

College Catalog/Handbook

2011-2012



The College is an equal opportunity college. Discrimination on the basis of race, color, creed, religion, gender, national origin, disability, age, sexual orientation, veteran status, or any other category protected by law is prohibited. Facilities and services are ADA accessible. Any questions regarding this policy should be addressed to the College's Affirmative Action Officer. Any person may also contact the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Table of Contents

Academic Calendar	3
President’s Message	5
College Profile	6
Glossary of Terms.....	7
Degrees and Certificates	8
Mission and Purposes	9
General Information.....	11
Campus Services.....	14
College Policies and Rules	16
Admissions Requirements.....	21
Tuition and Refunds	29
Financing your Education.....	31
Student Organizations.....	37
Academic Information.....	39
General Education Philosophy and Outcomes.....	51
Instructional Divisions	
Allied Health Sciences	52
Applied Science Technology.....	64
Arts & Sciences.....	78
Developmental Education Program	86
Business Technology	88
Professional Studies	132
Course Descriptions	
Adult Education.....	142
Allied Health Sciences	107
Applied Science Technology.....	111
Arts & Sciences.....	119
Developmental Education Program	126
Business Technology	127
Professional Studies	134
Ouachita Area High School Career Center	136
Fun-Ed/Continuing Education/ Professional Development.....	140
Adult Education.....	141
Board, Administration, Staff, & Faculty	144
Index	150

2011-2012 Academic Calendar

FALL 2011

Registration Fall.....	May 12 – August 19
Faculty Return to Campus.....	August 15
Classes Begin	August 22
Last Day to Adjust Schedule by 6:00 p.m.....	August 23
Labor Day Holiday (Campus Closed).....	September 5
Cosmetology Fall Mid Term Application Deadline.....	September 9
Mid Semester	October 14
Last Day to Withdraw with a "W"	November 4
Cosmetology Spring 2012 Application Deadline	November 12
Priority Registration Spring 2012 (Current Students Only).....	November 14 – November 18
Registration Spring 2012.....	November 28 – January 13
Faculty Workday (No Classes)	November 21
Thanksgiving Holiday (No Classes)	November 22 - 25
(Campus Closed).....	November 23 - 25
Final Exams.....	December 12 - 15
Grades Due by 11:59 p.m.	December 18
Christmas Holidays Begin for Students and Faculty.....	December 19
Campus Closed.....	December 22 - January 2

*New students may register anytime during the registration period after attending an orientation session.

SPRING 2012

Campus Re-opens	January 3
Registration Spring.....	January 3 – 13
Faculty Return to Campus.....	January 9
Martin Luther King Jr. Holiday (No Classes)	January 16
Classes Begin	January 17
Last Day to Adjust Schedule by 6:00 p.m.	January 18
Cosmetology Spring Mid Term Application Deadline	January 30
Mid Semester	March 9
Cosmetology Mid Term Class Begins	March 12
Mid Semester grades due by 11:59 p.m.	March 14
***Spring Break (No Classes).....	March 19 - 23
(Campus Closed)	March 22 - 23
Last Day to Withdraw with a "W"	April 6
Summer I Cosmetology Application Deadline	April 13
Priority Registration Summer I, II, III & Fall 2012 (Current Students Only).....	April 16 – May 11
Awards Ceremony.....	May 4
Final Exams.....	May 7- 10
Graduation	May 12
Grades Due by 11:59 p.m.	May 13
Registration Summer I and Summer II	May 16 - 24
Registration Summer III.....	May 16 – July 5
Registration Fall 2012	May 16 – August 17

*New students may register anytime during the registration period after attending an orientation session.

SUMMER I 2012 (5 Week)

Registration Summer I 2012.....	May 16 - May 24
Registration Summer II 2012.....	May 16 - May 24
Registration Summer III 2012.....	May 11 – June 30

Registration Fall 2012.....	May 16 – August 17
Memorial Day Holiday (Campus Closed).....	May 28
Classes Begin	May 29
Last Day to Adjust Schedules by 6:00 p.m.	May 29
Last Day to Withdraw with a "W" Summer I 5- Week Classes.....	June 15
Adult Education Graduation	June 21
Final Exams.....	June 28
Grades Due by 11:59 p.m.	July 1

*New students may register anytime during the registration period after attending an orientation session.

SUMMER II 2012 (10 Week)

Registration Summer II 2012.....	May 16 - May 24
Registration Fall 2012.....	May 16 – August 17
Memorial Day Holiday (Campus Closed).....	May 28
Classes Begin	May 29
Last Day to Adjust Schedules by 6:00 p.m.	May 29
Independence Day Holiday (Campus Closed)	July 4
Last Day to Withdraw with a "W" Summer II 10-Week Classes.....	July 20
Final Exams.....	August 1 & 2
Grades Due by 11:59 p.m.....	August 5

SUMMER III 2012 (5 Week)

Registration Summer III.....	May 16 – June 28
Registration Fall 2012.....	May 16 – August 17
Classes Begin.....	July 2
Last Day to Adjust Schedules by 6:00 p.m.	July 2
Independence Day Holiday Observance (Campus Closed)	July 4
Cosmetology Fall Term Application Deadline	July 5
Last Day to Withdraw with a "W" Summer III Classes	July 20
Final Exams.....	August 2
Grades Due by 11:59 p.m.....	August 5

FALL 2012

Registration Fall.....	May 16 – August 16
Faculty Return to Campus.....	August 13
Classes Begin	August 20
Last Day to Adjust Schedule by 6:00 p.m.	August 21
Labor Day Holiday (Campus Closed).....	September 3
Cosmetology Fall Mid Term Application Deadline.....	September 5
Mid Semester	October 12
Last Day to Withdraw with a "W".....	November 2
Registration Spring 2013 (Current Students Only).....	November 12 – November 16
Priority Spring 2013 Cosmetology Application Deadline	November 14
Faculty Workday (No Classes)	November 19
Thanksgiving Holiday (No Classes)	November 19 - 23
(Campus Closed).....	November 21 – 23
Registration Spring 2013	November 26 – January 11
Final Exams.....	December 10 - 13
Grades Due by 11:59 p.m.	December 16
Christmas Holidays Begin for Students and Faculty.....	December 17
Campus Closed.....	December 24 - January 1**

*New students may register anytime during the registration period after attending an orientation session.

**TBA by the Board of Trustees

***OTC reserves the right to adjust spring break week up until the beginning of the fall semester.

President's Message



Thank you for your interest in College of the Ouachitas. We hope you decide to further your education here. A college education has never been more important. The new global economy in which we live annually creates thousands of new jobs for workers who have obtained knowledge and skills that are documented by college degrees and certificates. Today's economy creates very few new jobs for persons who lack college credentials. Whether you're a recent high school graduate choosing our College to complete the first two years of a bachelor's degree, someone who wants a degree or certificate to qualify for a good job, or a working adult interested in a few specific courses to upgrade your job skills, College of the Ouachita is the place for you. Since our courses transfer to every state university in Arkansas, our low tuition and fees turn out to be a great bargain.

Though the costs for tuition, fees and textbooks at College of the Ouachitas are among the lowest in the state, we understand that most students need financial assistance to go to college. For this reason, we have one of the most comprehensive financial aid programs around. We annually provide our students with over \$3,500,000 federal, state,

institutional and private aid. We can usually find a way to help every student with a financial need.

As a growing two-year college, College of the Ouachitas provides high quality instructional programs to suit almost every interest. Our programs include career training, continuing education, transfer options, courses and degrees you can complete over the Internet at your convenience, and custom-designed training for employees of area businesses. Our Student Affairs staff can assist you with the admissions process, assessing your academic skills so you can start at the level where you can succeed, career counseling, financial aid and scholarships, course selection, transferring to a university, finding a job, obtaining course credits for your work experience and training in industry or the military, and getting your cap and gown for graduation.

We welcome you to come and become part of a dynamic and growing college and community. For almost 40 years, the accomplishments of our students and the positive difference that college credentials make in their opportunities is proof that a college education has the power to change lives and build futures.

Sincerely,

A handwritten signature in black ink that reads "J. Barry Ballard". The signature is written in a cursive style with a large, stylized "J" and "B".

J. Barry Ballard, Ed.D.

President

Changing Lives....Building Futures!

College Profile

The College, formerly Ouachita Vocational Technical School (OVTS), located in Malvern, Arkansas, was authorized by the State Board of Education in July, 1969, to serve the vocational training needs of a five-county area surrounding Malvern and Hot Spring County. The College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and School, www.ncahlc.org.

In May, 1985, OVTS was designated as a high school vocational center as the state attempted to make vocational education accessible to all Arkansas high school students. Five high school vocational programs were made available to 11 high schools in the area surrounding Malvern. Additionally, various federally funded short-term programs have been offered to meet the employment training needs of the area.

In September of 1988, the Arkansas Business Council Foundation, a group of 19 prominent Arkansas business and industry leaders, issued a report entitled *In Pursuit of Excellence* that called for "reform of and increased support for our state's system of elementary, secondary, vocational, and higher education." Among the Arkansas Business Council recommendations were transfer of postsecondary vocational programs from the State Board of Education to the State Board of Higher Education (SBHE), expansion of general education programs in the vo-tech schools, development of more sophisticated technical training in close cooperation with business and industry, conversion of existing vo-tech schools into technical colleges or comprehensive community colleges, and support for additional funding of these proposals.

The 1991 Arkansas Legislature responded to *In Pursuit of Excellence* with a series of Acts centered on Act 1244, the "Two-Year Postsecondary Education Reorganization Act of 1991." OVTS was not included in the original legislation that became Act 1244; but, following a meeting of Malvern and Hot Spring County business leaders, legislators, and OVTS faculty and administrators, Senator George Hopkins introduced separate legislation to designate OVTS as the Ouachita Technical College under the coordination of SBHE. This separate legislation (Act 617 of 1991) actually was signed into law before the enabling legislation (Act 1244) was passed; thus, Ouachita Technical College became the first Arkansas technical college.

Transfer from the State Board of Vocational Education to the State Board of Higher Education took place on July 1, 1991. The governing board of Ouachita Technical College was appointed by Governor Bill Clinton in October, 1991, and a President was hired by the Board in August, 1992. In February, 1996, the College received initial accreditation and in February, 2001, continuing accreditation from The Higher Learning Commission - North Central Association of Colleges and Schools, www.ncahlc.org.

Currently, the College serves a five-county area in south-central Arkansas. The counties include Clark, Dallas, Grant, Hot Spring, and Saline. The College's service area is more than 50% rural and predominantly white (86%). Nine percent of the population is African-American, and five percent are other ethnicities. Females constitute 51% of the population and males 49%.

After discussing for several years the challenges of communicating the broad mission of the College to the community, the Board of Trustees decided in 2009 that the time had come for a name change. The Board asked the administration to involve students, faculty, staff, and citizens in the community to come up with a new name that would help to improve the communicating of the College's broad mission of higher education and service. After soliciting proposed names from the community and the College community through advertisements, polls, and focus groups, a committee recommended two names to the Board of Trustees. After discussing and considering the options for several months, the Board unanimously approved a new name for the College last fall 2010. The College's two local State House Legislators, Senator Mike Fletcher and Representative Loy Mauch, sponsored a name change bill and ushered it through the committees and both chambers getting it passed without a dissenting vote. On March 8th, 2011, Governor Mike Beebe signed the bill into law which changed the college name to "COLLEGE OF THE OUACHITAS." The new name will be official on July 1, 2011.

Glossary of Terms

Add - Adding another course to the student schedule. Must be done within time designated in printed schedule of classes.

Audit - Registered in a course but does not receive credit.

Blackboard – Software program in which all on line courses are taught.

CLEP - College Level Examination Program permits student to earn college credit by successfully completing national standardized test. Contact Division of Student Affairs.

COMPASS - a comprehensive, computer-adaptive testing system to measure academic preparedness. Contact Division of Student Affairs.

Credit Hour - Quantitative measure of college courses. See semester hour.

Cumulative Grade Point Average - Record of all college-level grades received while attending college.

Degree Plan - List of required courses for a specific certificate or degree. Contact Division of Student Affairs or advisor.

Drop - Dropping a course from the student's schedule. Must be done during time designated in printed schedule of classes.

G.P.A. - Grade point average.

Graduation Application - Form to be completed one semester before planned graduation. Contact the Registrar or download from www.otcweb.edu.

Independent Study - Student may work individually with permission of Division Chairperson and instructor rather than as part of a class.

SchoolCast – Emergency notification system.

Self Service – Students' own accounts for grades, financial aid, etc.

Semester - Length of college term. Usually 16 weeks in Fall and Spring and 5 or 10 weeks in Summer.

Semester Hour - Earned by student for taking one hour of academic class work each week for a semester. The last digit of each course number indicates the number of (credit) semester hours earned in a course.

Transcript - Official copy of student's academic record.

Transfer - Transferring college credit from one college to another.

Withdraw - Withdrawing from all registered courses. Must be done properly. Contact Division of Student Affairs.

Degrees and Certificates

Associate of Arts degree

The Associate of Arts (A.A.) degrees are designed for transfer to senior colleges. Freshman and sophomore level courses are offered around a core of general education requirements that can be structured to satisfy the requirements of most bachelor's degree programs.

Associate of Arts in Teaching degree

The Associate of Arts in Teaching (A.A.T.) degree is designed for transfer to senior colleges. The purpose of the A.A.T. is to lay a foundation for preparing qualified and competent elementary and middle school teachers. Three tracts are offered, P-4; Middle School; Language Arts/Social Studies; and Middle School Math/Science. Students who plan to transfer should follow the curriculum advised by the senior institution to which they plan to attend.

Associate of Applied Science degree

The Associate of Applied Science (A.A.S.) degrees are designed for those seeking occupational or technical skills for employment or advancement. Students should not assume that technical courses are transferable. While a few institutions have recently begun to accept some A.A.S. program courses, if a student plans to transfer, get assurances in writing, in advance, from the institution to which the student plans to transfer.

Associate of Science in Business degree

The Associate of Science in Business (A.S.B.) degree is designed for seamless transfer to senior colleges. The purpose of the A.S.B. is to provide freshman and sophomore level general education and business core courses that are necessary for completing a bachelor's degree in any field of business.

Technical Certificate

These programs, approximately 30 credit hours, provide training for specific occupations. Many Technical Certificates provide "stop-out" points for A.A.S. degrees with curricula approximately one-half of that required of the corresponding A.A.S. degree.

Certificate of Proficiency

Totaling fewer than 15 credit hours, these programs are planned sequences of courses that focus on specific occupational credit hours.

Guaranteed Skills

If a student graduates from the College with an Associate of Applied Science degree or a Technical Certificate, the College will guarantee their skills to their first employer. The College will provide additional training of up to 12 tuition-free credit hours for graduates judged deficient in identified technical skills by their employer.

Mission & Purposes

MISSION & PURPOSES

The College is a public, two-year institution of higher education that continually identifies and addresses the changing learning needs of the communities it serves through:

- Developmental courses and services that promote collegiate-level success;
- Associate-degree programs and courses that prepare learners to transfer and to succeed at universities;
- Associate degree, certificate, and continuing professional education programs and courses that prepare learners to succeed in the workforce;
- Services and resources that meet the needs of students in order to support successful learning;
- Specialized training courses and services that meet the needs of business and individuals;
- Partnerships with K-12 schools, other colleges and universities, businesses, industries, public agencies, and civic groups that support learning and promote the economic development of Arkansas;
- Non-credit, lifelong learning programs and opportunities that meet community needs;
- Continuous improvement through a system of inquiry, evidence, and accountability.

VISION

The College is a community of successful, lifelong learners and is acknowledged as responsive to the economic development needs of the region.

VALUES

As a student-centered institution, the College is committed to ethical dealings with its constituencies—faculty, staff, administration, businesses, industries, students, and other educational institutions and agencies. We formally adopt the following set of values to guide the direction and operations of the College.

Integrity

We act honestly, courteously, decently, and fairly in all our dealings with our constituencies. Respect must characterize all of our internal and external relationships.

Quality and Accountability

Quality education is the guiding principle in all our actions; consequently, we hold ourselves and each other accountable for our results through a culture of inquiry and evidence.

Leadership

We lead by innovation in meeting the changing needs of our constituencies.

Independence

We recognize that academic freedom, used responsibly, fosters the innovation and initiative which make the College unique.

Environment

We provide an accessible, safe, clean, and attractive collegiate environment for learning and working.

Community

We are an integral contributor to our community and to its economic development.

The Individual

We know that the commitment and contributions of all employees and students will determine our success. Each employee and student has the opportunity to participate fully, to grow professionally, and to develop to his or her highest potential.

Diversity

We value diversity and the learning opportunities that it creates.

STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs is dedicated to providing quality programs and services that facilitate student enrollment and support students as they transition into college life and work towards completion of education and career goals.

VALUES

- All individuals have value and deserve our respect; however, students are our priority and their values and individuality must be understood and considered in the development of our programs and services.
- We appreciate the diversity the members of our community bring to the campus and give fair and equitable treatment to all; acts of insensitivity or discrimination against individuals based on their race, gender, ethnicity, age, sexual orientation, abilities, or religious beliefs will not be tolerated.
- The educational mission of the College is preeminent and linkages with academic units and faculty are integral to the Student Affairs mission.
- Co-curricular activities are essential to students' learning, satisfaction and retention.
- The ongoing professional development of our staff will allow us to improve the student experience.
- We value community involvement and leadership of all Student Affairs team members.
- Teamwork of our staff members will allow the Division to fulfill its mission.
- Effective services/programs require ongoing assessment and improvement of their quality and impact.

General Information

Accreditations

College of the Ouachitas (the College) is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-5000, Chicago, IL 60604-1413, (312) 263-0456, www.ncahlc.org. Program accreditations include Arkansas State Board of Nursing approval of the Practical Nursing Program, Arkansas State Board of Cosmetology accreditation of the Cosmetology Program, National Automotive Technician Education Foundation accreditation of the Automotive Service Technology Program (ASE), and the National Alliance of Concurrent Enrollment Partnerships (NACEP). The College also has institutional approval for Veterans' educational benefits through the Arkansas State Approving Agency of Veterans.

Articulation Agreements

General Education core courses taken at the College, with a "C" or better grade, will transfer to all public two-year and four-year institutions of higher education in Arkansas, provided the courses taken are required in the four-year program of study. The purpose of these agreements among two-year and four-year institutions of higher education in Arkansas is to assist students holding an Associate of Arts degree to move smoothly from a two-year college to a four-year institution. The partnership reflected by these agreements will facilitate the transfer process. Satisfactory completion of an Associate of Arts degree designed for transfer will be accepted as satisfying the general education requirements of the signatory four-year institutions. These agreements do not address specific degree requirements outside of the General Education component, such as major or minor courses. Students should select those courses based on the specific degree requirements at the institution expected to award the baccalaureate degree.

Assessment Program

The College views assessment as a holistic process by which information is gathered and analyzed and then used to evaluate the accomplishment of the mission and to enhance the College's effectiveness. The College's assessment procedures measure student academic achievement and institutional effectiveness. The primary purposes of assessment are:

- To improve teaching and learning in order to facilitate student success;
- To improve the educational environment;
- To make the College accountable to constituents by documenting fulfillment of the College's educational mission;
- To link educational programs and services to systematic assessment of student learning;
- To gather and utilize information vital to effective planning and resources management.

The assessment of student learning is accomplished through a variety of methods. Students participate through measures such as standardized tests, comprehensive exams, "capstone" experiences, portfolios, surveys, focus groups, interviews.

Catalog/Handbook Disclaimer

The Arkansas Higher Education Coordinating Board and the Board of Trustees of the College reserve the right to restrict or limit the enrollment of any program and make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this catalog when such action is deemed to be in the best interest of the student or College. The provisions of this publication do not represent in any way a contract between a student, prospective or otherwise, and the Board or the College and should not be regarded as such. If any changes are made in the provisions listed in this catalog, appropriate notification will be made.

College Catalog/Handbook

A student enrolled at the College may receive a copy of this Catalog/Handbook free of charge. The catalog/handbook contains the rules and regulations of the College. The student is held responsible for being knowledgeable of all information published in the Catalog/Handbook, Course Outlines, General Notices, and Announcements placed on the bulletin boards or read aloud by instructors, or sent to his/her College e-mail account.

Equal Opportunity/Affirmative Action

College of the Ouachitas is an equal opportunity college. Discrimination on the basis of race, color, creed, religion, gender, national origin, disability, age, sexual orientation, veteran status, or any other category protected by law is prohibited. Facilities and services are Americans with Disabilities Act (ADA) accessible. Any questions regarding this policy should be addressed to the College's Affirmative Action Officer. Any person may also contact the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Information Technology Resources

Pursuant to the Communications Act of 1934 and the Communications Decency Act of 1996, and their subparts, the College reserves the right to limit, restrict, or extend the use of and access to information technology resources. Those who do not abide by the policies as outlined in College Operating Policies and Procedures (COPP) 6.02 and 6.09, whether through deliberate disregard, negligence, or naiveté, should expect suspension of their privileges and possible referral to the appropriate judicial process. Users must behave responsibly in light of access to vast services, sites, systems, and people. An example of particular importance to ALL users of the College's Technology Resources is delineated in COPP 6.02 and 6.09 that states: "Users shall not access or display sexually explicit materials on any College terminals, microcomputers, printers, or any other equipment."

Dishonesty in the Classroom

The College will not tolerate dishonesty, such as cheating or plagiarism in the classroom. Each instructor determines the penalty for a student found performing a dishonest act pertaining to his or her class work.

Sexual Harassment Policy

It is the policy of the College to prohibit sexual harassment of all students, faculty, and staff. Incidents of sexual harassment seriously affect the working and learning environment. The Board of Trustees assumes an affirmative posture in preventing and eliminating sexual harassment in any and all forms.

Sexual harassment of students is illegal under Title IX of the Education Amendments of 1972. Sexual harassment is defined as unwelcome sexual advances which interfere with an individual's work or academic environment, or as coercive behavior which threatens employment or academic reprisal or promises rewards contingent upon obtaining sexual favors, or as spreading false stories about a person's conduct, or falsely accusing someone of sexual harassment. Such conduct becomes illegal and contrary to policy when:

- The harassed individual's submission is an explicit or implicit condition of employment or of grades, honors, admissions, or any award associated with a student's enrollment at the College.
- The harassed individual's response becomes a basis for employment decisions or educational progress.
- The harassing behavior interferes with the individual's performance in such a way that an intimidating, hostile, or offensive work or learning environment is created.

Prompt reporting of an incident believed to be sexual harassment is urged. An employee who believes he/she has been subjected to sexual harassment should report the situation to the Affirmative Action Officer, as outlined in College Operating Policies and Procedures (COPP) 2.36.; students should report such incidents to the Vice President for Student Affairs who, upon investigation of the situation, reports findings to the President within ten days of the complaint. Furthermore, due process rights through College grievance procedures are available to students and employees.

