument - airplane rating along with several knowledge areas required by certification as a Commercial Pilot as part of an integrated Professional Pilot Course. Emphasis will be given to Air Traffic Control (ATC) and aviation weather. By the end of this course, students should receive an endorsement for the FAA Instrument - Airplane Rating (IRA) Knowledge Test. Gleim Deluxe Instrument Kit will be required for this course. 3 credits.

AVIA2104 Professional Pilot Practicum III This course will prepare students with the remaining skills necessary to safely and proficiently exercise the privileges and responsibilities of a Private Pilot with an instrument rating as part of an integrated Professional Pilot Course. Students will also gain proficiency in operating the aircraft in more complex airspace in preparation for certification as a Commercial Pilot. By the end of this course, students should receive an endorsement for the FAA practical test for the addition of the instrument rating. The Gleim Deluxe Instrument Kit will be required as material for this class. Prerequisites: AVIA1013 and AVIA1403. 4 credits.

AVIA2203 Fundamentals of Aeronautics IV This course will develop a deep understanding of the remaining aeronautical knowledge areas required for certification as a Commercial Pilot with a multi-engine land rating as part of an integrated Professional Pilot Course. Emphasis will be given to multi-engine aerodynamics, aircraft performance, and aircraft systems. By the end of this course, students should receive an endorsement for the FAA Commercial Pilot - Airplane (CAX) Knowledge Test. Perquisites: AVIA1013, AVIA1102, AVIA1202, AVIA1403, AVIA2104, and AVIA2103. 3 credits.

AVIA2205 Professional Pilot Practicum IV This course will prepare students with the remaining skills necessary to safely and proficiently exercise the privileges and responsibilities of a Commercial Pilot with multi-engine land rating as part of an integrated Professional Pilot Course. By the end of this course, students should receive an endorsement for the FAA practical test for the Commercial Pilot Certificate. Prerequisites: AVIA1013, AVIA1102, AVIA1202, AVIA1203, AVIA2102, AVIA2103. 5 credits.

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.

AVIA2443 Advanced Aerodynamics & Performance Aerodynamics for flight crews, including theories of lift generation, stability, laminar and non-laminar flow, control, and lift and drag producing devices. Aircraft performance will be studied, with particular attention to safe aircraft operation. Weight and balance will be studied for its effect on performance and control. 3 credits.

AVIA2503 Human Factors and Aviation Safety This explores human factors and aviation safety through review of incidents, accidents, safety studies, and accident investigation with a focus on causal and contributing factors to those investigated

events and the resulting changes to mitigate future risk. General areas to be discussed include: decision-making, situational awareness, crew coordination, communication, human error, fatigue, fitness, attitudes, training devices, controls, workload management. 3 credits.

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 General Biology is the study of life with emphasis on the cell and continues through all levels of organization. Major areas of study include cell theory, energy transformation. Bio-technology, evolution, and ecology. This course includes a laboratory component covering scientific method, microscope use, cell organization, physical and chemical basis of life, energy processing, biotechnology, genetics, and evolution. 4 Credit Hours. 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 focuses on the physical and biological components of ecosystems and includes laboratory activities which 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, and large scale ecology. Prerequisites BIOL1004 General Biology and MATH1203 College Algebra or MATH1213 Quantitative Literacy. 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 which focuses on both microbiology techniques and identification of microorganisms. Prerequisites: Successful completion of BIOL1004 General Biology and Lab, OR BIOL1204 Body Structure and Function, OR BIOL2214 Anatomy and Physiology 1 and Lab. 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 is a comprehensive study of human anatomy and physiology and is the first of a two-semester sequence. Emphasis in this sequence will be on basic chemistry, cellular functions, metabolism, and histology, as well as, the integumentary, skeletal, muscular, nervous, and endocrine systems. This course includes a laboratory component emphasizing the above areas of study from a laboratory perspective. Prerequisite: Score of 19 on the English portion of the ACT (or equivalent placement score) or successful completion of PCEN0034 Foundations of Literacy or permission of the instructor. 4 credits. ACTS: BIOL 2404

BIOL2224 Anatomy and Physiology II and Lab This course is a comprehensive study of human anatomy and physiology and is a continuation of BIOL2214 Anatomy and Physiology I. 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 BIOL2214 Anatomy and Physiology 1. 4 credits. ACTS: BIOL 2404

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: BUSI 1103

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: BUSI 2013

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: BUSI 1013

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: BLAW 2003

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 I 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 is required. 4 credits.

