



# Ozarka College

***Catalog***  
***2013 - 2014***

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



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1-800-821-4335  
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[www.ozarka.edu](http://www.ozarka.edu)

## **2013-2014 CATALOG**

## Welcome to the 2013-2014 Catalog



If you are currently a student, our catalog contains important information you need to know about your educational career at Ozarka College. 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 almost four decades of service to north-central Arkansas, thousands of students have passed through our doors and gone on to enjoy successful lives and careers. We are proud to have been a part of their journey, just as we are excited to work with you as you continue your own journey.

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

Best of success,

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

Richard L. Dawe, Ph.D.  
President

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## Accreditation

Ozarka College is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; (312) 263-0456 or [www.ncahlc.org](http://www.ncahlc.org).

Ozarka is approved by the Veterans Administration for individuals eligible for educational benefits under the GI Bill. The Basic EMT program is approved by the Arkansas Department of Health, Division of Emergency Medical Services. Ozarka Kid's Academy is licensed by the Arkansas Department of Human Services, Division of Child Care and Early Childhood Education. The Registered Nursing and Licensed Practical Nursing programs are approved by the Arkansas State Board of Nursing. The Certified Nursing Assistant program is approved by Arkansas Office of Long Term Care. The Automotive Service Technology program is accredited by the National Automotive Technician Education Foundation. The Culinary Arts program is a member of the Arkansas Hospitality Association.

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## Equal Opportunity/Affirmative Action Statement

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

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

# Mission, Vision and Values

## Mission

Ozarka College provides life-changing experiences through education.

## Vision

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

## Values

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

- **Learning**

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

offerings, and to maintain quality in all aspects of our work. We continuously assess to determine avenues for improvement.

- **Community**

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

## **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.

# **Diversity at Ozarka College**

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

# Admissions and Registration

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

Communications concerning admission should be addressed to the Office of Admissions, Ozarka College, P.O. Box 10, Melbourne, AR 72556, or call (870) 368-2013 or 1-800-821-4335 Ext. 2013 or [admissions@ozarka.edu](mailto:admissions@ozarka.edu).





## Admissions (Student Checklist)

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

1. A formal application for admission.
2. An official high school transcript including date of graduation, or official General Education Development (GED) score report. (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 the ACT Student Profile Report or the official result from the COMPASS or official transcript of all prior college work is due at time of registration. Placement will be based on test results or prior college coursework. Tests must be taken within the last four years.
5. Proof of immunization against measles, mumps and rubella including a measles booster, unless born prior to 1957.
6. Acceptable photo identification. Copy of photo identification must be made in person. Students, who cannot submit a copy in person, may send a notarized copy of identification.
7. Valid student ID picture must be taken for all on-campus students.
8. Release of Information Authorization Form.
9. Free Application for Federal Student Aid (FAFSA) for Pell Grant application and all other financial aid requirements should be completed and turned in to the Financial Aid Office.

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

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**\*NOTE:** Applicants for the LPN, RN, Automotive Service Technology are admitted to those programs only after meeting specific selection criteria. Information about these criteria is available from the Ozarka College Office of Admissions.

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

Automotive Service Technology.....	18 students per class
Culinary Arts.....	21 students per class (21 new, 21 returning)
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 must provide the college with:

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

Immunization records may be available from the student’s family physician, the student’s public school records, or 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 are required to attend an orientation, which prepares a student for college entry. In addition, all first-time, full-time students are required to enroll in a College Success Orientation course. This course will provide pertinent information that will facilitate students' orientation to Ozarka College and future academic success.

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

Exceptions to this policy are:

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

Students who do not successfully complete the course with a "C" or better will be allowed one additional subsequent semester to

enroll and successfully complete this course while simultaneously being allowed to take other courses. After two semesters of unsuccessful completion of COLL 1001, registration in subsequent semesters will be limited to registration for COLL1001 only. Upon completion of the course, students can resume taking other college courses.

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**\*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.

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

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

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

## Enrollment

First-Time Entering Freshmen: Admission to Ozarka College is open to any qualified individual. A qualified individual is a person that has a high school or GED diploma and meets required ACT or COMPASS test score requirements. Refer to Placement Standards for more information on ACT 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 [www.ozarka.edu](http://www.ozarka.edu).

# College Preparation Core and Unconditional and Conditional Admissions

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

**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. *Ability to Benefit students are not eligible for Title IV funding, including Pell grants.* 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 in a single testing administration:

TEST	ATB Minimum Score
Writing	32
Reading	62
Pre-Algebra/Numeric Skills	25

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.

**Conditional Acceptance:** A public school student who graduates after May 1, 2002 and has not completed the core

curriculum will be admitted conditionally. GED recipients, out-of-state high schools, home schooled and private high school graduates who score 18 or less on the ACT composite or equivalent 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.

## **Placement Standards**

State law requires that all new students must present placement scores (usually ACT, or COMPASS), or previous college credit in proficiency courses before enrolling so that they may be placed in English, mathematics, or reading courses at a level which promotes their academic success.

Students should contact the Admissions office for the COMPASS test schedule. One of the following forms of photo identification must be presented at check-in, or you will not be allowed to test: city, state, federal, school or yearbook picture published within the last two years. If you have any questions, please contact the Admissions office.

If a student has placement scores on the ACT 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 for 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 development course.

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.

## **Mathematics**

Students scoring 20 or above on the mathematics section of the ACT or 41 or above on the COMPASS Algebra may enroll in college-level mathematics courses (College Algebra and higher level courses). Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics course with a "C" or higher or be enrolled in an accelerated math sequence in order to be enrolled in College Algebra. College Algebra is required for college transfer students and will satisfy graduation requirements for some other programs as well, if the student chooses to take this course.

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

Students who have an ACT math score of 18-19 or an Algebra score of 31-40 on the Compass may co-enroll in Foundations of Mathematics and College Algebra.

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

Students requiring developmental course work who plan to enroll in an Allied Health program requiring Math for Nurses may enroll in Math for Allied Health which emphasizes application of mathematics in technical areas related to Allied Health.

## Mathematics Placement

ACT Score	COMPASS Score	Course
0-19	Pre-Algebra 0-99	Math for Business Technology or Math for Allied Health
16+	Pre-Algebra 36+	Math for Nurses
0-18	Pre-Algebra 0-99	Foundations of Mathematics
18-19	Algebra 31-40	Foundations of Mathematics (may be co-enrolled in College Algebra).
20+	Algebra 41+	College Algebra

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

## English & Reading

Students scoring 19 or above on the English section of the ACT and 19 or above on the Reading section of the ACT or 80 or above on the COMPASS writing test and 82 or above on the Compass 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 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 or a COMPASS score of 51-79 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

<b>ACT Score</b>	<b>COMPASS Score</b>	<b>Course</b>
0-16	0-50 in either Writing or Reading	Foundations of Literacy
17-18	51-79 in either Writing or Reading	English Composition I with Supplemental Instruction Lab
19+	Writing 80+ and	English Composition I

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

## Other Students

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

- Re-apply by completing a new Application for Admissions form.
- Have a complete admissions file including official transcripts reflecting any additional credit earned from colleges attended during their absence from Ozarka College.
- Meet terms and conditions (graduation, attendance, deadlines, etc.) of the catalog under which they 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 college credit classes, a homeschooled student must achieve the required ACT or COMPASS scores.

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

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

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

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

In the event that receipt of a student's 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. Course work 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.

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

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

Home-schooled 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 or COMPASS scores:

- ENGL 1013 English Composition I ACT English 19+; COMPASS Writing 80; 19+ ACT Reading; COMPASS Reading 82+.
- MATH 1203 College Algebra ACT 20+; COMPASS Algebra 41.

The course load may not include developmental courses.

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

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

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

1. Complete application and any personal data forms that may be requested by the college.

- All students must submit proof of measles, mumps, and rubella immunization including a measles booster.

## Prior Learning Credit

**Prior Learning Credit Overview:** Students may receive credit for Prior Learning toward certain degree programs. Prior learning credit will be awarded based upon how the credit applies to the program of study, and if a valid credential was earned. Prior Learning credit will be evaluated by key faculty, and approved by the Vice President of Academic Affairs 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 Army/ACE Registry Transcript or equivalent documentation to the Office of the Registrar for evaluation of credit to be awarded.

**Advanced Placement:** The Advanced Placement program of the College Board enables high school students to earn 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
Calculus AB	MATH 2013	3
English Language	ENGL 1013	3

Environmental Science	PHSC 2004	4
Government and Politics	PLSC 2003	3
Human Geography	GEOG 2013	3
Microeconomics	ECON 2313	3
Macroeconomics	ECON 2323	3
Music Theory	FAMU 1003	3
Psychology	PSYC 2003	3
Spanish Language	SPAN 1013	3
Statistics	MATH 2003	3
US History	HIST 2003 or 2013	3
World History	HIST 1003 or 1013	3

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**\*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.

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**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:

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

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

**Credit by Examination:** Prior Learning college credit may be granted for acceptable results on tests or projects identified by Ozarka College faculty provided the credit does not duplicate previous college credit, and has been approved by the Vice President of Academic Affairs. Students who feel qualified through previous work experience, course work, or placement test scores to take such tests must contact their advisors and the Office of the Registrar before signing up for the relevant course.

## **Course Cancellation**

Normally, any section of a course which does not have at least ten students enrolled by the end of the registration period will be canceled. Those students who have attempted to enroll will be

notified, and any tuition directly applied to that course will be refunded. The College President must approve any exception to the cancellation policy (such as to provide a required course for students in their last semester before graduation).

## **Time Required to Complete Programs**

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

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

## **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

## Contact Information

Vice President of Finance .....	368-2014
Business Manager .....	368-2008
Student Accounts/Accounts Receivables .....	368-2012
Accounts Payable .....	368-2000
Cashier/Purchasing Officer .....	368-2015
Payroll.....	368-2057
Administrative Assistant.....	368-2011

## Tuition and Fees

In-state, per credit hour.....	\$79
Out-of-state, per credit hour .....	\$177
Infrastructure Fee, per credit hour.....	\$12
Matriculation Fee, per credit hour.....	\$5
RN, per credit hour.....	\$79
Technology Fee, per semester.....	\$25
Safety Fee, per credit hour .....	\$2.50

## Program Related Fees, per semester:

Automotive Program Fee .....	\$50
Culinary Program Fee .....	\$50
LPN Program Fee.....	\$75
RN Program fee .....	\$75
LPN Assessment Fee .....	\$135
RN Assessment Fee .....	\$160
RN/LPN Insurance .....	\$15

## Course Related Fees, per semester:

Physical Education Fee .....	\$25
Science Lab Fee .....	\$50
Web Course Fee .....	\$60
Developmental Fee.....	\$50

## Testing Fees:

CLEP .....	\$80
CLEP Service Fee .....	\$15
STEP .....	\$30
Test of Essential Academic Skills (TEAS) .....	\$40
Wonderlic Test.....	\$5

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

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 [www.ozarka.edu](http://www.ozarka.edu).

## **Senior Citizen Tuition Waiver**

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

## **Refund Policy**

Refunds of tuition are made according to the following schedule for the Fall and Spring semesters:

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

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

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

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

Ozarka College follows the guidelines of the Federal Refund policy or Pro-Rata Refund policy for a student who has received federal

financial aid funds and who has withdrawn on or after the first day of class. A portion of the student's award may need to be refunded to the Title IV programs and/or the student may need to repay a portion of the award funds received.

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

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

1. Unsubsidized Federal 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.

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**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.

## **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 students 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 p.m. 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.

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**NOTE:** A student is eligible for financial assistance through the Pell Grant and Federal Direct Loan programs if the following criteria are met:

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

**Pell Grant:** This is a federal student financial aid program designed to assist students in their postsecondary education. Its purpose is to provide eligible students with a "foundation" of financial aid to help defray the costs of their education. All undergraduate students are eligible to apply for Pell Grant assistance. Student eligibility is based on financial need and is determined by a formula applied consistently to all applicants. The formula is developed by the Office of Education and reviewed by Congress on an annual basis. These grants are to be used solely for educational purposes.

**Federal Direct Loan Program:** This is a program designed to make low-interest loans available to students for their educational expenses. The funds come through the federal government.

**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.).

**Arkansas Governor's and Other State Scholarships and Grants:** The Arkansas Department of Higher Education sponsors financial assistance programs that are available to eligible students in the state. Students must contact the Arkansas Department of Higher Education at 1-800-54-STUDY for requirements and applications for these programs. Apply at the ADHE website: [www.adhe.edu](http://www.adhe.edu).

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

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

**Department of Veterans Affairs:** VA education 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).

Enrollment forms are available at [www.gibill.va.gov](http://www.gibill.va.gov).

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

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

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

**Federal Supplemental Educational Opportunity Grant:** This program is for students with exceptional need and gives priority

to those who have also received Pell Grants. If sufficient federal funds are available to the College, eligible students may receive \$150 a semester. This money will generally be paid directly to the student.

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

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

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

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

## **Financial Aid Satisfactory Progress**

Federal regulations require a student to be making measurable academic progress toward completion of his/her program in order to receive federally funded student financial aid. This policy applies to all students that receive financial aid.

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

1. All students must complete two-thirds of all attempted course work each semester and maintain a 2.0 semester or



cumulative grade point average. All withdrawals count towards attempted course work.

2. Students must complete their educational program within 150 percent of the normal time frame. For example: 18 months for a 12 month program.
3. Students' academic progress will be evaluated at the end of each fall and spring semester.

If at the end of a semester a student is not maintaining satisfactory progress, he/she will be placed on financial aid suspension and no further Federal or State aid will be awarded.

If placed on financial aid suspension due to GPA or completion rate, a student must complete a minimum of 6 credit hours during a fall/spring/summer semester with his/her own finances and complete all six hours with at least a 2.0 GPA to regain eligibility. The student will also be placed on an Academic Plan. This plan will give specific expectations the student must meet in order to be considered eligible for Title IV in future terms. Failure to meet the expectations outlined in the Academic Plan will result in ineligibility through Title IV Financial Aid Programs. Ineligibility for assistance resulting from not meeting an academic plan cannot be appealed.

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

It is possible that exceptions can be made to this policy under extenuating circumstances. Students removed from financial aid eligibility may file an appeal with the Financial Aid Officer. The appeal must be in writing, and extenuating circumstances must be well documented. The explanation of the student's circumstances should explain why the criteria was not met, and should also include any relevant unforeseeable activity that may have had a negative impact on their academic success during their entire academic career at Ozarka College.

The suspension appeal form and all documentation must be submitted to the Financial Aid office by the Wednesday before the first day of classes each semester.

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

## **Payment of Financial Aid**

1. Upon receipt of valid Student Aid Report (SAR) (and completion of verification process, if required), a student's account may be credited for tuition and fees, at the request of the student.
2. Pell Grant and other financial aid checks will be issued by the Business Office after the student has submitted all required verification documents. Students selected for verification must submit a copy of his or her federal tax 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.
3. Any questions about payment of financial aid should be referred to the Financial Aid Office. Students should contact the Financial Aid Officer for deadlines 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 [www.ozarka.edu](http://www.ozarka.edu) as will the general scholarship application form. All scholarship applications received by March 1 will be considered by the scholarship committee for awards in the next academic year.

**Academic Excellence Scholarships:** These scholarships are awarded to Arkansas high school seniors who plan to enroll as first-time, full-time students at Ozarka within one year of graduation. Applicants must have at least an ACT Composite score of 24 or an SAT cumulative math and verbal score of 1010.

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

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

Students should submit 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.

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**\*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.

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

These scholarships are also renewable each semester (not to exceed four semesters) as long as the recipient 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:** Ozarka College will receive nominations from local high school counselors

for participants in the Ambassador Program. Each local high school counselor may submit the name of one graduating senior who plans to attend Ozarka College in the subsequent fall semester. The counselor should discuss the value and responsibilities of the Ambassador Program with the student, have them fill out an Ozarka College Scholarship Packet, and notify the Admissions office of whom they have nominated. The school counselor will need to sign the application to authenticate their nomination.

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

The benefits of the Ambassador position include: 1) a \$250 stipend to be credited to the Ambassador's student account (may be used for tuition, fees, or books) 2) Priority pre-registration for classes through the registrar's office 3) Marketing materials to assist the student in promoting Ozarka College 4) Upon request, the Ambassador will receive a formal letter of appreciation or reference from the Ozarka College President 5) Upon request, the Ambassador will receive referral letters from the Offices of Student Services, Registrar, or Admissions 6) Certificates of participation suitable for framing 7) A valuable volunteer experience.

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

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

**Workforce Improvement Grant:** Students 24 years of age at the beginning of the semester, an Arkansas and U. S. Resident, showing financial need, may be eligible for cost of tuition and educational fees (up to \$1,000 per semester). Complete the scholarship application (located in the Admissions Office).

## **Ozarka College Foundation Student Aid**

The Ozarka College Foundation offers financial assistance in the form of scholarships and loans. To be eligible, students must 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 March 1st scholarship application deadline.

Ozarka College Foundation endowed scholarships include:

- Charles Cheatham Memorial Scholarship
- Coy Ferguson Scholarship
- Dan "Wally" Pittman Scholarship
- Dick and Nola Reeves Regional Scholarship
- Dietsche/Martin Appreciation Scholarship
- Farm Bureau Scholarship
- First National Banking Company Scholarship \*
- Granny Bea Crofford Scholarship
- Harry Powell & Velma Fudge Dixon Scholarship

- James F. Fenton Memorial Scholarship
- Jean Jennings Memorial Scholarship
- Joe and Maxine Wyatt Scholarship
- John E. Miller Honorary Scholarship
- Judge Harold Crawford Memorial Scholarship
- Kenneth and Janice Sutton Scholarship
- Lesa Bull Memorial Scholarship
- Margaret Kemp Scholarship
- Netta Gilbert Scholarship
- Nursing Achievement Scholarship
- Orvis & Lilbern Nix Memorial Scholarship
- Ozarka College Family Scholarship
- Paul & Treva Miller Scholarship
- Robert D. Kalischer Memorial Scholarship
- Sharp County Literacy/JaNoel Bess Scholarship
- Stone County Community Resource Council Scholarship
- Tom L. Dawe Jr. Memorial Scholarship
- Tri-County Hospice Auxiliary Board Scholarship

\*Subject to availability of funds.

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

**Ozarka Foundation Regional Scholarships:** 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 earn a minimum of 12 credit hours (including transitional courses) per semester with a GPA of 2.00 OR maintain a cumulative GPA of 2.25.

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

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



# Student Services

## Counseling

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

The other offers professional personal advisement. Any student who needs assistance in exploring career possibilities, assessing personal strengths, or dealing with problems is encouraged to visit the Vice President for Student Services, who can provide information to the student regarding professional assistance on or off campus.

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





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

In compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), and as amended in 1988, Ozarka College maintains 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, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health and safety of students or others persons. All these exceptions are permitted in the 1974 ACT and its 1988 revision.

Written consent of the student is not required for Ozarka College staff and faculty members to utilize educational records for legitimate educational purposes. These members include faculty, advisors, administrators, and classified and professional level employees. At its discretion, the institution may provide Directory Information in accordance with the provisions of the Family Educational Rights and Privacy Act to include student name, major field of study, dates of attendance, enrollment status (full-time or part-time), degree and awards received and participation in officially recognized activities. Students, who wish Directory Information be kept confidential, may designate that through myOzarka.

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

1. Financial statement(s) of the student's parents.
2. Educational records containing information about more than one student, in which case the College will permit access only to the part of the record pertaining to the student.
3. 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.

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.

# **TRiO Student Support Services**

## **Mission Statement**

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

The Student Support Services is a federally funded TRiO program designed to help low-income, first-generation, and those with disabilities to achieve their academic potential throughout their enrollment at Ozarka College and beyond. Some 200 students are admitted to the Student Support Services program annually and advised on academic, career, and financial matters through group and peer tutoring, workshops, computer-aided instruction, and one-on-one advising. All services are provided to qualified students free of charge.

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

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

Interested students should consult the program director for application information. The Student Support Services office is open Monday through Friday from 8 a.m. to 4:30 p.m. 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. \*Announcements made in accordance with Public Law 105-78 Sec. 508.

## **Student Success Center**

The Student Success Center is a center that provides a combination of academic coaching, tutoring, retention strategies, as well as career focused assistance. Staff is familiar with all programs and degrees offered by Ozarka and can provide assistance to students during the admissions and registration process and provide support during the advising process. Staff can also serve as a point of contact and as a liaison for students who need contact with various college programs such as TRiO, Career Pathways, Perkins, and Adult Basic Education.