Disclosures of Federal Legislation Affecting Students

Equal Employment Opportunity

Title VII of the Civil Rights Act of 1964

Sex Discrimination

Race Discrimination

Religious Discrimination

National Origin Discrimination

Equal Pay Act of 1963

Disability Discrimination

Americans with Disabilities Act of 1990

Rehabilitation act of 1973, Section 504

Age Discrimination in Employment Act of 1967

Civil Rights Act of 1991

Students and Program Nondiscrimination

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Rehabilitation Act of 1973, Section 504

Americans with Disabilities Act

Age Discrimination Act of 1975

Privacy of Student Records

Family Educational Rights and Privacy Act of 1974

Consumerism

Student Right-to-Know Act of 1990

Education Amendments of 1976

Campus Crime Reporting

Campus Security Act of 1990

Drug Use by Employees and Students

Drug-free Schools and Communities Act of 1989

Drug-free Workplace Act of 1988

Questions concerning any of the above statutes should be directed to the Vice President of Student Affairs, Vice President of Finance and Administration, or Vice President of Information Technology.

Student Rights/Responsibilities

Each student is expected to conduct themselves in a professional manner while on campus or while representing the College off-campus. The reputation of the College rests with each student. The College reserves the right to take disciplinary action against students, who in the opinion of the College, have not acted in the best interest of the students or the College. Disciplinary actions may consist of verbal reprimand, restitution for damages, restriction of privileges, suspension, or dismissal. Students have the right of due process.

The College honors the right of the individual to free discussion and expression, of peaceful demonstration, and of petition and peaceful assembly. However, in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of others cannot be tolerated. Therefore, any student who willfully by use of violence, force, coercion, threat, intimidation, or fear, obstructs, disrupts, or attempts to obstruct the normal operations or functions of the College, or who orally or in writing advises, procures, or incites others to do so is subject to dismissal.

All College students are expected to conduct themselves as responsible individuals and to abide by the College rules published in this Catalog/Handbook.

Disclosure of Consumer Information

The College discloses the consumer information required by Amendments to the U.S. Higher Education Act online at www.otcweb.edu/consumerinfo.asp. A printed copy is also available in the Office of Student Affairs.

Campus Services

Bookstore

The College Bookstore is open daily during the hours listed in the current semester schedule and posted outside the Bookstore. Students will be refunded 100 percent for books returned within the posted time provided no markings have been made in a “new” book and the student has the original receipt. Students may also sell back used books during the posted “book buy back” period at the end of each semester. When purchasing textbooks and supplies, the student must bring their registration form or printed schedule, any financial aid vouchers, and student I.D. The College Bookstore sells textbooks and supplies needed for classes. When purchasing textbooks and supplies, the student must bring their registration form and any necessary vouchers for payments. Book Buy Backs are held on selected days during final exam week. The dates are posted in all campus bulletin boards.

Call Someone

A free public phone is located in the hallway outside the Division of Student Affairs. Phone calls are limited to three minutes each. No long distance calls are allowed.

Advising

The Division of Student Affairs offers academic advising to all interested students. Students may obtain career advising and/or assessment to assist them in identifying their abilities or occupational interests. Students are encouraged to seek assistance in selecting an occupation and the necessary training by contacting the Division of Student Affairs. All advising sessions are confidential. Students seeking personal counseling will be referred to area agencies.

Emergency Notification

The College’s emergency notification system, SchoolCast, provides messaging via multiple communication vehicles – email, text messages, cell or land line voice calls, and PDAs/Blackberries. The College uses this system for emergency purposes, as well as administrative announcements such as school closings.

Food Service

Food and drink vending machines are located in the Eagle’s Nest Student Center. A concession stand, operated by the Arkansas Rehabilitation Services for Blind, is open daily in the Student Center from 7:30 – 3:00 p.m.

Health Care

The College does not have an on-campus health-care clinic and, therefore, does not provide health-care services to its students or staff. It is the policy of the College to refer all health-care needs to available area agencies and the individual’s personal physician. All students born must show proof of immunization against measles, mumps and rubella. Adequate records must be submitted to the Division of Student Affairs.

ID Cards

Picture ID cards are required for all students registered for classes at the College and are obtained and updated in the library. Students should bring their printed schedule from the Business Office to the library to have their picture taken and their ID card made, or to have their card updated. The initial card is free and must be updated with a semester sticker each subsequent semester the student is enrolled. Cards will be made for all new students during registration periods and until the end of the second week of each semester. Returning students may have their cards updated any time as long as they have their printed schedule from the Business Office. Cost for replacement for lost cards and cards requested during times other than those listed above is \$5.00. The ID card will contain a library barcode for checking out materials and is required if the student wishes to check out any library books and/or videos.

Library/Learning Resource Center

The Library/LRC provides access to information for all students, faculty, staff, and also community members in the surrounding area. A wealth of information can be found in books, magazines, newspapers, and via electronic media, including the Internet. The Library/LRC has online indexes for newspapers and magazines, online encyclopedias and full-text databases to meet the varied needs of our patrons.

The Library is open from 7:30 a.m. until 7:30 p.m. Monday through Thursday, and 7:30 a.m. until 4:30 p.m. on Friday during the Fall and Spring semesters. A schedule for Summer sessions and any changes that must be made to our regular schedule will be posted.

Lost and Found

Contact the receptionist at the Information Desk for lost and found items.

Moving

If a student's address changes, the student should fill out the "Change of Address Form" in the Division of Student Affairs or change the address in their Self Service account.

Parking

Traffic signs are posted throughout the campus, and students are encouraged to familiarize themselves with the posted speed limits, directions, and parking areas. Parking permits are not required. However, a special permit, which must be displayed in the vehicle while it is parked on campus, is required to park in the handicapped zone.

Services for Students with Disabilities

The purpose of the Americans with Disabilities Act (ADA) is to extend to people with disabilities civil rights similar to those now available on the basis of race, color, sex, national origin, and religion through the Civil Rights Act of 1964. It prohibits discrimination on the basis of disability in the private sector employment, services rendered by state and local governments, places of public accommodation, transportation, and telecommunications services.

It is the policy of the College to accommodate students with disabilities, pursuant to federal and state laws. Services available to disabled students include, but are not limited to, personalized orientation to campus, assistance with course registration, special parking, assistance with class scheduling, tutoring, recording of lectures, reader service, special seating arrangements, interpreter services, recording of class lectures, physical access to educational and related facilities and other reasonable accommodations. The College campus is accessible to wheelchairs. Any student needing accommodations must contact the Student Success/504 Coordinator in the Division of Student Affairs. All students with disabilities are encouraged to contact the Division of Student Affairs for assistance, additional information on services and the *Disability Handbook*.

Smoking/Tobacco Policy

The College is dedicated to the health and comfort of all employees and to those who wish to work and learn in a smoke- and tobacco-free environment. **In compliance with Act 734, The Arkansas Clean Air on Campus Act of 2009, tobacco shall not be permitted at any the College campus, building and/or parking lot or any off-campus sites, including but not limited to the Arkansas Workforce Center. The policy applies to all students, faculty, and staff as well as visitors. Any person in violation of this policy is subject upon conviction to a \$100-\$500 fine or dismissal.**

Grab a Quick Snack

Vending machines are located inside the student lounge, "The Eagle's Nest". The Arkansas Rehabilitation Services for the Blind also operates a concession stand from 7:30 a.m. to 3:00 p.m. in "The Eagle's Nest".

TRiO Student Support Services

TRiO Student Support Services is a federally funded U.S. Department of Education program designed to help qualified students enter, graduate, and transfer from college. The goals are achieved through the following services: tutoring (personal and computer-aided); disability services; counseling (personal, career, and academic); cultural activities; and special events.

Tours and Visits

Tours and visits to the College campus, by groups and individuals, are always welcome. The Division of Student Affairs should be contacted to schedule tours or visits.

Tutoring

Tutoring is available at no charge through the Student Success Office and TRiO Student Support Services in the Division of Student Affairs, as well as, all academic divisions. Contact the Student Success/504 Coordinator for information.

Visit us on the Web

Visit the College's home page at www.otcweb.edu or e-mail info@otcweb.edu.

Voter Registration

Voter registration forms are available in the Division of Student Affairs or in the College Library.

College Policies & Rules

Campus Security

The Vice President of Information Technology serves as the College's Chief Security Officer. Students should exercise the same precautions that they would utilize in any public area; students are encouraged to be responsible for their own security and the security of others. A truly safe environment can only be achieved through the cooperation of all students, faculty, staff, and campus visitors.

Local and state law enforcement personnel are, by invitation, responsible for enforcement of local and state laws on campus. Incidents, including accidents, involving local and state laws are to be referred to the appropriate local authorities for disposition by the Chief Security Officer.

Any event involving campus security or safety, including on-campus accidents which may or may not result in injury to person or property shall be reported to the Chief Security Officer or President as soon as possible. The Incident Report Form, available from the Vice President of Finance and Administration, is the acceptable method of reporting campus security matters. The administration maintains a close working relationship with the police department. To report a crime or emergency, respond directly to the College in person or by calling 337-5000 or 1-800-337-0266 or call local police at 911.

Offenses Attempted

The following chart reflects the number of arrests for selected offenses.

<i>Offense</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>
Liquor Law Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0

The following chart reflects the number of crimes reported to the police as occurring on campus for the years indicated. The chart covers January through December each year.

<i>Crime</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>
Homicide	0	0	0
Manslaughter	0	0	0
Other Sex Crimes (Forcible)	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Larceny	0	0	0
Hate Crimes	0	0	0
Arson	0	0	0

Substance Abuse Policy

The College is committed to maintaining a drug and alcohol free workplace for students and employees. This is an essential part of ensuring safety, eliminating poor job performance, inefficient operations, College rule violations, or any unethical behavior. The College Drug and Alcohol Policy is consistent with the Drug Free School and Communities Act Amendment of 1989. The unlawful manufacture, distribution, possession, sale, use or being under the influence of alcohol, a controlled substance, or drug is prohibited at a College facility or while engaged in College-related activities. In addition to College sanctions (disciplinary action up to and including termination or suspension), state and federal laws provide for fines and/or imprisonment for such activities. The amount of fines and the length of the imprisonment vary according to the type and amount of the substance involved, the offender's past record for such offenses, and a variety of other factors. One particularly relevant factor is that the legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under 21 years of age or within proximity of an educational institution.

- Alcohol and Drug Education material is available at the College for all students, faculty, and staff.
- Alcohol and drug policy information will be distributed to students and employees on an annual basis.
- Advisors will make appropriate referrals to community service providers on a case-by-case basis.
- Alcohol and Drug Awareness Week is conducted the week prior to spring break at the College.
- The National Clearinghouse for Alcohol and Drug Information at 1-800-729-6686 or at their web site at www.health.org will provide additional information.

Academic Records Privacy Rights

The College is covered by the Family Educational Rights and Privacy Act, also known as the Buckley Amendment, which provides for the privacy of students and their parents regarding access and disclosure of records maintained by the College. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, chair of the academic department, or other appropriate official, written request that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Registrar for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The following items are designated as "Directory Information" and may be released for any purpose at the discretion of the College:

- Name;
- address;
- major field of study;
- participation in officially recognized activities;
- dates of attendance;
- degrees and awards received;
- attendance status
- the most recent educational institution attended;
- or other similar information.

Careful consideration should be given to the decision to withhold any category of "Directory Information." Should a student decide to inform the College to not release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused.

The College will honor a student's request to withhold any of the categories chosen but cannot assume responsibility to contact the student for subsequent permission to release them. Regardless of the effect upon the student, the College assumes no liability for honoring the request that such information be withheld.

If a student chooses not to have directory information disclosed (such as in a graduation program, etc), they must describe, in writing, the information to be excluded to the Registrar within 18 calendar days from the first scheduled day of the term. Requests will be honored for one term only; therefore, requests must be filed each term.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-460**

The Office of the Registrar in the Division of Student Affairs is responsible for maintenance and security of student records and for making them available for counseling, advising and/or for auditing purposes. This information is considered confidential.

Additionally, the College safeguards student information as mandated by the Gramm-Leach-Bliley Act. The Vice President of Information Technology coordinates and executes the College's Information Security Plan.

COLLEGE RULES

Alcoholic Beverages

Any student guilty of drinking, being under the influence of, or possessing intoxicating beverages on the College property or at College functions is subject to disciplinary action and/or state and/or federal law.

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 or distributing illegal drugs is subject to disciplinary action and/or state and/or federal law.

Smoking

The use of tobacco, in all forms, is prohibited in College buildings. Beginning January 1, 2010, the College became a smoke-free campus. This is in accordance to ACT 734, which is a state law which was enforced on August 1, 2010.

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.

Fliers and Posters

Students may display signs, fliers, or posters in authorized areas only, including classroom and/or hallway bulletin boards, the CAN (Campus Announcements and News), and other digital signage. All signage must be approved in the Office of Public Relations prior to posting. Students are not to deface, alter, tamper, destroy or remove any sign or inscription on the College property.

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 Finance and Administration and the President.

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. Any student possessing deadly weapons is subject to disciplinary action.

Cheating

Dishonesty, such as cheating or plagiarism, will not be tolerated. Each instructor determines the penalty for a student found performing a dishonest act pertaining to his or her class work.

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.

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 law.

Use of College Facilities

Students are permitted on campus during the time established in the College Calendar, during normal College hours. Students wishing to utilize College facilities at other times than those must request permission from the Vice President of Finance and Administration.

Financial Responsibility

Students in debt to the College 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.

Information Technology Resources

Pursuant to the Communications Act of 1934 and the Communications Decency Act of 1996, and their subparts, the College reserves the right to limit, restrict, or extend the use of and access to information technology resources. Those who do not abide by the policies as outlined in College Operating Policies and Procedures (COPP) 6.02, whether through deliberate disregard, negligence, or naiveté, should expect suspension of their privileges and possible referral to the appropriate judicial process. Users must behave responsibly in light of access to vast services, sites, systems, and people. An example of particular import to ALL users of the College's Technology Resources is delineated in COPP 6.02 and 6.09 that states: "Users shall not access or display sexually explicit materials on any the College terminals, microcomputers, printers, or any other equipment."

Motor Vehicles

The College provides and maintains sufficient parking areas for staff, students, and visitors. Parking permits are not required; however, handicapped parking permits are required to park in handicapped zones and are to be displayed in the vehicle while it is parked on campus. Vehicles should be parked within designated parking boundaries and not overlap into or onto a roadway or crosswalk. Vehicles parked in unauthorized parking areas, blocking or impeding the normal flow of vehicular or pedestrian traffic, or that create an unsafe condition will be towed at the owner's expense. The College assumes no responsibility for loss, theft, or damage to vehicles parked in the College parking areas. Speed is limited to 10 miles per hour while on College grounds.

Children on Campus

Unattended children are not allowed on campus or in College buildings. Children are not allowed in classroom or lab facilities.

Classroom Expression

Student freedom of discussion and expression of views is protected and encouraged. The faculty has the responsibility and the authority to maintain order and appropriate academic environment, but this authority is not used to suppress the expression of views contrary to their own.

Verbal and/or Physical Abuse

Verbal and/or physical abuse by a student to or against any member of the College community will not be tolerated and will be considered a disruption of the educational process.

Emergency Closing

When it is necessary to close the College on an emergency basis, College staff will notify the mass media. Immediate closing of the campus may occur due to inclement weather or other reasons, depending upon the severity of the event. Information concerning closing will be available via several outlets:

- **SchoolCast:** The College has implemented an emergency notification system, this system provides messaging via multiple communication vehicles—email, text messages, cell or land line voice calls, as well as, administrative announcements. The link for **SchoolCast** for **Students ONLY** can be found at: www.myschoolcast.com. Students should call the College Helpdesk if they do not know their username and password.
- **College Website:** Emergency information is posted on the front page of the College’s webpage, www.otcweb.edu.
- **Facebook:** Emergency information is posted as the status on the College’s Facebook page.
- **Radio:** [Hot Springs](#) - KLAZ 105.9 FM; KQUS 97.5 FM
[Little Rock](#) - KSSN 95.7 FM
[Malvern](#) - KBOK 1310 AM
- **TV:** KARK-4; KATV-7; KTHV-11; Fox-16

TIP: Up-to-date emergency closing information is also available by calling the school’s telephone bulletin board. Call the main number and press 6 to access the automated message.

Admission Requirements

Academic Advising

First time students meet with a counselor in Student Affairs to prepare an academic plan. Students are assigned an academic advisor during their first semester at the College. Students may confer with their academic advisor at any time when decisions concerning registration (such as withdrawing from class) are made. The purpose of advising is to provide students with information regarding program requirements and career options. Designated full-time faculty will serve as academic advisors for the student body. Students whose advising needs are not being met should bring the matter to the attention of their Division Chairperson. Counselors are also available in Student Affairs to visit with students at any time.

Admission Policies

The College offers equal educational opportunity to all high school or GED graduates without regard to race, sex, creed, color, national origin, age, marital status, or disability. However, some programs and State regulations may require specific entrance requirements. Admission to the College does not ensure acceptance into a particular course or program of study. The College Board of Trustees is committed to providing area residents with quality educational opportunities at an affordable cost in the areas of academic, technical, occupational, business/industry, and developmental education. They also recognize the value of community and continuing education programs and services.

No person will be denied admission based on race, color, religion, sex, national origin, age, or disability. A student may be admitted to the College in one of the following ways:

- by a certificate of graduation (transcript) from high school;
- by transfer (transcript) from other accredited colleges and universities;
- by presentation of a General Education Development Certificate (GED) with scores;

The College will not admit students who are on academic suspension from another institution of higher education. A student's term of academic suspension must be completed before enrolling at the College in order to ensure acceptance of credits by other higher education institutions.

Admission to adult and continuing education non-credit courses is open to all members of the community. The described methods of admission and acceptance do not apply to those who wish to enroll in non-credit and continuing education classes for personal growth and enrichment. See the section in the catalog on Non-Credit Continuing Education courses.

Admission Criteria:

1. Any applicant who has no previous college enrollment and who is a high school graduate or GED recipient may be admitted as a first-time entering student. An official transcript showing all high school work completed and the date of graduation or a GED certificate with scores must be submitted.
2. Any applicant seeking transfer status must submit an official transcript from **each** institution. The College reserves the right to determine the number of credit hours accepted toward a degree. Grades of "C" or better may be transferred; however, the student must be award-seeking, complete nine (9) credit hours at the College and request credits to be transferred before transfer credit is posted to the College transcript.
3. Any applicant who is maintaining primary enrollment at another institution may enroll for courses to be transferred back to the institution from the College as a transient student. A letter of good standing must be presented to the Admissions Office for each academic term of enrollment. A transcript may be required to show proof of prerequisite courses.
4. Any currently enrolled high school student in grades 9 through 12 may enroll with a written recommendation from the high school principal or counselor. Students must meet placement standards, by submitting placement scores (ACT, SAT ASSET, or COMPASS) prior to enrollment. In compliance with the Arkansas Department of Higher Education, high school students are not eligible to register for any Developmental Education classes while they are still official high school students.

**Conditional Admission as Required by the State of Arkansas
Public School Students**

Act 1290 of 1997 as amended by Act 520 of 1999, requires students graduating high school May 1, 2002 and after, to have completed the Arkansas core curriculum. Students who lack the approved state college core at the time of high school graduation will be admitted to the College on a conditional status. Students who are admitted conditionally must take 12 hours of general education courses within the first 30 degree hours of enrollment, excluding developmental courses. These hours are in addition to any developmental courses required of the student because of his/her placement scores.

Students who are lacking college core courses must enroll in course(s) designated as closely related to those core subjects they did not complete while in high school. General education courses most closely paralleling the high school core are listed in the chart below.

High School Core	College General Education Courses
English (4 units)	ENGL 1113 Composition I* *If required, Basic Writing must be completed prior to enrollment in ENGL 1113. *If Academic Reading and Principles of Collegiate Success are required, students must take within the first 15 hours.
Natural Science (3 units)	Select from; BIOL 1124 Introduction to Biology CHEM 1214 General Chemistry BIOL 2114 General Botany BIOL 2124 General Zoology PHYC 1124 Introduction to Physics
Mathematics (4 units)	MATH 1143 College Algebra* MATH 1153 Math for Liberal Arts* *If required, any developmental or intermediate math courses must be completed prior to enrollment.
Social Studies (3 units) Must include: One unit World History, One unit American History, one-half unit of Civics or American National Government.	Select from: HIST 1113 Civilization through 16 th Century HIST 1123 Civilization since 16 th Century HIST 2113 U.S. History through 1865 HIST 2123 U.S. History since 1865 GOVT 1113 American National Government

GED, Home-Schooled, Private or Unaccredited High School Students

In accordance with state law, the College will not require college core evaluation of students who have earned a GED, are home-schooled or graduate from private or unaccredited high schools. However, if any of these students score less than a composite ACT score of 19 or its equivalent s/he must complete one course from each of the core areas (see previous table) with GPA of 2.00 within the first 30 degree hours of enrollment at the College. Additionally, students must complete any remedial course required by placement scores. If the GED student tests at the College level in Math and English, they may also be unconditionally admitted.

General Information

Students seeking an Associate of Arts degree, who do not successfully meet the high school college core must complete 12 hours of general education core academic course work with a 2.0 (or better) cumulative GPA. Students seeking an Associate of Applied Science Degree or a technical certificate must complete 6 hours (excluding developmental courses) of general education core academic work and 6 hours of technical/degree course work with a cumulative GPA of 2.00.

Transitional Admission

Students who are first time, full-time, award seeking whose assessment scores place them in two or more Developmental Education classes are conditionally admitted to the College. Students admitted under this policy are required to sign a contract which the student agrees to:

1. Enroll in GNED1012 Principles of Collegiate Success during the first term at the College;
2. Attend all classes;
3. Make satisfactory progress in all courses;
4. Attend tutoring session each week as outlined in the "Student Transitional Admission Contract"; and Students who do not fulfill their contract may be administratively withdrawn from classes. Students who are withdrawn during the first eleven days of the semester receive 100% refund. Students complete their contract when they are eligible to enroll in Composition I and the mathematics course required for graduation in their major.

ADMISSION PROCEDURES

First-time entering, transfer, and readmitted students must complete the following procedures in order to register for classes (international students refer to the international student section).