CHEM1024 General Chemistry II and Lab The study of liquids, solids, solutions, acids and bases, electrochemistry, thermodynamics, chemical equilibria and kinetics, and a introduction to biochemistry and carbon and its compounds. Prerequisite: CHEM1014 General Chemistry I and Lab. 4 credits. ACTS: CHEM 1424

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. Offered semesters only. 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.

COLL1101 Freshman Seminar Freshman Seminar is a comprehensive course designed to enhance student success and retention. Students learn and demonstrate understanding of college resources and expectations through orientation to the learning management system, advising/registration policies, financial aid eligibility and responsibility, library resources, and student services. Students also develop self-awareness in who they are as students and how they can achieve success in the classroom and beyond through goal setting, learning and working style inventories, career planning, time management planning, and note-taking and study skills development. This course is required for all new students. 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

CPSI2003 Computer Applications II Hands-on creation of intermediate-level projects in word processing, presentation graphics, spreadsheet, and database software. 3 credits.

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.

CUL1213 Catering, Banquets, and Dining Room Service Emphasis is placed on all aspects of front of the house and catering operations. Students will be required to participate in catering and dining activities. 3 credits.

CUL1303 Introduction to Food Production A laboratory course in which students are taught the fundamentals of safety and sanitation, commercial equipment usage, knife handling skills, proper handling and preparation of vegetables, fruit, and starches. Students will be required to participate in catering and dining activities. 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 A laboratory course in which students are introduced to all aspects of basic baking principles including, but not limited to, cookies, quick breads, cakes, sauces, icings, custards, and yeast breads while also learning how to produce restaurant quality products in a commercial setting. Students will be required to participate in catering and dining activities. 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 A laboratory course in which students are taught how to produce the Mother Sauces, demi-sauces, soups, stocks, and introduced to chicken fabrication and preparation. Students are taught the proper composition of a plate. Students will be required to participate in catering and dining activities. 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 Servsafe 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 CUL 2403. In the lab 4.5 hours per week. 3 credits.

CUL2213 Meat, Seafood, and Poultry A laboratory course in which students are taught how to fabricate a variety of proteins, and prepare them in the proper manner, highlighting the different cooking methods appropriate for each type of protein. Students will be required to participate in catering and dining activities. 3 credits.

CUL2403 Advanced Baking A laboratory course built upon the foundation offered in CUL1603. Students will use skills learned in CUL1603 for more advanced baking and pastry techniques. Prerequisite: CUL1603. 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 Servsafe 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.

CUL2713 International and Modern Cuisine A laboratory course in which students are exposed to a variety of different cuisines that are specific to current trends are certain geographical locations and then expected to produce said styles of food, along with menus, pricing, and recipe development using the skills learned in previous laboratory classes. Students will be required to participate in catering and dining activities. Prerequisites: CUL1303, CUL1603, CUL1703, and CUL2403 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 CUL 2203. 2 credits.

CUL2803 Garde Manger A laboratory course in which students learn the skills required for the cold kitchen and breakfast cookery. Students will be required to participate in catering and dining activities. Prerequisites: CUL1703 and CUL2403 3 credits.

CUL2812 Culinary Arts Internship This course is designed to provide students with internship experience in a cafe setting approved by the Culinary Program Director. Students experience a hands-on, real-life work environment under supervised educational conditions. Students will attend a one-hour classroom session each week and will be assigned an individual two-hour lab one day per week in the approved café setting. 2 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.

EDUC1001 Core Praxis Prep Class This course prepares individuals, under the supervision of the director of Teacher Education, to prepare, understand, and practice the content on the Core Praxis for the Teacher Educations Program. This course includes instruction in the content areas covered on the exam: Reading, Writing, and Math; it also will provide practice in each exam area and students will receive a grade based on their performance in the coursework and exams. 1 credit.

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 appropriate placement test scores. Please see the catalog's course placement chart for specific scores. 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

ENGL2113 Introduction to Fiction This course investigates the uses and boundaries of fiction in a range of novels and narrative styles, traditional and innovative, western and non-western, and raises questions about the pleasures and meanings of verbal texts in different cultures, times, and forms. 3 credits.