### **Services provided in the Student Success Center include:**

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

**Academic Tutoring:** Academic tutoring is provided to all students in need of assistance, regardless of Ozarka College location. Tutoring is available on both a walk-in and appointment basis.

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

**Workshops:** The success staff provides regular workshops on a variety of topics such as Microsoft Word, plagiarism, and job interview skills.

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

**Résumé Writing Assistance:** The success staff members are knowledgeable in résumé writing and assist students wishing to design a winning résumé. They also assist with cover letter and thank-you note writing, setting up mock interviews, and job search information.

**Student Success Closet:** The Student Success Closet is available on the Melbourne campus to help students prepare for a job interview. The closet is open to all students to shop for interview attire. There are suits and separates available in men's and women's sizes 2 and up. There is no appointment necessary and no charge for the clothing.

Contact the Student Success Center at 368-2056, by email at [success@ozarka.edu](mailto:success@ozarka.edu), or visit the Success Center blog at [www.ozarka.edu/blogs/success](http://www.ozarka.edu/blogs/success) for helpful information.

## **Career Pathways Initiative**

The Career Pathways Initiative is a state-funded workforce development program designed to encourage parents with children living in the home to earn an education and enhance job skills which will make them a more marketable employee and increase their earning potential. The Career Pathways office is designed to be a one-stop shop for helping students enroll in college, assist in applying for financial aid, academic advising, basic skills enhancement through computer software programs, career counseling, tutoring, 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 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 on an individual need basis 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 a.m. to 4:30 p.m., at Melbourne, Ash Flat, and Mountain View, and at Mammoth Spring on Wednesdays, 10 a.m. - 3 p.m.

## **Academic Advising**

Ozarka College is committed to a strong, effective academic advisement system; a system in which advisement goes beyond

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.

In the routine clerical role, advisors insure that students register for courses consistent with their abilities and needs. They assist students in completing paperwork associated with a college education.

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

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

## **Responsibilities of the Advisor**

1. The advisor is responsible for using myOzarka to retrieve information vital to advising a student. The information contained there includes, but is not limited to, a list of advisee contacts, academic information, and assessment results.
2. The advisor creates an atmosphere of openness, caring, and concern where meaningful communication, confidence, and trust exist. The advisor serves as a faculty friend to the student by demonstrating a personal interest in the intellectual, emotional, and social growth of the student.

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

## **Assignments 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 will be assigned or reassigned to one of the staff members who serve as advisors.

Students who are assisted by Career Pathways will be assigned to qualified Career Pathways staff until they no longer qualify for the program. Career Pathways will work along with an academic program advisor to ensure the student receives optimum assistance and guidance. Once a student is no longer qualified for the program, they will be reassigned to an academic program advisor.

If at all possible, students will be assigned 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 Vice President of Student Services, Registrar, or Campus Directors will serve as advisors to concurrent students, and other non-degree seeking students as needed.

## **Testing**

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

### **Placement Testing Program**

The American College Testing program (ACT) the Assessment of Skills for Successful Entry and Transfer and the Computerized Placement & Support Services (COMPASS) are entrance examinations, and the test results are used for guidance and placement.

Freshman students should submit their Student Profile Report from the ACT, usually taken in their junior or senior year of high school. Those who do not have placement scores, or whose scores are more than four years old, must take the ACT or COMPASS for placement purposes. Information on testing fees is found under Financial Information.



Information regarding the COMPASS test may be obtained from a high school counselor or the Testing Center at Ozarka College.

### **Test of English as a Foreign Language (TOEFL)**

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

## **Insurance**

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

## **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.

## **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.

## **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. A plan will be developed that best meets a 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 main administrative building, and the telephone extension is 2027.

### **Rights of Students with Disabilities**

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

1. The College does not exclude, on the basis of handicap, any qualified student with a disability from participation in any academic, occupational training, counseling, financial aid, physical education, recreation, transportation, other extracurricular, or other postsecondary education program.

2. The College will make 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.
3. The College does not impose upon a student with disabilities rules such as the prohibition of tape recorders in classrooms or guide dogs in campus buildings that have the effect of limiting the participation of handicapped students in a program.
4. The College 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.
5. 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.
6. In providing personal, academic, or career counseling, or placement services to students, the College does not discriminate on the basis of handicap.

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

## **Conduct and Integrity**

Students enrolled at Ozarka College are expected to conduct themselves as responsible individuals. Students are subject to the jurisdiction of the College on College matters during their period of enrollment, and the College reserves the right to take disciplinary action against those students who, in the opinion of the College, have not acted in the best interest of the students or the College.

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

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

1. **Alcoholic Beverages:** Any student guilty of drinking, being under the influence of, or possessing intoxicating beverages on College property or at College functions is subject to disciplinary action and/or state and/or federal law.
2. **Illegal Use of Drugs:** The illegal use of drugs is strictly prohibited on College property or at College functions. Any student found using, under the influence of, in possession of, or distributing illegal drugs is subject to disciplinary action and/or state and/or federal law.
3. **Sexual Assault, Stalking and Domestic/Dating Violence:** Ozarka College is determined to provide a campus atmosphere free of violence and unwanted sexual conduct for all students, faculty, staff, and visitors. Domestic and dating violence, sexual assault, and stalking are prohibited and will not be tolerated at Ozarka College. At Ozarka College, these acts are violations of policy regardless of race, ethnicity, or culture, gender, age, sexual orientation, or disability. The use of alcohol and other drugs in conjunction with the incident of domestic or dating violence, sexual assault, or stalking does not mitigate accountability for the commission of these acts nor diminish the seriousness of the offense. The College holds violation of Orders of Protection to also be a violation of this policy and will initiate disciplinary action without waiting for a court decision, if College officials conclude that a violation has occurred.
4. **Smoking/Tobacco:** Ozarka College is a tobacco-free institution, including buildings, grounds and parking lots. No tobacco products of any type may be used, carried, or distributed in any buildings, parking areas, grounds, facilities, vehicles, or streets.
5. **Assembly:** No person or persons shall assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of College buildings and facilities, or prevents or obstructs the normal operations of the College.

6. **Disruptive Behavior:** No person or persons shall engage in any behavior which disrupts class or College activities.
7. **Signs:** With the exception of bulletin boards, students may erect or display signs or posters on the campus only on the authorization of the Vice President of Student Services. Students shall not deface, alter, tamper with, destroy, or remove any sign or inscription on College property.
8. **Solicitation of Funds:** No student or student organization may use campus facilities, solicit funds, or schedule activities unless such action has been approved by the Vice President of Student Services or the President.
9. **Arms/Deadly Weapons:** Firearms (except for those possessed by officers of the law) are strictly prohibited on College property or at any activity sponsored by the College.
10. **Cheating:** Any student caught cheating is subject to disciplinary action. Such action may be taken by the faculty member in accordance with College procedures when deemed necessary. Students are responsible for following the academic integrity statement found in each course syllabus.
11. **Counterfeiting and Altering:** Students shall not reproduce, copy, tamper with, or alter in any way, manner, shape, or form, any writing, record, document, or identification form used or maintained by the College.
12. **Theft of Property:** Any theft of personal or College property will be treated as a violation of College rules and may lead to disciplinary action and/or state and/or federal penalties.
13. **Vandalism:** The destruction or mutilation of College property is prohibited. Such action may result in required payment of restitution and/or disciplinary action.
14. **Use of College Facilities:** Students are permitted on campus during the times established in the College Calendar, during normal College hours. Students wishing to use College facilities at other than those times must request

permission from the Vice President of Academic Affairs.

15. **Financial Responsibility:** Students in debt to the College in such matters as fees, fines, or loans, shall not be permitted to register for a succeeding session, nor will grades, records, degrees, etc., be awarded or released until such accounts are satisfied.
16. **Motor Vehicles:** The College provides and maintains sufficient parking areas for staff, students, and visitors. All individuals are required to adhere to College parking regulations. Speed is limited to 10 miles per hour while on College grounds. It should be noted that the College assumes no responsibility for loss, theft, or damage to vehicles parked in the College parking areas.
17. **Emergency Closing of Campus:** When it is necessary to close the College on an emergency basis, the student will be notified by College staff and/or the mass media. 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.
18. **Inappropriate Behavior:** Students shall not engage in any behavior which may misrepresent the image and/or values of Ozarka College.

**Students are advised to listen to area radio stations, TV stations, Ozarka College's website, Facebook or Twitter for emergency closing instructions.**

1. **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 Office of Student Services where administrative staff members will evaluate the nature of the call and respond accordingly. The personnel in the offices of the Mountain View, Ash Flat and Mammoth Spring sites will make those decisions on their respective site. In a true emergency, every effort will be

made to notify the student. However, the College is not responsible if the student cannot be located. Non-emergency calls will not be referred to students.

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

2. **Children on campus:** Students are not allowed to bring their children to class on the Ozarka College campus or off-site locations. 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 and/or lack of academic integrity are to be referred to the Vice President of Academic Affairs (VPAA), and/or Vice President of Student Services (VPSS) for evaluation. The VPAA, VPSS and/or their college designees shall be responsible for all initial disciplinary procedures. All cases meriting suspension or disciplinary dismissal shall be referred to the President.

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

## **Non-Academic Grievance Procedure**

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

1. Within five (5) working days of the alleged grievous incident, the complainant must present the complaint in written form to the Office of the Vice President of Academic

Affairs and/or the Vice President of Student Services, who are designated as the College Grievance Officers. The written complaint must include the specific grievance/complaint and specific remedies sought by the student.

2. The Vice President of Academic Affairs and/or Vice President of Student Services will investigate and respond to the complainant in written form within five (5) working days of receiving the written complaint.
3. If not satisfied, the complainant may appeal in writing to the President within five (5) working days of receiving the written findings of the Vice President of Academic Affairs and/or Vice President of Student Services.
4. The President will respond in written form within five (5) working days.
5. If the complainant 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.
6. Students who feel their Civil Rights have been violated may appeal to the Office of Civil Rights directly.
7. All written grievances filed by a student with the Vice President of Academic Affairs and/or Vice President of Student Services, along with any related documents, will be logged in an official register and maintained for a period of no less than two years after the initial filing.

## **Child Care Facilities**

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



no openings in a particular age group are currently available, children may be placed on a waiting list.

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

## **Campus Security**

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

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 Telephone Numbers**

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

## **Student Illness and Health Plan**

In case of severe laceration, loss of consciousness or trauma, etc., 911 will be notified and EMS activated. CPR will be initiated if applicable and appropriate first aid measures taken. A second

call notifying administration of the events will be made. Every effort will be made to notify trained personnel. Medical treatment will not be withheld awaiting notification of administration.

## **Parking**

Any reserved parking will be clearly marked on campus.

## **Library Services**

The Paul Weaver Library, located in the main building on the Melbourne Campus, functions as a study and research center for the College, supporting the curriculum and providing a variety of services. The main level of the Library contains reference and circulating materials for research, six public access computers that support Internet access, interlibrary loan services, two study rooms equipped with video and DVD players, and a small collection of children's books. Back files of journals along with printed and electronic databases are available. A balcony-level area provides 12 additional public access computers that support Internet access, word processing, spreadsheet, and database applications. A small study area is also available upstairs.

The growing collection consists of over 16,000 items and is catalogued using Library of Congress classification. A wide variety of academic electronic indexes and full-text databases are available on the Library Web page. The library receives 14 local, state, and national newspapers and has access to many more through two electronic databases.

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

Books from the general circulating collections are loaned for a period of 14 days, DVDs for 7 days and videos for 7 days. Interlibrary loan books are loaned for 21 days. Reference books and periodicals do not circulate outside the library. A valid College identification card is required to borrow circulating materials. The Library personnel make every effort to assist

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

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

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

Library hours during the fall and spring semesters are Monday through Thursday from 8 a.m. to 7:30 p.m. and on Friday from 8 a.m. to 4:30 p.m. During the summer terms, Library hours are Monday through Thursday from 7 a.m. to 5:30 p.m.

## **Student Clubs and Organizations**

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

**Skills USA:** Membership in Skills USA is open to students, former students, and other persons interested in the various career fields represented by the clubs. The purpose of Skills USA is to help students develop social and leadership skills through such activities as competitive events between technical colleges and between students, including parliamentary procedure contests, troubleshooting contests for Automotive Service Technology students, Culinary Arts students, etc. Each club elects the following officers from its membership: President, Vice President, Secretary, Treasurer, Reporter, and Parliamentarian.

## Student Honors

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

1. Be full-time (taking at least 12 hours excluding developmental courses)
2. Have at least a 4.0 grade point average
3. Not be on any type of probation

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

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

1. Be full-time (taking at least 12 hours excluding developmental courses)
2. Have at least a 3.5 grade point average
3. Not be on any type of probation

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

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

Students, both full-time and part-time, who are eligible for membership into Ozarka 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.



# Academic Information

**Academic Clemency** is a second chance for those students who performed poorly in their early academic careers and who wish to return to college after having gained an appreciation of the benefits of higher education. Academic clemency may be granted one time to returning students who have not been enrolled in any higher education institution for at least two years. Academic clemency allows courses taken earlier with low grades to be removed from the overall Grade Point Average (GPA); however, the courses will still be listed on the official transcript with appropriate notation.

1. Returning students may petition for clemency following one semester in which the student proves their resolve to succeed academically by earning a GPA of 2.00 or higher in six or more semester hours.
2. Academic clemency may be granted for up to four semesters at Ozarka College. All credit earned within the chosen semester(s) will be affected: pass or fail.
3. Ozarka College reserves the right to accept or reject clemency granted by another institution.
4. To start the process, students will pick up a form from the Vice President of Academic Affairs (VPAA) office.
5. Once the finished form is returned, the VPAA has 10 business days to review the form and notify students of the outcome. The VPAA is solely responsible for the decision. If a student is unsatisfied with the decision, then he/she should follow the Academic Grievance Procedure as detailed in the catalog.

**Academic Integrity** is expected of all students. Dishonesty includes claiming credit for work others completed, lying, plagiarizing, cheating on tests, and copying other students' assignments. A single incident of violating academic standards of 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 Vice President of Academic Affairs. 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 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 12 semester hours with a grade point of 1.50 if a freshman and 2.00 if a sophomore or, in either case, by raising the cumulative grade point to 2.00 or higher.

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

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

Suspension normally implies that the student may not attend Ozarka College the succeeding regular semester. After one regular semester the student may be eligible for readmission on academic probation. A student receiving a second academic suspension will be eligible to seek readmission one year from date

of suspension. A student who believes extenuating circumstances exist which would justify earlier readmission must appeal to the Vice President of Academic Affairs. Students who meet the semester/year stipulation must file a request for readmission.

Generally, a student on academic suspension who wishes to transfer to Ozarka College must meet the eligibility standards for readmission to the last college/university attended before being considered for admission to Ozarka College.

**Adding/Dropping Courses:** A student may drop courses, change from audit to credit, or change from credit to audit during the first 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 sections of courses only by following the official procedure, which requires the completion of a Schedule Change Form. The form is available on the Ozarka College Homepage. The form must be signed by the student, advisor, financial aid officer, TRiO (if student is a participant) and by the Vice President for Student Services.

**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/Vice President of Academic Affairs the name of the student and the reason for withdrawing the student.
2. The Division Chair's office will contact the student by mail.
3. After 10 working days, if the student has not contacted the Division Chair/Vice President of Academic Affairs 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.

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

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

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

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

**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:** Students on academic probation may enroll for no

more than 12 credit hours during a fall or spring semester. The normal class load at Ozarka College is defined as 15 credit hours with 17 hours as a maximum load for the student who is making normal progress. A student with a semester grade-point average of 2.75 may enroll for 18 credit hours during the next succeeding semester; with 3.25, a student may enroll for 19 hours. Any deviation from these requirements must be approved by the student's advisor and the Vice President of Academic Affairs.

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

**Class Standing:** Students with fewer than 30 semester credit hours are classified as freshmen, and those with 30 through 59 semester credit hours are classified as sophomores.

**Computer Usage:** All students, whether part-time or full-time, shall observe the following guidelines regulating use of: (1) computers and software owned by the College, (2) any communications hardware and software provided by the College for the purpose of accessing its computers, and (3) any computer network governed in part or whole by the College. Persons who violate this policy may be subject to disciplinary action and possible legal action under the Federal Electronics Communications Privacy Act.

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:**

1. Using the system in a way that deliberately diminishes or interferes with system use by others is not permitted.

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

## **Respect for other persons' privacy**

1. No person may intentionally use another person's account or seek information on, obtain copies of, or modify another person's files, passwords, or any type of data or programs unless specifically authorized to do so by the account owner for a specific purpose.
2. Ozarka College will make every effort to safeguard the privacy of messages transmitted by the electronic mail system. Users, however, should be aware of the following:
  - a. It may be possible for individuals to obtain unauthorized access to the mail gateway or for authorized users to obtain unauthorized access to other users' electronic mail.
  - b. Ozarka College may be ordered by a court of law to surrender communications that have been transmitted by electronic mail.
  - c. If a user is under investigation for misuse of electronic mail, his/her account may be suspended, and his/her e-mail read as it applies to the alleged offense.
  - d. A user's electronic mail may be purged after an appropriate period as determined by Information Systems Staff, whether or not the messages have been read by the intended recipient.
3. Users must change their passwords on a regular basis to help maintain privacy.

## **Respect for Copyright**

1. All members of the College community shall adhere to the provisions of copyright law. Persons wishing to see full text of federal law may consult with Library staff.
2. Persons who willfully disregard copyright law do so at their own risk and assume all liability.

3. The doctrine of fair use, while not specifically regulated, suggests that materials originally prepared for public consumption are more open to reproduction than materials originally developed for classroom or other more private use. Use of a small portion of a copyrighted text, as in a brief quotation or for purposes of a review, may also be permitted. Any reproduction, however, which has the potential to deprive the item's creator of profit, otherwise available from a potential market and sales, is unlikely to be found a fair use.
4. Ozarka College negotiates site licenses with software vendors whenever possible. Copying, therefore, is strictly limited except for backup purposes, with the backup copy not to be used as long as the original is functional.
5. The Library may lend software for temporary use only, not for copying. Borrowers who transfer software to a hard disk, must delete the program when the borrowed item is returned.

## **Responsibilities of Information Systems Staff**

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

## **Infractions of computer resource policies**

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

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

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

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

**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 Vice President of Academic Affairs.

**Grade Appeal Procedure:** The following regulations apply to the appeal of academic grades:

1. Appeal of a grade must be made by the student directly affected.
2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved. (here, "immediately" means before the beginning of another regular semester or summer term).
3. All appeals must begin with the student talking with the instructor involved and explaining the nature of the problem. Evidence of attempted resolution in this direct manner must precede any further step.
4. If the appeal is not resolved by student/instructor conference, the student wishing further consideration must take the issue to the appropriate Division Chair. If the matter remains unresolved, then the student may contact the office of the Vice President of Academic Affairs.
5. The student may request a hearing if the Vice President/student conference does not bring resolution. At the time a student asks for a formal hearing, the student must submit a written formal presentation of the case, with all related supporting documents. The hearing committee may either reject the grievance on the basis of its content or proceed to investigate further.
6. Each hearing committee will be an ad hoc committee for an individual appeal. The committee will be composed of three faculty members. The committee members, one of whom will be a faculty member of the student's choice, will be appointed by the Vice President of Academic Affairs. The committee will select its own chair.
7. The committee will have full cooperation to gather

information and to conduct interviews. Once an issue is before the committee, the committee will have freedom to recommend a lower grade, a higher grade, or no change.

8. The committee recommendation will be conveyed to the Vice President of Academic Affairs, who will seek resolution based on the recommendation.
9. Failing resolution in Step 8, the issue will be reviewed by the President, who will take under advisement the recommendation of the committee in determining further actions if necessary.
10. All written grievances filed by a student with the Vice President of Academic Affairs, along with any related documents, will be logged in an official register by the Vice President and maintained for a period of no less than two years after the initial filing.

Other grievances relating to an instructor will proceed through an appeal to the Division Chair, the Vice President of Academic Affairs, and the President.

**Grading:** Divisions will establish grading scales which will be provided to students through the syllabi for all courses.