1. Submit an Application for Admission (Note: Prospective nursing and cosmetology applicants must complete an additional application for their respective programs.)
2. Submit an **Official** High School transcript with date of graduation or G.E.D. Scores.
3. Submit an **Official** College Transcript(s) from each college attended, if applicable.
4. Submit Immunization record showing two (2) MMR injections.
5. Submit placement scores from one of the following (scores must be less than five years old. Transfer students must have their transcript(s) evaluated to determine if placement scores are needed):
 - ACT
 - SAT
 - ASSET (by appointment only, cost \$10.00)
 - COMPASS (given on campus, cost \$10.00)
6. After submitting the above required documents, go to the College web site at www.otcweb.edu, select and submit the *Orientation/Registration* session a student would like to attend.

Application forms may be obtained from the Division of Student Affairs or downloaded from the College web site at www.otcweb.edu. Forms will be mailed upon request. To contact the College for an application form, send correspondence to: College of the Ouachitas, Division of Student Affairs, One College Circle, Malvern, AR 72104, or call (501)337-5000 or (800)337-0266.

One is considered accepted for admittance to the College when all of the above documents have been received in the Division of Student Affairs and financial arrangements have been documented. The student's rights under the Family Educational Rights and Privacy Act begin on the first day of class attendance.

Admission of Concurrent High School Students

Act 1097 of the Arkansas General Assembly provides for students who are enrolled in an accredited high school and meet the admission requirements of the College to concurrently enroll for academic courses. The College considers those students who are less than 18 years of age and who have not graduated from high school as falling under the provisions of this policy. Students in grades nine through twelve may enroll for credit courses by meeting the following criteria that apply to fall, spring, and/or summer enrollment:

1. The student must have successfully completed the eighth grade in an accredited public, private secondary school or home school.
2. The student must submit a completed application for admission.
3. The student must submit placement scores (ACT or COMPASS) indicating college level in English, reading, and math.
4. The student may not be enrolled in Developmental Education courses.
5. The student must complete the Concurrent Enrollment Registration Form with the signatures of the student and their high school counselor or principal.
6. The student's high school transcript must be available from the high school.

7. The student will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.
8. The concurrently enrolled student will be enrolled at their high school campus by College admission advisors or on the College campus through the Division of Student Affairs.
9. To send credits earned at the College to another college, the concurrently enrolled student must send a signed transcript request to the Registrar with the student's name, Social Security number or date of birth, approximate date of attendance and the name and address of the College to whom the transcript should be sent. This request must be signed by the student, not a parent, guardian or spouse. There is no fee for this service.

Admission of International Students

International students seeking admission to the College must follow the regular admission procedure in addition to providing evidence of financial responsibility and English language proficiency. All documents must be **official** and on file before registration can occur.

Applicants must submit the following documents to the Division of Student Affairs **eight weeks prior to the beginning of the semester** in which they are seeking enrollment:

1. A completed Application for Admission.
2. A \$100 non-refundable application fee in the form of a check drawn from a U.S. bank or an international money order with the application.
3. Proof of two (2) MMR (measles, mumps rubella) injections as required by state law.
4. Proof of tuberculosis screening as required by state law.
5. Authenticated copies of academic records translated into English. These records should describe the course of instruction, the number of years spent in school and the subject matter covered with the grades earned in each subject.
6. Proof of English language proficiency must be submitted prior to enrollment, if a student is not from an English-speaking country. Students should submit official documentation showing completion of the Test of English as a Foreign Language (TOEFL) with a score of 500 (paper based), 173 (computer based), 61 (internet based) or better or proof of graduation from an Intensive English Program in the United States with the admission application.
7. **Official** documented evidence of financial support translated in English must be provided to the College. This includes a letter from their financial sponsor's bank certifying that they will have minimum of \$16,000 available for each academic year of study. Tuition and fees must be paid in full at the beginning of each semester. The College does not award financial aid or scholarships to international students.
8. Proof of medical insurance recognized by the American Medical System.
9. A student who is transferring from a college or university in the United States must submit, in addition to an official transcript, a Transfer Notification Form completed by the student's adviser at the school from which he/she is transferring. Copies of the student's current I-20, passport, and I-94 must also be submitted.

The International student must enroll as a full-time (at least 12 semester credit hours) degree- or certificate-seeking student. Tuition is a maximum of \$3,717 per semester (\$180 per credit hour).

Upon acceptance, the College will furnish the student an I-20 form, which must be processed through the United States Division of Homeland Security and returned to the College prior to day of registration. This process takes several months to complete.

The international student should be aware that the College has **no** residential housing nor is the College responsible for obtaining housing. The College also does not furnish transportation.

Additional Admission Requirements

In addition to the College's general admission requirements, requirements exist for the Practical Nursing Program, the LPN to RN Nursing Program, Medication Assistant Program and the Cosmetology Program. Refer to individual program descriptions for specific requirements.

Developmental Education Requirements

Arkansas law requires that all students seeking admission to state-supported institutions demonstrate a mastery of Developmental Education in reading, writing, and mathematics. The minimum performance scores are determined by the State Board of Higher Education; however, institutions may set higher standards as

institutional policy. If the specified scores are not met, the student may still be admitted to the College. However, the student **must** enroll in, and successfully complete, Developmental Education courses prior to enrolling in college level course work. Developmental Education courses will not count for credit toward a degree in most programs nor will they transfer to another institution for college credit. Students taking Developmental Education courses must receive a final grade of "C" or better to advance to the next course level. In accordance with Act 971 of 2009, the College will administer exit exams in Developmental Education courses. The exit exams to be used for the Developmental Education courses are:

Math- Compass Pre-Algebra/Algebra

Reading – Nelson Denny Reading Test

Writing – Compass e-Write

GNED1012 Principles of Collegiate Success is required for first-time entering, full-time award seeking students who are required to take two or more Developmental Education.

Immunization Records

Ark. Code Ann. §§ 20-7-109, 6-18-702, 6-60-501 - 504, and 20-78-206 requires all full-time students to provide the College with (a) immunization records dated after the first birthday and after 1/1/68 measles, mumps and rubella, or (b) an authorized waiver – religious, philosophical or health reasons only – granted by the Arkansas Department of Health. Immunization records may be obtained from a student's family physician, public school records, or the County Health Department.

Keyboarding Entrance Examination

All new students are required to take the keyboarding entrance examination before registering for DATA1123 Fundamentals of Information Technology.

Non-Credit Continuing Education

The College offers non-credit courses, seminars, and conferences for persons wishing to take courses for fun, personal enrichment, or career advancement. Requests for customized courses or training considered. For more information, contact the Vice President for Workforce and Adult Education.

Non-High School Graduates

Individuals not completing high school but having a General Education Development Certificate (GED) should submit certification of the GED to the Division of Student Affairs. Individuals who do not have a high school diploma or a GED certificate can be admitted into the Adult Education program in order to prepare for the GED exam.

Orientation

All *New Students* (never attended college) are required to attend an orientation session prior to registration. It has been proven that students who participate in orientation are more successful and tend to complete at a higher rate. Understanding this, the College has made several orientation/registration available for new students. Orientation is to familiarize the student to various areas of the College and to make the student aware of opportunities that are offered.

Student Opportunities Seminar (SOS)

All first-time, full-time students are required to enroll in the Student Opportunities Seminar. This is a one hour class which provides students with the academic, personal and social skills necessary for success in college.

Academic Placement

The purpose of the College's academic placement is to:

1. Help the student by correctly identifying existing skills and knowledge in reading, writing, and mathematics.
2. Provide the student with correct and current information regarding the level of skills and knowledge required to succeed in the chosen career field.
3. Recommend course(s) of study in which the student may reasonably expect to achieve academic success.

In compliance with Act 1052, the College will administer and utilize the COMPASS, which measures academic preparedness in reading, writing, and mathematics. ASSET, ACT or SAT scores **less than five years old** will also

be accepted. The student is responsible for providing official documentation of assessment scores. Those affected by these College Placement Testing Guidelines include:

1. All full-time, first-time entering freshmen who have not taken either the ASSET, ACT, COMPASS, or SAT assessment and met the minimum score used by the College.
2. Any student pursuing a degree or certificate requiring upper-level math/English courses for completion of that degree or certificate.

If students do not meet the specified guidelines, they will still be admitted to the College. However, they **must** enroll in, and successfully complete, a prescribed sequence of Developmental Education courses prior to enrolling in college level course work. Students have successfully completed Developmental Education courses when they have fulfilled all course requirements with a "C" or better. Principles of Collegiate Success (GNED1012) is required for full-time, first-time entering award seeking students who are required to take two or more Basic Skill courses. (With the occasional exception of Intermediate Algebra, **Developmental Education courses do not count toward certificate or degree credit.**)

If a student has not declared a degree or certificate intent, s/he may be exempt from testing for up to twelve credit hours. At the 13th hour, the student must then test and submit scores. Under no circumstances will a student be placed in a math or English course without testing except in the lowest level of the Developmental Education courses.

Required Test Score Information

ENGLISH COURSE PLACEMENT: <i>(Must have English & reading scores to enroll in Composition I)</i>	ASSET	COMPASS	ACT	SAT*
College Level English Composition I	≥ 45	≥ 75	≥ 19	≥ 470
Basic Writing	35 – 44	21 – 74	14 - 18	
READING COURSE PLACEMENT	ASSET	COMPASS	ACT	SAT
No Reading Requirement	≥ 43	≥ 82	≥ 19	≥ 470
Academic Reading	36 – 42	61 – 81	14 – 19	
MATH COURSE PLACEMENT	ASSET	COMPASS	ACT	SAT
College Level Mathematics	≥ 48 Intermediate Algebra	≥ 50 Algebra	≥ 21	≥ 990 CR + M Reading + Math
Intermediate Algebra	≥ 48 Elementary Algebra	33 – 49 Algebra	18 - 20	
Basic Algebra	≤ 47 Elementary Algebra	≤ 32 Algebra	14 -17	
Basic Math	≤ 38 Numerical Skills	≤ 46 Pre-Algebra	≤ 13	

*Students who score below college level on the SAT must take the COMPASS test for placement.

College and Career Access Program (CCAP)

The College is committed to developmental courses and services that promote collegiate-level success. To this end, students requiring extensive developmental education will be enrolled in the College and Career Access Program (CCAP). The admission requirements are criterion-based, reviewed regularly, and located on the College's website. The College reserves the right to adjust admission requirements as needed.

Students will not be admitted as regular degree seeking students and may not be eligible for federal financial aid until completion of the CCAP.

Registration

After completing the application process and orientation, first-time, returning and transfer students may register for classes during the designated registration period. Continuing students should contact their academic advisor and refer to the Academic Calendar for registration dates each semester. Students will not be admitted to classes after classes have begun. Registration information is retained by the Business Office and the Division of Student Affairs.

Residency

Students who are residents of Arkansas and indicate this on the admission and registration forms are presumed to be Arkansas residents. Residency is determined by Arkansas State Law. Out-of-state tuition rates and International tuition rates are set by the College Board of Trustees. Residency classifications may change if a student relocates and files a formal change of address notification with the Registrar.

Returning Student

Returning students who have interrupted their attendance at the College will be re-admitted after a review of their academic standing. Returning students with academic deficiencies will be placed on academic probation for at least one grading period. If the returning student attended another college or university during the interim, the student must submit an official transcript from that college or university before re-admittance is granted.

Student Classifications

Freshman - Students with fewer than 30 semester hours are classified as freshmen.

Sophomore - Students with 30 through 59 hours are classified as sophomores.

Full-Time Student - Students enrolled in 12 or more semester credit hours during the Fall or Spring Semesters are classified as full-time students. Students enrolled in 6 or more credit hours during a Summer Semester are classified as full-time students; however, financial aid programs consider and pay students half-time. The normal class load at the College is defined as 16 semester credit hours with 17 hours as a maximum load for the average student. A student with a semester grade point average of 2.75 may enroll for 18 hours during the next succeeding semester; with 3.25 GPA a student may enroll for 19 hours. Any deviation from these requirements must be approved by the Vice President of Instruction.

Part-Time Student - Students enrolled in less than 12 semester credit hours in the Fall or Spring Semesters and less than six hours in a Summer Semester are part-time students.

Transfer Students

Any student wishing to transfer from another college or university must submit, prior to or at the time of application, an official transcript of credits earned from all institutions previously attended and placement scores. If a transcript or placement scores are not available, the student should take the ASSET or COMPASS Battery administered by the College. Transfer credit will be accepted for college-level work that fits the College educational program in which a "C" or higher grade is earned at other accredited colleges and universities. **Transfer credit in computer applications courses will be accepted only if the course has been taken in the last five years.** Final approval of transfer credit rests with the Registrar. Credits earned at business colleges and other specialized schools must be evaluated and approved by the Registrar before credit will be granted. College credit earned while in military service through MOS and Service Schools will be evaluated upon presentation of a certified copy of the discharge Form DD 214 or DD 295 to the Registrar. College Level Examination Program (CLEP) scores should also be forwarded to the Registrar.

Transfer students must meet the general admissions requirements of the College. To qualify for the:

Associate of Applied Science Degree - a student must complete 15 semester credit hours of the degree or

diploma at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Associate of Arts Degree - a student must complete 15 semester credit hours of the degree or diploma at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Associate of Science in Business Degree – a student must complete 15 semester credit hours of the degree at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Certificate of General Studies - a student must complete 15 semester credit hours of the certificate at the College. These credits must be earned as a regular student rather than by test-out.

Technical Certificate - a student must complete 15 semester credit hours of the certificate at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Certificate of Proficiency - a student must complete all semester credit hours of the certificate as a regular student of the College (no provision for transfer of credits from other institutions.)

The transfer student must complete nine (9) credit hours at the College before any credit obtained through testing, experience, or transfer is posted to the transcript. To receive a degree and/or certificate, 15 credit hours must be completed at the College as a regular student. All credit for a certificate of proficiency must be completed at the College.

Transient Students

Students who are maintaining primary enrollment at another college or university may enroll in courses at the College for transfer consideration. Students must complete an application for admission and submit either a letter of good standing or an official transcript from the primary institution. The transcript will be reviewed for evidence of good standing to ensure proper course placement at the College. The College will not admit students who are on academic suspension from another institution of higher education. A student's term of academic suspension must be completed before enrolling at the College in order to ensure acceptance of credits by the student's primary institution. Students must contact the Registrar in writing with a valid signature to have an official transcript forwarded to another institution.

Tuition & Refunds

Tuition and Fees

All students, as a condition for completing registration, are required to pay all fees and charges assessed at registration. Recipients of scholarships or grants should verify acceptance and the amount with the Financial Aid Office prior to registration. Tuition and fees are assessed to assist in the funding of a student's cost of education. The Board of Trustees establishes the fee rate schedule each year.

General Tuition And Fees	
Tuition Schedule Per Semester	
Arkansas Residents	\$60.00 Per Semester Credit Hour
Out-of-State Residents	\$120.00 Per Semester Credit Hour
International Students	\$180.00 Per Semester Credit Hour
Non-Credit Courses	Will Vary According to Class
Auditing	Same as For Credit
Standard Fees	
Security Fee	\$ 6.00 Per Semester
Technology Fee*	\$ 7.50 Per Semester Credit Hour
Building/Supply User Fee*	\$ 7.50 Per Semester Credit Hour
Student Government Fee*	\$ 1.00 Per Semester Credit Hour
Lab Fee*	\$ 5.00 Per Lab Course
Science Lab Fee*	\$10.00 Per Science Lab Course
Assessment Fee	\$10.00 Per Semester
COMPASS/ASSET	\$10.00
Math Lab Fee	\$100.00 Per Math Lab Course
Cabling Lab Fee	\$100.00 Per Cabling Lab
Cisco Fee	\$150.00 Per Cisco Course
MCSE Fee	\$100.00 Per MCSE Course
Online Course Fee	\$35.00 Per Online Course
Nursing Entrance Test (Kaplan)	\$25.00
Nursing Fee (LPN to RN Program)	\$157.00 Per Semester
Other Fees	
Returned Check Fee	\$15.00
Schedule Change (Drop/Add)	\$ 5.00 per course
Withdrawal from College	No Charge
International Student Processing Fee*	\$100.00

*These fees do not apply to concurrent enrollment courses delivered in local high schools.

All costs are subject to change based upon recommendation of the State Department of Higher Education and approval by the College Board of Trustees.

Student Accounts Receivables

The College provides a payment plan as a benefit and service to its students. The student benefits by spreading education costs over time. The plan includes nine steps.

1. Fall/spring semesters, account balances are divided in three installments. Summer account balances are divided in two installments. A \$35.00 non-refundable finance fee is applied to each promissory note.
2. For Fall/Spring semesters, payment in full, financial aid, or a payment plan is due twenty (20) days before the first day of classes. If the student pre-registers, the first installment is due before the purge or drop dates which are twenty (20) and again ten (10) days before the first day of class. The ten (10) day purge or

drop will cause a hold to be put on their account until satisfactory payment arrangement is made. The second installment is due a month into the semester; while the third installment is due two months after the semester begins. For summer semesters, the first half of the balance is due the day the semester begins, and the second half is due a week after the semester begins.

3. Students sign a promissory note acknowledging they understand if they fail to make payments on or before the due date they will be administratively withdrawn; will not be allowed to register for subsequent semesters; will have their grades and transcript flagged and withheld; and collection procedures may be instituted.
4. A \$15.00 fee will be applied to a student’s account for returned checks. A \$35.00 fee is applied to student accounts when installment payments are late.
5. Types of payments that are accepted are cash, check, or credit card.
6. The College will not release a transcript or grades, nor allow pre-registration for another semester, until a student’s balance is paid in full.
7. Students with an outstanding balance of more than \$100 will be administratively withdrawn on the Friday of the tenth week in Fall/Spring and on the last date to withdraw with a “W” in the Summer sessions.
8. The following steps will be taken for student accounts that remain unpaid:
 - a) The business office will try to collect the overdue balance with a series of in-house letter writing (at least three).
 - b) Accounts over one year old and greater than \$20 will be turned over to the state and be withheld from income tax refunds and/or turned over to collection agencies.
 - c) Old accounts will be written off if any of the following conditions exist:
 - 1) Less than \$20.00 balance and more than two years old.
 - 2) Less than \$100.00 balance and at least two years on the income refund list.
 - 3) Accounts over seven years old and more than three years on the income refund list.
9. Students will be required to sign a Financial Responsibility Agreement upon admission, agreeing to be responsible for their student account balances.

Tuition Refund Policy

To be eligible for a tuition refund, students must officially withdraw from classes. This procedure should begin in the Division of Student Affairs. Refunds are handled by the Business Office according to the following schedule:

	Fall/Spring	Summer
First Week	100%	100%
Second Week	100%	0%
Third Week	0%	0%

Transcripts will not be issued for students who fail to meet or make arrangements to fulfill financial obligations. (See the section on Withdrawing from College in Academic Information.) After computation of refunds for financial aid recipients, the amounts to be returned to each of the financial aid programs will be computed according to current federal regulations. Any student withdrawing prior to completion of 60% of the term will be required to repay a portion of federal funds received.

Tuition Freeze Guarantee

The Tuition Freeze Guarantee is designed to provide an incentive for matriculated students to graduate from their declared Technical Certificate or Associate Degree. The College guarantees that tuition rates, exclusive of associated fees, will be frozen for students who graduate within two years of initial enrollment from their declared Technical Certificate program and within four years of initial enrollment in an Associate Degree program. Any tuition increase levied by the College during those years will be refunded to the student upon graduation. To qualify for the tuition freeze program, a student must complete all course work at the College, graduate within the time frame indicated, and apply for a tuition rebate after graduation.

Financing your Education

Various types of financial aid are available to students who need assistance to continue their education. A student's financial aid package is based on their demonstrated financial need as determined by the U.S. Office of Education's Uniform Methodology for federal student aid programs. These guidelines are used to provide a standardized, objective analysis of a student's financial need.

Some aid programs are administered under the policies and guidelines established by the state and federal governments; other programs are administered directly by a state or federal agency, the College, or by outside organizations.

Financial assistance consists of grants, scholarships, and loans, which may be offered to students singularly or in various combinations. Financial assistance from the College and other sources is viewed only as supplementary to the efforts of the student and/or student's family.

Applying for Federal Financial Aid

Apply for admission to the College and complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA Application is available in electronic form via the Internet to encourage students to transmit their application over the Internet. The web address for this site is <http://www.fafsa.ed.gov>.

Students should apply for all aid types every year around February 15 to ensure they will not miss any deadlines for federal aid or the College scholarships. Actual deadlines fall between March 1 and July 1, but applications should be completed by March 1 for priority consideration for all programs.

Student Aid Reports will be sent to the applicant by the Federal Processor four to five weeks after the student submits the FAFSA. Applicants should review these forms very carefully! The Student Financial Aid/Scholarship Office will send the applicant notification if additional documents are needed. Turn in all documents that are requested to the Student Financial Aid/Scholarship Office in order for the file to be reviewed as soon as possible. It can take up to six weeks for the review process in the Financial Aid Office AFTER the student's file is complete. All requested documents should be sent as promptly as possible.

Once a file is complete, it will be reviewed by the financial aid officer who will package the financial aid award. The award will be based on the information that was provided on the FAFSA. An award letter will be mailed to the applicant.

The Financial Aid Office is available to assist with financial aid counseling, general information about financial resources, and application procedures. Questions should be directed to:

College of the Ouachitas, ATTN: Office of Financial Aid
One College Circle, Malvern, AR 72104
(501) 337-5000 or (800) 337-0266
E-mail: financialaid@otcweb.edu

Financial Aid Eligibility

Eligibility for student financial aid is based on a variety of factors and is determined, in general, by need. Financial need is the difference between the reasonable cost of a student's education and the amount the applicant and his/her family can reasonably be expected to contribute from their income and assets to meet the expenses of that education. A need analysis through the Federal Financial Aid Form is required for all federal financial aid programs. The required verification documents must be submitted to the Financial Aid Office. All information obtained for determining a student's financial aid eligibility is confidential and is protected from any unauthorized use by the Family Education and Privacy Act of 1974.

In addition, students must be admitted as a regular student, be enrolled in an approved degree or certificate program, and make satisfactory academic progress. Financial aid recipients will receive a copy of the College's Satisfactory Academic Progress Policy upon signing their award letter. Student transcripts are reviewed at the end of each semester to determine eligibility for the next semester. Students must reapply for financial assistance each year as aid is not automatically renewed. Students should apply well ahead of deadlines.

Financial Aid Ineligibility

A student is ineligible to receive financial assistance if he/she has defaulted on a student loan, owes a refund to any of the federal programs, does not maintain satisfactory academic progress, or has been convicted of selling or possessing illegal drugs while enrolled.

Financial Aid Satisfactory Academic Progress Policy

Students are required by federal regulation to maintain satisfactory academic progress to receive federal financial aid funds. Progress will be measured by cumulative grade point average, course completion, and time frame to complete a degree or certificate program. Academic progress will be reviewed each semester. **These standards will apply even if the student was not receiving aid during an enrollment period.** Students are considered to be making satisfactory progress if they meet the following criteria:

Degree seeking: The student must be admitted and enrolled in an approved associate degree or technical certificate degree program.