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 ENGL 2313, 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 the 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 oceanographic and meteorological phenomena. Laboratory will stress the use of the scientific method for problem solving. 4 credits. ACTS: PHSC 1104

HIST 1003 World Civilization I Study of world civilizations prior to the early modern period. 3 credits. ACTS: HIST 1113

HIST 1013 World Civilization II Study of world civilizations since the early modern period. HIST 1003, World Civilization I, is not a prerequisite. 3 credits. ACTS: HIST 1123

HIST 1023 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.

HIST 2003 American History A Survey of United States history through the Civil War era. 3 credits. ACTS: HIST 2113

HIST 2013 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. 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.

HIT1303 Medical Terminology Basic language of medical science and the health professions. Word analysis, construction, spelling, and definition. Allows the student to become proficient in medical language pertaining to body systems and related pharmacology. 3 credits.

HIT1503 Coding Principles This course will introduce the guidelines to Current Procedural Terminology (CPT) coding and terminology and diagnostic coding (ICD-9-CM updated to ICD-10-CM). This course will also provide an introduction to the concept of the relationship of accurate coding to reimbursement. Students will complete coding exercises to improve their coding knowledge. Prerequisite: HIT1303 Medical Terminology or permission of instructor. 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: HIT1303 Medical Terminology, 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. Prerequisite: MATH1003 Math for Health Professions. 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 statues. 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. 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.

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

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 health care 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.

HOSP1513 Cafe Practicum : A laboratory course in which students are required to work in the Culinary Café, given them practical experience in all aspects of running a foodservice operation. Students will be required to participate in catering and dining activities 3 credits.

HOSP1603 Cafe Practicum II A laboratory course in which students are required to work in the Culinary Café or another food service establishment approved in advance by the Culinary Program Director, providing them with practical experience in all aspects of running a food service operation. Students will also be required to participate in catering and dining activities supported by the Culinary Program. 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.

IST1223 Introduction to Visual Basic This course is an introduction to object-oriented programming using an IDE with emphasis on understanding and using graphical user interface technology. 3 credits.

IST1243 Linux Essentials This course is a study of components of a current Linux operating system that include the purpose of the OS, application of essential commands, file and disk management, directory organization, creating and modifying batch files, and system configurations. Prepares the student to earn the TestOut Linux Pro certification. 3 credits.

IST1253 Introduction to Servers This course is designed to provide students with the knowledge to configure and manage Active Directory within a current version of Microsoft Server. Prepares the student to earn TestOut Server Pro certification. 3 credits.

IST1263 Computer Forensics This course is designed to establish a foundation of knowledge concerning computer forensics as it relates to computer security. Prepares the student to earn the Accessdata Certified Examiner certification. 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 multimedia 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. 3 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. Prerequisites: IST1213 Intro. to Programming and IST1503 Intro. to Web Design or permission of instructor. 3 credits.

IST2423 Cloud Computing This course is a study of using remote servers/computers hosted on the Internet to store, manage, and process data instead of local resources. 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 LPNE1112. 4 credits.

LPNE1112 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 LPNE1112 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, LPNE1112. 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: LPNE1112 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: LPNE1112 and LPNE1104. Corequisite: LPNE1204. 11 credits.

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 credits.

MATH1003 Math for Health Professions This course provides instruction in dosage calculation using dimensional analysis as well as other means of calculation related to medication. Topics include; interpretation of drug labels, syringe types, conversions, roman numerals, fractions, decimals, percentages, reconstruction and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transferring to Medication Administration Records, dispensing, and proper documentation of medications as well as the Patient Rights of Med Administration and military time. Prerequisite: This course has placement test score requirements that must be met before being enrolled in the course. Please see the catalog's course placement chart for specific scores. 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.

MATH1113 Math for Welders 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 welding mathematics course sequence required for applied science and technology programs. The course consists of two distinct course modules. This course provides transitional mathematics instruction as well as technical mathematics instruction for students related to problem solving in welding-related and other technical situations. Modules include the following as determined by individual student diagnostics: fundamentals of arithmetic, whole numbers, fractions, decimals, solving for unknown, percentages, metric system measurements, geometry, and angles. 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:This course has placement test score requirements that must be met before being enrolled in the course. Please see the catalog's course placement chart for specific scores. 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: This course has placement test score requirements that must be met before being enrolled in the course. Please see the catalog's course placement chart for specific scores. 3 credits. ACTS: MATH1113

MATH1301 Trigonometry Lab The continued study of angles, right triangles, identities, oblique triangles, graphs, equations, inverse functions, polar coordinates, and complex numbers. To be taken concurrently with MATH1303. 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: MATH 1203 College Algebra or High School Algebra II with a minimum of a score of 22 on the math portion of the ACT (or equivalent placement score). 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 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 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.