Grades are reported to the Office of the Registrar twice during the semester, at midterm for counseling purposes, and the final grade at the end of the semester. Midterm and final grade reports are electronically accessible to the student, student services, advisor, financial aid officer, and Vice President of Academic Affairs. Midterm and final grades are available to each student through their myOzarka account.

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

1. The student is ill or is affected by other circumstances beyond the student's control.
2. The student has completed 75% of the semester and holds a passing grade in the course.
3. The student and the instructor, together, have completed



and signed the Incomplete Grade Contract, with a third party witnessing the process. The contract should be forwarded by the instructor to the VPAA for approval.

4. A copy of the signed contract is given to the student, scanned to his/her electronic file, and maintained in the Registrar's Office. Once the official grade is assigned by the instructor, documentation will be placed with the contract.

A grade of "I" will not be computed in the grade point average for the semester recorded; nonetheless, the "I" will be changed automatically to a grade of "F" for grade and grade point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of that semester. In determining financial aid eligibility, a grade of "I" will be computed as an "F" for grade point purposes until the "I" is removed. In the event that the instructor assigning an "I" is an adjunct or will not be returning to Ozarka for the next semester, it is that instructor's responsibility to ensure that a returning faculty member agrees to assess the students attempt to complete the coursework and to assign a final grade.

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

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

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

Ozarka College students may choose to complete requirements

for graduation under the provisions of the Ozarka College catalog in force at the time they first enrolled. However, students may elect to choose a catalog from a later academic year. If a student does not complete a minimum of 6 hours per semester and if the enrollment is not continuous fall and spring semesters, the student will be required to complete requirements under the catalog for that year. If a student changes his or her major, he or she must follow the curriculum in-effect upon their enrollment into the new program or the latest program requirements rather than the requirements which were in effect the first time the student enrolled at the college.

In order to qualify for a technical certificate, a student must complete at least 9 of the last 15 hours of work in residence. For any degree, a student must complete at least 24 hours of coursework in residence. For the certificate of proficiency, 9 of the last 15 credits of the program must be taken at Ozarka College.

To be awarded a certificate or degree, a student must maintain a 2.00 grade-point average. If a student shifts from a degree program to a certificate program, that student must maintain a 2.00 average only in required courses. Required courses for each program are listed in the College Programs section of this catalog.

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

**Graduation with honors:** Students who complete course work for an associate's degree with a grade point average of at least 3.50 will be designated as graduating Cum Laude. Students with a 3.75 average or better will be designated as graduating Magna Cum Laude. An appropriate seal will be affixed to the diploma of each honor graduate.

**myOzarka:** Ozarka College's proprietary learning management system allows students, regardless of location, access to their records in an easy to use, manageable format. Students may log onto myOzarka using any web browser and going to <https://my.ozarka.edu>. myOzarka grants access to student records, campus announcements, class schedule, registration

module, personal calendar, human resources, financial aid, and distance education (including web courses). All Ozarka College instructors update syllabi and course content in myOzarka regularly; therefore access to timely, up-to-date course information is always available online. In addition, changes to the Ozarka catalog, tuition, information, etc., can be accessed from here. Students may log on to myOzarka at any time. MyOzarka is a great place to communicate with classmates and instructors via the chat and discussion areas, or to download homework assignments or view content modules. The use of myOzarka in individual courses is up to the individual instructor.

Ozarka uses myOzarka as its learning platform for (1) online classes, (2) as a supplement to traditional course curriculum, and (3) as a tool for all students and faculty to expand the integration of technology in the learning experience. For questions or comments regarding myOzarka or any related issue, contact information Systems at [helpdesk@ozarka.edu](mailto:helpdesk@ozarka.edu) or at 368-2021.

**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.

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

Students have the following rights regarding educational records:

1. The following personally identifiable information is considered directory information and is subject to public disclosure unless the student informs the College through their myOzarka account that he or she does not want any or all of these types of information released.
  - a. Name, address, and telephone number

- b. Date and place of birth
  - c. Major field of study and official school activities
  - d. Dates of attendance
  - e. Enrollment status (full-time or part-time)
  - f. Degrees and awards received
  - g. Most recently attended previous educational institution
2. The student may request release of personally identifiable information other than directory information by completing a consent form. Persons, other than the student, who wish to request such information must complete a request form. Both forms are available from the Office of the Registrar.

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

A student must notify the Office of the Registrar upon registering for a repeated course so that appropriate adjustments to the cumulative grade point can be made when the course is completed. Financial aid will 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. Course repeat forms are available from academic advisors or the Office of the Registrar.

**Student Responsibility:** All students have access to the College catalog through Ozarka College's website ([www.ozarka.edu](http://www.ozarka.edu)). Each student is responsible for thoroughly reading the College catalog and becoming familiar with the policies, regulations, and procedures of Ozarka College.

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

**Transcript Requests:** A student may request an official copy of their transcript in person or in writing from the Office of the

Registrar. A fax or email 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.

**Accepted email request:** An email request must be a signed, scanned document saved in Microsoft Word format and sent as an attachment.

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

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure, which requires completion of a Withdrawal Form. The form must be signed by the registrar, advisor, librarian, financial aid officer, Vice President of Finance, and TRiO Student Support Services. A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially, and grades will be recorded as "F." The Withdrawal Form may be obtained from the office of the Vice President of Student Services, the student's academic advisor, or the Ozarka College website.

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

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

Ozarka College's assessment program reflects: 1) the College's Mission Statement and Priorities, 2) General Education Philosophy and outcomes, 3) individual program philosophy and goals, and 4) the individual course learning outcomes. Assessment of student learning is a collaborative process involving students, faculty, staff, and administration, as well as potential employers and other constituents.

This collaborative effort assists faculty in determining the knowledge, skills, and values that graduates should possess. Assessment findings are analyzed and linked to decision-making and instructional and program improvement. By making adjustments in instructional methods and course content, these findings enhance student learning.

## **Assessment Methods**

Assessment is accomplished at Ozarka College in a variety of ways and using a combination of assessment methods. Cost of the program is covered, in part, by fees. Students take standardized tests, complete surveys, evaluate courses, and participate in other types of assessment activities.

Standardized placement tests required by state law include the ACT or ACT Compass 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.

The Collegiate Assessment of Academic Proficiency (CAAP) is the standardized, nationally normed assessment program that enables the College to assess, evaluate, and enhance student learning outcomes and general education program outcomes. CAAP testing of students is a voluntary system of accountability by the College where a representative group of students are tested to determine their proficiency in reading, writing, mathematics, science, and critical thinking. This test is used to improve general education outcome attainment across all programs at the College.

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

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

Business Technology students completing the AAS degree are assessed using standardized comprehensive final exams in business courses which are degree requirements. Results from these exams are evaluated to determine success of desired student outcomes for the program and to identify areas needing improvement.

The National Occupational Competency Testing Institute (NOCTI) Food Service test includes both objective questions and

performance questions in food preparation. Results let students in the Culinary Arts program know how their skills compare to other students.

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

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

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

## **Use of Assessment Information**

Individual students learn about their own abilities and progress by reviewing the results of the standardized tests they take.

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



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



# Ozarka College Programs

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

## **Associate of Arts**

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## **Associate of Science**

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Associate of Science in Criminal Justice and Corrections .....	132
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## **Associate of Applied Science**

Automotive Service Technology .....	119
Business Technology .....	112
Culinary Arts .....	115
General Technology .....	122
Health Information Technology.....	100
Registered Nursing LPN/LVN to RN (ARNEC) Arkansas Rural Education Consortium .....	102

## **Certificate Programs**

### Technical Certificate:

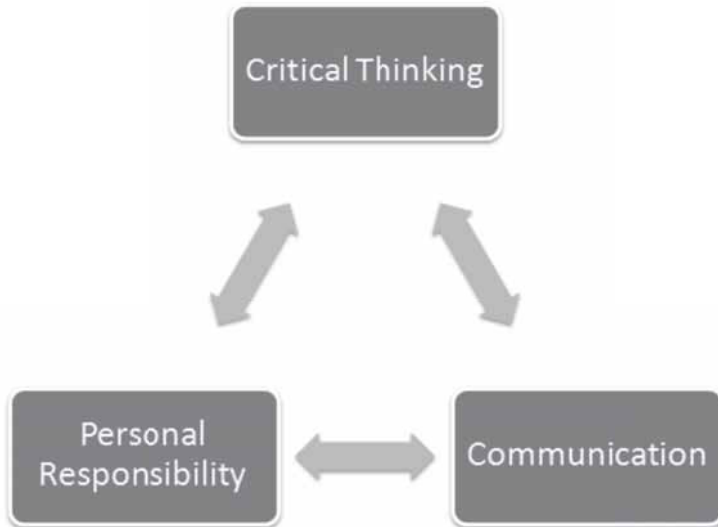
Automotive Service Technology .....	127
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Certified Nursing Assistant .....	89
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# General Education Outcomes

Ozarka College provides core classes to instill general education knowledge, skills, and attitudes which are then reinforced throughout the academic and technical curriculum. The focus of general education includes three major areas of competency:



## GE1: Critical Thinking

Goal: Critical reasoning skills in a variety of environments are essential to effective decision making. Every graduate of Ozarka College should apply the following critical reasoning skills:

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

## **GE2: Communication**

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

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

## **GE3: Personal Responsibility**

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

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

## **General Education Program Matrix**

The General Education Program Matrix is available at [www.ozarka.edu/genedmatrix](http://www.ozarka.edu/genedmatrix).

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:

PCEN 0034	Foundations of Literacy
PCEN 0001	English Composition I with Supplemental Instruction (must be taken concurrently with ENGL 1013 English Composition I)
PCMA 0033	Foundations of Math

## Course Numbering

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

- 0 indicates a non-credit developmental course.
- 1 indicates a course in a one-year program or the first year of a two-year program or a freshman-level transfer course.
- 2 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.



# Division of Allied Health



## **PROGRAMS OFFERED**

### **Certificates of Proficiency**

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

### **Technical Certificates**

- Health Professions
- Licensed Practical Nursing
- Health Information Technology

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

- Health Information Technology
- Registered Nurse-LPN/LVN to RN (through ARNEC)



# **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.

<b>Required Technical Course</b>	
(7 semester credit hours)	
<b>EMT 1107</b>	Basic Emergency Medical Technology
<b>Total Credit Hours Required .....</b>	<b>7 Hours</b>

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$715**

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

## **Certificate of Proficiency Certified Nursing Assistant**

**Philosophy**

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

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

**Outcomes**

Program graduates will possess the knowledge and skills needed to:

1. Distinguish their role in shaping the healthcare delivery system and providing holistic care for their clients, regardless of socioeconomic status, race or beliefs.
2. Demonstrate care that shows recognition of client rights and

the ethical/legal aspects of nursing while promoting client self-esteem, dignity, independence, safety and comfort.

3. Demonstrate effective written and oral communication and interaction with clients, families, peers and other professionals.
4. Interpret vital signs and perform basic nursing skills using scientific knowledge to report and document client conditions using current technological equipment.

**Required Technical Course**

(7 semester credit hours)

**HLTH 1107**      Basic Health Skills

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$715**

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

## **Certificate of Proficiency Pre-Health Sciences**

### **Philosophy**

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

### **Outcomes**

Program graduates will possess the knowledge and skills needed to:

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

**Required Technical Courses**

(18 semester credit hours)

<b>NRSG 1213</b>	Math for Nurses
<b>BIOL 1204</b>	Body Structure and Function
<b>NUTR 2203</b>	Basic Human Nutrition
<b>HLTH 1107</b>	Basic Health Skills
<b>COLL 1001</b>	College Success Orientation

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$1,823**

**\*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 physicians offices, community health, hospitals, emergency room/outpatient areas, and in admissions.

### 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.

<b>COLL 1001</b>	College Success
<b>HIT 1003</b>	Health Data, Content, and Structure
<b>HIT 1203</b>	Medical Terminology I
<b>BIOL 1204</b>	Body Structure & Function
<b>CPSI 1003</b>	Intro to Computer Applications
<b>ENG 1013</b>	English Composition I
<b>BTMA 1033</b>	Math with Business Technology
<b>OR</b>	
<b>NRSNG 1213</b>	Math for Nurses
<b>NUTR 2203</b>	Basic Human Nutrition
<b>HIT 1213</b>	Medical Terminology II

**Plus Options:**

**HLTH 1107** Health Skills

**OR**

**EMT 1107** Basic Emergency Medical Technician

**Total Credit Hours Required .....33 Hours**

**Estimated cost of program, excluding web and lab fees, supplies and books: \$3,301**

**\*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.

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

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Applications for the LPN classes beginning in January (Melbourne campus, daytime classes only) are accepted September 1 - November 1. For classes starting in August, (all campuses) applications are accepted February 1 - April 1.

Clinical experience will be in a variety of clinical settings within the four county area. 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, and the Melbourne weekend and evening classes are 11 months from August through June.

Graduates must pass the National Council Licensure Exam (NCLEX-PN) after completing classes to be licensed to practice. All accepted applicants must undergo a criminal background check and a drug screen.

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

**The law states in part:**

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



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

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

## **Technical Certificate**

### **Licensed Practical Nursing**

#### **Pre-requisite Courses-13 hours**

<b>ENGL 1013</b>	English Composition I
<b>NUTR 2203</b>	Basic Human Nutrition
<b>NRSNG 1213</b>	Math for Nurses
<b>BIOL 1204</b>	Body Structure and Function

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

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

**Pre-requisite Courses-13 hours**

<b>ENGL 1013</b>	English Composition I
<b>NUTR 2203</b>	Basic Human Nutrition
<b>NRSNG 1213</b>	Math for Nurses
<b>BIOL 1204</b>	Body Structure and Function

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

<b>LPNE 1112</b>	Nursing Process I
<b>LPNE 1104</b>	Nursing Clinical Experience I
<b>LPNE 1211</b>	Nursing Process II
<b>LPNE 1204</b>	Nursing Clinical Experience II
<b>LPNE 1306</b>	Nursing Process III
<b>LPNE 1302</b>	Nursing Clinical Experience III

Total-Nursing Theory.....	576 clock hours
Total-Nursing Clinical.....	640 clock hours
Total-General Education.....	96 clock hours
Total Credit Hours Required ....	52 Credit Hours

**Estimated cost of program, excluding Web and lab fees,  
supplies and books: \$5,602**

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

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.

## **Technical Certificate Health Information Technology**

### **Philosophy**

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

### **Outcomes**

Graduates will possess the knowledge and skills needed to:

1. Explain the role of the HIT professional and the importance of the electronic health record (EHR).
2. Categorize the various requirements in collecting, assimilating, and the distribution of health record documentation.
3. Reconstruct paper health records to electronic health records.

4. Distinguish between the basic formats of the various medical reports and have the ability to transcribe and proofread those reports.
5. Justify the needed information from the health record for trending, and planning purposes.
6. Explain that the health record is a legal document that must be kept secure, private, and confidential.

<b>Required Technical Courses</b>	
<b>HIT 1003</b>	Health Data, Content, and Structure
<b>HIT 1203</b>	Medical Terminology I
<b>ENG 1013</b>	English Composition I
<b>CPSI 1003</b>	Introduction to Computer Applications
<b>BIOL 1204</b>	Body Structure and Function
<b>COLL 1001</b>	College Success Orientation
<b>HIT 1013</b>	Computer Applications for Healthcare Professionals
<b>HIT 1213</b>	Medical Terminology II
<b>HIT 1504</b>	Pathophysiology with Pharmacology
<b>HIT 2003</b>	Medical Transcription
<b>HIT 2213</b>	Legal/Ethical Aspects of Health Care
<b>Total Credits Required.....33 Hours</b>	

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$3,351**

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

# **Associate of Applied Science Health Information Technology**

## **Philosophy**

Successful completion of the requirements of the associate degree program in Health Information Technology will prepare the student for entry-level employment as a health information processor by providing the basic knowledge, understanding, and skills required to work in a variety of healthcare settings, from receptionist to transcription, billing and coding to management. Health Information Technology provides the students with the skills to process data with accuracy, clarity, and timeliness, code diagnosis and procedures of the medical office and hospital setting by applying the principles of professional and ethical conduct thus, becoming a vital link in the healthcare chain of our society. The Health Information Technology program provides lifelong skills for marketable performance.

## **Outcomes**

Program graduates will possess the knowledge and skills needed to:

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

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

**\*\*Courses should be progressive as listed below in the sequence\*\***

<b>Required Technical Courses</b>	
<b><u>Semester I</u></b>	
<b>HIT 1003</b>	Health Data, Content, and Structure
<b>HIT 1203</b>	Medical Terminology I
<b>ENGL 1013</b>	English Composition I
<b>CPSI 1003</b>	Intro to Computer Applications
<b>BIOL 1204</b>	Body Structure and Function
<b>COLL 1001</b>	College Success Orientation
<b><u>Semester II</u></b>	
<b>HIT 1013</b>	Computer Applications for Healthcare Professionals
<b>HIT 1213</b>	Medical Terminology II
<b>HIT 1504</b>	Pathophysiology with Pharmacology
<b>HIT 2003</b>	Medical Transcription
<b>HIT 2213</b>	Legal/Ethical Aspects of Health Care
<b><u>Semester III</u></b>	
<b>HIT 1803</b>	Diagnostic Coding
<b>BTMA 1033</b>	Math for Business Technology
<b>HIT 2313</b>	Healthcare Delivery Systems
<b>ENGL 1023</b>	English Composition II
Plus (1) 3-hour Elective Course from Social Sciences	
<b><u>Semester IV</u></b>	
<b>HIT 2253</b>	Reimbursement Methods/Health Care Quality
<b>HIT 2203</b>	Healthcare Statistics
<b>HIT 1813</b>	Procedural CPT Coding
<b>HIT 2263</b>	Clinical Practicum Experience
<b>Total Credit Hours Required .....33 Hours</b>	

**Estimated cost of program, excluding web and lab fees, supplies and books: \$3,351**

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

# **Associate of Applied Science Registered Nursing (LPN/LVN to RN Transition)**

**Note: There is a special application and deadline for this program. Visit [www.arnec.org](http://www.arnec.org) for details.**

## **Mission Statement**

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

## **Outcomes**

The seven program student learning outcomes are:

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

## **Note to All Applicants:**

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

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

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

### **The law states in part:**

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

Capital murder, murder in the first or second degree, manslaughter, negligent homicide, kidnapping, false imprisonment in the first degree, permanent detention or restraint, robbery, aggravated assault, introduction of controlled substance into the body of another person, terroristic threatening in the first degree, rape and carnal abuse in the first degree, sexual abuse in the first or



second degree, sexual solicitation of a child, violation of a minor in the first or second degree, incest, offenses against the family, endangering the welfare of incompetent persons in the first degree, endangering the welfare of a minor in the first degree, permitting child abuse, endangering children, sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct or pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use a child in sexual performance by producing, directing or promoting a sexual performance by a child, felony adult abuse, theft of property, theft by receiving, arson, burglary, felony violation for the uniform controlled substances act, promotion of prostitution in the first degree, stalking, criminal attempt, criminal complicity, criminal solicitation or criminal conspiracy.