Cumulative grade point average (GPA): Students must progress each term according to the following grade scale:

HOURS ATTEMPTED	MINIMUM GPA
1-15:	1.75
16-90:	2.00

Remedial coursework will be averaged into the grade point average (GPA) even though the official college transcript will only reflect the average of college level coursework.

Completion of Courses: Students must progress through their educational program at the following pace:

NUMBER OF HOURS ATTEMPTED	MUST COMPLETE
Up to 15	55%
16-30	60%
31 or more	67%

Maximum time to complete degree: Students must complete the requirements for a degree within the following timeframe:

Associate Degrees	90 credit hours
LPN Degree	87 credit hours
LPN to RN Associate Degree	151 credit hours
Technical Certificates	150% of the program requirements

All Students: Withdrawals, Incompletes, and grades of Audit, and "F", are included in cumulative attempted credit hours. Maximum hours apply whether or not the student was receiving aid at the time credits were attempted. Students who change majors must still adhere to the maximum time frame. Students seeking multiple degrees or certificates are required to submit a degree audit with the Financial Aid Appeal Form.

Remedial Coursework: Students may receive aid for remedial courses up to a maximum of 30 attempted credit hours. Eighteen hours of remedial courses may be excluded from the maximum time frame.

Repeating Classes: Students may receive aid to repeat a previously passed course with a grade of "D" one time only. Classes in nursing that are retaken as a requirement because of other failed courses are not eligible for aid.

Transfer students: For financial aid purposes, attempted and completed hours will include all credit hours transferred from other institutions. Transfer students must have a cumulative 2.00 GPA on the most recent transcript to receive aid. ****Academic transcripts are required from all institutions previously attended.****

Appeals to policy: Students who do not maintain satisfactory progress will be suspended from further financial aid. A transcript must be presented to the financial aid office showing deficiencies have been brought up to meet satisfactory progress. Students who have extenuating circumstances (such as illness or death of a family member) may appeal their suspension to the Financial Aid Office in writing. The Financial Aid Committee will hear appeals and the student will be notified in writing of the decision of the Committee. If an appeal is

approved, students must meet satisfactory academic progress according to an academic plan approved by the committee.

Federal PELL Grant

A Federal Pell Grant is awarded to help Undergraduate students pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. These Grants provide a "foundation" of financial aid for many students to which aid from other federal sources may be added. Unlike loans, grants do not have to be repaid.

The PELL Grant award will depend not only on the student's Expected Family Contribution (EFC), but on the cost of education, enrollment status, and whether or not attendance is for a full academic year or less. A part-time student's financial aid is adjusted each semester according to the number of credit hours in which the student is enrolled. For financial aid, the College defines a full-time and part-time student in the following manner:

1. A student enrolled in 12 or more credit hours during the Fall, Spring, and Summer Semesters is considered a full-time student.
2. A part-time student is one who is enrolled in less than 12 credit hours during the Fall, Spring, and Summer Semesters.

Students need to discuss financial needs with the Financial Aid Office well in advance of the semester in which enrollment is planned.

Federal PELL Grants are distributed on a per semester basis after educational costs are credited to the grant. Federal guidelines determine the fund disbursement schedule. Student aid awards are calculated based on academic load, cost of education, and the eligibility index determined by the uniform application for the grant.

If a student receiving financial aid merits a tuition refund due to withdrawal or a drop in the number of credit hours, the amount to be refunded shall be determined by the institution's refund policy. **When tuition and fees are paid by a financial aid account, the refund is returned to that account and not to the student. Federal aid recipients who withdraw are subject to the federal return of funds regulations. A repayment of federal aid is required if a student withdraws before attending 60% of the semester. Students withdrawing or changing course loads should report this change to the Financial Aid Office.**

College Work Study

College Work Study is a federal program that provides part-time employment opportunities to dispense financial assistance to students. Eligibility is restricted to students having the greatest need, as determined by the Federal Financial Aid Form. Applications are available in the Student Affairs office.

Federal Supplemental Education Opportunity Grant (FSEOG)

Federal Supplemental Education Opportunity Grants make federal funds available to qualified students who, for lack of financial means, would be unable to obtain their education. Eligibility is based on the Federal Financial Aid Form, and the amount will vary depending upon the student's need level and availability of funds. Students must be eligible to receive PELL Grant in order to receive FSEOG funds.

State of Arkansas Scholarships

The State of Arkansas provides several grants and scholarships. State financial aid includes the Workforce Improvement Grant, Governor's Scholarship, The New Arkansas Academic Challenge (Lottery) Scholarship, MIA/KIA Dependent's Scholarship, Law Officers Dependent's Scholarship, and the GO! Opportunities Grant. For more information, call 1-800-54-STUDY or apply online at www.adhe.edu.

Career Pathways

Students may be eligible for the Career Pathways Initiative (CPI) which may provide childcare or help with transportation to qualified students. The CPI program provides a career counselor to help the student choose whether a career or college is the best fit for them. If the student chooses college, the counselor will help with assessment, classes, and enrollment; if the student chooses a career, the counselor will help them earn a WAGE certificate which will help them qualify for many jobs.

Veterans Affairs

Education: Students may be eligible for educational assistance while pursuing approved training if they participated in the Montgomery GI Bill (Chapter 30) while on active duty. Members of the National Guard and reserves may also be eligible for benefits. **For more information, a student may contact their VA Counselor at: (888) 442-4551, or visit the website at www.gibill.va.gov.**

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

Vocational Rehabilitation: For disabled veterans, VA will pay tuition, fees, and the cost of books, tools and other program expenses. Upon completion of the Vocational Rehabilitation Program, VA will assist in finding employment. To certify VA eligibility, students should contact their local VA Office.

Rehabilitation Services

In certain situations, students may be eligible for tuition assistance from the Arkansas Rehabilitation Services. Students should contact their county disability counselor.

Student Government Association (SGA) Scholarship

The SGA sponsors an academic scholarship. Contact the Division of Student Affairs for more information.

Foundation Scholarship

Awarded to students demonstrating academic merit and financial need per semester. Visit the Division of Student Affairs for application information or the College web site www.otcweb.edu.

Single Parent Scholarship

Scholarships are available to single parents who have custody of a minor child/children. Application for this scholarship must be made prior to each semester. Scholarships are not available for the summer. Interested applicants from Hot Spring County may contact the chairperson of the Single Parent Scholarship Fund Task Force at 332-5426. For Single Parent Scholarship information from other counties, contact the Director of State Single Parent Scholarship Fund at (501)521-1394.

AATYC Academic All Star Scholarship

The College and the Arkansas Association of Two-Year Colleges (AATYC) partner together for the Arkansas' Two-Year Colleges Academic All-Stars scholarship program. One student is selected to receive a \$500 scholarship during the Spring 2012 semester and represent the College as the All-Star at the AATYC annual conference. The Academic All-Stars program is designed to reward excellence in academics and leadership at each two-year college in Arkansas as well as service to the College and the community.

Tax Credits

Several tax benefits are available to help families meet the cost of post-secondary education. These tax benefits are intended to help students and their parents as well as all working Americans to fulfill a variety of educational objectives. Taxpayers can claim one or, in some cases, two tax credits for expenses they pay for post-secondary education for themselves and their dependent children. These tax credits can directly reduce the amount of federal income tax due. Students should see the Financial Aid Office or their tax preparer for details on these tax credits.

Other Scholarships

Many area businesses and professional organizations award scholarships or grants. Most of these are available to students who do not fall under the guidelines established for any other program. The Office of Financial Aid in the Division of Student Affairs can provide information on these scholarships, grants, and waivers.

Federal Student Loans

The Federal Direct Student Loan enables an eligible student to receive low-interest loans from the U.S. Department of Education and is available in a subsidized or unsubsidized version. The subsidized loan is a need-based and the Federal government pays the interest on the loan while the student is either in school or has deferment status. The unsubsidized loan is available to any student regardless of need, but the interest on this loan is payable by the student from the date of loan disbursement. Repayment of the loan for both programs begins six months after graduation or withdrawal. PELL grant eligibility must be determined prior to loan

eligibility. Applicants must attend Loan Counseling prior to filing a loan application and an EXIT interview before graduating or leaving the College. Information about student loan eligibility may be found on our website at www.otcweb.edu.

President's Scholarship

The College is authorized to award a scholarship of tuition or fees for any student determined to be deserving. The scholarship application is available in the Division of Student Affairs. The College Scholarship Committee selects the recipients based on financial need and academic achievement. No more than ten (10) scholarships will be granted each semester.

Academic Scholarships

Graduating high school seniors with an ACT score of twenty-three (23) or higher may apply for this full tuition and mandatory fee scholarship that is renewable up to two years. Visit the College web site at www.otcweb.edu for application information.

Merit Scholarships

Graduating high school seniors with an ACT score of nineteen (19) and above in all areas and rank in the top 20% of their graduating class may apply for this full tuition scholarship that is renewable up to two year. Visit the College web site at www.otcweb.edu for application information.

Non-Traditional Scholarship

Scholarships are available to students who graduated in the past school year from an Adult Education Program with a score of 600 or more on the GED examination.

TRIO Student Support Services

TRIO Student Support Services offers a grant aid scholarship program awarded during the spring semesters to eligible TRIO participants who are currently enrolled at the College, Federal Pell Grant eligible and enrolled in the first two years of post secondary education.

Senior Citizens Waiver

The Arkansas General Assembly in 1975 established Act 678 "to provide that the Board of Trustees of the respective state-supported institutions of higher learning shall waive general tuition charges and fees for students who are sixty years of age or older on a space available basis in existing classes." The Division of Student Affairs will verify that a student is over sixty years of age through the "Application for Admission." The policy adopted by the General Assembly does not stipulate minimal academic requirements in terms of College performance or indicate the duration of eligibility. Therefore, once certification is obtained by the Division of Student Affairs documenting that the applicant is sixty years of age or older, he/she may receive the waiver. **Individuals 60 years of age or older may attend college tuition free when enrolling in a course for college credit. Sixty-plus students must pay tuition for community services courses, continuing education, professional development, and for auditing a college course. Book costs and special charges must be paid by the student.**

Financial Aid Refund Checks Disbursement

All financial aid, with the exception of Work Study and loan funds, is awarded to a student after verification of enrollment (eleventh day of enrollment for the fall and spring semesters, fifth day of enrollment for the summer semester).

1. Pell Grant recipients will be allowed to charge tuition, fees, and books up to the amount of their award.
2. If the amount of aid awarded exceeds the student's charges, the student will receive refund checks for the difference.
3. If the amount of aid awarded is less than the student's charges, the student will be expected to pay the difference.
4. Refund checks are available at the Business Office as listed below:
 - 2011 Fall Semester - September 26, 2011
 - 2012 Spring Semester - February 20, 2012
 - 2012 Summer Semester - July 11, 2012
5. Financial aid cannot be disbursed until the student's file is complete in the financial aid office.

6. Federal regulations require multiple disbursements for all student loan funds and special conditions for the first time a student borrows through the student loan program. More information on loans is available in the Financial Aid office.

Student Organizations

Student organizations and activities are intended to compliment the academic program and to meet identified needs of the student body. Student organizations must operate under the policies and procedures established by the Board of Trustees, be sanctioned by the administration and Student Government Association, and be registered with the Vice President for Student Affairs. Registration must be renewed each year no later than October 1. Should renewal not occur, all privileges extended to the organization by the College will be withdrawn. Each organization will have elected officers and faculty advisor(s); records of officers, membership, and financial transactions must be available to the Student Senate.

The Student Government Association will report directly to the Vice President of Student Affairs. One Advisor for SGA will be appointed by the Vice President of Student Affairs and one advisor will be selected by the membership.

The Freshman and Sophomore Classes may organize under the sponsorship of the Student Government Association by electing officers during the first three weeks of the fall term. Their primary purpose is for class-wide social activities.

Baptist Collegiate Ministries (BCM)

Baptist Collegiate Ministry is the largest collegiate organization of Christian students in Arkansas and in the United States. BCM is established and recognized on 36 campuses in Arkansas and on approximately 1,000 college and university campuses across the nation. BCM is sponsored by Southern Baptist Churches and Associations near the campuses and by the Arkansas Baptist State Convention. Purposes of BCM are 1) to encourage collegiate fellowship; 2) to develop student leadership skills; 3) to provide opportunities for Bible study; 4) to organize collegians for service and ministry projects, both on- and off-campus; 5) to assist students to communicate the meaning of their faith in significant ways; 6) to offer guidance as students face crises and critical choices in life; 7) to encourage active church membership. BCM is open to all students, not just Baptists.

Black Students' Association (BSA)

The Black Students' Association's purpose is to promote, protect, and defend the individual rights and political welfare of students. This organization works to assist students in receiving the best academic, social, and cultural education possible and to offer students information on the contributions made to America's society by African American personalities in order to expand cultural awareness and growth.

Missionary Baptist Student Fellowship (MBSF)

The Missionary Baptist Student Fellowship has been active since 2009 and is an outreach ministry of Second Baptist Church, Malvern, AR. MBSF is a campus religious organization designed to provide students with spiritual encouragement and support during their college years. Students have opportunities to make new friends and build relationships through meetings, special events, campus activities, recreational outings, social activities, and specialized ministry teams.

Phi Theta Kappa (PTK)

The purpose of Phi Theta Kappa, an international society of two-year colleges, is to recognize and encourage scholarship among students. To achieve this purpose, the Alpha Omega Sigma Chapter of College of the Ouachitas provides an opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Membership is by invitation by the President of the College. To be eligible, a student must have a 3.5 grade point average in a minimum of 12 semester credit hours. (These hours do not include basic skill courses.) After eligibility has been established, a student must then maintain a 3.0 grade point average.

Skills USA

SkillsUSA is a national organization serving more than 300,000 high school and college students, providing quality and fun education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. SkillsUSA emphasizes total quality of work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of involvement in community service activities. SkillsUSA membership is

open to any student enrolled at OTC. Chapter meetings are held monthly. Members are encouraged to participate in annual state-wide competition events in their field of study. Not all students choose to compete, but are involved in other chapter events such as community service, patriotism, or fundraising.

Student Arkansas Education Association (S-AEA)

The Student Arkansas Education Association is a state affiliate organization that has a local chapter on the College campus. Its focus is on educational issues and is beneficial to any student, but has a target membership of those students who are seeking a degree in teaching/education.

Student Government Association (SGA)

The SGA membership consists of representation from each program area and recognized school organizations. Senators are chosen within the first two weeks of the Fall Semester. Senators and officers must be full-time students and have a minimum grade point average of 2.0.

Student Nurses' Association (SNA)

The Student Nurses' Association is a local organization for students enrolled in the Practical Nursing Program. The parent organization is the Arkansas Licensed Practical Nurses Association (ALPNA), which is an affiliate of the National Association for Practical Nurse Education and Service, Inc. (NAPNES). SNA members are involved in community-oriented, career-related, and leadership-development activities. The objectives of the SNA are to promote personal development of the student practical nurse; promote interest, enthusiasm and respect for practical nursing as a rewarding career; promote the development of leadership skills among the members; promote academic standards among the members; recognize the worth and maintain the respect of each member; develop an understanding of the need for the value of a local, state, and national organization, and to prepare the student, upon graduation and licensure, for active participation.

Academic Information

The primary purpose of the College is to provide high quality college-level instruction. The College strives to meet the academic needs of students with the following goals: 1) Those students who wish to complete the first two years of general education courses through the Associate of Arts Degree or the Associate of Arts in Teaching and then transfer to a four-year college or university. 2) Those students who seek an Associate of Applied Science Degree that will allow them to enter a rewarding career or enhance career mobility. 3) Those students who seek one year of study that will allow them to upgrade technical skills and knowledge, leading to a certificate from the College. 4) Those students who desire retraining in order to upgrade existing job skills.

To ensure high quality academic instruction, the College requires that students meet academic standards and adhere to general academic policies. It is the responsibility of the student to know and understand the general policies of the College and to work within these guidelines. The student is encouraged to ask questions concerning the College's academic policies. Contact a college counselor for specific information.

Academic Honors

The College names to the President's List any student who has earned 12 or more credit hours in a given semester, a 4.00 term GPA. Developmental Education classes are not considered in determining President's List eligibility. The College names to the Dean's List any student who has earned 12 or more credit hours in a given semester, a 3.50 to 3.99 term GPA, and who has no "D" or "F" grades for the term involved. Developmental Education classes are not considered in determining Dean's List eligibility.

Adding or Dropping Classes

Students may add courses to their schedules or change from one class to another the first two days of the fall and spring semester and the first day of the summer semesters. If it becomes necessary for students to drop courses after registration, arrangements must be made through the Division of Student Affairs. Courses added and/or dropped must be processed through the Division of Student Affairs and the Business Office. Failure to complete the established procedure will nullify either action. Additional fee charges or reductions may result. The deadline for adding courses or changing courses or sections is given in the Academic Calendar. Thereafter, dropping a course is the only change permissible. Courses officially dropped during the first 10 weeks of a semester or the first 6 weeks of the 10-week summer term or first 3 weeks of 5-week summer term will be recorded as a "W." Courses dropped after these dates will be recorded as an "F." A \$5.00 fee is charged for each dropped course.

Withdrawing from College

The College recognizes and understands that there are circumstances in which a student must withdraw from the College. Students are urged to discuss withdrawal with a counselor or academic advisor to determine if an alternate action may be available. If a student does find it necessary to withdraw, it is important that the proper withdrawal procedures be followed completely. Stopping payment on a check for tuition does not cancel registration or drop a course.

- Obtain an official withdrawal form from the Division of Student Affairs.
- Clear all financial obligations to the College by obtaining signatures from the College Library and Financial Aid Office.
- For final clearance return form to Business Office after all appropriate signatures have been obtained.
- Prior to the published deadline date, students should turn in their completed withdrawal forms.
- **Students not officially withdrawing will receive a grade of "F" in all courses.**

Merely stopping class attendance DOES NOT constitute withdrawal and may result in receiving an "F" in the course(s).

Auditing Classes

Auditing courses requires official admission to the College, approval of the Division Chairperson and the faculty involved, and payment of the regular fee for the course. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take examinations nor receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the faculty. A student may change from taking a course for credit to audit during the first week of the semester or the first two days of the 10-week summer term or the first day of the 5-week summer term with the approval of the faculty. An auditing student

who does not wish to complete the course(s) must complete official withdrawal/drop procedures.

College Credit

Each course is given a specific value. The credit hours usually correspond to the number of class meetings per week. For example, a standard three credit hour course will normally meet three hours per week for a minimum of 16 weeks. However, there are some exceptions. Four credit hour courses, for example, meet for three hours of lecture each week and two hours of lab time (a total of five hours per week). The last digit of the 4-digit course number indicates the number of credit hours offered in each course.

If a student is enrolled in 12 or more credit hours during the Fall or Spring semesters, they are classified as a full-time student. Those enrolled in 6 or more credit hours during the Summer semester are classified academically as full-time students; however, financial aid programs consider and pay students half time.

The normal class load is 16 semester credit hours with a maximum load of 17 hours for the average full-time student. With a grade point average of 2.75, a student may enroll in 18 hours during the next succeeding semester; with a 3.25, a student may enroll for 19 hours. Any deviation must be requested through an advisor (including completion of the Request for Overload permission form) and approved by the Vice President of Instruction.

Advanced Placement Credit (AP)

The Advanced Placement (AP) Program of the College Entrance Examination Board gives students the opportunity to pursue college-level studies while still in high school and to receive advanced placement and/or credit upon entering college. Students desiring to receive credit for these programs must request the College Board to forward their test scores to the College after the student has officially enrolled at the College and **within one year of graduation from high school**. AP credit will be placed on the transcript after the student has completed nine hours at the College. AP credit is not awarded for a course the student has already completed at the College level. AP credit granted at other accredited institutions will be accepted as credit as any other transfer course. The student must have official documentation of the earned scores.

The College will accept for credit the following AP exams if the College's minimum required scores are met. The College equivalent course for which credit will be awarded is listed below.

Advance Placement Program (AP) Score Equivalents			
AP Exam	Min. Score Required	College of the Ouachitas Course Equivalent	Total Hours Credit
American Govt./Politics	3	GOVT 1113 American National Govt.	3
American History	3	HIST 2113 U.S. History thru 1865	3
American History	4	HIST 2113 U.S. History thru 1865 & HIST 2123 U.S. History since 1865	6
Art History	3	HUMN 2113 Humanities Art	3
Biology	3	BIOL 1124 Intro to Biology	4
Computer Science A	3	DATA 1213 Fund. of Info Technology	3
English Lang/Comp	3	ENGL 1113 Composition I	3
English Lit/Comp	3	ENGL 1213 Composition II	3
Economics/Macro	3	ECON 2113 Macroeconomics	3
Economics/Micro	3	ECON 2213 Microeconomics	3
European History	3	HIST 1113 Civ. Thru 16 th Century	3
European History	5	HIST 1113 Civ. Thru 16 th Century & HIST 1123 Civ. since 16 th Century	6
Human Geography	3	GEOG 1113 Geography	3
Music Theory	3	HUMN 2123 Humanities: Music	3
Physics B or C	3	PHYC 1144 Intro to Astronomy	4
Physics B	4	PHYC 1124 Intro to Physics	4
Psychology	3	PSYC 1113 General Psychology	3
Spanish Language	3	SPAN 1113 Elementary Spanish I	3
Spanish Language	5	SPAN 1113 Elem Span I & SPAN 1123 Elem Span II	6

College-Level Examination Program (CLEP Policy)

The College-Level Examination Program (CLEP) permits students to earn college credit by national examinations. Although the CLEP Tests are standardized on a national level, each college or university may set additional standards or limits on accepting CLEP credits. A number of schools will not accept more than 15 hours. The College's policy is as follows:

1. A student must first matriculate at the College and earn nine semester hours of credit before petitioning for CLEP credit to be posted on a transcript.
2. The College will accept no more than 15 hours by CLEP credits.
3. No grade is awarded for CLEP credit nor is such credit calculated in a student's grade point average.
4. CLEP credit shall be entered on a student's transcript as "credit by CLEP examination" with CR recorded in lieu of grade.
5. CLEP credit earned at other colleges and universities shall be accepted without challenge.
6. Students who take CLEP tests must meet the standards of the College in order to receive the College credit for CLEP work.

The College is a CLEP Center and CLEP Tests are given to any interested person on regularly scheduled dates. Contact the Division of Student Affairs to obtain more information about CLEP test dates. Students are encouraged to make use of the CLEP Tests in order to receive credit for those courses and academic areas in which they already have knowledge. Successful completion of CLEP Tests and scores which meet the College CLEP Policy will result in records of the credit earned being placed on the student's transcript and on official college records.