MDTR2110 Medical Transcription Capstone A culmination course dedicated to the integration of various courses taken for degree requirements. Approximately 24 hours devoted to hands-on medical transcription training such as the transcription of actual hospital and AAMT medical tapes, and other medical office scenarios such as hospital visitations, medical office simulations, guest speakers, and clinical experiences. Student enrolment comes during the last semester after completion of all other degree requirements. Prerequisite: MDTR 2002, Fundamentals of Medical Transcription, and approval of the Health Information Management program advisor. 10 credits.

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: Meet appropriate placement requirements of placement 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 appropriate placement test scores. Please see the catalog's course placement chart for specific scores. Corequisite: ENGL1013 English Composition 1. 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. 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 additional mathematics placement policies. 3 credits.

PCMA0202 Foundations of College Algebra This course is to be taken as co-requisite to MATH1203 (college algebra) as is specifically for students requiring algebra remediation. Please see the catalog's course placement chart for specific scores and placement. Co-requisite: MATH1203 College Algebra 2 credits.

PCMA0212 Foundations of Quantitative Literacy This course is to be taken as a co-requisite with MATH1213 (Quantitative Literacy) and is specifically for students requiring remediation for Quantitative Literacy. Please see the catalog's course placement chart for specific scores and placement. Co-requisite: MATH1213 Quantitative Literacy 2 credits.

PHED1002 Concepts of Physical Activity Knowledge and appreciation of the importance of physical activity in relation to 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 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 or a 77 on the elementary Algebra portion of the Accuplacer. 4 credits. ACTS: PHSC 1004

PHSC2004 Introduction to Environmental Science Environmental Science is the study of the relationships between organisms, especially man, and their physical, biological, social, and economic impacts to 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: bionic 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 and Lab 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. Prerequisite: High School Trigonometry or Co-Enrolled in Trigonometry MATH1303. 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 Transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice. Incorporates evidence-based practice, medical/surgical, mental health, quality improvement, and professional standards. Prerequisite: Acceptance into the ARNEC RN Program. Co-requisite: RNSG2123 Nursing Practicum I. 9 credits.

RNSG2123 Nursing Practicum I Applies medical/surgical and mental health nursing theory, critical thinking/clinical reasoning necessary for safe, patient-centered care. Incorporates evidence-based practice, quality improvement, and professional standards in a variety of healthcare settings. Prerequisite: Acceptance into the ARNEC RN Program. Co-requisite: RNSG2119 Nursing Process I. 3 credits.

RNSG2216 Nursing Process II Application of additional knowledge focusing on the childbearing family, newborn, women's health, and pediatric patients. It incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse. Prerequisite: RNSG2123 Nursing Practicum I and RNSG2119 Nursing Process I. Co-requisite: RNSG2223 Nursing Practicum II. 6 credits.

RNSG2223 Nursing Practicum II Applies concepts learned in RNSG 2216 to provide safe, quality, patient-centered care to a diverse patient population focusing on wellness and acute conditions affecting the childbearing family, newborn, women's health, and pediatric patients. Prerequisite: RNSG2123 Nursing Practicum I and RNSG2119 Nursing Process I. Co-requisite: RNSG2216 Nursing Process II. 3 credits.

RNSG2311 NCLEX-RN Preparation This online course provides a comprehensive review taught in the program in preparation for taking the NCLEX-RN. Co-requisites: RNSG2318 Nursing Process III and RNSG2333 Nursing Practicum III. 1 credit.

RNSG2318 Nursing Process III This course incorporates higher level nursing care, critical thinking, management and leadership. The student will utilize the nursing process as a framework for caring for clients with complex healthcare needs. The student will care for clients in emergency situations (including bioterrorism preparedness), critical care, surgical care, and acute care, and advanced pharmacological concepts. Prerequisites: RNSG2216 Nursing Nursing Process II, RNSG2223 Nursing Practicum II. Co-requisite: RNSG2311 NCLEX-RN Preparation, RNSG2333 Nursing Practicum III. 8 credits.