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

**General Education Requirements:**

(33 semester credit hours)

<b>BIOL 2214</b>	Anatomy & Physiology I and Lab
<b>BIOL 2224</b>	Anatomy & Physiology II and Lab
<b>BIOL 2014</b>	Microbiology & Lab
<b>ENGL 1013</b>	English Composition I
<b>ENGL 1023</b>	English Composition II
<b>NRSG 1213</b>	Math for Nurses
<b>NUTR 2203</b>	Nutrition
<b>PSYC 2003</b>	General Psychology
<b>PSYC 2313</b>	Developmental Psychology

Select one of the following:

<b>CPSI 1003</b>	Introduction to Computer Applications
<b>CIS 1303</b>	Computer Information Systems

**Nursing Core Curriculum:**

(33 semester credit hours)

**HIT 2003** Medical Transcription

**HIT 2213** Legal/Ethical Aspects of Health Care

**Spring Semester (16 weeks):**

**RNSG 2119** Nursing Process I

**RNSG 2123** Nursing Practicum I

**Summer Semester (12 weeks):**

**RNSG 2216** Nursing Process II

**RNSG 2223** Nursing Practicum II

**Fall Semester (16 weeks):**

**RNSG 2318** Nursing Process III

**RNSG 2311** NCLEX-RN Preparation

**RNSG 2323** Nursing Practicum III

Nursing Theory Clock Hours 384 hours

Nursing Practicum Clock Hours (1:3 Ratio) 396 hours

Gen. Ed. Requirement credit Hours 33 hours

Nursing Core Requirement credit Hours 33 hours

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$7,326**

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

# Division of Applied Sciences and Technology



## **PROGRAMS OFFERED:**

### **Certificates of Proficiency**

- Accounting
- Banking and Finance
- Business Computer Applications
- Business Management
- Medical Office Administration

### **Associate of Applied Science**

- Business Technology
- Culinary Arts
- Automotive Service Technology
- General Technology

### **Associate of Science**

- Business

# Certificate of Proficiency Accounting

## Outcomes

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

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

### **Accounting**

Required Technical Courses

<b>ACCT 1123</b>	Accounting I
<b>ACCT 2133</b>	Accounting II (Spring and Summer)
<b>ACCT 2283</b>	Managerial Accounting (Fall)
<b>ACCT 2163</b>	Federal Income Tax Accounting (Fall)
<b>ACCT 2153</b>	Payroll Accounting (Spring)
<b>AND</b>	Approved Business Elective
<b>ACCT 1003</b>	Introduction to Accounting is Recommended

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$1,798**

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

# Certificate of Proficiency

## Banking and Finance

### Outcomes

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

1. Work within banking laws and regulations when working with customers to deposit and provide services.
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.

### Banking and Finance

Required Technical Courses

<b>BANK 1013</b>	Principles of Banking
<b>BANK 2013</b>	Law and Banking
<b>MGMT 2603</b>	Financial Planning
<b>CPSI 1003</b>	Introduction to Computer Applications
<b>CSI 2353</b>	Electronic Spreadsheets
<b>IST 2713</b>	Computer Ethics and Security

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$1,798**

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

# **Certificate of Proficiency Business Computer Applications**

## **Outcomes**

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

1. Perform advanced level word processing, spreadsheet, and database work.
2. Create desktop publishing documents and projects.
3. Operate and use computer hardware and software to accept input, process data, and store data.
4. Organize and manage computer files.

<b>Business Computer Applications</b>	
Required Technical Courses	
<b>CPSI 1003</b>	Introduction to Computer Applications
<b>BUS 1213</b>	Information Processing
<b>CIS 2353</b>	Electronic Spreadsheets
<b>CIS 2393</b>	Desktop Publishing
<b>IST 2803</b>	Intro to Database Concepts
<b>AND</b>	Approved Business Elective
<b>Total Credit Hours Required .....18 Hours</b>	

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$1,798**

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

# Certificate of Proficiency Business Management

## 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.

### **Business Management**

Required Technical Courses

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

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$1,798**

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

# **Certificate of Proficiency Medical Office Administration**

## **Outcomes**

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

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

### **Medical Office Administration**

Required Technical Courses

<b>BUS 1213</b>	Information Processing
<b>HIM 1203</b>	Medical Terminology I
<b>HIM 1213</b>	Medical Terminology II
<b>HIM 2213</b>	Legal/Ethical Aspects of Healthcare
<b>MGMT 2643</b>	Human Relations
<b>MKTG 2403</b>	Records Management

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$1,798**

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



# **Associate of Applied Science Business Technology**

## **Philosophy**

The Business Technology program provides students with the opportunity to achieve marketable skills and the knowledge necessary to succeed in a business occupation. The curriculum is provided for those individuals who desire to train, retrain, or upgrade their skills for an occupation in a business environment. All students should have the opportunity to develop to their highest potential in the best learning environment possible through guidance and instruction by a well-trained staff and hands-on applications using equipment which duplicates, as nearly as possible, equipment found in business offices.

## **Outcomes**

Students will be able 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. Use computer applications and the Internet safely and ethically.
4. Set up a simple manual accounting system for a small business.
5. Apply and use basic mathematical calculations correctly.
6. Identify rights and duties involving personal, legal, and community legal rights and requirements.
7. Relate well with others in personal and business environment.
8. Demonstrate a keyboarding skill of at least 30 wpm.
9. Obtain employment relevant to training or be able to continue his/her education beyond the two-year degree.

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**\*\*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, or medical office administration. Students may earn any or all of the Certificates of Proficiency independently of the AAS degree.

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**Technical Education Requirements**

(45 semester credit hours)

**Accounting-6 hours**

**ACCT 1123** Accounting I

**Select one course from the following:**

**ACCT 2133** Accounting II

**ACCT 2143** Computerized Accounting

**Required Courses-24 hours**

**BUS 1133** Keyboarding Essentials

**BUS 2013** Business Communications

**CIS 1303** Computer Information Systems

**CPSI 1003** Introduction to Computer Applications

**BUS 2613** Business Principles

**MGMT 2643** Human Relations

**IST 2713** Computer Ethics and Security

**BUS 2663** Legal Environment of Business

**Business Electives-15 hours**

**ACCTXXXX**

**BANKXXXX**

**ECONXXXX**

**BUSXXXX**

**CISXXXX**

**ISTXXXX**

**MGMTXXXX**

**MKTGXXXX**

**General Education Requirements  
(15 semester credit hours)**

**English/Communications-9 hour**

**ENGL 1013** English Composition

**COMM 1313** Communications

**Select one course from the following**

**ENGL 1023** English Composition I

**ENGL 1123** Technical and Business English

**Math-3 hour**

**BTMA 1003** Math for Business or  
higher level math course

**Social Science Elective-3 hours**

**HISTXXX**

**PSYCXXX**

**SOCIXXX**

**ECONXXX**

**ANTHXXX**

**GEOGXXX**

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

**Estimated cost of program, excluding web and lab fees,  
supplies and books: \$6,010**

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

# **CULINARY ARTS**

Students interested in entering the Culinary Arts program must enroll in Ozarka College as a student, submit all admissions requirements, and arrange a meeting with program advisors to be interviewed and discuss entry into the program.

After initial application to Ozarka College, students interested in the Culinary Arts Program will be initially enrolled in the Associate of Applied Science General Technology degree plan and moved into the Culinary Arts Degree Plan after they are ready to begin the program. Students enrolling prior to spring and/or summer semesters are encouraged to complete the required general education courses that are part of the degree plan. After students have met with program advisors they will be scheduled for classes subject to space in the program.

Students will attend the Melbourne campus and should expect to be on campus Monday through Thursday from 8 a.m. to 3:30 p.m.

## **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, clubs, hotels, catering operations, and institutional food service.

### **Outcomes**

Upon completion of the Culinary Arts Degree, the graduate will:

1. Demonstrate appropriate usage of industry standards in sanitation and safety for food service operations.

2. Demonstrate standards of professionalism, including ethical behavior, communication, and grooming codes required for the industry.
3. Prepare 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. Pass the Serve Sav National Exam.
8. Pass the NOCTI food service test.

Students gain practical experience in catering and restaurant operation by preparing and serving meals to groups visiting the College. In the course of the program, each student rotates through several positions, from dishwasher to manager. Each of the food production and baking courses meet an average of approximately 10 hours per week. Night and weekend work may be required on some occasions. Upon completion of the sanitation and safety course, students must pass the National Restaurant Association's food service sanitation certification test in order to stay in the program. Successful completion of the program and additional work experience under a certified chef/baker allow graduates to take the certification examinations of the American Culinary Federation and The Retail Bakers Association.

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

### **Technical Education Requirements**

(44 semester credit hours required)

<b>CUL 1103</b>	Sanitation and Safety
<b>CUL 1203</b>	Dining Room Service and Catering
<b>CUL 1305</b>	Food Production I
<b>CUL 1503</b>	Basic Food Science and Nutrition
<b>CUL 1605</b>	Baking I
<b>CUL 1705</b>	Food Production II
<b>CUL 2203</b>	Advanced Culinary Arts I
<b>CUL 2405</b>	Baking II
<b>CUL 2503</b>	Catering Management
<b>CUL 2603</b>	Menu Plan/Quantity Purchase
<b>CUL 2703</b>	Advanced Culinary Arts II
<b>CUL 2803</b>	Garde Manger

### **General Education Requirements**

(16 semester credit hours)

#### **English-6 hours**

**ENGL 1013** English Composition I

#### **Select 1 course from the following two:**

**ENGL 1023** English Composition II

**ENGL 1123** Technical and Business English

#### **Math-3 hours**

**BTMA 1003** Mathematics for Business or  
higher level math

**COLL 1001** College Success

**Select 1 course from the following three:**

- BUS 1133**      Keyboarding Essentials
- CIS 1303**      Computer Information Systems
- CPSI 1003**    Introduction to Computer Applications

**Social Science Elective-3 hours**

- HISTXXXX**
- PSYCXXXX**
- SOCIXXXX**
- ECONXXXX**
- ANTHXXXX**
- GEOGXXXX**

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$6,010**

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

# **AUTOMOTIVE SERVICE TECHNOLOGY**

Students interested in entering the Automotive Service Technology Program must complete required general education courses prior to being admitted into the program. Students will be enrolled in the AAS-General Technology degree program to complete the required college success, English, math, computer, and social science courses. After the student has completed the required general education courses, he/she will be admitted into the program as places in the program become available. Students must attain a grade of C or above in all AST courses in order to continue in the program.

Note: Each AST credit course requires 3 hours in the classroom and 7 hours in the lab per course. Students will attend the Melbourne Campus and will be on campus Monday through Thursday from 8 a.m. until 3:30 p.m. daily.

## **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:

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

### **Required Technical Courses**

(44 semester credit hours)

<b>AST 1105</b>	Engine Repair
<b>AST 1215</b>	Electrical Systems
<b>AST 1305</b>	Suspension and Steering
<b>AST 1405</b>	Engine Performance
<b>AST 2105</b>	Brake Systems
<b>AST 2205</b>	Automotive Heating and Air Conditioning
<b>AST 2305</b>	Automotive Transmissions and Transaxles
<b>AST 2415</b>	Manual Drive Train and Axles
<b>AST 2504</b>	Automotive Service Tech Lab

### **General Education Requirements**

(16 semester credit hours)

<b>COLL 1101</b>	College Success
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### **English-6 hours**

<b>ENGL 1013</b>	English Composition I
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**Select 1 course from the following:**

- ENGL 1023** English Composition II
- ENGL 1123** Technical and Business English

**Math-3 hours**

- MATH 1103** Math with Business Applications or higher level math course

**Social Science Elective-3 hours**

- HISTXXXX**
- PSYCXXXX**
- SOCIXXXX**
- ECONXXXX**
- ANTHXXXX**
- GEOGXXXX**

**Elective Course-3 hours**

- BUS 1133** Keyboarding Essentials
- CPSI 1003** Introduction to Computer Applications
- CIS 1303** Computer Information Systems

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$6,210**

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

# Associate of Applied Science General Technology

## Technical Education Requirements

(33 semester credit hours)

The following technical areas are currently available at Ozarka:

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

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

### General Education Requirements

(27 semester credit hours)

#### English/Communications-9 hours

**ENGL 1013** English Composition I

**COMM 1313** Communications

#### Select 1 course from the following:

**ENGL 1023** English Composition II

**ENGL 1123** Technical and Business English

#### Math-3 hours

**BTMA 1003** Mathematics for Business or

**AHMA 1033** Math for Allied Health or higher level

#### Required Business Courses - 9 hours

**BUS 1133** Keyboarding Essentials

**CIS 1303** Computer Information systems

**CPSI 1003** Introduction to Computer Applications

**Required Elective - 3 hours**

**Select 1 course from the following:**

- MGMT 2643** Human Relations
- FAMU 1003** Fine Arts Music
- FAMI 1003** Fine Arts Visual
- FATH 1003** Fine Arts Theater

**Social Science Elective-3 hours**

- HISTXXXX**
- PSYCXXXX**
- SOCIXXXX**
- ECONXXXX**
- ANTHXXXX**
- GEOGXXXX**

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$6,010**

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

# Associate of Science in Business

## Philosophy

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

## Outcomes

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. Use computer applications and the Internet safely and ethically.
4. Set up a simple manual accounting system for a small business.
5. Apply and use basic mathematical calculations correctly.
6. Identify rights and duties involving personal, legal, and community legal rights and requirements.
7. Transfer to a four-year university to continue their education in business.

## **General Education Requirements**

(35 semester credit hours)

### **English/Communications-9 hours**

- ENGL 1013** English Composition I  
**ENGL 1023** English Composition II  
**COMM 1313** Communications

### **Math-6 hours**

- MATH 1203** College Algebra  
**MATH 2143** Business Calculus

### **Lab Science-8 hours**

- BIOL 1004** General Biology with Lab or higher level biology course with lab  
**PHSC 2004** Physical Science and Lab or higher level physical science course with lab

### **Fine Arts/Humanities-6 hours**

**Select one course from the following:**

- ENGL 2213** World Literature I  
**ENGL 2223** World Literature II

**Select one course from the following:**

- FAVI 1003** Fine Arts Visual  
**FATH 1003** Fine Arts Theater  
**FAMU 1003** Fine Arts Music

### **Social Sciences-6 hours**

**Select one course from the following:**

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

**Select one course from the following:**

- HIST 1003** World Civilization I  
**HIST 1013** World Civilization II

**Degree Requirements**

(27 semester credit hours)

<b>SOCI 2013</b>	Intro to Sociology
<b>ACCT 1123</b>	Accounting Principles I
<b>ACCT 2133</b>	Accounting Principles II
<b>BUS 2663</b>	Legal Environment of Business
<b>ECON 2113</b>	Business Statistics I
<b>CPSI 1003</b>	Introduction to Computer Applications
<b>ECON 2313</b>	Intro to Microeconomics
<b>ECON 2323</b>	Intro to Macroeconomics

**Directed Elective-3 hours**

**BUS 2013** Business Communications is recommended

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$6,207**

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

# **Technical Certificate**

## **Automotive Service Technology**

Students are only enrolled in the Automotive Program in the Associate of Applied Science in Automotive Service Technology Degree Plan. If a student cannot continue in the AAS-AST program to completion, the student may be awarded the Technical Certificate in AST if they have fulfilled the requirements for this Certificate.

This Technical Certificate is designed to be included in the AAS-AST degree program only.

This is not a stand alone Technical Certificate.

### **Technical Education Requirements**

(24 semester credit hours)

#### **Fall Semester of Even Years**

**AST 1406**      Engine Performance

**AST 2206**      Automotive Heating and Air Conditioning

#### **Spring Semester of Even Years**

**AST 2106**      Brake Systems

**AST 2306**      Automatic Transmissions and Transaxles

#### **Fall Semester of Odd Years**

**AST 1106**      Engine Repair

**AST 1206**      Electrical Systems

#### **Spring Semester of Odd Years**

**AST 1306**      Suspension and Steering

**AST 2406**      Manual Drivetrain and Axles

### **General Education Requirements**

(6 semester credit hours)

**ENGL 1013**      English composition I

**BTMA 1003**      Math for Business or higher level math

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



**Estimated cost of program, excluding Web and lab fees, supplies and books: \$3,105**

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



# Technical Certificate

## Culinary Arts

Students are only enrolled in the Culinary Arts Program in the Associate of Applied Science in Culinary Arts Degree Plan. If a student cannot continue in the AAS-CA program to completion, the student may be awarded the Technical Certificate in CA if they have fulfilled the requirements for this Certificate.

This Technical Certificate is designed to be included in the AAS-CA degree program only.

This is not a stand alone Technical Certificate.

<b>Technical Education Requirements</b> (24 semester credit hours)	
<b>CUL 1103</b>	Sanitation and Safety
<b>CUL 1203</b>	Dining Room Service and Catering
<b>CUL 1305</b>	Food Production I
<b>CUL 1605</b>	Baking I
<b>CUL xx03</b>	Culinary Arts Course Elective
<b>Select 1 course from the following :</b>	
<b>CUL 1705</b>	Food Production II
<b>CUL 2405</b>	Baking II
<b>General Education Requirements</b> (6 semester credit hours)	
<b>English-3 hours</b>	
<b>ENG 1013</b>	English Composition I
<b>Math-3 hours</b>	
<b>BTMA 1003</b>	Math for Business or higher level math
<b>Total Credit Hours Required .....30 Hours</b>	

**Estimated cost of program, excluding web and lab fees, supplies and books: \$3,105**

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

# Division of Arts and Humanities



## PROGRAMS OFFERED

### Certificate of Proficiency

- Corrections and Criminal Justice

### Associate of Science

- Human Services
- Criminal Justice and Corrections

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

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

The division also offers degrees in Human Services and Criminal Justice and Corrections.

# **Certificate of Proficiency Corrections and Criminal Justice**

## **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.

<b>General Education Requirements</b>	
<b>CRIM 1013</b>	Criminal Law
<b>CRIM 1023</b>	Introduction to Criminal Justice
<b>CRIM 1033</b>	Law Enforcement I
<b>CRIM 1043</b>	Law Enforcement II
<b>Total Credit Hours Required .....12 Hours</b>	

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$1,207**

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

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

## **General Education Requirements**

(35 semester credit hours)

### **English/Communications-9 hours**

- ENGL 1013** English Composition I  
**ENGL 1023** English Composition II  
**COMM 1313** Communications

### **Lab Sciences-8 hours**

- BIOL 1004** Biology and Lab  
**PHSC 1004** Physical Science and Lab

### **Math-3 hours**

- MATH 1203** College Algebra  
Social Science-9 hours

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

- PLSC 2003** American National Government  
**PSYC 2003** Introduction to Psychology  
**SOCI 2003** Principles of Sociology

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

- HIST 1003** World Civilization to 1660  
**HIST 1013** World Civilization since 1660

### **Arts and Humanities (6 hours)**

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

- ENGL 2213** World Literature I  
**ENGL 2223** World Literature II

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

- FAVI 1003** Fine Arts-Visual  
**FAMU 1003** Fine Arts-Musical  
**FATH 1003** Fine Arts-Theater

### **Elective Requirements**

(9 semester credit hours)

#### **All of the following**

- CRIM 1033** Law Enforcement I  
**CRIM 1043** Law Enforcement II  
**CRIM 1053** Corrections

**Institutional Requirements**

(16 semester credit hours)

- COLL 1001** College Success
- CRIM 2001** Overview of Criminal Justice System
- CRIM 1023** Introduction to Criminal Justice
- CRIM 1013** Criminal Law
- CRIM 2253** Criminal Investigations
- CRIM 2263** Criminal Evidence and Procedure
- PHED 1002** Concepts of Physical Education

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

**Estimated cost of program, excluding Web and lab fees, supplies and books: \$6,010**

**\*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:

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 semester credit hours)

### English and Communications-9 hours

**ENGL 1013** English Composition I

**ENGL 1023** English Composition II

**COMM 1313** Communication

### Science-8 hours

**BIOL 1004** General Biology and Lab

**PHSC 1004** Physical Science and Lab



**Math-3 hours**

**MATH 1203** College Algebra

**\*Fine Arts and Humanities-9 hours**

**Select 1 of the following courses:**

**ENGL 2213** World Literature I

**ENGL 2223** World Literature II

**Select 1 of the following courses:**

**FAMU 1003** Fine Arts Music

**FAVI 1003** Fine Arts Visual

**FATH 1003** Fine Arts Theater

**Social Sciences-15 hours**

**Select 1 of the following:**

**HIST 1003** World Civilization I

**HIST 1013** World Civilization II

**All of the following:**

**PLSC 2003** American National Government

**PSYC 2003** General Psychology

**GEOG 2013** Intro to Geography

**ANTH 2023** Intro to Anthropology

**\*Select one additional course from Fine Arts and Humanities**

**Institutional Requirements (16 semester credit hours)**

**SOCI 2013** Introduction to Sociology

**SOCI 2203** Social Problems

**SOCI 2023** Introduction to Social Work

**NUTR 2203** Basic Human Nutrition

**PHED 1002** Concepts of Physical Activity

**COLL 1001** College Success Orientation

**COLL 2001** College Capstone

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

**Estimated cost of program, excluding web and lab fees, supplies and books: \$6,010**

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

# Division of Math, Science, and Education



## **PROGRAMS OFFERED:**

### **Certificates**

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

### **Associate of Arts**

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

# Early Childhood Development

## Philosophy

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

## Outcomes

Program graduates will possess the knowledge and skills needed to:

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

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

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

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**NOTE:** Applicants are admitted to this program only after meeting specific health and background criteria. Information is available from the Division Chair for Math, Science and Education.