The following table contains CLEP general and subject exams, scores required for earning credit, and the College course equivalents:

College Level Examination Program (CLEP)			
CLEP Examination	Standard Score	College of the Ouachitas Credit Earned	Sem Hrs Credit
American Government	50	GOVT 1113 American National Government	3
American History I	50	HIST 2113 U.S. History to 1865	3
American History II	50	HIST 2133 U.S. History since 1865	3
American Literature	50	ENGL 2113-2123 American Literature I & II	6
College Algebra	50	MATH 1143 College Algebra	3
Freshman College Composition I	50	ENGL 1113 Composition I	3
Freshman College Composition II	60	ENGL 1113-1213 Composition II	3
General Psychology	50	PSYC 1113 General Psychology	3
Introductory Accounting	50	ACTG 1113-1213 Principles of Accounting I & II	6
Introductory Business Law	50	BOIS 2203 Legal Environment	3
Introductory Macroeconomics	50	ECON 2113 Macroeconomics	3
Introductory Microeconomics	50	ECON 2213 Microeconomics	3
Introduction to Sociology	50	SOCI 1103 Introduction to Sociology	3
Trigonometry	50	MATH 2153 Trigonometry	3
Western Civilization I	50	HIST 1113 Civilization Through the 16 th Century	3
Western Civilization II	50	HIST 1123 Civilization Since the 16 th Century	3

The scores are based on a national norm group of college sophomores who earned a grade of "C" on the course in question.

Credit by Examination

Credit by Examination (CE) tests, administered by the College faculty, are available in many courses. Students who wish to take a CE exam should contact their advisor prior to registering for a course. The examination may require written and verbal tests, performance test, portfolio review, or other evaluations. A \$50 test fee must be paid through the Business Office before taking the CE or other evaluations.

Credit for Experience

Students who feel they have mastered the content of a course through on-the-job experience may petition to receive credit for such experience. However, it should be noted that in some programs the State of Arkansas licensing or regulating agencies do not permit credit by work experience. Before credit for work experience can be granted, a student must be formally admitted to a program of study. The College must have on file the student's application, high school transcript, and any college transcripts. Credit for work experience will not be entered on the grade record until the student has successfully completed a minimum of nine credit hours in a major program of study at the College. A \$50 fee is charged for each course in which Credit for Experience is granted.

Students who desire credit for work experience should first discuss the matter with the appropriate Division Chair who will make a preliminary recommendation. If the Division Chair feels there has been sufficient work experience to consider granting credit, the student must complete a Credit for Work Experience form and present documented proof from all employers where the experience was obtained. Faculty may also administer an examination (either oral, written, and/or mechanical) to assess the student's skill and knowledge. Such a test would not be as extensive as a credit-by-examination test. The College will review a veteran's credentials for possible credit for prior training or experience.

After completion of the examination and acceptance of the employer's verification of work experience, faculty and other representatives make a recommendation to the Vice President for Instruction. The student will be notified of the results by the appropriate Division Chair.

Class Attendance

Regular class attendance is considered essential if a student is to receive maximum benefit from any course. Control of class attendance is vested with the faculty, who has the responsibility of defining standards and procedures at the beginning of each course. Absences are subject to review by agencies granting financial aid. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the faculty with a grade of "F."

Students who register for classes but do not attend during the first two weeks of class will be dropped on the eleventh day.

Disciplinary Probation

Disciplinary probation will be enforced when a student breaks the rules and regulations of the College pertaining to conduct. These rules and regulations are outlined under the College Policies and Rules section of this Catalog/Handbook.

Disclaimer: Associate of Applied Science (A.A.S.)

The Arkansas Department of Higher Education has asked all Arkansas institutions offering an A.A.S. Degree to print the following general disclaimer: "The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. Degrees are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer."

Academic Progress Standards

A cumulative 2.00 grade point average is required for the successful completion of all degree and certificate programs. This level of performance is considered as satisfactory progress while undertaking any academic program.

A student who has a cumulative GPA under 1.50 after attempting 3 – 15 semester credit hours or a student who has a GPA under 2.00 after attempting 16 or more semester credit hours will be placed on Academic Probation (**This does not include Developmental Education classes**).

Students who are placed on academic probation will be limited to a reduced course load (normally not to exceed 12 semester credit hours). The student must consult the Student Success/504 Coordinator before beginning the next term. Students who fail to report to the Coordinator will be withdrawn from classes.

Students who are on academic probation may be continued on probation as long as they maintain a semester

GPA of 2.00 or above for each term of enrollment. When a student raises his cumulative GPA to 2.00 or higher while on academic probation, the academic probation status will be removed.

A student, who is on academic probation and does not earn at least a 2.00 semester GPA the next semester of enrollment, will be academically suspended for one regular semester (fall or spring). Students who return to the College after an academic suspension are continued on academic probation and must achieve a semester GPA of 2.00 or higher for each semester until a cumulative GPA of 2.00 is attained at which time the probation status will be removed. If a semester GPA of 2.00 is not attained the student will be suspended for a period of one year.

Courses taken at another college or university during any suspension period will not be transferred to the College for credit.

In order to graduate, a student must have a cumulative grade point average of "C" (2.00 GPA) and no failing grade in any one required course.

The progress policy for Practical Nursing students requires that an average of 76 percent or above be maintained in each course. If a student has an average below 76 percent in any one course, the above probationary action will be taken.

The progress policy for the LPN/Paramedic to RN requires that all courses must be completed with a "C" or better. Nursing courses must include a theory grade and a clinical grade. Both components of the course must be passed to progress in the program. All first semester courses must be completed with a "C" before the student may progress to second semester.

The College adheres to the following grading system to evaluate students at mid-semester and at the end of the semester:

Grade-Description Point System		
Grade	Descriptions	Quality Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Unsatisfactory	0
Code	Status Designations	Quality Points
I	Incomplete	*0
W	Withdrawal	*0
AU	Audit	*0
S	Satisfactory (used at mid-term only)	*0
U	Unsatisfactory (used at mid-term only)	*0
CR	Credit	*0
* Excluded From The Computation of GPA		

Grade Point Average (GPA)

The College uses the preceding Grade Point Value Scale to compute a student's current or cumulative grade point average. To calculate a grade point average, convert the letter grade to its assigned point value and multiply that number by the credit hours earned in the course. Total all course values and divide by the total number of credit hours attempted.

EXAMPLE:	<u>Course</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>Point Value</u>
	1	3	A	3 x 4 = 12
	2	3	F	3 x 0 = 0
	3	4	B	4 x 3 = 12
	4	3	C	3 x 2 = 6
	5	3	D	3 x 1 = 3
	6	<u>2</u>	A	2 x 4 = <u>8</u>
		18		41

41 divided by 18 = 2.28 GPA

Grade Point Average (GPA) - Cumulative

A student's grade point average is a cumulative average of grades for all college-level courses taken at the College. Developmental Education courses do not count toward the cumulative GPA except when Intermediate Algebra is the general education requirement for the program.

Grading and Examinations

Grades are reported to the Registrar twice during the term -- at midterm for advising purposes and the final grade at the end of the term. Midterm and final grades are entered into the student data system by the instructor. Students may view their grades on the College web site at www.otcweb.edu, through their personal account in Self Service. Grades are not mailed.

Graduation

To be eligible for the Associate of Applied Science Degree, Associate of Arts Degree, Associate of Science Degree, Technical Certificate, or Certificate of General Studies, a student must have a minimum cumulative GPA of 2.00 and must have completed 15 semester credits at the College. To be eligible for a Certificate of Proficiency a student must have a minimum cumulative GPA of 2.00 and must have completed all hours at the College. An **Application for Graduation** must be submitted to the Registrar prior to or at the beginning of the student's final semester. Students may obtain a graduation application form from the Division of Student Affairs or may download a form from the College web site under the heading of College Forms. Cap and gown may be ordered in the College Bookstore at no charge.

Guaranteed Skills

The Guaranteed Skills Policy outlines the College's commitment to producing graduates who are technically competent. Any College graduate of an associate degree or technical certificate program who is judged by his/her employer to be deficient in technical job skills identified as exit competencies for his/her specific program, will be provided additional training of up to 12 tuition-free semester credit hours. For specific details, please contact the College counselor.

Incomplete Grades

A grade of "I" may be recorded for a student who has not completed all the requirements of a course because of illness or other circumstances beyond the student's control, provided work already completed is of passing quality. 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. Petitions for extension (not to exceed one year) may be granted due to extenuating circumstances, if a written request is submitted to and approved by the Vice President for Instruction. Students may not re-register to take a course for which an "I" designation has been received unless the designation has been converted to an "F." No grade other than "I" may be changed after it is recorded unless a faculty member finds that a grade has been erroneously recorded. The faculty may correct the grade by completing a Change of Grade Request Form.

Outcomes Assessment

Through an on-going process of assessment, the College ensures the quality and effectiveness of its programs and services. Students will participate in multiple methods of assessing academic achievement. Results are kept confidential and will not create barriers to hinder student progress. Data are used to identify strengths and areas of concern in a particular educational program or course in order to facilitate improvement. All technical certificate and degree-seeking students must take competency exams in order to fulfill graduation requirements. The College's Assessment Plan is available for review in the Library/Learning Resource Center.

The College is committed to educational quality. Assessment is done to evaluate and enhance student learning and development and the overall effectiveness of the College. The Assessment Plan (available for review in the Library/LRC) outlines procedures and requires students to participate in multiple methods of assessing academic achievement. Student opinion is solicited through periodic surveys. The College's assessment program complies with the guidelines of the State Board of Higher Education and with The Higher Learning Commission expectations.

PRAXIS I

Students in the Associate of Arts in Teaching program must submit proof of successfully completing the PRAXIS I. Contact the Division of Student Affairs for additional information.

Arkansas Course Transfer System

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 the ACTS as “No Comparable Course.” Additionally, courses with a “D” do not transfer. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website and selecting Course Transfer (ACTs) (<http://adhe.edu>).

Outstanding Student Award

Each academic division annually selects an Outstanding Student, who is announced at the Spring Awards Program. The criteria used to determine this award are academic achievement, attendance, and service.

Repeating Courses

A student may repeat courses taken at the College for the purpose of grade point adjustments only by re-enrolling in the same course and subject to the following provisions:

- Only the grade which is the highest grade of the repeated course is calculated into the academic record.
- Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

Academic Clemency

Academic clemency is a “second chance” for those who performed poorly early in their academic careers and wish to return to college. Clemency may be granted to returning students who have not been enrolled in a college/university for at least five years and covers credits earned during the granted terms, regardless of grade(s). Petitions must be submitted to the Registrar.

Disciplinary Actions, Dispute Resolution, and Grievance Procedure

Student Due Process

The College honors the rights of all individuals to free discussion and expression, to peaceful demonstration, and of lawful assembly. It is equally important, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Therefore, any student who willfully by the use of violence, force, coercion, threat, intimidation, or fear obstructs, disrupts, or attempts to obstruct or disrupt the normal operations or functions of the College, or who orally or in writing advises, procures, or incites others to do so shall be subject to disciplinary action with penalties that might result in suspension from the College.

Due Process for Student Conduct Violations

Student conduct regulations are listed below and can also be found on the College website.

Disciplinary actions fall into one of two categories:

College-Initiated Actions of an Academic Nature

Academic integrity is fundamental to the scholastic environment. Students therefore must not engage in any behavior that disrupts the learning process. In addition, students must be honest in every aspect of their work, and they must refrain from fraud and cheating. To that end, each student at the College is to abide by a code of honor under which they will not engage in, or tolerate, any form of academic dishonesty. Violation of that code is regarded as a severe offense that may result in lowered assignment scores, a failing grade in the class, administrative withdrawal from the course, removal from the program of study, suspension from the College, or a combination of the above sanctions.

College Initiated Actions of A Non-Academic Nature

If a non-academic case of conduct violation of College Regulations arises, the case goes to the Vice President for Student Affairs. The Vice President for Student Affairs may recommend to the President of the College the temporary suspension of a student until the case can be investigated, if such a suspension is deemed to be in the best interest of the College. The suspension may or may not place the student in violation of an

instructor's course policies. The Vice President for Student Affairs shall review and investigate the case and shall make a determination of student discipline within five working days.

Student Appeals

Students have the right to appeal a discipline decision. A student desiring to have a discipline decision reviewed must file a grievance following the procedure identified in the Student Grievance Procedure.

Student Grievance Procedure

The Student Grievance Procedure and report Form can be obtained in the Division of Student Affairs.

Student conflicts are categorized as academic or non-academic. Those that involve coursework are considered academic and resolution begins with the student's instructor. If the conflict is non-academic, resolution is between the student and the College staff member. In either case the student must meet with the employee, describe the problem, and propose one or more possible remedies. At this stage, the student should be open and willing to resolve the matter before escalating it to a formal grievance.

Step 1. If an academic problem cannot be resolved between the student and the instructor, the student may take the concern forward to the Department/Division Chair. If a non-academic problem cannot be resolved between the student and the staff member, the student may take the concern forward to the staff member's immediate supervisor or supervisors.

The student must put the grievance in writing to appeal it beyond the instructor or College staff member level. The written grievance must be made by filling out the Grievance Procedure and Report Form, including the desired remedy, and submitting it, within three (3) working days of the incident, to the Department/Division Chair if it is an academic problem or to the College staff member's supervisor if the problem is non-academic. The Department/Division Chair or supervisor shall investigate and review the complaint (this usually includes a meeting with the Grievant/Appellant to discuss the complaint) and shall then provide the student with a written response within five (5) working days.

Step 2. If the student disagrees with the resolution of the problem by the Department/Division Chair or staff member's supervisor, the student may appeal the decision to the next level and opt to appeal it to either the Student Appeals Committee or to the Vice President level. The appeal must be in writing by filling out the Grievance Procedure and Report Form, including the desired remedy, by submitting it, within three (3) working days of the response from Step 1 above, to either the appropriate Vice President or Chair of the Student Appeals Committee. The written appeal must also include a clear indication as to which option the student chooses (Vice President or Committee) along with the completed Grievance Procedure and Report Form.

If the student so opts, the Vice President shall investigate and review the complaint (this usually includes a meeting with the Grievant/Appellant to discuss the complaint and may include interviewing a witness if one of the parties requests it) and shall then provide the student with a written response within five (5) working days.

If the student so opts, the Student Appeals Committee will meet, at a time and place which is convenient for the Committee, to hold a hearing on the student grievance. The Appellant will be notified by the Chair of the Student Appeals Committee in writing as to the time, place, and conduct of the meeting. The Appellant may bring one representative into the meeting with them. The Appellant may also bring one witness to the meeting, but the Chair will invite the witness into the meeting room at the appropriate time then dismiss the witness at the appropriate time. The College employee against whom the grievance is directed may also have one representative and bring one witness to the meeting the same as the Appellant is allowed to do.

The Chair will introduce all the parties, the Committee will review the Grievance Procedure and Report Form submitted by the Appellant and the written response from Step 1 above and then begin the hearing of the complaint from the Appellant. The Appellant and the representative will have up to thirty minutes to present the complaint to the Committee including the testimony from a witness. The Committee members may ask questions during or after this period of time. Next, the Committee will listen to the other party and/or representative for up to thirty minutes including the testimony from a witness. The Committee members may ask questions during or after this period of time, as well. The Committee is also free to call and interview any other persons whom it deems appropriate.

After both parties have stated their cases and the Committee members feel that they have had all their questions sufficiently answered, the Chair will excuse the parties, their representatives and any witnesses. At this time, the Committee will discuss the case behind closed doors and make a decision based on the information presented. The Chair will report the decision of the Committee in writing along with the Appellant's written appeal documents to the two parties and to the President as soon as possible, but not later than five (5) days from the conclusion of the hearing.

Step 3. If the student is not satisfied with the response of the Vice President or the Student Appeals Committee in Step 2, the decision may be appealed to the President by submitting the appeal in writing along with the previously completed Grievance Procedure and Report Form stating the problem and desired remedy, within three (3) working days of the response from Step 2 above. The President shall review and investigate the complaint (this usually includes a meeting with the Appellant, the representative, the employee against whom the grievance is directed and a witness that either may bring to discuss the complaint) and shall then provide the student with a written response within five (5) working days. The decision of the President is final unless the student's complaint includes an alleged violation of the student's civil rights or if the President is a primary party to the grievance.

Step 4. If the student is not satisfied with the President's response and if the student's complaint is eligible (involves an alleged civil rights violation or the President is a primary party), the decision can be appealed to the Board of Trustees, through the College President, providing the appeal is submitted within three (3) days of the response in Step 3 above, and the appeal is in writing and includes the completed Grievance Procedure and Report Form and copies of all previous written responses. If a proper appeal is made, the President shall forward the appeal request to the Chair of the Board and the Board shall investigate the complaint in whatever manner it deems appropriate, but if it decides to conduct a hearing, that hearing shall be conducted during the Board's next regular meeting. The Board shall provide a written response to the Grievant/Appellant within ten (10) working days of receiving the appeal request unless the Board conducts a hearing, in which case the written response must be provided within five (5) working days following the hearing.

Time Limits

Time limits are specified to make certain a student will always get a timely resolution to a problem. To ensure this timely resolution, even between terms when many faculty, staff, and students are unavailable, "working days" shall mean: 1. For academic problems, Monday through Friday during a school term when faculty are contracted to be working, excluding Board approved holidays and 2. For non-academic problems, Monday through Friday excluding Board approved holidays and days when the campus is closed according to the official calendar. If during the "working days" time limits specified in Steps 1 through 3, the employee involved, Department/Division Chair, Supervisor, or Vice President are off campus and signed out on official leave status (sick, vacation, personal, family medical, etc.), that step may be skipped and the appeal directed to the next higher authority. In Step 3, if the President is off campus or signed out on leave status, the Grievant/Appellant and the President shall communicate by telephone or email and mutually agree on (a) how the appeal shall be reviewed and (b) how the "working day" time limits might be modified to expeditiously process the appeal under the circumstances. The President shall confirm, in writing, these procedural modifications that have mutual agreement.

If the written grievance or appeal is not presented within the time limits, as set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limits, or any agreed upon extension thereof, it shall be considered settled on the basis of the last answer submitted by the person to whom the grievance was presented at that step. If the person required to answer the grievance or appeal at any step does not do so within the required time limits, the Grievant/Appellant may consider the grievance or appeal denied and appeal it to the next step. The time limit in each step may be extended by mutual written agreement of the Grievant/Appellant and the person(s) to whom the grievance/appeal is being presented. Such extension shall not be unduly withheld by either party.

Hearings

The purpose of any hearing conducted by an authority of the College carrying out this policy is fact finding and problem solving. Any such hearing is an administrative procedure and the College authority conducting the hearing is in charge of the hearing and shall determine the date, time and location of the hearing and shall

determine how long the hearing shall go on and how long the testimony of any party may go on and who can speak. Since the hearing is administrative in nature, it is not a court of law and neither strict rules of evidence nor the cross examination of witnesses will not used. The College authority conducting the hearing will ask most of the questions and other questions will only be allowed by permission of the authority.

Office of Civil Rights

Students who feel their civil rights have been violated during these procedures may appeal directly to the U.S. Office of Civil Rights at any time. Students may contact the College Affirmative Action Officer for information on how to file such a complaint.

Disability Grievance/Appeal Procedures

Policy:

Ouachita Technical College attempts to resolve internally all types of grievances at the level where they occur and in a timely manner.

Procedure:

It is to the student's advantage to keep communication open with faculty, staff and peers, thus avoiding the necessity for appeals. If there is a situation that the student feels is escalating and she/he is uncomfortable with the direction it is going, *contact someone immediately to request assistance*: faculty, the department chair, the Student Success/504 Disability Coordinator, the Vice President for Instruction and/or Vice President of Student Affairs. In the event a situation is not resolved, there are procedures for appeals in place that usually follow the chain of command as listed:

1. Grades – Academic departments (faculty, department chair, Vice President for Instruction)
2. Financial Aid – Financial Aid Office (Director)
3. Disability Services/Accommodations – Student Success/504 Disability Coordinator
4. General Complaints and Grievances – Vice President of Student Affairs
5. Parking – Chief of Security
6. Sexual Harassment – Vice President of Student Affairs Vice President of Instruction

The Student Success/504 Disability Coordinator will support and assist the student in the process with the above procedures when it is a reasonable request.

For complaints or appeals related *specifically* to services with disabilities provided by Ouachita Technical College as required under the Americans with Disabilities Act, the following procedures will be followed:

1. Address the complaint to Student Success/Disability/504 Coordinator
2. The complaint should contain the name and address of the person(s) filing it and briefly describe the alleged violation of the regulations. It should be filed with the Student Success/504 Disability Coordinator within 10 workdays from the date of the alleged complaint.
3. An investigation conducted by the Vice President of Student Affairs' designee, shall follow the filing of the complaint. The investigation shall be informal but thorough, and it should afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
 - a. At least three members of the Disability Services Advisory Committee, appointed by the Vice President of Student Affairs, will convene a special meeting to meet with the complainant and, at a separate time, meet with the other party involved for review of the incident.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by Disability Services Advisory Committee and submitted for review to the Student Success/504 Disability Coordinator and forwarded to the complainant no later than 10 workdays after the filing.
5. The Student Success/504 Disability Coordinator shall maintain the files and records relating to the complaints for a period of at least three years.
6. If a grievance is against the Student Success/504 Disability Coordinator, the above procedures are to be followed with the exception that the initial complaint will be made to the Student Success/504 Disability Coordinator's supervisor and the Disability Services Advisory Committee will be reconvened to address the alleged complaint.
7. The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made to the Vice President of Student Affairs within 10 workdays of the resolution or complaint. The Vice President of Student Affairs will then meet with the Student

Success/504 Disability Coordinator and the Chairman of the Disability Services Advisory Committee as well as the complainant (if deemed necessary). The Vice President of Student Affairs will make his/her decision and communicate it to the student in writing within 10 working days of the student's reconsideration request.

8. The right of a person to a prompt an equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies.
9. These rules shall be construed to protect the substantive rights of interested persons, to meet the appropriate due process standards and to assure that the College complies with ADA.
10. Students may further appeal any of these decisions within the hierarchy of the institution. The President of the College is next in the chain of command above these persons and committees. The appeal should be written and delivered in person by the student.
11. Although students are encouraged to attempt to resolve a grievance within the campus process, the student has the right to file any grievance directly to the Office of Civil Rights within 180 days from the time the incident occurred.

Grievance Revision Policy

The President, through the Board of Trustees, may revise the Grievance Procedure to ensure compliance with contemporary law.