RNSG2333 Nursing Practicum III Applies concepts learned in RNSG2318 to provide safe, quality, patient-centered care to a diverse patient population focusing on further medical/surgical conditions of the high acuity patient and family. 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. Prerequisites: RNSG2216 Nursing Process II, RNSG2223 Nursing Practicum II. Co-requisite: RNSG2318 Nursing Process III, RNSG2311 NCLEX-RN Preparation. 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

WELD1104 Welding Process/Blueprint Reading This course is designed to provide the student with a foundational knowledge of shop drawings and blueprints as it relates to the welding field. It develops basic skills in reading blueprints and introduces students to various types of working drawings for engineering and manufacturing purposes. Major emphasis on shop safety, oxy-fuel set-up, cutting, and shut down, plasma cutting. ARC-MIG equipment set-up. Emphasis on understanding basic concepts of orthographic projection and the ability to visualize objects. 4 credits.

WELD1114 Shielded Metal Arc Welding I This course will introduce students to the Shielded Metal Arc Welding (SMAW) process and is designed to teach students the basic knowledge required to operate welding equipment, function safely in the welding shop and demonstrate all types of shop practices. Students will learn to make basic fillet welds in all welding positions. Students will also learn and study welding nomenclature, design of joints, and electrode classification. 4 credits.

WELD1124 Shielded Metal Arc Welding II This course is an advanced Shielded Metal ARC Welding (SMAW) Course. Advanced arc welding techniques will be performed using mild steel electrodes on groove welds in the flat, horizontal, vertical and overhead position on structural plate. Students will have the opportunity to get their AWS D1.1 Welding certifications and then move on to pipe welding. Prerequisite: WELD1114 Shielded Metal Arc Welding I or consent of instructor. 4 credits.

WELD1204 Gas Metal Arc Welding I This course will introduce students to the study and practice of the Gas Metal Arc Welding (GMAW) process. The student will learn the principles of constant voltage power sources. Also, students will learn how to operate and maintain various types of wire feed welders. 4 credits.

WELD1214 Gas Metal Arc Welding II In this course, Gas Metal Arc Welding (GMAW) welding practices and power source technology including programmable and pulsing constant-current constant-voltage machines will be utilized. Machine set up and repair will also be utilized. Welding applications using ferrous and non-ferrous alloys will be practiced. Metal transfers including short circuit, spray, globular, and pulsed will be studied and practiced. Prerequisite: WELD1204 Gas Metal Arc Welding I or consent of instructor. 4 credits.

WELD1224 Metal Fabrication/Layout I This course covers the theory and practice of layout and fabrication of basic welding fittings using sheet metal. The student will learn the process of fabricating the basic welding fittings from sheet metal using different methods. Prerequisite: WELD1104 Welding Process/Blueprint Reading or consent of instructor. 4 credits.

WELD2304 Gas Tungsten Arc Welding I This course will introduce the study and practice of the Gas Tungsten Arc (TIG) Welding process. The student will first gain practice of this skill through the use of oxy-acetylene welding. The the student will continue to progress using similar applications in the TIG welding process. Joint designs will be mastered on carbon steel, aluminum and stainless steel. 4 credits.

WELD2314 Gas Tungsten Arc Welding II This course is comprised of the advanced study and practice of the Gas Tungsten Arc (TIG) welding process. Basic skills will be enhanced through mastering out-of-position joints, fabrication projects, and pipe-welding techniques. Extensive use of air-cooled torches and scratch-start techniques will be utilized. Prerequisite: WELD2304 Gas Tungsten Arc Welding I or consent of instructor. 4 credits.

WELD2324 Metal Fabrication/Layout II This course covers theory and practice of layout and fit up of structural and piping systems. Blueprint reading skills and use of different types of measuring devices will be used in this course. Students will learn the process of fabrication of structural and piping systems through a series of competency based exercises. Prerequisite: WELD1224 Metal Fabrication/Layout I or consent of instructor. 4 credits.

WELD2404 Metallurgy Fundamentals This course is an elementary and practical approach to the structure, marking classifications, machinability and identification of metals and their properties. This will require the use of various manufacturer catalogs, bulletins and charts. Basic heat treatment and how metals are affected will be discussed. 4 credits.

WELD2414 Pipe Welding This course provides the student with a thorough understanding of downhill pipe welding procedures and weld quality. It provides training to develop the skills necessary to produce quality welds on open root carbon steel pipe in 5G and 6G positions, using E6010 and E7010 electrodes. 4 credits.