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Also, persons with little or no work experience would benefit from

completing basic Child Care Orientation Training, a 10 hour course. Information on availability may be obtained from the Vice President for Academic Affairs or the Division Chair of Math, Science, and Education.

<b>Early Childhood Development Certificate of Proficiency</b>	
<b>Required Technical Courses:</b>	
<b>ECD 1003</b>	Foundations of Early Childhood Education
<b>ECD 1103</b>	Child Development
<b>ECD 1203</b>	Healthy, Safe Learning Environment
<b>ECD 1303</b>	Practicum I
<b>ECD 1403</b>	Practicum II
<b>Total Credit Hours Required .....15 Hours</b>	

<b>Early Childhood Education Technical Certificate</b>	
<b>Required Technical Courses:</b>	
<b>ECD 1003</b>	Foundations of Early Childhood Education
<b>ECD 1103</b>	Child Development
<b>ECD 1203</b>	Healthy, Safe Learning Environment
<b>ECD 1303</b>	Practicum I
<b>ECD 1403</b>	Practicum II
<b>General Education Requirements:</b>	
<b>ENGL 1013</b>	English Comp I
<b>BTMA 1033</b>	Math for Business Technology
<b>CPSI 1003</b>	Introduction to Computers
<b>COMM 1313</b>	Communication
<b>PHED 2023</b>	First Aid
<b>Total Credit Hours Required .....30 Hours</b>	

All full-time students pursuing the Technical Certificate in Early Childhood Education must also successfully complete COLL 1001 College Success Orientation with a grade of "C" or better prior to graduation. Refer to the College Success Course Policy.

**Early Childhood Development Certificate of Proficiency Estimated cost of Program, excluding Web and lab fees, supplies and books: \$1,502**

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

**Early Childhood Education Technical Certificate Estimated cost of Program, excluding Web and lab fees, supplies and books: \$3,004**

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



# Associate of Arts in 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 semester credit hours)

#### **English-6 hours**

**ENGL 1013** English Composition I

**ENGL 1023** English Composition II

#### **Mathematics-3 hours**

**MATH 1203** College Algebra

#### **Lab Science-8 hours**

**BIOL 1004** General Biology with Lab

**PHSC 1004** Physical Science with Lab

#### **Fine Arts/Humanities-6 hours**

**Select one course from the following:**

**ENGL 2213** World Literature I

**ENGL 2223** World Literature II

**Select one course from the following:**

- FAMU 1003** Fine Arts Music  
**FATH 1003** Fine Arts Theater  
**FAVI 1003** Fine Arts Visual

**U.S. History/Government -3 hours**

**Select one course from the following:**

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

**Social Sciences-6 hours**

**Select 2 courses from the following:**

- ANTH 2013** Cultural Anthropology  
**ECON 2313** Intro to Microeconomics  
**ECON 2323** Intro to Macroeconomics  
**GEOG 2013** Introduction to Geography  
**PSYC 2003** General Psychology  
**SOCI 2013** Introduction to Sociology 149

**Select 1 course from the following:**

- HIST 1003** World Civilization I  
**HIST 1013** World Civilization II

**Elective Requirements**

(15 semester credit hours)

- ANTH Anthropology  
ART Art  
BIOL Biology  
CHEM Chemistry  
COMM Communication  
ECON Economics  
ENGL English  
FAMU 1003 Fine Arts Music  
FATH 1003 Fine Arts Theater  
FAVI 1003 Fine Arts Visual  
GEOG Geography  
GEOL Geology  
HIST History  
MATH Mathematics  
MUSI Music  
PHSC Physical Science

PLSC	Political Science
PSYC	Psychology
SOCI	Sociology
SPAN	Spanish

**\*CRIM**–Criminal Justice (**\*CRIM 1023 Introduction to Criminal Justice only**)

**Institutional Requirements**

(10 semester credit hours)

<b>COLL 1001</b>	College Success Orientation
<b>COLL 2001</b>	College Capstone
<b>CPSI 1003</b>	Introduction to Computers
<b>COMM 1313</b>	Communications
<b>PHED 1002</b>	Concepts of Physical Education
<b>OR</b>	2 (1 credit) PHED Activity Courses

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

**Estimated cost of Program, excluding Web and lab fees, supplies and books: \$6,010**

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

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

Students may expect that most general education courses will transfer except for those carrying a grade of "D." It is, however, very important that students know where they expect to finish any baccalaureate degree when they are planning their schedules at Ozarka. Failure to plan ahead for transfer to the senior institution may result in lost credits or needless repetition of courses. Students should obtain a copy of the catalog of the college or university they plan to attend and then work with their advisor, the



counselor, or the registrar to plan an effective schedule. It is also wise to consult with the Registrar's office at the senior institution so that any potential problems in transferring can be solved before they cause unnecessary delays in completing the planned baccalaureate degree.

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## **Associate of Arts in Teaching Degree**

### **Philosophy**

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

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

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

### **Outcomes**

Students completing this degree program successfully will be able to:

1. Demonstrate the skills and abilities named in the College's

philosophy of general education so that they may become life-long learners.

2. Complete a core curriculum of general and specialized education.
3. Develop introductory skills in the art and science of teaching.
4. Observe various instructional and other school settings through clinical field experiences in public schools in the area.
5. Develop an awareness for the critical discussion of the challenges of the profession and relationship between school and society.
6. Demonstrate basic instructional technology skills.
7. Initiate development of a professional portfolio.
8. Transfer to a four-year institution of education and successfully complete a baccalaureate degree in teaching at the level and area of choice.

Admission to the AAT program at Ozarka College, and eventually, the receiving institution is prerequisite to, but separate from, admission to the teacher education program at the receiving institution.

See program faculty advisor for individual articulation agreements.

The AAT is a two-year transfer degree designed to introduce students to the profession of teaching and to maximize the hours taken at Ozarka College that will lead to a bachelor's degree in the student's desired area of certification. This degree focuses on the foundations of early childhood education, middle school math/science and middle school language arts/social studies.

### **Phase I**

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

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

To maintain unconditional program enrollment status, all candidates must:

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

## **Phase II**

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

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

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

1. Complete the required coursework for the Associate of Arts in Teaching 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.
2. Submit a satisfactory professional portfolio.

Students interested in teaching as a career are encouraged to determine the level of teaching and the receiving institution of their choice as early in their academic career as is possible. It is vital to specific course transfer for students to have a specific goal in mind as they pursue an AAT to ensure transferability of coursework. Every effort will be made by Ozarka College to advise the student toward his or her goal with minimum difficulties with our course transfer.

Completing the Associate of Arts in Teaching at Ozarka College does not guarantee admission to teacher education programs in

four-year receiving institutions.

The student must also meet the specific admissions requirements of the receiving institution.

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

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

### **Associate of Arts in Teaching Degree**

#### **Program Course Requirements**

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

#### **General Education Requirements**

(35 semester credit hours)

#### **English/Communications-9 hours**

**COMM 1313** Communications  
**ENGL 1013** English Composition I  
**ENGL 1023** English Composition II

#### **Mathematics-3 hours**

**MATH 1203** College Algebra

#### **Lab Science-8 hours**

**BIOL 1004** General Biology and Lab  
**PHSC 1004** Physical Science and Lab 155

#### **Fine Arts/Humanities-6 hours**

**Select one course from the following:**

**ENGL 2213** World Literature I  
**ENGL 2223** World Literature II

**Select one course from the following:**

- FAMU 1003** Fine Arts Music  
**FATH 1003** Fine Arts Theater  
**FAVI 1003** Fine Arts Visual

**Social Sciences-9 hours**

- PLSC 2003** American National Government

**Select one course from the following:**

- HIST 2003** American History I  
**HIST 2013** American History II

**Select one course from the following:**

- HIST 1003** World Civilization I  
**HIST 1013** World Civilization II

**Education Program Requirements**

(27-30 semester credit hours)

**Education-18 hours**

- EDU 2003** Introduction to Education  
**EDU 2013** Introduction to K-12 Technology  
**MATH 2033** Mathematical Concepts I  
**MATH 2043** Mathematical Concepts II  
**HIST 2023** Arkansas History  
**PSYC 2003** General Psychology

**P-4 Specialty Requirements-11 hours**

- GEOG 2013** Introduction to Geography  
**EDUC 2023** Child Growth and Development  
**PHED 1002** Concepts of Physical Activity  
**HLTH 1013** Personal Health and Wellness

**Middle School Specialty Requirements-11-12 hours**

**Option 1-Math/Science Specialty**

- GEOL 1004** Essentials of Earth Science and Lab  
**BIOL XXX4** Directed Science Elective

**\*Select one course from the following:**

- MATH 1204** Pre-calculus  
**MATH 1303** Trigonometry

## **Option 2-Language/Social Studies Specialty-9 hours**

**GEOG 2003** Introduction to Geography  
**ENGL XXX3** Directed English Elective

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

**ENGL 2313** American Literature I  
**ENGL 2323** American Literature II

### **Total Credit Hours Required:**

**P-4 Specialty .....64 Hours**  
**Middle School Math/Sceicne.....63-64 Hours**  
**Middle School Language/Social Studies.....62 Hours**

All full-time students must also successfully complete COLL 1001 College Success Orientation with a grade of "C" or better prior to graduation. Refer to the College Success Course Policy.

\*Students pursuing the P-4 Specialty degree from Arkansas Tech University must also complete the following course prior to transfer;

### **PHED 2023 First Aid**

#### **P-4 Specialty**

Estimated cost of Program, excluding Web and lab fees, supplies and books: \$6,429

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

#### **Middle School Math/Science**

Estimated cost of Program, excluding Web and lab fees, supplies and books: \$6,333 - \$6,429

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

#### **Middle School Language/Social Studies**

Estimated cost of Program, excluding Web and lab fees, supplies and books: \$6,207

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

# Adult Education

## Philosophy

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

The purpose of the Adult Education Program is to raise the educational level of adults. The program reflects the real world with emphasis on practical applications of each new learning assignment.

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

## Program Outcomes

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

## **Program Components**

Adult education classes are offered at Ozarka College-Melbourne, Ozarka College-Mountain View, Ozarka College-Ash Flat, Ozarka College-Mammoth Spring, Ozarka College-Baxter County Adult Education, and at a number of off-campus locations throughout the service area. The learning experience includes computer-aided instruction, small group instruction, and one-on-one tutoring. An individualized plan allows every student to begin at an appropriate level and progress at his or her own pace. The Adult Education Program serves five counties: Baxter, Fulton, Izard, Sharp, and Stone. Satellite programs that offer small group or individualized instruction meet in the evening in various locations. Registration is an ongoing process, so students may enroll at any time during the year. A special group of satellite classes constitutes the institutional/correctional program. These classes are provided primarily to serve any students who are mandated by the court system or who are incarcerated to pursue their GED.

## **Enrollment Procedures**

Enrollment in Ozarka College's Adult Education Program is an ongoing process. Anyone 18 years of age or older may enroll in the program at any time during the year. Enrollment involves completion of an application and a Release of Information Form. Before a student younger than 18 is admitted into the Adult Education Program, the student must make formal application to the school district for a waiver to enroll in the Adult Education Program. Parochial or private school students must provide a letter from the school's director or administrator to verify enrollment. A student enrolled in home school shall present proof of homeschooling in the form of a notarized copy of the Notice of Intent.

Court ordered minors must provide a signed order by the officiating judge. All 16 and 17 year olds shall score 8.5 grade level or above on the Test for Adult Basic Education, Level A, Complete Battery or a minimum score of four hundred fifty (450) on each section plus a minimum composite score of four hundred ninety (490) on the Official Practice Test. Attendance requirements for all 16 and 17 year olds will be 20 hours per week. A minimum of 10 hours of attendance per week shall be required for any student who is employed 30 hours or more each week. Students are re-



sponsible for providing proof of employment. The Adult Education Program reserves the right to accept or deny entrance based on the attendance and conduct records of any student. An orientation session is held when the student is accepted into the Adult Education Program.

## **Curriculum**

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

### **Language Arts, Writing**

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

### **Social Studies**

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

### **Science**

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

### **Language Arts, Reading**

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

### **Mathematics**

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

### **Testing**

The GED Test is administered at all Ozarka College campuses as well as various satellite locations. Successful completion of the Official GED Practice Test is required before a student may take the Official GED Test.

## **Graduation**

After passing the 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. 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 score 600+ 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.



# University Programs at Ozarka College

## Arkansas Tech University

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

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

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

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

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

## **Early Childhood Education**

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

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

## **Education**

Ozarka also hosts various education courses offered at the graduate level by ASU. Qualified instructors from the local area teach these courses for the benefit of public school teachers and administrators who wish to progress in their profession. Most classes are scheduled in the evenings. Information about enrollment and each semester's schedule is available from ASU's Center for Off-Campus Programs at (870) 972-3052.

## **Other Areas**

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

## Arkansas Course Transfer Crosswalk

<b>Ozarka College Course #</b>	<b>Ozarka College Course Title</b>	<b>ACTS Course #</b>	<b>ACTS Course Title</b>
ACCT 1123	Accounting I	ACCT 2003	Principles of Accounting I
ACCT 2133	Accounting II	ACCT 2013	Principles of Accounting II
ANTH 2023	Cultural Anthropology	ANTH 2013	Cultural Anthropology
BIOL 1004	General Biology and Lab	BIOL 1004	Biology for Non-Majors
BIOL 2024	Principles of Zoology and Lab	BIOL 1054	Zoology
BIOL 2014	Microbiology and Lab	BIOL 2004	Introductory Microbiology
BIOL 2214	Anatomy and Physiology I and Lab	BIOL 2404	Human Anatomy and Physiology I
BIOL 2224	Anatomy and Physiology II and Lab	BIOL 2414	Human Anatomy and Physiology II
BUS 2663	Legal Environment of Business	BLAW 2003	Legal Environment of Business
BUS 2613	Business Principles	BUS 1013	Introduction to Business
BUS 1133	Keyboarding Essentials	BUS 1103	Keyboarding
BUS 2013	Business Communications	BUS 2013	Business Communications

<b>Ozarka College Course #</b>	<b>Ozarka College Course Title</b>	<b>ACTS Course #</b>	<b>ACTS Course Title</b>
CHEM 1014	General Chemistry and Lab	CHEM 1414	Chemistry I for Science Majors
CHEM 1024	General Chemistry II and Lab	CHEM 1424	Chemistry II for Science Majors
COMM 1313	Communication	SPCH 1003	Introduction to Oral Communication
ECON 2313	Introduction to Microeconomics	ECON 2203	Principles of Microeconomics
ENGL 1013	English Composition I	ENGL 1013	Composition I
ENGL 1023	English Composition II	ENGL 1023	Composition II
ENGL 2103	Creative Writing	ENGL 2013	Introduction to Creative Writing
ENGL 1133	Technical and Business English	ENGL 2023	Introduction to Technical Writing
ENGL 2213	World Literature I	ENGL 2213	World Literature I
ENGL 2223	World Literature II	ENGL 2123	World Literature II
ENGL 2313	American Literature I	ENGL 2653	American Literature I
ENGL 2323	American Literature II	ENGL 2663	American Literature II

<b>Ozarka College Course #</b>	<b>Ozarka College Course Title</b>	<b>ACTS Course #</b>	<b>ACTS Course Title</b>
FAMU 1003	Fine Arts Music	MUSC 1003	Music Appreciation
FATH 1003	Fine Arts Theater	DRAM 1003	Theatre Appreciation
FAVI 1003	Fine Arts Visual	ARTA 1003	Art Appreciation
GEOG 2013	Introduction to Geography	GEOG 1103	Introduction to Geography
GEOL 1004	Essentials of Earth Science and Lab	PHSC 1104	Earth Science
HLTH 1013	Personal Health and Wellness	HEAL 1003	Personal Health
HIST 1003	World Civilization I	HIST 1113	World Civilizations I
HIST 1013	World Civilization II	HIST 1123	World Civilizations II
HIST 2003	American History I	HIST 2113	United States History I
HIST 2013	American History II	HIST 2123	United States History II
MATH 1203	College Algebra	MATH 1103	College Algebra
MATH 1303	Trigonometry	MATH 1203	Plane Trigonometry

<b>Ozarka College Course #</b>	<b>Ozarka College Course Title</b>	<b>ACTS Course #</b>	<b>ACTS Course Title</b>
MATH 2013	Survey of Calculus	MATH 2203	Survey of Calculus
MKTG 2633	Principles of Marketing	MKTG 2003	Principles of Marketing
PHSC 2004	Physical Science and Lab	PHSC 1004	Physical Science
PLSC 2003	American National Government	PLSC 2003	American National Government
PSYC 2003	General Psychology	PSYC 1103	General Psychology
PSYC 2313	Developmental Psychology	PSYC 2103	Developmental Psychology
SOCI 2013	Introduction to Sociology	SOCI 1013	Introduction to Sociology
SPAN 1013	Elementary Spanish I	SPAN 1013	Spanish I
SPAN 1023	Elementary Spanish II	SPAN 1023	Spanish II

*\*For the most up-to-date ACTS course information please visit the ACTS website: <http://acts.adhe.edu/studenttransfer.aspx>*



# Course Descriptions

**ACCT 1003 Introduction to Accounting.** Introduction to basic accounting concepts related to the processing of transactions and preparation of financial statements. Primary emphasis is on developing an understanding of fundamental accounting concepts, with secondary emphasis on procedural mechanics. In addition, students will develop an awareness of the language and environment of American business, appreciation of accounting methodology, and skills in problem solving. This course is strongly recommended as preparation for Accounting I. 3 credits.

**ACCT 1123 Accounting I.** (Equivalent to AIB 1000.) The study of accounting concepts and procedures as they apply to sole proprietorships. Emphasis on the accounting cycle and its implementation. Simulated accounting activities offer decision-making opportunities encountered in the business world. ACCT1003 is strongly recommended for preparation for Accounting I. 3 credits. ACTS - ACCT 2003.

**ACCT 2133 Accounting II.** A continuation of the accounting concepts and procedures presented in Accounting I. Partnerships and corporations are covered. **Prerequisite:** ACCT 1123 Accounting I. 3 credits. ACTS - ACCT 2013.

**ACCT 2143 Computerized Accounting.** Introduction to the application of accounting computerized record keeping systems. Emphasizes the recording of transactions and generation of financial reports in a business environment. **Prerequisites:** ACCT 1003 Intro to Accounting or ACCT 1123 Accounting I. 3 credits.

**ACCT 2153 Payroll Accounting.** Introduces students to the major tasks of payroll accounting. Examines employment practices; federal, state, and local government laws and regulations, internal controls, and various payroll accounting forms and records. **Prerequisite:** ACCT 1003 Introduction to Accounting or permission of instructor. 3 credits.

**ACCT 2163 Federal Income Tax Accounting.** Provides instruction in the basic income tax structure from the standpoint of the individual. **Prerequisite:** ACCT 1003 Introduction to Accounting or permission of instructor. 3 credits.

**ACCT 2173 Cost Accounting.** Explores principles and methods of accounting for materials, direct labor, the distribution of overhead expenses, cost records, operating reports, and budgetary control. **Prerequisite:** ACCT 1123 Accounting I. 3 credits.

**ACCT 2283 Managerial Accounting.** Use of accounting principles and procedures in management planning, decision making and control, financial statements, statement analysis, flow of funds, cash analysis, accounting concepts, cost accounting, budgets, capital expenditures, and pricing decisions. **Prerequisite:** ACCT 1123 Accounting I. 3 credits.

**ACS 2103 Craft and Entrepreneurship.** This course will provide students an awareness of the artisan crafts and basic entrepreneurship as it relates to crafts. Students will experience various craft areas to develop a knowledge base and appreciation for the art and learn about the business of artisanship. 3 credits.

**ACS 2803 Entrepreneur Portfolio.** This course looks at previous coursework (credit and non-credit) that student has completed and assigns credit based on an assessment from a board of reviewers. Credit is also assigned based on applicable experience (i.e. apprenticeship) and actual craft work. 3 credits.

**AHMA 1033 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 NRS 1213 Math for Nurses course sequence. This course consists of two distinct course modules. This course provides transitional mathematics instruction as well as technical mathematics instruction for students pursuing programs of study in the nursing field. Modules include the following as determined by individual student diagnostics: fundamentals of arithmetic, fundamentals of algebra, dosage calculation, using ratio to proportion, multiple means of calculation related to medication, interpretation of drug labels, syringe types, conversions, roman numerals, reconstruction and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, and proper documentation of medications as well as the Six Rights of Med Administration and military time. 3 credits.