Academic Records Encumbered

Records will be encumbered (placed on hold) for any of the following actions, but is not limited to a non-submitted official transcript from another institution, a financial obligation to the College or library books due. Students encumbered will not be permitted to do any of the following until the hold is removed:

1. Drop or add any classes during the semester
2. Enroll in courses in future semesters
3. Obtain a transcript
4. Receive a diploma or certificate

Academic Transcripts

Each student who completes a College course has an official transcript on file. This is the student's official College record. A student can obtain an official transcript by completing the procedures in the next paragraph. Students may obtain an unofficial copy of their transcript by visiting the College website and logging on to Self Service.

Transcripts may be requested by mail, FAX or in person in the Division of Student Affairs through written form. The form may be downloaded from the College web site at www.otcweb.edu under the title of College forms that includes the following:

1. FULL NAME as it appears on the student's record. Maiden name, if married, or any other name used while enrolled at the College should be included.
2. SOCIAL SECURITY NUMBER or DATE OF BIRTH;
3. LAST TERM ATTENDED;
4. ADDRESS to which the transcript is to be mailed;
5. The student's RETURN ADDRESS and TELEPHONE NUMBER;
6. The student's SIGNATURE and the date of the request; this form may not be signed by a parent or spouse.
7. Mail to College of the Ouachitas
Attn: Assistant Registrar
One College Circle
Malvern, AR 72104
8. Fax to (501)337-9382

The College participates in the Electronic Transcript program (EDI). Transcripts cannot be faxed to other colleges or employers: the College considers only mailed transcripts or transcripts given to the student in a sealed envelope for hand delivery or transcripts sent electronically as official. The College produces "unofficial" transcripts for internal purposes only. The Office of the Registrar makes every effort to process transcript requests in a timely manner. There is no charge per request. Students may also view or print an unofficial

transcript from their individual account in *Self Service* on the College web site at www.otcweb.edu.

Any student who feels a grade has been recorded in error has until the end of the following semester, excluding summer sessions, to notify the Registrar. Any exceptions to this procedure must be approved by the Vice President of Instruction.

Other Documents

The College **does not re-release other college transcripts or photocopies of other college transcripts** that have been submitted for admission purposes. These are kept in the student's record. A student will need to have those transcripts mailed directly from their original source.

General Education Philosophy & Outcomes

The College prepares students with the general and technical education necessary for successful careers or for further higher education. General Education is recognized as the area that is common to all fields of study and imparts the knowledge, concepts, and understanding that every educated person should have. Since general education is a driving force of this institution, the College is dedicated to emphasizing general education across the curriculum.

GENERAL EDUCATION OUTCOMES

- A. Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- B. Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- C. Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing environment.
- D. Students will use available resources, time, materials, and technology efficiently and effectively.
- E. Students will develop a commitment to lifelong learning.

Allied Health Sciences

The Allied Health Sciences Division offers the following degrees and certificates:

ASSOCIATE OF APPLIED SCIENCE

LPN to RN/Paramedic to RN

This program is only open to students who have a current unencumbered Practical Nurse License or Paramedic Registration. Any applicant with a flagged LPN License or Paramedic Registration must disclose it; these will be looked at on an individual basis. This 12-month program admits students each January and classes are held in the Spring, Summer, and Fall semesters.

TECHNICAL CERTIFICATE

Practical Nursing

The Practical Nursing (PN) program is designed to prepare students for employment in the health care field and for the national licensure exam for practical nurses. Students attend classes for three full semesters with the summer off.

CERTIFICATE OF PROFICIENCY

Medication Administration

This program consists of seven credit hours. This program is only open to Certified Nursing Assistants who have been employed in that capacity in a nursing home for at least one year. The main course, Basic Medication Administration Skills, prepares Certified Nursing Assistants for the task of medication administration.

CERTIFICATE OF PROFICIENCY

Nursing Assistant

This program consists of seven credit hours. This course of study includes information necessary to improve the quality of life of clients in long-term care facilities and other health care facilities. The course consists of information important in providing a solid foundation of skills and critical procedures necessary for becoming a Nursing Assistant.

General Education Outcomes

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing environment.
- Students will use available resources, time, materials, and technology efficiently and effectively.
- Students will develop a commitment to lifelong learning.

LPN/PARAMEDIC TO RN

Associate of Applied Science Degree in Nursing

The Allied Health Science Division offers an LPN/Paramedic to RN Program. This program is open only to students who are already Licensed Practical Nurses or Paramedics and who have completed the 27 hours of prerequisite curriculum with a grade of “C” or better in each course. This 12-month program admits students each January and classes are held in the Spring, Summer, and Fall semesters. Classes meet two nights a week 4-5 hours or one day a week for 8-9 hours, and clinical is on Saturday and Sunday every other weekend. Class size is limited and not all applicants are accepted for admission into the program. Upon completion of this course the individual should apply for licensure and take the National Licensure Exam for RN. All students accepted into the Associate Degree in Nursing Program will be required to have state and national criminal background checks and will pay all associated fees. Conviction of certain crimes may make the applicant ineligible to attend certain clinical sites. Random drug screening may be utilized at any time during the course of the program at the student’s expense. If any clinical site denies student access for any reason, the student will not be allowed to progress through the program. The Arkansas State Board of Nursing (ASBN) may refuse to issue or shall revoke the license of any person who is found guilty of or pleads guilty of or nolo contendere to any offense listed in 17-87-312 of the Act 1208 of 1999 (see ASBN website).

PRE-ADMISSION ADVISING- All students must have completed all prerequisite courses prior to the stated application deadline (see otcweb.edu). Academic Advising for the Pre- Requisite courses for the nursing program will be done by the Division of Arts and Sciences (not nursing). Please contact the Division Chair of Arts and Sciences for appointment/questions concerning the pre-requisite courses only (501 332-0241).

NURSING APPLICATION PROCEDURE AND DEADLINES: All of the following steps must be completed and submitted to the correct office before 4:30 p.m. prior to the stated Nursing Application Processing Deadline (see otcweb.edu).

Step 1 Entrance Exam – Where: **Main Campus Building–Student Affairs** (501) 337-5000 EXT 1180 Dates listed (see information at otcweb.edu)-minimum overall score TBA at testing is required.

- All applicants must take an Entrance Exam given only by OTC
- All applicants must pre-register on the OTC website survey monkey (otcweb.edu) for only one Entrance Exam (see website for test dates and times) one exam per admission deadline (calculators will be provided)
- Applicants must bring photo identification and must pay \$25.00 day of exam to business office (cash, check, money order, or credit card)
- Applicants may review test Study Guide: **Kaplan Nursing School Entrance Exams: Your Complete Guide to Getting Into Nursing School (Kaplan Nursing School Entrance Exam)** by Kaplan available at OTC Library, OTC Bookstore, and Kaptest.com for \$13-\$15 (*prices may vary*)- *the test has 91 questions total*

Step 2 Nursing Information/Application Meeting- Allied Health Building

- All applicants must attend a Nursing Information/Application Meeting usually scheduled the same day as entrance exam-(see information at otcweb.edu)
- All applicants must bring/submit an unofficial transcript of all previous college courses to the information meeting (an official transcript will be required at later date TBA)
- All applicants must complete a nursing application (applications only available at meetings)
- All applicants must submit a copy of their entrance test results at the Information Meeting
- If the student was previously enrolled in an RN program in another School of Nursing, the student must submit a letter of eligibility to return to Nursing School from the previously enrolled program.
- The following items must be submitted to the Allied Health Division prior to the stated Nursing Application Processing deadline (see information at otcweb.edu):
 1. LPN must submit a copy of a current valid Practical Nursing License
 2. Paramedics must also submit: proof of certification from the Arkansas Department of Health as an Arkansas paramedic and proof of registration with the National Registry of EMT’s as a paramedic (if selected into the nursing program, paramedics may be required to complete an assessment test of Foundations of Nursing once they are conditionally accepted- information to be given at that time).

Step 3 College Admission Procedures - Students must complete all the College's general entrance/admission procedures as outlined in the catalog/website and submit to **Student Affairs** (501) 337-5000 EXT 1180 in **Main Campus Building** before 4:30 p.m. prior to the stated Nursing Application Processing deadline (see information at otcweb.edu)

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations may be made.

LPN/Paramedic to RN Prerequisite Courses- All pre-requisite courses must be completed prior to the Nursing Application Processing deadline (see information at otcweb.edu)

Students are required to complete all general education requirements with a grade of "C" or better prior to the Nursing Application Processing deadline. Students taking general education prerequisite courses will be advised by appropriate faculty in the Division of Arts and Sciences. Please contact the Division Chair of Arts and Sciences for an appointment (501 332-0241).

Upon successful completion of the 27 prerequisite hours, a technical certificate is given in Pre-Allied Health.

COURSE	CREDITS
BIOL 2224 Anatomy and Physiology I with Lab	4
BIOL 2234 Anatomy and Physiology II with Lab	4
BIOL 2244 Microbiology with Lab	4
ENGL 1113 Composition I	3
ENGL 1213 Composition II	3
PSYC 1113 General Psychology	3
*RNUR 2113 Math for Nurses OR MATH 1143 College Algebra OR EDUC 1153 Mathematics for Liberal Arts	3
DATA 1123 Fundamentals of Information Technology (FIT) This course must be within the past 5 years.	3
TOTAL	27 Credits

*Students who plan to pursue a four-year nursing degree should take College Algebra or Mathematics for Liberal Arts. Math for Nurses will not transfer to a four-year nursing program. The prerequisite for RNUR 2113 Math for Nurses must have in possession a *Practical Nurse License or Paramedic Registration*.

CURRICULUM – LPN TO RN/PARAMEDIC TO RN

1st Semester (Spring)			Credit Hours
RNUR 2008	Registered Nursing Process I		8
RNUR 2014	Registered Nursing Process II		4
	Total Semester Hours		12
2nd Semester (Summer)			Credit Hours
RNUR 2109	Registered Nursing Process III		9
	Total Semester Hours		9
3rd Semester (Fall)			Credit Hours
RNUR 2211	Registered Nursing Process IV		11
RNUR 2311	NCLEX-RN Preparation		1
	Total Semester Hours		12
	Total Program Credit Hours		33
	Total Program Theory Hours		25
	Total Program Clinical Hours		8

COMPLETION AWARD: *Associate of Applied Science Degree in Nursing*

PROGRESSION

All courses required for the nursing program must be completed with a 76% or better. Nursing courses include a theory grade and a clinical grade. Both components of the course must be passed to progress in the program. All first semester courses must be completed with a 76% or better before the student may progress to second semester.

CLINICAL TRAINING

Clinical experiences are designed to allow students to transfer knowledge gained through classroom presentations into "hands-on" practical applications. Rules and regulations regarding clinical experiences can be found in the nursing handbook. Local long-term care facilities, acute-care facilities, and ambulatory care centers will be utilized for clinical experiences. Transportation is not provided to these areas.

READMISSION *** REAPPLICATION DOES NOT GUARANTEE READMISSION

Students admitted and enrolled in nursing are allowed one re-admission according to space available. Students must enroll within one year of previous enrollment. Once a student has reentered the program a second time and decided to withdraw or fails, they must wait five years to reapply (see nursing student handbook for procedure).

ADVANCED PLACEMENT/TRANSFER STUDENTS

Applicants who have completed health related courses (i.e., in RN school) must submit a copy of course descriptions/course syllabi before the current application deadline for consideration for advanced placement. The Division Chair and Registrar will review course content to verify that course work is equivalent to nursing courses offered at OTC. The grading scale must be comparable to that utilized in the OTC Nursing Program.

The candidate must successfully:

1. Complete a final examination in each required course with an 85% or better.
2. Demonstrate competency in clinical practices as indicated on transcript(s) or arranged in the clinical setting.
3. The candidate must be in complete compliance with the College Advanced Placement Policy as outlined in the **College Operating Policies and Procedures Manual* (COPP) 4.51.**
4. Additional requirements for Advanced Standing will be individualized according to College requirements and the needs of the student.
5. The candidate must meet all requirements for acceptance into the nursing program.
6. **A letter of good standing from all previous nursing programs must be provided by the candidate before the deadline on OTC website (www.otcweb.edu).**

*The COPP can be accessed via the school library.

PROGRAM OUTCOMES - ALLIED HEALTH SCIENCES

ASSOCIATE OF APPLIED SCIENCE (LPN TO RN) AND (PARAMEDIC TO RN) OUTCOMES

The Associate of Applied Science Degree in Nursing outcomes are based on the Arkansas State Board of Nursing minimum competencies. These outcomes should be lifelong goals for becoming a more proficient and safe associate degree nurse. Program Outcomes are the standards by which the effectiveness of the OTC School of Nursing program is measured. These outcomes are:

Outcome 1: The student will demonstrate fundamental nursing skills in the clinical and laboratory setting.

- Develop practice skills using critical thinking skill in simulated patient care situations
- Demonstrate expertise in fundamental nursing skills in the laboratory and clinical setting
- Demonstrate competence in the performance of nursing skills as provider of care, communicator, teacher, researcher, manager of care and member of the profession appropriate to the level of the associate degree nurse

Outcome 2: The student will demonstrate critical thinking and decision-making skills in simulated medical surgical patient care situations.

- Demonstrate proficiency in head-to-toe assessments
- Recognize deviations from normal health including specialty areas of pregnancy, the newborn, the pediatric patient, the critically ill, and the geriatric patient

Outcome 3: The student will use the nursing process format to stimulate critical thinking, problem solving, and decision making in applying fundamental principles to nursing skills and procedures.

- Demonstrate knowledge of scientific principles based on nursing theory in providing patient care
- Possess complex skills and knowledge to assist the Registered Nurse in assessing, diagnosing, planning, implementing, and evaluating nursing care through the formation of nursing care plans

Outcome 4: The student will demonstrate the ability to identify human response to physical, emotional, intellectual, social, and spiritual dimensions.

- Application of nursing theory with emphasis on emotional-intellectual-social-spiritual responses in the clinical setting
- Integration of principles and practices of psychiatric-mental health nursing in the clinical setting
- Demonstrate caring as a core value of nursing practice
- Demonstrate collaboration with other health team members

Outcome 5: The student will demonstrate critical thinking skills in making decisions concerning patient care in the clinical setting and in other areas of health care.

- Demonstrate knowledge of scientific principles and theories in nursing in providing nursing care
- Function effectively as a member of the health care team
- Demonstrate a basic understanding of health care in the context of the community, nation, and the world
- Understand and respect the holistic nature of persons with consideration of individual responses to wellness and illness

Outcome 6: The student will use the nursing process, including specific nursing diagnoses in relation to patients and families both in a clinical setting and in a health promotion and maintenance setting.

- Develop and manage the nursing care plan
- Teach necessary information for health promotion and maintenance

Outcome 7: The student will demonstrate the ability to delegate nursing tasks to appropriate health care workers in the clinical setting.

- Possess knowledge of tasks that may be delegated within compliance with the Arkansas Nurse Practice Act

Outcome 8: The student will demonstrate the ability to function in the leadership role by using curricular concepts of theory.

- Demonstrate leadership skills in the management of licensed personnel within the framework of the job description and the organizational policies and procedures

PRACTICAL NURSING

Technical Certificate

The Practical Nursing (PN) program is designed to prepare students for employment in the health care field and for the national licensure exam for practical nurses. Students attend classes for three full semesters with the summer off. Class size is limited with 35-45 students accepted in the fall and spring semesters. All students accepted into the Practical Nursing Program will be required to have state and national criminal background checks and will pay all associated fees. Conviction of certain crimes may make the applicant ineligible to attend certain clinical sites. Random drug screening may be utilized at any time during the course of the program at the student's expense. If any clinical site denies student access for any reason, the student will not be allowed to progress through the program. The Arkansas State Board of Nursing (ASBN) may refuse to issue or shall revoke the license of any person who is found guilty of or pleads guilty of or nolo contendere to any offense listed in 17-87-312 of the Act 1208 of 1999 (see ASBN website).

Students spend time in the classroom and in clinical experiences. Practical Nursing students are prepared for giving direct and primary nursing care under the immediate supervision of the clinical instructor, staff R.N., and/or physicians in the cooperating clinical facilities. Clinical labs are completed in nursing homes, hospitals, and other healthcare facilities. Clinical practicum is planned to provide students with varied experiences; therefore, students may have a portion of their clinical experience at facilities in many surrounding areas.

Students who complete the program will be eligible to apply for the National Licensure Exam for Practical Nursing and should have acquired the skills and performance of nursing skills in the health field. Instruction consists of theory and supervised practice in areas required by the Arkansas State Board of Nursing. A second criminal background check is required before students will be permitted to sit for the NCLEX exam. Arkansas State Board of Nursing may deny any student with convictions of certain crimes to sit for their NCLEX exam.

New students are admitted twice a year in January and August. Class size is limited, and all applicants are not accepted for participation. All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations may be made.

NURSING APPLICATION PROCEDURE AND DEADLINE: All of the following must be completed and submitted to the correct office before 4:30 p.m. on the stated Nursing Application Processing deadline (see information at otcweb.edu)

Step 1 Entrance Exam – Where: **Main Campus Building–Student Affairs** (501) 337-5000 EXT 1180 Dates listed (see information at otcweb.edu)-minimum overall score TBA at testing is required.

- All applicants must take an Entrance Exam given only by OTC
- All applicants must pre-register on the OTC website survey monkey (otcweb.edu) for only one Entrance Exam (see website for test dates and times) one exam per admission deadline (calculators will be provided)
- Applicants must bring photo identification and must pay \$25.00 day of exam to business office (cash, check, money order, or credit card)
- Applicants may review test Study Guide: **Kaplan Nursing School Entrance Exams: Your Complete Guide to Getting Into Nursing School (Kaplan Nursing School Entrance Exam)** by Kaplan available at OTC Library, OTC Bookstore, and Kaptest.com for \$13-\$15 (*prices may vary*)- *the test has 91 questions total*

Step 2 Attend Nursing Information/Application Meeting-Where: **Allied Health Building**

All applicants must attend a Nursing Information/Application Meeting usually scheduled the same day as entrance exam-(see information at otcweb.edu)

- All applicants must complete a nursing application (applications are only available at meetings)
- All applicants must submit a copy of their entrance test results at the Information Meeting
- If the student was previously enrolled in another nursing program, the student must submit a letter of eligibility to return to Nursing School from the previously enrolled program.

The Division Chair and Registrar will review course content to verify that course work is equivalent to nursing courses offered at OTC. The grading scale must be comparable to that utilized in the OTC Nursing Program.

The candidate must successfully:

1. Complete a final examination in each required course with an 85% or better.
2. Demonstrate competency in clinical practices as indicated on transcript(s) or arranged in the clinical setting.
3. The candidate must be in complete compliance with the College Advanced Placement Policy as outlined in the **College Operating Policies and Procedures Manual* (COPP) 4.51.**
4. Additional requirements for Advanced Standing will be individualized according to College requirements and the needs of the student.
5. The candidate must meet all requirements for acceptance into the nursing program.
6. **A letter of good standing from all previous nursing programs must be provided by the candidate before the deadline on OTC website (otcweb.edu).**

*The COPP can be accessed via the school library.

PRACTICAL NURSING PROGRAM OUTCOMES

The Practical Nursing Outcomes are based on the Arkansas State Board of Nursing minimum competencies for LPN's. These outcomes should be lifelong goals for becoming a more proficient and safe practical nurse.

Outcome 1: Students will provide for the emotional, physical, and spiritual comfort of patients. Provided that the student meets attendance and academic requirements, they should:

- Demonstrate kindness, rapport, and empathy in giving patient care.
- Develop an understanding of the holistic approach to health care, which emphasizes the uniqueness of man and the need to meet human needs of the body, mind, and spirit.

Outcome 2: Students will be proficient in observing, recording, and reporting the status of the patient's condition to the appropriate person. Provided that the student meets attendance and academic requirements, they should:

- Develop an understanding of the normal structure and function of the human body.
- Become proficient in performing thorough head-to-toe assessments.
- Use effective communication skills while working with patients, families, staff and peers.
- Recognize deviations from normal health, including specialty areas such as pregnancy, the newborn, the pediatric patient, the critically ill, and the geriatric patient.
- Possess the necessary skills to monitor vital signs and other measurements of the patient's condition.

Outcome 3: Students will perform nursing procedures for which they have the necessary degree of skill and judgment. Provided that the student meets attendance and academic requirements, they should:

- Demonstrates knowledge of scientific principles in providing patient care.
- Possess the necessary skills to perform treatments, such as dressing changes, applying bandages, etc., and administer medication safely.
- Provide for basic human needs and activities of daily living which include hygiene, assisting with elimination needs, providing proper nutrition, monitoring fluids and electrolytes, maintaining or improving mobility, etc.

Outcome 4: Students will assist with the rehabilitation of patients according to the patient's care plan.

Provided that the student meets attendance and academic requirements, they should:

- Participate in the nursing process by assisting the Registered Nurse in assessing, diagnosing, planning, implementing, and evaluating nursing care through the formulation of nursing care plans.
- Function effectively as a member of the health care team.

Outcome 5: Students will familiarize themselves with the Arkansas Nurse Practice Act. Provided that the student meets attendance and academic requirements, they should:

- Pass the NCLEX-PN exam for licensure as a Licensed Practical Nurse in Arkansas.
- Exhibit ethical behavior in working with patients and in vocational relationships.
- Be aware of the scope of practice of the Licensed Practical Nurse.

Outcome 6: Students will assume responsibility and accountability for all actions taken in carrying out nursing activities. Provided that the student meets all attendance and academic requirements, they should:

- Develop an understanding of the principles of autonomy, advocacy, confidentiality, patient rights, and informed consent, among others.
- Develop an understanding of the legal principles of assault, battery, negligence, malpractice, slander, libel, among others.

Outcome 7: Students will recognize the need for continuing education to update and improve nursing skills. Provided that the student meets attendance and academic requirements, they should:

- Develop practical and specific knowledge, skills, and competencies to enter and advance in the nursing profession.
- Develop those occupational competencies consistent with their interests, aptitudes, and ability in the nursing profession.
- Become involved in a professional organization, such as ALPNA and/or NAPNES.
- Be aware of the constantly changing, and increasingly technological nature of the nursing profession, and therefore, the need to update skills periodically.