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Charles B. Hollaway, Business Technology Faculty
BS, Lyon College
MBA, University of Central Arkansas

Brad Houltzhouser, Lead Welding Instructor
Master Welder Diploma, Tulsa Welding School

Amy Keywood, Culinary Faculty
BS, University of Southern MS

Chris Layne, Automotive Service Technology
Program Coordinator/Faculty
AAS, Ozarka College

Cara Leverett, Science Faculty
BS, University of Texas
MS, Western Washington University

Allen Wallis, Criminal Justice
Program Coordinator/Faculty
BS, University of Maryland
MS, Saint Leo University

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

Hunter Woods, Aviation Faculty
AAS, Spartan College of Aeronautics

Professional Staff

Rylie Bevill, Associate Director of Admissions/Recruiter
AA, Ozarka College
BS, Arkansas State University

Megan Carpenter, Director of Mountain View Campus
BS, Southern Illinois University
MS, Fort Hays State University

Kendra Collier, Director of Public Relations
& Marketing
BS, Arkansas State University

Tracy Cone, Program Director, TRIO SSS
BS, Arkansas State University
MS, Arkansas Tech University

Amanda Engelhardt, Director of Career Pathways
AA, Ozarka College
BS, MS Arkansas State University

Stacy Gore, Fitness Center Coordinator
BA, University of Alabama
MSE, American Intercontinental University

Bryan Jeffery, Transfer Specialist, TRIO SSS
AA, UACCB
BA, Lyon College
MA, Arkansas State University

Marty McFarlin, Director of Physical Plant
Industrial Maintenance Certification, Gateway
Vo-Tech

Kendall Morrison, Adult Education Faculty
BS, Arkansas State University
MS, Arkansas State University

Tiffney Miller, Community Outreach Specialist
Career Pathways
AA, Ozarka College
BSE, University of Arkansas

Angela Phipps, Director of Ash Flat Campus
BA, Savannah College of Art and Design

Amber Rush, Business Manager
BS, Arkansas State University

Kelly Shell, Career Development Specialist
AA, Ozarka College

Kendra Smith, Program of Study Developer
Student Mentor
BS, Arkansas State University

Lindsey Johnson, Career Support Services Facilitator for Career Pathways
ASN, Arkansas State University
ASE, University of Arkansas Community College Batesville

Candace Killian, Executive Assistant to the President
AA, Ozarka College
BALA, University of Arkansas-Little Rock
MA, Arkansas State University
SCCT, Arkansas State University

Laura Lawrence, Director of Financial Aid
AA, Ozarka College
BS, Arkansas State University
MS, Arkansas Tech University

Dan Lindsey, Library Director
BS, Lyon College
MSL, University of Central Arkansas

James Spurlock, Director of Mammoth Spring Campus
AA, Ozarka College
BS, University of Arkansas-Little Rock

DeEdra Steed, Director of Human Resources
AA, Ozarka College
BSE, University of Arkansas

Tess Weatherford, Associate Director of Financial Aid
BA, Arkansas State University

Zeda Wilkerson, Registrar
BA, Lyon College
MS, Arkansas Tech University

Support Staff

Becca Ambrose, Administrative Specialist, Aviation
Stacey Bokker, Institutional Services Assistant, Ash Flat
Eric Booth, Computer Support Specialist
Mandy Brooks, Financial Aid 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
Kelly Graham, Career Planning Placement Specialist
Rocky Hay, Night Maintenance/Special Events Supervisor
Donna Hill, Fiscal Support Specialist
Phyllis Hoskinds, Administrative Specialist, IT Department
Shane Kinion, Landscape Supervisor
Kendra Levett, Institutional Service Assistant
Earlene Martz, Administrative Specialist/Accounts Receivable
Wanda McConnaughhay, Administrative Specialist, Admissions

Pam Miller, Financial Aid Specialist
Fay Mitchell, Administrative Specialist, Provost
Brenda Morris, Coordinator of Housekeeping
Rondal Moser, Maintenance Technician
Karen Owens, Accountant
Cynthia Pitchford, Administrative Specialist, Mammoth Spring
Penny Ramsey, Maintenance Assistant
Rick Ramsey, Information Systems Analyst
Colton Selph, Maintenance Technician
Shelia Titus, Administrative Specialist, TRIO SSS
Debbie Yancey, Administrative Specialist Adult Ed Services
Jill Yancey, Purchasing Technician
Donna York, Administrative Specialist, Mountain View