**ANTH 2023 Cultural Anthropology.** A study of the key concepts, methods, and theories of cultural diversity, social institutions, linguistics, and an examination of people and cultures around the world. 3 credits. ACTS - ANTH 2013.

**ANTH 2033 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:** ANTH 2023 Cultural Anthropology 3 credits

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

**ART 1113 Studio Art.** A continuation of Introduction to Studio Art. **Prerequisite:** ART 1103 Introduction to Studio Art. 3 credits.

**ART 1023 2D Art Design.** This class is an introduction to basic 2D design principles. 3 credits.

**ART 1123 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.

**ART 1133 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.

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

**ART 1213 Sculpting.** Introduction to three-dimensional materials, techniques, and additive and subtractive sculptural processes. 3 credits.

**ART 1223 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:** ART 1203 Painting for Non-majors. 3 credits.

**ART 1303 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.

**ART 1313 Drawing II.** A continuation of Drawing I. **Prerequisite:** ART 1303 Drawing I. 3 credits.

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

manuals are covered. Safety is emphasized. OSHA standards and safety are emphasized. This course requires 3 hours in the classroom and 7 hours in the automotive lab each week. 5 credits.

**AST 1215 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 7 hours in the automotive lab each week. 5 credits.

**AST 1305 Suspension and Steering.** Introduces the student to the theory and operation of modern suspension and steering systems. This study includes wheels and tires, hubs, bearings, seals, springs, and the vehicle frame. Various designs and construction of each of these components will be covered. Steering and steering systems start 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 7 hours in the automotive lab each week. 5 credits.

**AST 1405 Engine Performance.** Covers two major systems: fuel and ignition systems, and driveability and emissions. An understanding of the operation of these systems is essential to the successful maintenance and repair of most vehicles. Driveability describes the maintenance of a vehicle's performance. The technician must understand the complex network of electronic components that control the driving characteristics of the vehicle. Safety is emphasized. OSHA standards and safety are emphasized. This course requires 3 hours in the classroom and 7 hours in the automotive lab each week. 5 credits.

**AST 2105 Brake Systems.** Concentrates on the theory and operation of disc and drum brake systems. Basic hydraulic principles as well as the operation and components of the brake foundation systems are taught. The course includes an in depth

study of the various hydro-boost systems and several types of antilock braking systems. OSHA standards and safety are emphasized. This course requires 3 hours in the classroom and 7 hours in the automotive lab each week. 5 credits.

**AST 2205 Automotive Heating and Air Conditioning.** Includes a study of the theory of refrigeration, the refrigeration cycle, and the basic components of a typical automotive refrigeration system. The function and construction of compressors, lines, expansion valves, expansion tubes, condensers, evaporators, blower motors, and air distribution systems are covered. Includes the study of automatic temperature control systems, including the latest computer-monitored systems. Heating and ventilation, an important part of the vehicle's climate control system, will also be covered. Service and maintenance procedures as well as basic shop safety are heavily emphasized. OSHA standards and safety are emphasized. This course requires 3 hours in the classroom and 7 hours in the automotive lab each week. 5 credits.

**AST 2305 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 7 hours in the automotive lab each week. 5 credits.

**AST 2415 Manual DriveTrain and Axles.** Covers the entire power train on a late model vehicle with a standard transmission. Beginning with the flywheel, the course traces the flow of power from the engine, through the flywheel, to the transmission, through the differential assembly and ending at the wheel hub. Included is operation and repair of manual transmissions, rear axles, and transaxles. Several types of four-wheel drive systems will also be taught. OSHA standards and safety are emphasized. This course requires 3 hours in the classroom and 7 hours in the automotive lab each week. 5 credits.

**AST 2504 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 10 hours in the automotive lab each week. 4 credits.

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

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

**BIOL 1004 General Biology and Lab.** An introductory course in General Biology. This course helps students build on their knowledge, replace their misconceptions with scientifically useful concepts, and construct meaning from their learning experiences. It is a study of life with emphasis on the cell and continues through the levels of organization. Major areas of study include cell theory, energy transformation biotechnology, evolution, and ecology. Selected biological systems will be surveyed to compare life forms with emphasis on the human form allowing students to gain a better understanding of their own body and health issues. This course includes a laboratory component covering scientific method, microscope use, cell organization, physical and chemical bases of life, energy processing, cell reproduction, and the study of various tissue structures relating to basic physiological processes. 4 credits. ACTS - BIOL1004.

**BIOL 1204 Body Structure and Function.** A one semester study of the anatomy and physiology of the human body. The major organ systems of the body are discussed. This course provides an essential framework for understanding the interdepend-

ency of each system in maintaining homeostasis and positive health as well as understanding deviations from the norm. 4 credits.

**BIOL 2001 Independent Study in Biology I.** 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.

**BIOL 2002 Independent Study in Biology II.** 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.

**BIOL 2003 Independent Study in Biology III.** 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.

**BIOL 2004 General Ecology and Lab.** Ecology is the study of relationships between organisms and their environment. This course will focus on the physical and biological components of ecosystems and includes laboratory activities which will reinforce key concepts through hands-on investigative or experimental activities. Through hands-on laboratory and field 175 work students will refine critical thinking skills and learn to apply scientific method to ecological studies. Topics covered include natural history, effects of abiotic variables on individuals, population ecology, communities, ecosystems, and large scale ecology.  
**Prerequisites:** BIOL 1004 General Biology and Lab and PCMA 0033 Foundations of Math.



**BIOL 2014 Microbiology and Lab.** The study of bacteria, viruses, fungi, metazoans, and protozoans, as they affect human health. This course includes a laboratory component covering techniques for the study, identification, and handling of microorganisms. **Prerequisites:** BIOL 1004, General Biology and Lab, OR BIOL 1204 Body Structure and Function is required. 4 credits. ACTS - BIOL 2004.

**BIOL 2024 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:** BIOL 1004, General Biology and Lab. 4 credits. ACTS - BIOL 1054.

**BIOL 2214 Anatomy and Physiology I and Lab.** This course emphasizes the anatomy and physiology of the human organism. Basic chemistry, metabolism, cells, tissues, various body systems and their interactions with the external and internal environments are discussed. This course is the first of a two-semester sequence. Emphasis in this sequence will be on cell biology, histology, integumentary, skeletal, muscular, nervous, and endocrine systems. This course includes a laboratory component emphasizing the above areas of study from a laboratory perspective. **Prerequisites:** BIOL 1004 General Biology and Lab, OR BIOL 1204 Body Structure and Function is recommended. 4 credits. ACTS - BIOL 2404.

**BIOL 2224 Anatomy and Physiology II and Lab.** This course emphasizes the anatomy and physiology of the human organism. Continuation of BIOL 2214 Anatomy and Physiology I involves the second in a two-semester sequence. Emphasis in this sequence will be on the cardiovascular, lymphatic, digestive, respiratory, urinary, reproductive systems and their related fields. This course includes a laboratory component that emphasizes the above areas of study from a laboratory perspective. **Prerequisites:** BIOL 2214 Anatomy and Physiology I and Lab. 4 credits. ACTS - BIOL 2414.

**BIOL 2403 Pathophysiological Conditions.** Study of disease processes and the effects of inflammation, infection, hemody-

namics, neoplasia, and immobilization on different body systems. Medical and surgical management as well as basic pharmacology are also included. **Prerequisite:** Anatomy & Physiology I or Body Structure and Function. 3 credits.

**BTMA 1033 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, fundamentals of algebra, whole numbers, fractions, decimals, solving for unknown, percentages, payroll, simple interest, and insurance. 3 credits.

**BUS 1133 Keyboarding Essentials.** Introduces the new keyboarder to the techniques and skills necessary to perform touch keying. Designed for persons with no keyboarding experience. Skill-building is emphasized, and document formats are introduced. 3 credits. ACTS - BUS 1103.

**BUS 1213 Information Processing.** Emphasizes development of speed and accuracy. Hands-on training provides students with the opportunity to keyboard basic business correspondence, reports, forms, graphics, and newsletters, and a business simulation on the microcomputer. Applications of word processing functions will be an integral part of the course. The student is encouraged to spend a minimum of two lab hours per week to refine skills and reinforce techniques and applications learned in class. **Prerequisite:** BUS 1133 Keyboarding Essentials. 3 credits.

**BUS 2013 Business Communications.** (Equivalent to AIB 1870.) Principles of effective oral and written communications in a business environment. Topics include verbal/nonverbal skills, writing skills, reading skills, listening skills, psychological principles, and employment skills involved in effective business communications. **Prerequisites:** ENGL 1013 English Composition I, BUS 1133 Keyboarding Essentials is strongly recommended. 3 credits. ACTS - BUS 2013.

**BUS 2613 Business Principles.** Introduces students to the world of business and helps them prepare for beneficial interactions with business. Studies include factors that comprise our national economy and concepts needed to deal with and become part of the contemporary business world. 3 credits. ACTS - BUS 1013.

**BUS 2663 Legal Environment of Business.** Introduction to law as it relates to the business world, including contracts, dealings with goods, commercial paper, debts and creditors, remedies to business disputes, federal regulation, and similar topics. 3 credits. ACTS - BLAW 2003.

**CHEM 1003 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 CHEM 1014. Lecture three hours per week. **Prerequisite:** MATH 0023 or equivalent.

**CHEM 1014 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:** MATH 1203, College Algebra. Prior successful completion of PHSC 1004, Physical Science and Lab is recommended. 4 credits. ACTS - CHEM 1414.

**CHEM 1024 General Chemistry II and Lab.** Continuation of CHEM 1014 Chemistry I and Lab. The study of liquids, solids, solutions, acids and bases, electrochemistry, thermodynamics, chemical equilibria and kinetics, and an introduction to biochemistry and carbon and its compounds. **Prerequisite:** CHEM 1014, General Chemistry I and Lab. 4 credits. ACTS - CHEM 1424.

**CHEM 1034 Introduction to Organic and Biochemistry and Lab.** Lecture intended for nursing students and other areas of study where vigorous treatment of organic chemistry and biochemistry is not required. Topics to be covered are 178 radioactivity, solutions, acids, bases, body fluids, and organic compounds, including those containing oxygen and nitrogen, carbohydrates, lipids, proteins, enzymes vitamins, hormones, and

nucleic acids. This course includes a laboratory component intended for nursing students and other areas of study where vigorous treatment of organic chemistry and biochemistry laboratory is not required. **Prerequisites:** CHEM 1014, General Chemistry and Lab. 4 credits.

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

**CIS 2353 Electronic Spreadsheet.** Instruction and hands-on use of electronic spreadsheet software. Students will enter, modify, sort, and extract data. Realistic exercises allow students to design, test, and debug spreadsheet applications. **Prerequisites:** CPSI 1003 Intro to Computer Applications 3 credits.

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

**COLL 1001 College Success Orientation.** This performance oriented class is required for all new students to enhance their ability to succeed in college. The class includes a brief, intensive orientation to myOzarka, advising/registration policies, financial aid information, student services, and library 179 use. The class also addresses improving study skills (including time management, memory techniques, textbook reading, note taking, test strategies, and research procedures). 1 credit.

**COLL 2001 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 a project 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.

**COMM 1123 Interpersonal Communication.** This class teaches techniques for effective interpersonal communication, including establishing and maintaining productive relationships with family, friends, and colleagues. 3 credits.

**COMM 1313 Communication.** Techniques for effective communication, including verbal communication, nonverbal communication, listening skills, small group communication, organizational communication, multicultural communication, on-line communication, and practice in the preparation and presentation of speeches. 3 credits. ACTS - SPCH 1003.

**CPSI 1003 Intro to Computer Applications.** Hands-on use of integrated application software for microcomputers. Categories include operating environments, word processing, spreadsheet, database, graphics, and presentation software. Successful completion of BUS 1133 Keyboarding Essentials or keyboarding ability is recommended. 3 credits.

**CRIM 1013 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.

**CRIM 1023 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.

**CRIM 1033 Law Enforcement I.** 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.

**CRIM 1043 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.

**CRIM 1053 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.

**CRIM 2001 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.

**CRIM 2253 Criminal Investigation.** An examination of the fundamentals and theory of an investigation. **Prerequisite:** Successful completion of CRIM 1023 Introduction to Criminal Justice. 3 credits.

**CRIM 2263 Criminal Evidence & Procedure.** An introduction to the rules of evidence and procedure. **Prerequisite:** Successful completion of Introduction to Criminal Justice. 3 credits.

**CUL 1103 Sanitation and Safety.** Covers the control of bacteria and knowledge necessary to practice safe food handling techniques, from receiving through production and service of food to the public. Includes care and cleaning of commercial food preparation equipment, personal hygiene, and first aid. 3 credits

**CUL 1203 Dining Room Service and Catering.** Emphasis is placed on the importance and principles of proper service, guest check writing and computing, set up, banquet services, and selling. 3 credits

**CUL 1305 Food Production I.** Laboratory course in which students learn basic knife skills and practice a variety of cooking methods and techniques using commercial food production equipment. Sanitation and safety principles are reinforced. Food is prepared and served to the public, allowing realistic opportunities to learn kitchen organization. 5 credits

**CUL 1503 Basic Food Science and Nutrition.** Basic concepts of nutrition, including factors that impact nutritional practices. Principles underlying the selection and preparation of foods. Study of food components, market standards for products, grades, and labeling. Special attention is given to age-related nutritional needs. 3 credits

**CUL 1605 Baking I.** Emphasis on restaurant production of pies, cakes, fillings, variety breads, sweet dough, sponge dough, and specialty items. All items will be produced from "scratch" method. Cake decorating included. Use of various types of bakery equipment. 5 credits

**CUL 1705 Food Production II.** Continuation of CUL 1305 Food Production I. Activities involve more complex food preparation for all categories of foods served in commercial establishments. Catered events provide learning opportunities related to menu planning, purchasing, and cost controls. **Prerequisite:** CUL 1103 Safety & Sanitation and pass Serve Sav National Exam. 3 credits.

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

**CUL 2405 Baking II.** Continuation of CUL 1605 Baking I with focus on a larger variety of baked goods and more complex preparations & plate presentation of baked goods & specialty pastries. **Prerequisite:** CUL 1103 Safety & Sanitation and pass Serve Sav National Exam. 5 credits.

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

projects. Fundamentals of standard buffet operating procedures will be implemented through scheduled functions. 3 credits

**CUL 2603 Menu Plan/Quantity Purchase.** Developing an appropriate menu is the first step in achieving profitability in any foodservice operation. Students will be required to develop a menu using all aspects of menu development and marketing. Fundamentals and knowledge of how much product to purchase for specific needs are the backbone of this course. Methods to determine the quantity and quality to purchase are practiced during functions & daily classroom activities. 3 credits

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

**CUL 2803 Garde Manger.** Designed to provide both hands-on techniques and the academic understanding of the practical application of cold and hot food presentation. Students are instructed in the combined elements of artistry, creativity, and cooking sensitivity. Specialized tools for the garde manger will be displayed, discussed, and explained then practiced in the laboratory setting. Materials covered will relate to lectures, demonstrations, and actual work experiences for aspiring Culinarians that will serve as a building block for growth in the specialty area of the kitchen. **Prerequisite:** CUL 1103 Safety & Sanitation and pass Serve Sav National Exam. 3 credits.

**ECD 1003 Foundations of Early Childhood Education.** Introduction to the early childhood profession, including issues pertinent to the professional such as family relations and effective program operation. **Co-requisites:** ECD 1103, ECD 1203, ECD 1303 and ECD 1403. 3 credits.

**ECD 1103 Child Development.** Focusing on ages birth to six years, the course covers all aspects of a child's physical and cognitive growth and socio-emotional development. Requires observation of children and planning for activities to promote optimal development. **Co-requisites:** ECD 1003, ECD 1203, ECD 1303, and ECD 1403. 3 credits.

**ECD 1203 Health, Safe Learning Environment.** Designed to teach skills necessary for maintaining a proper environment for young children, including nutrition and first aid/CPR. Techniques



for setting up an environment conducive to learning are also included. **Co-requisites:** ECD1003, ECD 1103, ECD 1303, and ECD 1403. 3 credits.

**ECD 1303 Practicum I.** Students must be employed or volunteer for 240 hours in a licensed childcare facility to apply previously-learned skills. Instructors observe student work and evaluate student skills following CDA standards. Students must show competence in 13 functional areas. Certain professional resource files and all CDA requirements must be 184 completed. **Co-requisites:** ECD 1003, ECD 1103, ECD 1203, and ECD 1403. 3 credits.

**ECD 1403 Practicum II.** Continuation of ECD 1303 Practicum I. Observations and evaluations continue to be based on CDA guidelines but reflect more advanced skills acquisition. All professional resource files and all CDA requirements must be completed before student is eligible for CDA assessment. **Co-requisites:** ECD 1003, ECD 1103, ECD 1203 and ECD 1303. 3 credits.

**ECON 2113 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:** MATH 1023, College Algebra, and CPSI 1003, Introduction to Computer Applications. 3 credits. (Fall)

**ECON 2313 Introduction to Microeconomics.** Introduction to modern economic theory, economic decision making, demand and supply analysis, consumer choice and utility, production and cost in the firm, market structure and pricing, and resource markets. 3 credits. (Fall) ACTS - ECON 2203.

**ECON 2323 Introduction to Macroeconomics.** Introduction to Macroeconomics 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. **Prerequisite:** None. 3 credits. (Spring)

EDU 2003 Introduction to Education. This course is designed to

help students to explore their motivation for teaching; provide an overview of teaching as a profession through observation of the educational process in four settings elementary, middle school, secondary, and at least one other school setting. In addition, the course is a forum for discussion of teaching and learning, best practices, and current issues. Students will be required to submit a criminal background 185 check to complete the observation portion of this course. 3 credits.

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

**EDU 2023 Child Growth and Development.** Child Growth and Development 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.

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

**ENGL 1013 English Composition I.** Emphasizes the writing of a variety of well-organized and well-developed essays which show a command of grammar, mechanics, and diction. Must make a grade of "C" or better to progress to English Composition II. Prerequisite: A grade of "B" or better in PCEN 0034 Foundations of Literacy, or placement scores of 19 on the writing portion of ACT or a 80 on the writing portion of the COMPASS and an 82 on the reading portion of the COMPASS. **Co-requisite:** PCEN 0001 English Composition I with Supplemental Instruction is indicated for student with placement scores of 17-18 on the reading AND writing portion of the ACT or a 51-79 on the writing portion of the COMPASS AND a 51-81 on the reading portion of the COMPASS. See Reading and Writing placement policies. 3 credits. ACTS - ENGL 1013.

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

**ENGL 1103 Technical Writing.** This course promotes effective communication in writing at work or in the classroom, along with enhancement of reading skills. Basic mechanics, usage, and organization will be reviewed in conjunction with writing exercises, including business letters, memorandums, reports, and instruction formats. This course will help the student develop writing proficiency and library skills. This course will only fulfill the English Requirement for Technical Certificate Programs. **Prerequisites:** See English placement policies. 3 credits.

**ENGL 1133 Technical and Business English.** Prepares students to demonstrate effective writing in the areas of Brief Communications, Informative Reports, Analytical and Persuasive Reports, and Researched Reports. This course will address the responsible use of research material. The student will review the usage of punctuation, spelling, capitalization, number and abbreviation styles, word division, grammar, and proofreading. Skills are applied in composition of a variety of business and technical reports and/or essays. Meets part of the English requirement for some students in Associate of Applied Science programs. See specific program requirements. Must make a grade of "C" or better to complete the English requirement. May be taken for elective credit by students on other programs. **Prerequisite:** A grade of "C" or 187 better in ENGL 1013 English Composition I. Keyboarding is strongly recommended. See English placement policies. 3 credits. ACTS - ENGL 2023.

**ENGL 2023 Mythology.** This course provides an overview of world mythology and its relationship to ancient and current cultures. This course covers the purposes and types of myths; the development of myths and mythological characters, the common elements of mythology structures, the predominant characteristics of deities and heroes in myths and the obstacles/dangers that

these archetypes encounter, the impact myths have had on our literary and artistic traditions, how myths affect our personal and social lives, where these ancient archetypes are found in contemporary society and how attitudes and behaviors are influenced by mythological literature. 3 credits.