Outcome 8: Students will recognize the need for delegation. Provided that the student meets the attendance and academic requirements, they should:

- Demonstrate delegation of nursing care to the unlicensed personnel within the framework of the job description and the organizational policies and procedures.
- Possess knowledge of tasks that may be delegated within compliance with the Arkansas Nurse

***MEDICATION ADMINISTRATION PROGRAM**

Certificate of Proficiency

This Medication Administration Program consists of 100 clock hours and seven credit hours. **This program is only open to Certified Nursing Assistants who have been employed in that capacity in a nursing home for at least one year.** The main course, Basic Medication Administration Skills, prepares Certified Nursing Assistants for the task of medication administration. This course of study also includes introduction to medication administration, a brief history of health care, the development of the role of Medication Assistant, state and federal regulatory issues; principles of medication administration including pharmacology, medications, medication orders, prescriptions and transcription; information on medications and their effect on the body including a review of body systems; and special circumstances, such as, substance abuse by the individual being cared for by Medication Assistants as well as by their coworkers.

ADMISSION REQUIREMENTS AND DEADLINES:

Step 1 College Admission Procedures-Students must complete all the College's general entrance/admission procedures as outlined in the catalog/website and submit to **Student Affairs** (501) 337-5000 EXT 1180 in **Main Campus Building** before 4:30 p.m. on the stated deadline (see otcweb.edu/current schedule for dates)

Students must also score a minimum score on COMPASS Test (test is given on campus- dates and times TBA, fee for test is approximately \$10.00 scores must be dated within the last five years. If anyone has any questions please call: Student Affairs at (501) 337-5000 EXT 1180.

Battery	Compass Minimum Score	Course Placement
Reading	82	Test out of Academic Reading
Writing	75	Test out of Academic Writing

Step 2 All students must submit to the **Allied Health Division** prior stated deadline (see otcweb.edu)

- Application for Admission to Medication Administration (available in Allied Health Building)
- Proof of registration/ good standing on the Arkansas Certified Nurse Aide Registry.
- Proof of current full time employment at a nursing home for at least one continuous year.

CURRICULUM-MEDICATION ADMINISTRATION PROGRAM* ****Schedule subject to change******

One day a week at 4.5 hours a day for 10 weeks = 45 hours Theory
One day a week for 1.5 hours a day for 10 weeks = 15 hours Lab
10 hours a day for 4 days = 40 hours Clinical

PROGRESSION

All students must meet the minimum requirement of 76% or better in theory and demonstrate satisfactory behaviors in clinical/lab to complete the program.

CLINICAL TRAINING

Clinical experiences are designed to allow students to transfer knowledge gained through classroom presentation into "hands on" medication administration. Students will spend not less than 40 hours in clinical. Rules and regulations regarding clinical experiences can be found in the course syllabus. The student is responsible for their transportation to the clinical facilities.

READMISSION* REAPPLICATION DOES NOT GUARANTEE READMISSION**

1. Reapply to the program by submitting another Application for Admission.
2. Write a statement explaining why they were not successful on the previous attempt and give a plan of action to correct the problem(s) that initially led to being unsuccessful in the program.
3. Retake and complete the entire course content in the program. The decision of placement of a student requesting to return to the Medication Administration Program, whose cycle in the curriculum is interrupted for any reason, remains at the discretion of OTC officials based on class size and instructor and clinical slot availability.

MEDICATION ADMINISTRATION PROGRAM OUTCOMES

The Medication Administration Program outcomes are based on the Arkansas State Board of Nursing Minimum Standards. These outcomes should be lifelong goals for becoming a more proficient and safe MA-C.

Outcome 1: The student will demonstrate fundamental medication assistant skills in the laboratory and clinical setting. Provided the student meets attendance and academic requirements they should:

- Develop an understanding of the different documents, medication names, abbreviations and tasks to be handled.
- Identify common methods of medication administration.
- Become proficient in the measurement of medications and the forms in which medication is manufactured.
- Recognize conditions necessitating the disposal of medications.
- State the types of information that should be known before medication administration.

Outcome 2: Students will be proficient in performance of safety checks, identification of patients and basic steps of medication preparation. Provided the student meets attendance and academic requirements, they should:

- List the three safety checks of medication administration.
- Identify the six rights of medication administration.
- Describe the basic steps of medication preparation prior to administration.

Outcome 3: Students will demonstrate knowledge of medication safety. Provided the student meets attendance and academic requirements, they should:

- State information needed prior to medication administration.
- Identify common causes of medication errors.
- State steps taken when a medication error occurs.

Outcome 4: Students will be proficient in communication and documentation. Provided the student meets attendance and academic requirements, they should:

- State when the nurse needs to be notified of patient changes.
- Perform different vital signs.
- State documentation requirements.
- Explain the importance of effective communication.

Outcome 5: Students will have knowledge of the body systems and the effect of medication on the body. Provided the student meets attendance and academic requirement they should:

- List body systems affected by medication administration.
- State common effects of medication on the body.
- Identify factors affecting how the body uses medication.
- Identify different classifications of medications.
- Identify resource materials and professions used to clarify medication questions.

Outcome 6: Students will demonstrate knowledge of the ethical and legal issues of medication administration. Provided the student meets attendance and academic requirements they should:

- List the tasks a MA-C can and cannot accept.
- Recognize what should be reported to the nurse.
- Identify delegated tasks that should not be accepted.
- List reasons the MA-C can be disciplined by the State Board.
- State the difference in assignments and delegation.
- Describe the responsibilities to the patient.
- Discuss types of abuse and other legal problems that can occur.
- Understand the importance of the rights of medication administration and safety checks.

Outcome 7: Students will recognize the need for continuing education to update and improve medication administration skills. Provided the student meets attendance and academic requirements they should:

- Identify continuing education requirements.
- Identify acceptable and unacceptable continuing education activities.

NURSING ASSISTANT

Certificate of Proficiency

COURSE DESCRIPTION:

The Certificate of Proficiency in the Nursing Assistant course consists of 90 contact hours. This course includes information necessary to improve the quality of life of clients in long-term care facilities and other health care facilities. The course consists of information important in providing a solid foundation of skills and critical procedures necessary for becoming a Certified Nursing Assistant. Students who successfully complete this course may be eligible to take the Arkansas Nursing Assistant Certification Exam.

ADMISSION REQUIREMENTS AND DEADLINES:

Step 1 College Admission Procedures-Students must complete all the College's general entrance/admission procedures as outlined in the catalogue/website and submit to **Student Affairs** (501) 337-5000 EXT 1180 in **Main Campus Building** before 4:30 p.m. on the stated deadline (see otcweb.edu/current schedule for dates)

Step 2 All students must submit to the **Allied Health Division** prior stated deadline (see otcweb.edu)

- Application for Certified Nursing Assistant (available in Allied Health Building)

CURRICULUM – NURSING ASSISTANT (CNUA 1117)

	Hours
CT = CLASSROOM/THEORY and L = LAB	74
CL = CLINICAL.....	16

PROGRESSION

All students must meet the minimum requirement of passing designated by the College or better in theory and demonstrate satisfactory behaviors in clinical/lab to complete the program.

CLINICAL TRAINING

Clinical experiences are designed to allow students to transfer knowledge gained through classroom presentation into "hands on" experience. Students will spend not less than 16 hours in clinical. Rules and regulations regarding clinical experiences can be found in the course syllabus. The student is responsible for their transportation to the clinical facilities.

READMISSION*** REAPPLICATION DOES NOT GUARANTEE READMISSION

1. Reapply to the program by submitting another Application for Admission.
2. Write a statement explaining why they were not successful on the previous attempt and give a plan of action to correct the problem(s) that initially led to being unsuccessful in the program.
3. Retake and complete the entire course content in the program. The decision of placement of a student requesting to return to Certified Nursing Assistant Program, whose cycle in the curriculum is interrupted for any reason, remains at the discretion of OTC officials based on class size and instructor and clinical slot availability.

Applied Science Technology

The Division of Applied Science Technology offers the following degrees and certificates:

ASSOCIATE OF APPLIED SCIENCE DEGREES

- Computer Information Systems - Network Management
- Criminal Justice
- Early Childhood Education
- General Technology

TECHNICAL CERTIFICATES

- Computer Information Systems – Network Management
- Computer Repair
- Cosmetology
- Cosmetology Instructor

CERTIFICATES OF PROFICIENCY

- Cisco Certified Networking Associate
- Computer Repair
- Computer Programming
- Criminal Justice
- Early Childhood Education
- Electrical Apprentice
- Family Development Credential
- Hair Care
- Microsoft Certified Professional
- Network Security
- Truck Driver Training

COMPUTER INFORMATION SYSTEMS – NETWORK MANAGEMENT

Associate of Applied Science

Students in this program will develop a working knowledge of network administration, e-mail, the Internet, voice mail, network operating systems, network security, network applications, and basic knowledge of microcomputer installation and repair and the operation of a variety of software packages. Graduates may enter the workforce as a network manager, database administrator, hardware support specialist, software specialist, or as a specialist in the area of microcomputer sales and service.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to another institution. While some institutions do accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM - COMPUTER INFORMATION SYSTEMS - NETWORK MANAGEMENT (AAS)

CNWT	1434	*Cisco Networking Academy I	4
MCSE	1104	*Microsoft Client Operating Systems	4
DATA	1123	Fundamentals of Information Technology	3
ENGL	1113	Composition I	3
MATH	1133	Technical Math OR MATH 1143 College Algebra	3
CNWT	1444	**Cisco Networking Academy II	4
ELCT	2113	Intro to Data, Voice and Video Cabling	3
MCSE	1204	**Microsoft Server	4
CISS	2303	**Introduction to Visual Basic.net	3
ENGL	1213	Composition II OR Composition II for Industry	<u>3</u>

COMPLETION AWARD: *Technical Certificate* 34

CISS	2143	*Computer Security Fundamentals	3
CISS	2443	*Introduction to SQL	3
MCSE	2106	*Microsoft Network Infrastructure/Active Dir. Services	6
ELCT	2413	Computer Repair	3
CISS	2233	**Advanced Network Hardware	3
CISS	2133	**Introduction to UNIX and TCP/IP	3
CISS	2244	**Network Security +	4
CISS	2253	**Introduction to Java	3
PSYC	1113	General Psychology OR General Psychology for Industry	<u>3</u>

*Courses that are typically only offered in the fall

** Courses that are typically only offered in the spring

COMPLETION AWARD: *Associate of Applied Science* 65

CCNA - CISCO CERTIFIED NETWORKING ASSOCIATE

Certificate of Proficiency

This program prepares students to become certified in network design, installation, management, and repair of networks. Students learn important protocols associated with networking such as TCP/IP, Frame Relay, ISDN, OSPF, IGRP, EIGRP and Point to Point Protocol. Router configuration, LAN switching and segmentation are also studied. Students who complete the Cisco Networking Academy I, II and III should be prepared to take the CCNA Certification Exam (Cisco Certified Networking Associate).

CURRICULUM – CISCO CERTIFIED NETWORKING ASSOCIATE (CP)

CNWT 1434	Cisco Networking Academy I	4
CNWT 1444	Cisco Networking Academy II	4
CNWT 1436	Cisco Networking Academy III	6
COMPLETION AWARD:	<i>Certificate of Proficiency</i>	14

MCP (MICROSOFT PROFESSIONAL)

Certificate of Proficiency

This program prepares students to become a Microsoft Certified Professional. This program will focus on Microsoft client/server operating systems with emphasis placed on networking, installing, configuring, managing, monitoring, and troubleshooting in a Microsoft network infrastructure and directory services.

CURRICULUM – MCP (CP)

MCSE 1104	Microsoft Client Operating Systems	4
MCSE 1204	Microsoft Server	4
MCSE 2106	Microsoft Network Infrastructure/Active Directory Services	6
COMPLETION AWARD:	<i>Certificate of Proficiency – MCP</i>	14

COMPUTER PROGRAMMING

Certificate of Proficiency

This certificate prepares students with the necessary tools in programming to enhance their abilities to manage and support network administration. Programming skills in UNIX, Visual Basic, Java, and SQL Server give networking students an edge in managing networks.

CURRICULUM – COMPUTER PROGRAMMING (CP)

CISS 2133	Introduction to UNIX and TCP/IP	3
CISS 2303	Introduction to Visual Basic.net	3
CISS 2253	Introduction to Java	3
CISS 2443	Introduction to SQL	3
COMPLETION AWARD:	<i>Certificate of Proficiency</i>	12

NETWORK SECURITY

Certificate of Proficiency

This certificate prepares students to effectively safeguard and secure a network against hackers, intruders and anyone trying to gain access to a network that is not authorized to do so.

CURRICULUM – NETWORK SECURITY (CP)

CNWT	1434	Cisco Networking Academy I	4
CISS	2143	Computer Security Fundamentals	3
CISS	2244	Network Security +	4
COMPLETION AWARD:		<i>Certificate of Proficiency</i>	11

COMPUTER REPAIR

Certificate of Proficiency

CURRICULUM – COMPUTER REPAIR (CP)

DATA	1123	Fundamentals of Information Technology	3
MCSE	1104	Microsoft Client Operating Systems	4
ELCT	2413	Computer Repair	3
COMPLETION AWARD:		<i>Certificate of Proficiency</i>	10

COMPUTER REPAIR

Technical Certificate

This program prepares students to troubleshoot computer and interface circuits, test and repair digital equipment, and test and repair computer hardware.

CURRICULUM – COMPUTER REPAIR (TC)

1st Year – 1st Semester Credit Hours

CNWT	1434	CISCO Networking Academy I	4
MCSE	1104	Microsoft Client Operating Systems	4
DATA	1113	Fundamentals of Information Technology	3
MATH	1133	Technical Math	<u>3</u>
			14

1st Year – 2nd Semester Credit Hours

ENGL	1113	Composition I	3
ELCT	2413	Computer Repair	3
ELCT	2113	Introduction to Data, Voice, and Video Cabling	3
MCSE	1204	Microsoft Server	4
CISS	2143	Computer Security Fundamentals	<u>3</u>
			16

COMPLETION AWARD:		<i>Technical Certificate</i>	30
--------------------------	--	-------------------------------------	-----------

COSMETOLOGY

Technical Certificate

This program consists of 1500 contact clock hours which is equal to 49 semester credit hours and is designed to prepare students for the Arkansas Board of Cosmetology licensing examination and for successful entry level work in the profession of cosmetology. **The Cosmetology curriculum is based on clock hours and classes in this program end approximately one week later than other College classes.**

Cosmetology Entrance Requirements: This is a competitive program and not all students who apply are guaranteed admission. If accepted into the program, students must purchase a cosmetology supply kit. Students must complete all College general entrance requirements and submit all of the following paperwork **prior** to the stated deadline for Cosmetology students.

- A College Application for Admission AND a Cosmetology Application for Admission
- \$20 fee for a State Board of Cosmetology student certificate
- Two copies of a signed social security card
- Two official copies of a high school transcript or G.E.D. scores and immunization records
- Score 72 or above in Reading on the Compass Placement Test or 17 on the ACT
- Copy of Arkansas State drivers license

CURRICULUM – COSMETOLOGY (TC)

COSM 1109	Basic Standards and Properties of Cosmetology	9
COSM 1119	Introduction to General Hair Care and Styling	9
COSM 1209	Permanent, Hair Color and Chemical Treatments	9
COSM 1610	Manicures, Pedicures, and General Nail Care	10
COSM 1316	Massage, Facials, and Skin Care	6
COSM 1326	Anatomy, Light Therapy, and Chemistry of Skin Care	6

COMPLETION AWARD: *Technical Certificate* **49**

1500 Clock Hours

COSMETOLOGY INSTRUCTOR

Technical Certificate

The Cosmetology Instructor program is designed to train licensed cosmetologist to become certified instructors of cosmetology. Students will take 24 semester hours of coursework for a total of 600 contact hours as required by the State Board of Cosmetology. Students must be a licensed cosmetologist, 21 years of age or older, and have approval of the instructor.

CURRICULUM – COSMETOLOGY INSTRUCTOR

COSI 1006	Preparatory Training	6
COSI 1106	Conducting Theory and Practical Classes	6
COSI 1116	Conducting Lab Experiences	6
COSI 1126	Record Keeping and State Board Preparation	6

COMPLETION AWARD: *Technical Certificate* **24**

600 Clock Hours

HAIR CARE

Certificate of Proficiency

Students, who complete COSM 1119, Introduction to General Hair Care and Styling, will receive a Certificate of Proficiency in Hair Care for nine credit hours.

CRIMINAL JUSTICE/CORRECTIONAL SPECIALIST

Associate of Applied Science

This program is designed for students who wish to pursue a career in law enforcement or corrections or for individuals already employed in the field of criminal justice who seek to enhance their educational credentials and strengthen their performance skills. This program is offered completely online. Some Criminal Justice classes may be offered in traditional classroom settings.

Students that are pursuing a career with the Arkansas Department of Corrections may choose to take the Correctional Specialist Courses – CCSP as electives for the Criminal Justice Degree. Internship for CCSP students will be done at the Ouachita River Correctional Facility.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to another institution. While some institutions do accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. **Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.**

CURRICULUM – CRIMINAL JUSTICE (AAS)

CJUS	1113	Introduction to Criminal Justice	3
CJUS	1123	Survey of Corrections	3
DATA	1113	Fundamentals of Information Technology	3
ENGL	1113	Composition I	3
SOCI	1113	Introduction to Sociology	3
CJUS	1213	Police Organization and Management	3
CJUS	2113	Criminal Procedures and Evidence	3
PSYC	1113	General Psychology	3
ENGL	1213	Composition II	3
MATH	1123	Business Math OR	3
*MATH	1143	College Algebra	
(*Students who plan to transfer to a four-year degree should take College Algebra)			
CJUS	2123	Police-Community Relations	3
CJUS	2253	Criminal Investigation	3
GOVT	2123	State and Local Government	3
CJUS	1143	Police and Correctional Ethics	3
CJUS	2313	Special Topics in Criminal Justice OR	
CISS	2143	Computer Security Fundamentals	3
SOCI	2213	Juvenile Delinquency	3
SOCI	2123	Social Problems	3
CJUS	2226	Criminal Justice Internship	6
BIOL	2123	Environmental Science OR	3/4
PHYC	1114	Earth Science	

COMPLETION AWARD: *Associate of Applied Science* **60/61**

CORRECTIONAL SPECIALIST ELECTIVES:

*CCSP	1103	Introduction to Corrections Processes and Policies in Arkansas	3
*CCSP	1203	Correctional Organization and Management	3
*CCSP	2103	Health and Safety in Corrections	3

*** These courses may be substituted for CJUS 2313 Special Topics in Criminal Justice and two other courses with the CJUS prefix.**

CRIMINAL CORRECTION SPECIALIST

Technical Certificate

CURRICULUM – CRIMINAL CORRECTION SPECIALIST (TC)

CJUS	1113	Introduction to Criminal Justice	3
CJUS	1123	Survey of Corrections	3
CCSP	1103	Introduction to Corrections Processes and Policies in Arkansas	3
DATA	1113	Fundamentals of Information Technology	3
ENGL	1113	Composition I	3
CJUS	1143	Police and Correctional Ethics	3
CCSP	1203	Correctional Organization and Management	3
CCSP	2103	Health and Safety in Corrections	3
ENGL	1213	Composition II for Industry	3
MATH	1123	Business Math OR	3
*MATH1023		Intermediate Algebra	3

COMPLETION AWARD: *Technical Certificate* **30**

CRIMINAL CORRECTION SPECIALIST

Certificate of Proficiency

CURRICULUM – CRIMINAL CORRECTION SPECIALIST (CP)

CJUS	1123	Survey of Corrections	3
CCSP	1103	Introduction to Corrections Processes and Policies in Arkansas	3
CCSP	1203	Correctional Organization and Management	3
CCSP	2103	Health and Safety in Corrections	3

COMPLETION AWARD: *Certificate of Proficiency* **12**

CRIMINAL JUSTICE

Certificate of Proficiency

CURRICULUM – CRIMINAL JUSTICE (CP)

CJUS	1113	Introduction to Criminal Justice	3
CJUS	1123	Survey of Corrections	3
DATA	1113	Fundamentals of Information Technology	<u>3</u>

COMPLETION AWARD: *Certificate of Proficiency* **9**

Professional Training Credit for Short Courses

The College will award up to 12 hours of credits toward Special Topics and/or Internship classes for students who demonstrate completion of basic training courses certified by the Commission on Law Enforcement Standards and Training (CLEST) or the Arkansas Department of Correction (ADC). This credit for professional training is based on the number of classroom and other instructional hours received by the student and may be awarded by the College as follows:

Course Name	Course Hours	Credit Hours
Basic Correction Officer Training	240 hour course	5
Basic Law Enforcement Training	320 hour course	6
Basic Law Enforcement Training	400 hour course	8
Basic Law Enforcement Training	480 hour course	9
Basic Law Enforcement Training	545 hour course	12

In addition to credit for completion of a basic officer training course, credit may also be awarded toward the Associate of Applied Science Degree in Criminal Justice for completion of groups of approved specified “short courses.” At least forty-eight instructional hours must be obtained within a particular course grouping to qualify for an award of three College credit hours. The so-called “short course” instruction is furnished by many providers certified by CLEST, including; College of the Ouachitas, University of Arkansas System Criminal Justice Institute, Arkansas Department of Correction, Arkansas State Police, Arkansas Highway Police, Arkansas Game and Fish Commission and similar providers of law enforcement training. Twelve hours is currently the maximum number of credit hours awarded by the College for CLEST or ADC certified Basic Law Enforcement or Basic Correction Officer training courses.

After completing the College application process, students may apply for credit hour awards for law enforcement professional short course training by furnishing; (1) a copy of their certificate(s) of completion of course(s), and (2) a copy of their Individual Audit Report from the Commission on Law Enforcement Standards and Training (CLEST). Credit hour awards will then be granted upon approval by the Division Chair and posted on the student’s transcript (after a student has successfully completed nine credit hours enrolled at the College).