ACADEMIC CALENDAR
AY 2018-19

SUMMER 2 2018

Independence Day Holiday	July 4,2018 (W)
Classes Begin	July 5,2018 (Th)
Census Day	July 12, 2018 (Th)
Last Day of Withdrawal Process to Receive a "W"	July 26, 2018 (Th)
ARNEC Classes End	July 26, 2018 (Th)
Final Exams	August 2, 2018 (Th)
Final Grades Due	August 3, 2018 (F)

FALL SEMESTER 2018

Reporting Day for Faculty	August 6, 2018 (M)
In-Service Week	August 6-10, 2018 (M-F)
New Student Orientation (MS 10-11:30AM / AF 2-3:30 PM)	August 8, 2018 (W)
New Student Orientation (MV 10-11:30AM / Mel 2-3:30 PM)	August 9, 2018 (Th)
Day and Evening Classes Begin	August 13, 2018 (M)
ARNEC Classes Begin	August 14, 2018 (T)
Last Day to Audit a Class	August 27, 2018 (M)
Census Day	August 27, 2018 (M)
Labor Day Holiday (Offices Closed)	September 3, 2018 (M)
Last Day to Withdraw with a "W" – 8 Week Classes (CNA)	September 20, 2018 (Th)
Mid-term Advisory Grades Due	October 8, 2018 (M)
Advisor Training/In-Service	October 26, 2018 (F)
Spring/Summer Reg. Open - Current Students	October 29, 2018 (M)
Spring/Summer Reg. Open – New Students	November 5, 2018 (M)
Last Day to Withdraw with a "W"	November 9, 2018 (F)
Fall Break (no classes)	November 19-23, 2018 (M-F)
Faculty in-Service (if needed)	November 19-20, 2018 (M-T)
Thanksgiving Holiday (Offices Closed)	November 22-23, 2018 (Th-F)
ARNEC Classes End	November 27, 2018 (T)
Classes End	November 30, 2018 (F)
Semester Final Exams	December 3-6, 2018 (M-Th)
Final Grades Due	December 7, 2018 (F)
Offices Closed	Dec. 19, 2018-Jan. 1, 2019 (W-T)

*** 15 Weeks of Classes, 1 week of finals

SPRING SEMESTER 2019

Offices Open	January 2, 2019 (W)
Reporting Day for Faculty	January 7, 2019 (M)
In-Service Week	January 7-11, 2019 (M-F)
New Student Orientation (All Campuses)	January 10, 2019 (Th)
ARNEC Orientation	January 4, 2019 (F)
ARNEC Classes Begin	January 8, 2019 (T)
Day and Evening Classes Begin	January 14, 2019 (M)
Martin Luther King Day (Offices Closed)	January 21, 2019 (M)
Last Day to Audit a Class	January 29, 2019 (T)
Census Day	January 29, 2019 (T)
Last Day to Withdraw with a "W" – 8 Week Classes (CNA)	February 21, 2019 (Th)
Mid-term Advisory Grades Due	March 11, 2019 (M)
Spring Break	March 18-22, 2019 (M-F)
Fall Registration Opens for Current Students	April 1, 2019 (M)
Fall Registration Opens for New Students	April 8, 2019 (M)
Last Day to Withdraw with a "W"	April 11, 2019 (Th)
ARNEC Classes End	April 25, 2019 (Th)
Classes End	May 3, 2019 (F)
Semester Final Exams	May 6-9, 2019 (M-Th)

Course Program Assessment Completion   May 13-17, 2019 (M-F)
Commencement   May 9, 2019 (Th)
Final Grades Due   May 10, 2019 (F)
Last Day for Faculty   May 17, 2019 (F)
** 15 weeks of classes, 1 week of finals

SUMMER I 2019

ARNEC Classes Begin   May 7, 2019 (T)
Memorial Day Holiday (Offices Closed)   May 27, 2019 (M)
Classes Begin   May 28, 2019 (T)
Last Day to Audit a Class   June 4, 2019 (T)
Census Day   June 4, 2019 (T)
Last Day to Withdraw with a "W"   June 20, 2019 (Th)
Semester Final Exams   June 27, 2019 (Th)
ARNEC Classes End   July 25, 2019 (Th)
Final Grades Due   June 28, 2019 (F)

Index

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.

- ❖ **Caring**
- ❖ **Community**
- ❖ **Learning**
- ❖ **Quality**
- ❖ **Responsibility**