**ENGL 2103 Creative Writing.** Instruction and practice in writing poetry and fiction. **Prerequisite:** Successful completion of ENGL 1013, English Composition I, or permission of instructor. 3 credits. ACTS - ENGL 2013

**ENGL 2213 World Literature I.** Analysis and interpretation of masterpieces of western and non-western literature in translation. Covers the ancient, medieval, and Renaissance periods. **Prerequisite:** Successful completion of ENGL 1013, English Composition I, or permission of instructor. 3 credits. ACTS - ENGL 2113.

**ENGL 2223 World Literature II.** Analysis and interpretation of masterpieces of western and non-western literature in translation. Covers works written since the Renaissance. **Prerequisite:** Successful completion of ENGL 1013, English Composition I, or permission of instructor. ENGL 2213, World Literature I, is not a prerequisite. 3 credits. ACTS - ENGL 2123.

**ENGL 2313 American Literature I.** Survey of American literature from the colonial period through the romantic period (1600s-1880s). Acquaints students with the recognized works of America's greatest authors of the time period and the philosophies represented in their works. Promotes understanding of theories and ideas presented in more advanced literature courses and social science courses. **Prerequisite:** Successful completion of ENGL 1013, English Composition I. 3 credits. ACTS - ENGL 2653.

**ENGL 2323 American Literature II.** Continuation of ENGL 2313, American Literature I, covering realism to modern fiction (1880s-present). **Prerequisite:** Successful completion of ENGL 1013, English Composition I. ENGL 2313, American Literature I, is not a prerequisite. 3 credits. ACTS - ENGL 2663.

**ENGL 2333 Introduction to Shakespeare.** An interdisciplinary survey of Elizabethan and Shakespearean England using both a chronological and topical approach; topics will include the

general Renaissance and Reformation periods; England during the Northern Renaissance; the theatrical conventions of the period; the life and dramatic works of William Shakespeare with a special focus on his impact on Western arts and culture; selected examples of Shakespeare's plays. 3 credits.

**ENGL 2683 Masters of World Literature.** This course surveys major works in Western literature, a category that includes the literature of ancient and classical Greece, the Roman Empire, and early Christianity. It also includes the literature of cultures historically influenced by these traditions, particularly many European and American cultures. Students will explore Western literature by reading, discussing, and writing about the texts assigned; students will also attempt to understand the cultural context (aesthetic, biographical, or historical background) of given works. Additionally, we will discuss why these texts might have resonated with their contemporary audiences, and why they captivate us even now. 3 credits.

**FAMU 1003 Fine Arts Music.** Survey of music history, focusing on the development of critical listening skills. Includes works of major composers, instruments of the orchestra, elements of music, forms, and terminology. 3 credits. ACTS - MUSC 1003.

**FATH 1003 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.

**FAVI 1003 Fine Arts Visual.** Introduction to visual arts. Understanding and enjoying art through the analysis of drawing, painting, sculpture, and architecture. 3 credits. ACTS - ARTA1003.

**GEOG 2013 Introduction to Geography.** A course that explores present world populations and cultures in relation to their physical environment. 3 credits. ACTS - GEOG 1103.

**GEOL 1004 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, oceano-

graphic and meteorological phenomena. Laboratory will stress the use of the scientific method of problem solving. 4 credits. ACTS - PHSC 1104.

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

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

**HIM 1504 Pathophysiology with Pharmacology.** Study of disease processes and the effects on each body system, and the relationship of illness among body systems. A study of pharmaceuticals, including commonly used drugs in the treatment of the illnesses, usual dosages, and side effects. **Prerequisite:** BIOL 1204 Body Structure and Function. 4 credits.

**HIM 1803 Medical Coding I.** Medical Coding I will give the student an overview of the ICD-9CM classification system, processing medical insurance and hands-on practice of these skills. The course will introduce the prospective payment system, grouper software and Diagnosis Related Groups. **Prerequisite:** BIOL 1204 Body Structure and Function and HIM 1203 Medical Terminology I, or permission of the instructor. 3 credits.

**HIM 1813 Medical Coding II.** Value and utilization of nomenclature and classification systems for classifying and recording disease information in order to study patterns of illness and injuries for clinical, financial, and administrative purposes. Emphasis on CPT/HCPCS & K09 basic classification principles. **Prerequisite:** HIM 1803 Medical Coding I. 3 credits.

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

**HIM 2264 Clinical HIM Practicum.** This course will provide the opportunity for students to correlate didactic experience with on-site learning experiences. Off-site facilities may include hospitals, physicians' offices, and nursing homes. This course is recommended for students in their last semester. 4 credits.

**HIST 1003 World Civilization I.** Study of world civilizations in 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 historical, social, cultural, and political impacts. Combines lecture and discussion. 3 credits.

**HIST 2003 American History I.** Survey of United States history through the Civil War era. 3 credits. ACTS - HIST 2113.

**HIST 2013 American History II.** Survey of the United States history since the Civil War era. HIST 2003, American History I is not a prerequisite. 3 credits. ACTS - HIST 2123.

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

**HIST 2033 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.

**HIT 1003 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 consent of the health record, documentation requirements, registries, indices, licensing, regulatory agencies, and forms. **Prerequisites:** None. 3 credit hours

**HIT 1013 Computer Applications for Healthcare Professionals.** This course will provide students with a knowledge and understanding of various computer applications and information systems that are encountered in health information departments including the use of hardware and software in data collection, storage, analysis, and reporting. This course will also cover confidentiality and security measures to protect the electronic health record (EHR) as well as the importance of data quality, entry, integrity, and reliability. **Prerequisites:** HIT 1003- Health Data Content and Structure and CPSI 1003 Intro to Computer Applications. 3 credits.

**HIT 1203 Medical Terminology I.** Basic language of medical science and the health professions. Word analysis, construction, spelling, and definition. **Prerequisites:** None. 3 credits.

**HIT 1213 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:** HIT 1203 Medical Terminology I and BIOL 1204 Body Structure and Function. 3 credits.

**HIT 1504 Pathophysiology with Pharmacology.** Study of disease processes and the effects on each body system, and the relationship of illness among body systems. A study of pharmaceuticals, including commonly used drugs in the treatment of the illnesses, usual dosages and side effects. **Prerequisites:** BIOL 1204 Body Structure and Function. 4 credits.

**HIT 1803 Diagnostic Coding.** Introduces the student to the concepts of coding medical conditions and procedures. The stu-



dent will gain entry-level proficiency in the techniques of using the ICD-9/10-CM system. **Prerequisites:** BIOL 1204 Body Structure and Function, HIT 1203 Medical Terminology I, HIT 1003 Health Data Content and Structure. 3 credits

**HIT 1813 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:** HIT 1803 Diagnostic Coding. 3 credits

**HIT 2003 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:** HIT 1203 Medical Terminology I, HIT 1213 Medical Terminology II, BIOL 1204 Body Structure and Function. 3 credits.

**HIT 2203 Healthcare Statistics.** General principles of health care statistics with an emphasis in hospital statistics including definitions, sources, methods for collection and reporting, and analysis techniques to determine significance, reliability, validity, and/or manipulation. **Prerequisites:** HIT 1003 Health Data Content and Structure and BTMA 1033 Math for Business Technology. 3 credits.

**HIT 2213 Legal/Ethical Aspects of Healthcare.** This course includes a study of the principles of law affecting health information with an emphasis on the health record as a legal document. It provides exposure to the American legal system, legal terminology, and statutes. Confidentiality and security of health information is addressed as are HIPAA regulations. Other topics discussed will include informed consent, response to subpoenas, living wills, and organ donations. **Prerequisites:** HIT 1003 Health Data, Content, and Structure. 3 credits.

**HIT 2253 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 im-

plement 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 health care facilities such as retrospective payment system, fee-for-service, prospective payment systems, etc. **Prerequisites:** HIT 1003 Health Data Content and Structure, HIT 1803 Diagnostic Coding. **Co-requirement:** HIT 1813 Procedural CPT Coding. 3 credits.

**HIT 2263 Clinical Practicum Experience.** This course will provide the opportunity for students to correlate didactic experience with on-site learning experiences. Off-site facilities will include hospitals, physicians' offices and nursing homes. This course is recommended for students in their last semester. **Prerequisites:** HIT 1813 Procedural CPT Coding. 3 credits.

**HIT 2313 Healthcare Delivery Systems.** 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:** HIT 1003 Health Data Content and Structure. 3 credits.

**HLTH 1003 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.

**HLTH 1013 Personal Health and Wellness.** This course is designed to motivate the student toward an individual responsibility for their health status and an improved quality of life. An introspective study of personal lifestyle behavior is encouraged. The interrelationship of the multi-causal factors which directly affect health status and the various dimensions of personal health are emphasized. 3 credits. ACTS - HEAL 1003.

**HLTH 1023 Basic Health Skills I.** Course and clinical work content shall include, but not be limited to, bathing, ambulation and exercise, personal grooming, principles of nutrition and meal preparation, health conditions, developmental stages and mental

status, household services essential to health care at home, assistance with medication, safety in the home, completion of appropriate records and reporting changes to appropriate supervisor. **Co-requisite:** this course is to be enrolled concurrently with HLTH 1033 Basic Health Skills II. 3 credits.

**HLTH 1033 Basic Health Skills II.** This course of study provides instruction on utilizing a humanistic approach to provide basic care to people in a variety of health care settings. Students will understand how health care systems operate and will learn the skills necessary to function safely and efficiently in a health-care setting. Students will learn the information and practical skills necessary for taking and passing the certification exam required by the state. **Co-requisite:** Basic Health Skills I. Hepatitis B vaccination is recommended. 3 credits.192

**HLTH 1107 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 health care system and will learn the skills necessary to function safely and efficiently in the healthcare system. This course includes 106 hours of theory, skills and clinical practice. Upon successful completion, the student receives a Certificate of Completion for the class and is prepared to sit for state certification as a Nursing Assistant in Arkansas. 7 credits.

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

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

**IST 1403 Networking Essentials 1. (Networking Basics).** Instruction includes, but is not limited to: safety, networking, net-

work 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.

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

**IST 2713 Computer Ethics and Security.** Overview of ethical theory and moral reasoning, case-based approach emphasizing ethical issues in business and technology. Will include discussion of privacy, security, ownership, protection, and law. 3 credits.

**IST 2803 Introduction to Database Concepts.** Principles and practical applications of records management and database management software for microcomputers. The course explores principles, procedures, and systems of filing and records control and provides an overview of database management techniques including file organization and structure. **Prerequisite:** CPSI 1003 Intro to Computer Applications. 3 credits. (Spring)

**LPNE 1104 Nursing Clinical Experience I.** Provides the student an opportunity to develop basic nursing skills and attitudes and adapt them safely to various situations with the comfort of the patient as a priority. The development of the ability to make, report, and record observations is also included. Clinical time is spent in the Geriatric setting as well as the hospital. **Prerequisites:** Admission into LPN Program. **Co-requisite:** LPNE 1112. 4 credits.

**LPNE 1112 Nursing Process I.** The first semester course is designed to provide introductory studies to the entry level nursing student with an introduction to Medical Surgical processes. Incorporated are the necessary skills, knowledge, and behaviors needed to become an asset in the profession of nursing. The curriculum includes fundamentals in nursing practice, beginning medical-surgical care, lab values and correlations, basic concepts of pharmacology, geriatrics, legal and ethical aspects of the professional nurse, the ideas of holistic care and teamwork to ben-

efit all patients are discussed. **Prerequisites:** Admission to LPN Program. **Co-requisite:** LPNE1104. 12 credits.

**LPNE 1204 Nursing Clinical Experience II.** Includes care of the Med/Surg. patient with close correlation with pharmacological treatments, nursing interventions and prioritization. Normal findings in disease processes and change are studied to allow the student to put the theoretical knowledge gained together with the clinical experiences seen. **Prerequisites:** LPNE1104 and LPNE 1112. **Co-requisite:** LPNE 1211. 4 credits.

**LPNE 1211 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:** LPNE1104 and LPNE 1112. **Co-requisites:** LPNE 1204. 11 credits.

**LPNE 1302 Nursing Clinical Experience III.** Includes specialty areas of nursing such as OB/PEDS, ER, Delegation and Management. Students will experience the newborn and pediatric clients in multiple areas. The student will rotate to non-traditional day shifts as scheduled. **Pre-requisites:** LPNE1204 and LPNE 1211. **Co-requisites:** LPNE1306. 2 credits.

**LPNE 1306 Nursing Process III.** The final and third semester is designed to provide specialty area courses to the nursing student. Specialty areas such as pediatrics and obstetrics are studied acquiring knowledge of normal growth and development along with disorders. **Prerequisites:** LPNE 1204 and LPNE 1211. **Co-requisites:** LPNE 1302. 6 credits.

**LPN 1013 Nursing Process I.** The first semester course is designed to provide introductory studies to the entry level nursing student. Incorporated are the necessary skills, knowledge, and behaviors needed to become an asset in the profession of nursing. The curriculum includes fundamentals in nursing practice, beginning medical-surgical care, lab values and correlations,

basic concepts of pharmacology, geriatrics, legal and ethical aspects of the professional nurse, the ideas of holistic care and teamwork, to benefit all patients are discussed. **Prerequisites:** Admission into LPN program. **Co-requisite:** LPN 2402. 13 credits.

**LPN 1108 Nursing Process II.** The second semester course is designed to provide intermediate level nursing courses to the second semester student. The curriculum includes a continuation of adult medical-surgical studies to include specific diseases and the pharmacological, medical, surgical and nursing treatment options of each. The correlation between theoretical situation in classroom and the experiences received in the clinical settings are discussed. **Prerequisites:** LPN 1013 Nursing Process I and LPN 2402 Nursing Clinical Experience I. **Co-requisite:** LPN 2404. 8 credits.

**LPN 1208 Nursing Process III.** The final and third semester is designed to provide specialty area courses to the nursing student. Specialty areas such as pediatrics, obstetrics, mental health disorders, Preceptorship, management with delegation are studied. And the pulling together of all aspects of Nursing into the final semester with critical thinking skills. **Prerequisites:** LPN 1108, Nursing Process II and LPN 2404 Nursing Clinical Experience II. **Co-requisite:** LPN 2504. 8 credits.

**LPN 2402 Nursing Clinical Experience I.** Provides the student an opportunity to develop basic nursing skills and attitudes and adapt them safely to various situations with the comfort of the patient as a priority. The development of the ability to make, report, and record observations is also included. **Prerequisites:** Admission to LPN program. **Co-requisite:** LPN 1013. 2 credits.

**LPN 2404 Nursing Clinical Experience II.** Includes care of the geriatric patient in a long-term care facility; nursing of mothers and infants; nursing of children, with experience observing in well-child clinics, kindergartens, and grade schools as well as in the hospital setting; and the medical-surgical aspects of pharmacology, home health, and advanced geriatrics. **Prerequisite:** LPN 2402 Nursing Clinical Experience I and LPN 1013 Nursing Process I. **Co-requisite:** LPN 1108. 4 credits.

**LPN 2504 Nursing Clinical Experience III.** Includes medical nursing, surgical nursing, and operating/recovery room nursing in an acute care setting. The student will rotate to nontraditional day shifts as scheduled. **Prerequisite:** LPN 2404 Nursing Clinical Experience II and LPN 1108 Nursing Process II. **Co-requisite:** LPN 1208. 4 credits.

**MATH 1054 Precalculus.** This course is designed to prepare a student for Calculus. The student who successfully completes this course will need to have a strong algebra background and should have at least introductory concepts of Trigonometry. Topics to be covered include rational functions, matrices, sequences, trigonometric functions, exponential and 196 logarithmic functions, and conic sections. **Prerequisites:** Successful completion of MATH 1203 College Algebra OR High School Algebra II and a minimum of 22 of the math portion of the ACT or at least 600 on the SAT. See catalog for mathematics placement policies. 4 credits.

**MATH 1203 College Algebra.** Linear and quadratic equations and inequalities, relations, functions and graphs, conic sections, synthetic division, polynomial functions, matrices, and exponential and logarithmic functions. **Prerequisite:** PCMA0023, Intermediate Algebra, or score of 20+ on the math portion of the ACT or 41 on the algebra portion of the COMPASS. See catalog for mathematics placement policies. 3 credits. ACTS - MATH 1103.

**MATH 1301 Trigonometry Lab.** The continued study of angles, right triangles, identities, oblique triangles, graphs, equations, inverse functions, polar coordinates, and complex numbers. **Prerequisite:** Two years of high school algebra, or MATH 1203, College Algebra. 3 credits. Corequisite: MATH 1303.

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

**MATH 2003 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.

**MATH 2013 Survey of Calculus.** Introduction to the basic concepts of differential and integral calculus and their applications to algebraic, exponential, and logarithmic functions that occur in economics and marketing situations. This course is designed for students in majors other than the natural sciences, especially business and economics. It does not satisfy degree requirements for mathematics, science, or engineering majors, nor does it satisfy the prerequisite for Calculus II. **Prerequisite:** Successful completion of MATH 1203, College Algebra. 3 credits. ACTS - MATH 2203.

**MATH 2143 Business Calculus.** This course is designed for students who plan to major in the Associate of Science in Business Degree. Topics include differential calculus with business applications, multivariable calculus including optimization techniques and applications, and an introduction to integral calculus. **Prerequisites:** MATH 1023, College Algebra. 3 credits.

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

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

**MDTR 2003 Fundamentals of Medical Transcription.** Overview of the professional medical transcription environment and introduction to various forms and techniques which are used in healthcare reports. Accuracy and timeliness as well as proofing



is a necessity. **Prerequisite:** HIM 1203 Medical Terminology I, HIM 1213 Medical Terminology II, LPN 11204 198 Body Structure and Function or permission of instructor. 3 credits.

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

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

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

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

**MGMT 2403 Records Management.** Business Records Management is an overview of manual records and file management and computer file management and organization. Organization skills, office dynamics and communications will also be an integral part of this course. 3 credits.

**MKTG 2633 Principles of Marketing.** Provides an introduction to marketing concepts and processes. Topics covered include marketing philosophies, strategic planning, the marketing environment, global marketing, consumer decision making, business marketing, market segmentation, marketing research, product

concepts, product development, channels of distribution, retailing, advertising, public relations, sales promotions, personal selling, and pricing concepts. 3 credits.

**NRSB 1213 Math for Nurses.** Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include: interpretation of drug labels, syringe types, conversions, roman numerals, reconstruction and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, and proper documentation of medications as well as the Six Rights of Med Administration and military time. **Prerequisite:** Placement according to placement score on the COMPASS. 3 credits.

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

**PCMA 0033 Foundations of Math.** 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. Completion of one module qualifies the student to co-enroll in MATH 1203 College Algebra. Completion of both modules qualifies the student to enroll in MATH 1203 College Algebra. See catalog for additional mathematics placement policies. Success in this course requires that the student complete a minimum of one module during the semester, but the completion of both modules is both possible and encouraged. See catalog for mathematics placement policies. No credit.

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

**PHED 1011 Yoga I.** Physical activity discipline connecting body, mind, and spirit. Sessions include centering/meditation,

breathwork, warm-ups, yoga postures, and relaxation. Emphasis is on participation at the individual's level of ability. Modifications make all postures accessible to every student. Grades are based on attendance, participation, and knowledge 202 of the basic principles of yoga. Students will be required to sign an informed consent to participate in this course. 1 credit.

**PHED 1031 Yoga II.** A continuation of Yoga I. Students will be required to sign an informed consent to participate in this course. Grades are based on attendance, participation, and knowledge of the basic principles of yoga. Students will be required to sign an informed consent to participate in this course. **Prerequisite:** PHED 1011, Yoga I. 1 credit.

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

**PHED 1121 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.

**PHED 2023 First Aid.** This course is designed to provide the knowledge and practical skills necessary to correctly assess and provide first aid care. In this course, the students will develop skills to recognize the signs and symptoms of various illnesses and injuries. Within a laboratory setting, the student is given the opportunity to utilize selected skills to provide proper treatment for specific incidents. 3 credits.

**PHED 2101 Fitness Center II.** A continuation of Fitness Center I. Students will be required to sign an informed consent to participate in this course. **Prerequisite:** PHED 1101 Fitness Center I. 1 credit.

**PHED 2201 Lifetime Fitness.** A continuation of Fitness Center II. Students will be required to sign an informed consent to participate in this course. **Prerequisites:** PHED 1101 Fitness Center I and PHED 2101 Fitness Center II. 1 credit.

**PHSC 1004 Physical Science and Lab.** Basic concepts of matter and energy as seen in chemistry, physics, geology, meteorology, and astronomy. This course includes a laboratory component that covers basic laboratory experiences in chemistry, physics, geology, meteorology, and astronomy. **Prerequisite:** Successful completion of PCMA 0033 Foundations of Math, or score of 20+ on the math portion of ACT or 41+ on the Algebra section of the COMPASS. 4 credits. ACTS - PHSC 1004.

**PHYS 2014 General Physics and Lab:** This course is a non-calculus based course covering the essentials of mechanics, waves, sound, heat, electricity, magnetism and light with an introduction to modern physics. Both a conceptual foundation and problem solving abilities are emphasized. Laboratory exercises will supplement lectures. 4 credits

**PLSC 2003 American National Government.** The introduction to the principles, structure, processes and functions of the United States federal government and other related political activities. 3 credits. ACTS - PLSC 2003.

**PSYC 2003 General Psychology.** This course is an overview of major topics in modern psychology, the scientific study of behavior and mental processes. As a first course in the discipline of psychology, it introduces some of the fundamental concepts, principles, and theories with a consideration for the complexity of human behavior. 3 credits. ACTS - PSYC 1103.

**PSYC 2313 Developmental Psychology.** A survey course covering the processes and domains of human development from conception through the whole lifespan. **Prerequisite:** PSYC 2003 General Psychology. 3 credits. ACTS - PSYC 2103.

**PSYC 2513 Abnormal Psychology.** Explores the complex causes, manifestations, and treatment of common behavior disorders. The course introduces abnormal behavior along a continuum from functional to dysfunctional, including origins and characteristics of various mental disorders. **Prerequisite:** PSYC 2003 General Psychology. 3 credits.

**RNSG 2119 Nursing Process I.** Nursing process I builds on the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice. The course provides acquisition of knowledge about advanced concepts of nursing applied to the care of patients experiencing chronic, acute, stable, and unstable conditions requiring medical/surgical and mental health interventions. Builds on medical/surgical nursing theory, mental health nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult and elderly patients on the medical/surgical and mental health units. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse. Application of course content occurs in a variety of clinical settings provided in the co-requisite nursing course, RNSG 2123. **Prerequisite:** Admission to the ARNEC program. **Co-requisite:** RNSG 2123 9 credits.

**RNSG 2123 Nursing Practicum I.** Applies advanced concepts of nursing to the care of patients experiencing chronic, acute, stable, and unstable conditions requiring medical/surgical and mental health interventions. Applies medical/surgical nursing theory, mental health nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult and elderly patients on the medical/surgical and mental health units. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of patients in a variety of healthcare settings. **Prerequisite:** Admission to the ARNEC Program. **Co-requisite:** RNSG 2119. 3 credits.

**RNSG 2216 Nursing Process II.** The first part of this course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the childbearing, family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, family planning, female cancers, and general women's health care. This course also provides lecture content for the age group involving the newborn through adolescence (pediatrics). The student will

be provided a longitudinal view of the child as an individual or a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive healthcare guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content. **Prerequisites:** RNSG 2119 and RNSG 2123. **Co-requisite:** RNSG 2223. 6 credits.

**RNSG 2223 Nursing Practicum II.** This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in the care of the childbearing family, newborn and women's health. Students also use their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning. **Prerequisites:** RNSG 2119 and RNSG 2123. **Co-requisite:** RNSG 2216. 3 credits.

**RNSG 2311 NCLEX-RN Preparation.** This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review the student on what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse. **Prerequisites:** RNSG 2116, RNSG 2223. **Corequisites:** RNSG 2318 and RNSG 2323. 1 credit.

**RNSG 2318 Nursing Process III.** This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The stu-

dent will learn basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, surgical care, acute care, and long-term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the lifespan are incorporated. **Prerequisites:** RNSG 2216, RNSG 2223. **Co-requisites:** RNSG 2311, RNSG 2323. 8 credits.

**RNSG 2323 Nursing Practicum III.** This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Team leading and care of critically-ill clients are major components of this course. Students will engage in the clinical application of concepts covered in RNSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse. **Prerequisites:** RNSG 2216 and RNSG 2223. **Co-requisites:** RNSG 2318 and RNSG 2311. 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.

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

**SOCI 2203 Social Problems.** The application of sociological principles to the investigation of major social problems currently faced by societies. 3 credits.

# Board of Trustees

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Term Expires: July 1, 2014

Mr. Bob Evins, Vice Chair .....Cherokee Village  
Term Expires: July 1, 2016

Mr. Jack Yancey, Secretary .....Brockwell  
Term Expires: July 1, 2017

Mr. Ben Cooper .....Melbourne  
Term Expires: July 1, 2020

Mr. Tim Gammill .....Mountain View  
Term Expires: July 1, 2019

Mr. Paul Weaver .....Violet Hill  
Term Expires: July 1, 2015

Mrs. Darla York .....Salem  
Term Expires: July 1, 2018

# Personnel Directory

## Administration

**Dr. Richard L. Dawe**, President

AA, Georgia Military College

AAS, Community College of the Air Force

BS, Southern Illinois University

MS, Naval Postgraduate School

PhD, Saint Louis University

**Dr. Dennis C. Rittle**, Vice President of Academic Affairs

AAS, Community College of the Air Force

BA, Central Bible College

MA, Lancaster Bible College and Graduate School

PhD, Regent University



**Tina Wheelis**, Vice President of Finance  
BSBA, University of Arkansas, Fayetteville  
MBA, University of Arkansas, Little Rock

**Ron C. Helm**, Vice President of Student Services  
AA, Williams Baptist College  
BSE, Arkansas State University  
MSE, Arkansas State University  
EdS, Southeast Missouri State University

**Joan Stirling**, Vice President of Planning &  
Institutional Research  
BS, University of Southwestern Louisiana  
MS, University of Southwestern Louisiana

**Jason Lawrence**, Vice President of Administration  
BA, Arkansas State University  
MBA, University of Arkansas, Little Rock

**Suellen Davidson**, Director of Advancement  
BSE, Arkansas State University

**Scott Pinkston**, Chief Information Officer  
Undergraduate study, University of Maryland,  
European Division, and  
Ozarka College  
Microsoft Certified Systems Engineer  
Microsoft Certified Professional + Internet

**Dr. T. Wayne Wilson**, Director of Adult Education  
BS, Arkansas Tech University  
MSE, Arkansas State University  
EdS, Arkansas State University  
EdD, Arkansas State University

**Holly Ayers**, Division Chair of Math, Science and Education  
BS, Arkansas State University  
MS, Arkansas State University  
SCCT, Arkansas State University

**Ruby Johnson**, Division Chair of Allied Health; Director of Practical Nursing and ARNEC-RN Coordinator  
LPN, Ozarka College  
ASN, Arkansas State University  
BSN, Arkansas State University  
MSN/Ed, University of Phoenix

**Kathryn Langston**, Division Chair of Applied Science and Technologies Division  
BBA, Lamar University  
MEd, Stephen F. Austin State University

**Chris Lorch**, Division Chair of Arts and Humanities  
BSE, Williams Baptist College  
MSE, Arkansas State University

**Carol Langston**, Executive Assistant to the President and Development Officer  
BS, Arkansas State University  
MBA, University of Central Arkansas

## **Full-Time Faculty**

**Stephen Baltz**, Business Technology Faculty  
BS, Arkansas State University  
MBA, Arkansas State University  
EdS, Arkansas State University

**Tamra Bevill**, Allied Health Faculty  
BSN, University of Central Arkansas  
BA, University of Central Arkansas

**Karin Brown**, Education Faculty and Associate of Arts in Teaching Program Coordinator  
BSE, Arkansas State University  
MSTS, University of Central Arkansas  
SCCT, Arkansas State University

**Dr. Larry Brown**, Science Faculty  
BS, Arkansas State University  
PhD, Vanderbilt University

**Anthony Burkhammer**, Mathematics Faculty  
BSE, Arkansas State University  
MSE, Arkansas State University

**Bruce Dietsche**, Science Faculty  
BSE, Arkansas State University  
MSE, Arkansas State University

**Cheryl Ekenes**, Practical Nursing Faculty  
Associate of Nursing RN, Ozarka College

**Bettie Estes**, Developmental Education Faculty  
BA, University of Alaska  
MEd, University of Alaska

**Dawn Fedor**, Allied Health Faculty  
LPN, Citrus College  
BS, Ashford University  
MEd, Ashford University

**Typhanie Franke**, Early Childhood Development Program  
Coordinator/Instructor  
AA, Ozarka College  
BS, Arkansas State University  
MS, Grand Canyon University

**Holly Franks**, Practical Nursing Faculty, Night and Weekend  
ASN, Ozarka College

**Joanna Fulbright**, English Faculty  
BA, Lyon College  
MSE, Arkansas State University  
MA, Arkansas State University

**Karen Fulgham**, Practical Nursing Faculty  
BSN, Arkansas State University  
MSN, Arkansas State University

**Brandy Gore**, Developmental Education Faculty  
BA, Arkansas State University  
MSE, Arkansas State University

- Mary Ellen Hawkins**, Library Director  
BSE, University of Central Arkansas  
MSL, University of Central Arkansas
- Charles B. Hollaway**, Business Technology Faculty  
BS, Lyon College  
MBA, University of Central Arkansas
- Jeannie Hudspeth**, Social Science Faculty  
BSE, University of Central Arkansas  
MS, University of Central Arkansas  
ME, Arkansas Tech University
- Serelda Johnson**, Health Information Technology Faculty and  
Program Coordinator  
AAS, Coastal Bend College  
BS, Arkansas Tech
- Chris Layne**, Automotive Service Technology Faculty and  
Program Coordinator  
AAS, Ozarka College
- Cheri McKee-McSwain**, Art and Speech Faculty  
BA, Southeast Missouri State University  
MBA, Rockhurst College  
MA, Webster University
- Maegon Mayes**, Developmental Education Faculty  
BA, Williams Baptist College  
MA, Arkansas State University
- David Mitchell**, Science Faculty  
AA, Ozarka College  
BS, University of Central Arkansas  
MS, University of Central Arkansas
- Tracie Morris**, Science Faculty  
AA, Ozarka College  
Med. Tech. License, Arkansas State University  
BS, Arkansas State University  
MSHS, Arkansas State University

**Miriam Newsome**, Culinary Arts Lead Faculty  
AA, Ozarka College  
AAS, Culinary Arts, Ozarka College

**Jeremy Nicholson**, English Faculty  
BA, Lyon College  
MA, Arkansas State University

**Jedidiah O'Brien**, Math Faculty  
BS, Michigan Technological University  
MS, University of Wisconsin-Oshkosh

**Amy Plaster**, Social Science Faculty and Criminal Justice  
Program Coordinator  
BA, Arkansas State University  
MA, Arkansas State University

**Lou Rice**, Culinary Lead Chef and Instructor  
AAS, Ivy Tech State College  
BS, Ball State University  
MA, Ball State University

**Dr. Jason Self**, Science Faculty  
PhD, Arkansas State University

**Susan Thielemier**, Practical Nursing Faculty  
ASN, Arkansas State University  
BSN, Arkansas State University

**Loretta Trammell**, Practical Nursing Faculty  
AAS Nursing, Excelsior College, Albany, NY  
BSN, Excelsior College, Albany, NY  
MSN/Ed., Excelsior College, Albany, NY

**Kena Tyler**, Business Technology Faculty  
AA, Shasta Community College  
BA, University of Central Arkansas  
MSE, University of Central Arkansas

**Justin Ward**, Math Faculty  
BS, Southern Arkansas University  
MA, University of Arkansas at Little Rock

**Valerie West**, Practical Nursing Faculty  
ASN, Purdue University

**Rodney Williams**, Social Science Faculty  
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MS, Arkansas State University

**Mari "Katie" Wilson**, Practical Nursing Faculty  
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## **Professional Staff**

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BBA, University of Texas  
MACOMM, SW Baptist Theological Seminary

**Molly Carpenter**, Director of Public Relations and Marketing  
BS, Arkansas State University

**Tracy Cone**, Academic Advising Coordinator, TRiO  
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MS, Arkansas Technical University

**Margaret Dukat**, Instructor of Adult Education, Mountain Home  
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MSE, Arkansas State University

**Amanda Engelhardt**, Counselor, Career Pathways  
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BS, Arkansas State University

**Mickey Freeze**, Advising Coordinator  
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**Lindsay Wilson-Galloway**, Director of Off-Campus  
Operations, Mountain View  
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MBA, Arkansas State University

**Karen Hall**, Director of Child Care  
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**Bryan Jeffery**, Transfer Specialist, TRiO SSS  
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BA, Lyon College  
MA, Arkansas State University

**Candace Jeffery**, Advising Specialist  
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BA, University of Arkansas  
MA, Arkansas State University

**William "Ross" Jackson**, Fitness Center Coordinator  
BS, Arkansas State University  
MS, Arkansas State University

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

**Kimberly Lovelace**, Program Director, Career Pathways  
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BSE, Williams Baptist College  
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BA, Lyon College

**Amber Middlebrooks**, Director of Distance Learning  
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**Patricia A. Miller**, GAE Instructor  
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MSE, Arkansas State University

**Sandra Miller**, Instructor of Adult Education  
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MS, Arkansas State University

**Kendall Morrison**, Adult Education Instructor  
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MS, Arkansas State University

**Dylan Mowery**, Director of Admissions  
BSE, University Central Arkansas

**Amber Rush**, Business Manager  
BS, Arkansas State University

**Judy Sharp**, Testing Coordinator  
BS, Bethel College  
MSE, Arkansas State University

**Deltha Shell**, Program Director, TRiO SSS  
BS, Lyon College  
MBA, University of Arkansas-Little Rock  
SCCT, Arkansas State University

**Kendra Smith**, Outreach Specialist, Career Pathways  
BS, Arkansas State University

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

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

**Kim Whitten**, Director of Off-Campus Operations, Ash Flat  
BBA, University of Central Arkansas

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

**Joshua Wilson**, PACE Project Coordinator & Grant Writer  
BS, University of Arkansas  
MPA, University of Arkansas



## Support Staff

Eric Booth .....Computer Support Specialist  
Robin Coggins .....Bookstore Manager  
Chaney Coleman .....Computer Support Specialist  
Stacy Dale .....Administrative Specialist, Allied Health  
Delynne Duerkes.....Administrative Specialist, Ash Flat  
Micki Estes.....Financial Aid Specialist, Mountain View  
Vickey Gillihan.....Payroll Technician  
Donna Hill.....Accounting Technician  
Phyllis Hoskinds .....Administrative Specialist, IT Department  
Chantel Jelks .....Administrative Specialist, Development  
Dan Lindsey .....Multi-Media Specialist  
Earlene Martz .....Administrative Specialist/Accounts Receivable  
Wanda McConaughay ....Administrative Specialist, Admissions  
Pam Miller.....Financial Aid Specialist  
Karen Overturf.....Administrative Specialist, Academic  
Karen Owens.....Accountant  
Cynthia Pitchford ....Administrative Specialist, Mammoth Spring  
Rick Ramsey.....Information Systems Analyst  
Jenna Robbins .....Administrative Specialist, Adult Ed  
Ashley Sherrell .....Administrative Specialist, Student Services  
Shelia Titus.....Administrative Specialist, TRiO  
Drexene Winey .....Financial Aid Specialist, Ash Flat  
Debbie Yancey.....Administrative Specialist, Adult Ed  
Jill Yancey .....Purchasing Technician  
Donna York .....Administrative Specialist, Mountain View

## Physical Plant Staff

Bonnie Crider .....Institutional Services Assistant  
Denny Elrod.....Maintenance Assistant  
Eric Holowell.....Night Watchman  
Shane Kinion.....Landscape Specialist  
Jerry Messer .....Institutional Services Assistant, Ash Flat  
Penny Ramsey.....Institutional Services Assistant  
Dave Rush .....Landscape Supervisor  
Ronny Rush .....Director of Physical Plant  
Alan Vickery .....Skilled Tradesman

## **Auxiliary Services**

Jamie Fowler.....Child Care Technician, Kids Academy  
Kelly Graham .....Child Care Technician, Kids Academy  
Kenda Levett .....Cafeteria Staff  
Michelle Malloy .....Child Care Technician, Kids Academy  
Brenda Morris.....Supervisor of Cafeteria Staff  
Adrienne Whitfield .....Child Care Technician, Kids Academy  
Carrie Watson .....Child Care Technician, Kids Academy



# Academic Calendar 2013-2014

## SUMMER SESSION 2013 (Summer II)

Registration.....	Through June 27 (Th)
Classes Begin .....	July 1 (M)
Independence Day Holiday .....	July 4 (Th)
Last Day of Withdrawal process to receive a "W" .....	July 25 (Th)
Final Exams.....	August 1 (Th)
Final Grades Due .....	August 2 (F)

## FALL SEMESTER 2013

Reporting Day for Faculty .....	August 12 (M)
Faculty Development/Inservice Day .....	August 12 (M)
In-Service Week .....	August 12-16 (M-F)
College Opens to Students .....	August 13 (T)
Open Registration .....	August 13-16 (T-F)
New Student Orientation.....	August 5-8 and 16 (M-Th & F)
Day and Evening Classes Begin .....	August 19 (M)
Labor Day Holiday .....	September 2 (M)
Last Day of Withdrawal process to receive a "W" for 8-Week classes only .....	September 26 (Th)
End of 1st 8-Week Classes .....	October 11 (F)
Mid-term Advisory Grades Due.....	October 14 (M)
Start of 2nd 8-Week Classes .....	October 14 (M)
Spring Registration Opens: Current Students .....	November 4 (M)
Spring Registration Opens: New Students .....	November 11 (M)
Last Day of Withdrawal process to receive a "W".....	November 14 (Th)
Thanksgiving Holiday (no classes) .....	November 27-29 (W-F)
College closed.....	November 28-29 (Th-F)
Classes End .....	December 6 (F)
Semester Final Exams .....	December 9-12 (M-Th)
Last Day for Faculty .....	December 13 (F)
Final Grades Due .....	December 13 (F)
Office Closed .....	December 23, 2012 – January 1, 2013 (M-W)

## SPRING SEMESTER 2014

Office Open.....	January 2 (Th)
Reporting Day for Faculty.....	January 2 (Th)
In-Service Day/Faculty Development .....	January 6 (M)
In-Service Week.....	January 6-10 (M-F)
College Opens to Students.....	January 7 (T)
Open Registration.....	January 7-10 (T-F)
New Student Orientation .....	January 7-10 (T-F)
Day and Evening Classes Begin .....	January 13 (M)
Martin Luther King Day (College Closed).....	January 20 (M)
Last Day of Withdrawal process to receive a "W" for 8 week classes only .....	February 20 (Th)
End of 1st 8-Week Classes.....	March 7 (F)
Mid-term Advisory Grades Due .....	March 10 (M)
Start of 2nd 8-Week Classes .....	March 10 (M)
Spring Break (classes do not meet) .....	March 24-28 (M-F)
Summer/Fall Registration Opens: Current Students .....	April 7 (M)
Summer/Fall Registration Opens: New Students.....	April 14 (M)
Last Day of Withdrawal process to receive a "W" .....	April 10 (Th)
Classes End.....	May 2 (F)
Semester Final Exams .....	May 5-8 (M-Th)
Final Grades Due .....	May 9 (F)
Last Day for Faculty .....	May 10 (Sat)
Commencement.....	May 10 (Sat)

## SUMMER SESSION 2014 (Summer I)

Registration. ....	Through May 16 (F)
Classes Begin.....	May 19 (M)
Memorial Day Holiday .....	May 26 (M)
Last Day of Withdrawal process to receive a "W" .....	June 12 (Th)
Final Exams .....	June 19 (Th)
Final Grades Due.....	June 20 (F)

**SUMMER SESSION 2014  
(Summer II)**

Registration.....Through June 26 (Th)  
Classes Begin .....July 1 (T)  
Independence Day Holiday .....July 4 (F)  
Last Day of Withdrawal process to  
    receive a "W" .....July 24 (Th)  
Final Exams .....July 31 (Th)  
Final Grades Due .....August 1 (F)

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# **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.
- **Caring**  
Ozarka College values people and ideas.
- **Quality**  
Ozarka College strives for excellence and integrity in all we do
- **Community**  
Ozarka College values community