EARLY CHILDHOOD EDUCATION

Associate of Applied Science

The Associate of Applied Science in Early Childhood Education provides education and training for persons employed or entering the child care profession who will be working with infants through preschool children. The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to another institution. While some institutions do accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – EARLY CHILDHOOD EDUCATION (AAS)

1st Year – 1st Semester Credit Hours

ECDE 1113	Intro to Early Childhood Development	3
ECDE 1123	Foundations of Early Childhood Education	3
DATA 1113	Fundamentals of Information Technology	3
ENGL 1113	Composition I	3
SOCI 1113	Introduction to Sociology	3
Total Semester Credit Hours		15

1st Year – 2nd Semester Credit Hours

ECDE 1213	Curriculum and Materials	3
ECDE 2243	Parenting*	3
ECDE 1223	Early Childhood Practicum I **	3
ECDE 1233	Health, Safety, and Nutrition	3
PSYC 1113	General Psychology	3
ENGL 1213	Composition II	3
Total Semester Credit Hours		15

2nd Year – 1st Semester Credit Hours

ECDE 2113	Language Arts for Children	3
ENGL 2213	World Literature I*	3
ECDE 2123	Early Childhood Practicum II	3
HIST 1113	Civilization through 16th Century	3
BIOL 2123	Environmental Science OR Earth Science	3/4
PSYC 2123	Developmental Psychology	3
4 Hour Physics, Chemistry, or Astronomy*		4
SOCI 2133	Cultural Diversity	3
COMM 2113	Oral Communication*	3
Total Semester Credit Hours		18/19

2nd Year – 2nd Semester Credit Hours

ECDE 2213	Special Education in the Preschool	3
BIOL 1124	Introduction to Biology*	3
ECDE 2223	Art and Music for Preschool Children	3
HIST 2113	US History thru 1865 or	
HIST 2123	US History since 1865*	3
ECDE 2233	Infants and Toddlers	3
PHIL 2113	Introduction to Philosophy*	3
SOCI 2123	Social Problems	3
MATH 1123	Business Math	3
MATH 1143	College Algebra*	3
Total Semester Credit Hours		15

COMPLETION AWARD: *Associate of Applied Science* **63-64**

Cont'd on next page

*These classes are to be taken instead of the class immediately above it if the student desires to transfer to HSU to obtain a Bachelor’s degree in Family Consumer Science with an emphasis in Early Childhood Education.
 **Students enrolled in this class and competing for the CDA credential must be working in a child development setting due to OJT hours required for the credential.
 ***Students may take an additional course at the College which will transfer to HSU. This course is PHYS 1221 Life Fitness. The class is not listed above as there is no course in the present College degree plan in which it can be substituted.

EARLY CHILDHOOD EDUCATION

Certificate of Proficiency

Students who complete the following courses will be awarded a Certificate of Proficiency and will be eligible to take the Child Development Associate (C.D.A.) Exam. The C.D.A. exam is a national credential awarded through the Council for Early Childhood Professional Recognition in Washington, D.C. for persons who work in the child care field.

CURRICULUM – EARLY CHILDHOOD EDUCATION (CP)

1st Year - 1st Semester Credit Hours

ECDE	1113	Intro to Early Childhood Development	3
ECDE	1123	Foundations of Early Childhood Education	3
Total Semester Credit Hours			6

1st Year - 2nd Semester Credit Hours

ECDE	1213	Curriculum and Materials	3
ECDE	1223	Early Childhood Practicum I *	3
Total Semester Credit Hours			6

COMPLETION AWARD: *Certificate of Proficiency* **12**

*Students enrolled in this class and competing for the CDA credential must be working in a child development setting due to OJT hours required for the credential.

ELECTRICAL APPRENTICESHIP

Certificate of Proficiency (Basic)

The Electrical Apprenticeship program is not open to the general public. Students entering this program must be an apprentice in an approved electrical contracting business and be in the third year class.

Credit Hours

IEMT	1104	Fundamentals of Electricity	4
IEMT	1103	Wiring Methods	3
ELCT	1204	Motors and Motor Controls	4
Total Semester Credit Hours			11

ELECTRICAL APPRENTICESHIP

Certificate of Proficiency (Advanced)

The Electrical Apprenticeship program is not open to the general public. Students entering this program must be an apprentice in an approved electrical contracting business and be in the fourth year class.

Credit Hours

ELCT	2314	Programmable Logic Controllers	4
IEMT	2413	Industrial Safety	3
MACH	1103	Basic Blueprint Reading	3
Total Semester Credit Hours			10

GENERAL TECHNOLOGY

Associate of Applied Science

This degree will enable a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any associate's degree program presently offered at the College. With the approval of the division chair for applied science, the student will select courses from one or more technical disciplines and complete fifteen hours of general education courses.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to another institution. While some institutions do accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

GENERAL EDUCATION COURSES (15 CREDIT HOURS)

ENGL 1113	English Composition I	3 hours
ENGL 1213	English Composition II OR ENGL 1213 Composition II for Industry	3 hours
MATH 1143	College Algebra OR MATH 1133 Technical Math	3 hours
DATA 1113	Fundamentals of Information Technology	3 hours
	Approved Social Science OR Communication Course	3 hours
Total:		15 hours

MAJOR TECHNICAL COURSES (24 TO 48 CREDIT HOURS)

***Electives in Technical Courses – 0 to 24 hours** **Minimum Degree Credits: 60 Hours**

For high school students who have completed appropriate courses in the Ouachita Area High School Career Center program, a technical area of emphasis may be chosen from Automotive Technology, Power Equipment Technology, or Welding Technology. **(Note: High School Career Center courses are designed primarily for high school students and are available to the general public only on a space available basis.)**

***Electives must be relevant and approved by the student's advisor. Some general education classes may be used as electives provided they are beneficial to the student's degree plan.**

OTHER PROGRAMS

LAW ENFORCEMENT ADMINISTRATION AND CRIME SCENE INVESTIGATION

Associate of Applied Science and Certificate of Proficiency

These are collaborative programs with the Criminal Justice Institute in Little Rock and **are not open to the general public**. These degrees are open only to Arkansas law enforcement personnel who are actively employed with a criminal justice organization in the State and should not be confused with the online degree in Criminal Justice described in a previous section. For more information, please contact the Division Chair of Applied Science.

TRUCK DRIVER TRAINING

Certificate of Proficiency

The Division of Professional Studies has partnered with Mid-America Truck Driving School to offer a Certificate of Proficiency in truck driver training. Qualified truck drivers are desperately needed in Arkansas. Truck driving is one of the “high demand occupations” listed with the Arkansas Department of Labor. Department of Labor statistics indicate that prospects for employment in the area of truck driving are excellent. Upon completion of the program students can be tested at the College, which is a third party testing site for all classifications of Commercial Driving License (CDL).

4 Week Course Credit Hours

TKDR 1105 Commercial Driving Theory	5
TKDR 1102 Truck Driving Lab	2
Total Semester Credit Hours	7

PROGRAM OUTCOMES – PROFESSIONAL STUDIES
ASSOCIATE OF APPLIED SCIENCE IN EARLY CHILDHOOD EDUCATION

General Education Outcomes

- Students will communicate competently through writing, reading, speaking, and listening.
- Students will increase their knowledge of the evolving ideas, politics, and society in world civilization.
- Students will analyze and solve problems using the principles of business mathematics.
- Students will increase their knowledge of the earth or environment.
- Students will understand human behavior and mental processes.

Broad Core Outcomes

- Students will demonstrate knowledge of and competency with computers.
- Students will understand the influence of the social environment on human behavior.
- Students will study the developmental stages from birth to death and how they influence human behavior.
- Students will increase their knowledge of the nature, cause, and treatment of current social problems.
- Students will explore the cultural diversity of various minority groups in America.

Specialty Core Outcomes

- Students will understand the physical and intellectual development of children.
- Students will increase their knowledge of the early childhood profession.
- Students will utilize high quality, innovative teaching methods and materials.
- Students will implement proper procedures for the health and safety of children.
- Students will understand how language is acquired and how to provide children with a language-rich environment.
- Students will increase their knowledge of disabilities in the childcare setting.
- Students will learn the value of and demonstrate creative activities for children.
- Students will understand the uniqueness of working with children ages birth through thirty-six months.
- Students will demonstrate the knowledge and skills learned in early childhood courses in a formal child care setting.

PROGRAM OUTCOMES – APPLIED SCIENCE TECHNOLOGY

GENERAL EDUCATION OUTCOMES FOR AAS GRADUATES

- Use communication skills to read, interpret, speak and write clearly, and follow written or verbal instructions.
- Solve problems, Analyze and resolve work related task using principles of Mathematics
- Become Lifelong learners in order to remain employable in an everchanging career field.

COMPUTER INFORMATION SYSTEMS – NETWORK MANAGEMENT

- Develop skills necessary to successfully design, document, install and manage a network.
- Prepare students to take certification tests in networking including Net+, A+, CCNA, Security + and MCP.
- Demonstrate skills in computer programming including Unix/TCP/IP, Visual Basic, JAVA, and SQL Server.
- Understand intrusion detection and network security.
- Troubleshoot and repair computers, network cabling plants, and network devices.

COSMETOLOGY

- Demonstrate proper techniques of modern hair washing, cutting, styling, conditioning, and treating.
- Understand salon business techniques, including customer relations, appointment booking, fees, and maintaining inventory.
- Understand skin treatment, facials, makeup techniques, and skin conditioning,
- Demonstrate proper techniques of nail care, nail analysis, unwanted hair removal, and manicuring.
- Understand chemicals, chemical treatments and applications, chemical hair coloring, and chemical hair relaxing techniques.

COSMETOLOGY INSTRUCTOR

- Construct cosmetology lesson plans
- Deliver lectures on cosmetology theory
- Keep accurate student records as required by the State Board of Cosmetology

- Conduct labs and coordinate work on clients

CRIMINAL JUSTICE

- Understand the court system and how law enforcement, correctional, social and educational service agencies interact with the criminal justice system.
- Work effectively with and interact with law enforcement personnel, attorneys, judges in the courtroom, diverse individuals and groups, and with various community agencies.
- Understand the legal problems associated with the investigation of crime and the legal rights of citizens, accused persons, and inmates.
- Utilize effective techniques in the corrections environment to ensure security and sound operation of facilities.

Arts & Sciences

Purpose & Philosophy

The Division of Arts and Sciences (A&S) at the College offers the Associate of Arts and the Associate of Arts in Teaching degrees. In addition, A&S offers the Certificate of General Studies and the Technical Certificate in Pre-Allied Health. Arts and Sciences also offers transfer-to-degree classes that allow students to earn credit toward a four-year degree. The Division also provides the general education component of the technical programs. Finally, A&S offers a developmental education program for students needing instruction at the pre-college level.

The College has established its general education program and courses in conjunction with the following philosophy that was adopted by the College faculty.

The College prepares students with the general and technical education necessary for successful careers or for further higher education. General education is recognized as the area that is common to all fields of study and imparts the knowledge, concepts, and understanding that every educated person should have. Since general education is a driving force of this institution, the College is dedicated to emphasizing general education skills across the curriculum.

Arkansas Course Transfer System

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 the ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website (<http://adhe.edu>) and selecting Course Transfer.

Transfer Information

Many students plan to transfer and complete a bachelor’s degree at a four-year college or university. In most cases, OTC students who complete the Associate of Arts or Associate of Arts in Teaching degree requirements with a grade of “C” or better should readily transfer 60-64 credit hours to most public four-year colleges or universities in Arkansas. **However, students planning to transfer to a four-year institution should provide their advisor with a degree plan from the institution they plan to attend, as curriculum requirements differ at each college. Students planning to transfer individual courses must have completed each course with a grade of “C” or better.** Most colleges and universities require a minimum 2.0 GPA for admission; however, a higher GPA may be required for specific programs within the colleges and universities.

General Education Outcomes

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing environment.
- Students will use available resources, time, materials, and technology efficiently and effectively.
- Students will develop a commitment to lifelong learning.

State Minimum Core Curriculum		
<u>English/Communications</u> Nine (9) Hours Required	ENGL 1113	Composition I
	ENGL 1213	Composition II
	COMM 2113	Oral Communication
<u>Math</u> Three (3) Hours Required	MATH 1143	College Algebra
	MATH 1153	Mathematics for Liberal Arts
<u>Science</u> Four (4) Hours Required	BIOL 1124	Introduction to Biology
	BIOL 2114	General Botany
	BIOL 2124	General Zoology
Four (4) Hours Required	CHEM 1114	Chemistry I for General Ed.
	CHEM 1214	General Chemistry I
	PHYC 1124	Introduction to Physics
	PHYC 1134	Introduction to Physical Science
	PHYC 1144	Introduction to Astronomy
<u>Fine Arts / Humanities</u> Three (3) Hours Required	ENGL 2213	World Literature I
	ENGL 2223	World Literature II
	PHIL 2113	Introduction to Philosophy
Three (3) Hours Required	HUMN 2113	Humanities: Art
	HUMN 2123	Humanities: Music
	HUMN 2133	Humanities: Theater
<u>Social Sciences</u> Three (3) Hours Required	GOVT 2113	American National Government
	HIST 2113	U.S. History through 1865
	HIST 2123	U.S. History since 1865
Three (3) Hours Required	HIST 1113	Civilization through 16 th Century
	HIST 1123	Civilization since 16 th Century
Three (3) Hours Required	ECON 2113	Principles of Macroeconomics
	ECON 2213	Principles of Microeconomics
	GEOG 1113	Geography
	PSYC 1113	General Psychology
	SOCI 1113	Introduction to Sociology

ASSOCIATE OF ARTS (AA)

To obtain an Associate of Arts degree at the College, students must successfully complete 60-61 hours of college credit. Courses taken to satisfy AA degree requirements must have a "C" or better in order to transfer to most four-year universities. Successful completion of 15 degree credits as a regular student at the College and satisfaction of all financial obligations due to the College are required for graduation. The College also requires all AA graduates to have a minimum cumulative GPA of 2.00.

Students planning to transfer to a specific four-year institution should provide their A&S academic advisor with a degree plan from that institution, as curriculum requirements differ at each college.

CURRICULUM: ASSOCIATE OF ARTS (60-61 CREDIT HOURS)

English (9 credit hours)

ENGL 1113 Composition I
ENGL 1213 Composition II
Choose One
ENGL 2213 World Literature I **OR**
ENGL 2223 World Literature II

Prerequisites

Academic Reading/Basic Writing
Composition I
Composition II
Composition II

Communications (6 credit hours)

COMM 2113 Oral Communication
DATA 1113 Fundamentals of Information Technology

Academic Reading/Basic Writing
Pass the Keyboarding Entrance Exam

Mathematics (3 credit hours)

Choose one
MATH 1143 College Algebra **OR**
MATH 1153 Mathematics for Liberal Arts

Intermediate Algebra
Intermediate Algebra

Humanities (6 credit hours)

PHIL 2113 Introduction to Philosophy
Choose One
HUMN 2113 Humanities: Art **OR**
HUMN 2123 Humanities: Music **OR**
HUMN 2133 Humanities: Theater

Academic Reading/Basic Writing
Academic Reading
Academic Reading
Academic Reading

Life/Physical Science (11-12 credit hours)

Choose One
BIOL 1124 Introduction to Biology **OR**
BIOL 2114 General Botany **OR**
BIOL 2124 General Zoology
Choose One
CHEM 1114 Chemistry I for General Education **OR**
CHEM 1214 General Chemistry I **OR**
PHYC 1124 Introduction to Physics **OR**
PHYC 1134 Introduction to Physical Science **OR**
PHYC 1144 Introduction to Astronomy
Choose One
PHYC 1114 Earth Science **OR**
BIOL 2123 Environmental Science

Academic Reading
Intro to Biology or Instructor Consent
Intro to Biology or Instructor Consent
Academic Reading/Int. Algebra
Col. Algebra or concurrently enrolled
Academic Reading/ Int. Algebra
Academic Reading
Academic Reading
Academic Reading
Academic Reading

Physical Education (1 hour)

PHYS 1221 Life Fitness

Academic Reading

Cont'd on next page

Social Science (12 credit hours)

Choose One

- HIST 1113 Civilization through 16th Century **OR**
 HIST 1123 Civilization since 16th Century

Choose One

- HIST 2113 U.S. History through 1865 **OR**
 HIST 2123 U.S. History since 1865 **OR**
 GOVT 2113 American National Government

Choose Two

- PSYC 1113 General Psychology **OR**
 SOCI 1113 Introduction to Sociology **OR**
 ECON 2113 Principles of Macroeconomics **OR**
 ECON 2213 Principles of Microeconomics **OR**
 GEOG 1113 Geography

Prerequisites

Academic Reading/Basic Writing
 Academic Reading/Basic Writing

Academic Reading/Basic Writing
 Academic Reading/Basic Writing
 Academic Reading

Academic Reading
 Academic Reading
 Academic Reading
 Academic Reading

Electives (12 credit hours)

Electives may be chosen from any of the above courses not used to meet another requirement or may be chosen from the following:

- BIOL 1133 Nutrition
 BIOL 2224 Anatomy & Physiology I
 BIOL 2234 Anatomy & Physiology II
 BIOL 2244 Microbiology
 EDUC 2113 Foundations of Education
 EDUC 2123 Instructional Technology
 EDUC 2223 Child Growth and Adolescent Dev
 ENGL 2313 American Literature I
 ENGL 2323 American Literature II
 GOVT 2123 State and Local Government
 HIST 2143 Arkansas History
 MATH 1153 Mathematics for Liberal Arts
 MATH 1213 Math for Elem & Middle Schools I
 MATH 1223 Math for Elem & Middle Schools II
 MATH 2153 Plane Trigonometry
 MATH 2163 Business Calculus
 PSYC 2113 Abnormal Psychology
 PSYC 2123 Developmental Psychology
 SOCI 2123 Social Problems
 SOCI 2133 Cultural Diversity
 SOCI 2213 Juvenile Delinquency
 SPAN 1113 Elementary Spanish I
 SPAN 1123 Elementary Spanish II

Prerequisites

Academic Reading
 Academic Reading
 Anatomy and Physiology I
 Anatomy and Physiology I OR Biology
 Composition I
 Comp I & either FIT or Keyboard Exam
 Academic Reading
 Composition II
 Composition II
 Academic Reading
 3 hours of college-level history
 Intermediate Algebra
 College Algebra
 Math for Elem and Middle Schools I
 College Algebra
 College Algebra
 General Psychology
 General Psychology
 Introduction to Sociology
 Introduction to Sociology
 Introduction to Sociology
 Academic Reading AND Basic Writing
 Elementary Spanish I

Up to six hours of AA electives may be chosen from the following:

- ACTG 1113 Principles of Accounting I
 ACTG 1203 Principles of Accounting II
 GBUS 2023 Business Statistics
 BOIS 2203 Legal Environment
 BOIS 2303 Business Communication

WHERE SPECIFIC TRANSFER PLANS/AGREEMENTS REQUIRE CERTAIN COURSES/HOURS, SUBSTITUTIONS MAY BE MADE TO MEET THOSE REQUIREMENTS SUBJECT TO APPROVAL BY THE DIVISION CHAIR.

Some courses may not be offered each semester. Students should meet with their A&S academic advisor or the A&S Division Chair for more information about course offerings.

ASSOCIATE OF ARTS IN TEACHING (AAT)

To obtain an Associate of Arts in Teaching degree, students must successfully complete 60-64 hours of college credit. Courses taken to satisfy AAT degree requirements must have a "C" or better in order to transfer to most four-year universities. Successful completion of 15 degree credits as a regular student at the College and satisfaction of all financial obligations due to the College are required for graduation.

Arkansas Department of Higher Education policy requires that in order to receive an Associate of Arts in Teaching degree to transfer to a state 4-year college, students must have a 2.65 GPA or higher and pass the Praxis I exam.

The Associate of Arts in Teaching degree curriculum is mandated by the Arkansas Department of Higher Education to be standardized at all two-year colleges in Arkansas. However, four-year colleges and universities may have different requirements so please check with the college/university to which the student intends to transfer for specific degree requirements. **Students planning to transfer to a specific four-year institution should provide their A&S advisor with a degree plan from that institution as curriculum requirements may differ at each college.**

CURRICULUM: ASSOCIATE OF ARTS IN TEACHING (60-64 CREDIT HOURS)

English (9 credit hours)

ENGL 1113 Composition I
ENGL 1213 Composition II
Choose One
ENGL 2213 World Literature I **OR**
ENGL 2223 World Literature II

Prerequisites

Academic Reading/Basic Writing
Composition I

Composition II
Composition II

Communications (3 credit hours)

COMM 2113 Oral Communication

Academic Reading/Basic Writing

Mathematics (9 credit hours)

MATH 1143 College Algebra
MATH 1213 Math for Elementary and Middle Schools I
MATH 1223 Math for Elementary and Middle Schools II

Intermediate Algebra
College Algebra
Math for Elem & Middle Schools I

Humanities (3 credit hours)

Choose One
HUMN 2113 Humanities: Art **OR**
HUMN 2123 Humanities: Music **OR**
HUMN 2133 Humanities: Theater

Academic Reading
Academic Reading
Academic Reading

Life/Physical Science (8 credit hours)

BIOL 1124 Introduction to Biology
PHYC 1134 Introduction to Physical Science

Prerequisites
Academic Reading
Academic Reading

Social Science (9 credit hours)

GOVT 2113 American National Government
Choose One
HIST 1113 Civilization through 16th Century **OR**
HIST 1123 Civilization since 16th Century
Choose One
HIST 2113 U.S. History through 1865 **OR**
HIST 2123 U.S. History since 1865

Academic Reading

Academic Reading/Basic Writing
Academic Reading/Basic Writing

Academic Reading/Basic Writing
Academic Reading/Basic Writing

Education Requirements (6 credit hours)

EDUC 2213 Foundations of Education
EDUC 2123 Instructional Technology

Prerequisites
Composition I
Comp I & either FIT or Keyboard Exam

Required Electives (6 credit hours)

HIST	2143	Arkansas History	3 hours of college-level history
PSYC	1113	General Psychology	Academic Reading

P-4 Requirements (7 credit hours) (P-4 AAT Majors Only)

GEOG	1113	Geography	Academic Reading
EDUC	2223	Child Growth and Adolescent Development	Academic Reading
PHYS	1221	Life Fitness	Academic Reading

Optional Recommended Elective (3 credit hours)-DATA 1123 Fundamentals of Information Technology

Middle School Requirements**Option 1-Math/Science Specialty (6-7 credit hours)**

MATH	2153	Plane Trigonometry	College Algebra
GEOG	1113	Geography OR	Academic Reading
PHYC	1114	Earth Science	Academic Reading

Optional Directed Science Elective (3-4 credit hours)

Option 2-Language Arts/Social Studies Specialty (9 credit hours)

ENGL	2313	American Literature I OR	Composition II
ENGL	2323	American Literature II	Composition II
GEOG	1113	Geography	Academic Reading

Required 3 hour Language Arts/Social Studies Elective

WHERE SPECIFIC TRANSFER PLANS/AGREEMENTS REQUIRE CERTAIN COURSES/HOURS, SUBSTITUTIONS MAY BE MADE TO MEET THOSE REQUIREMENTS SUBJECT TO APPROVAL BY THE DIVISION CHAIR.

Some courses may not be offered each semester. Students should meet with their A&S academic advisor or the A&S Division Chair for more information about course offerings.

CERTIFICATE OF GENERAL STUDIES (CGS)

The Certificate of General Studies is awarded after completion of thirty-one credit hours that serve as a cross-discipline introduction to a liberal arts education. In order to receive the CGS, a student must have a cumulative GPA of 2.00.

CURRICULUM: CERTIFICATE OF GENERAL STUDIES (31 CREDIT HOURS)

English (6 credit hours)

ENGL 1113 Composition I
ENGL 1213 Composition II

Prerequisites

Basic Writing
Composition I

Communications (6 hours)

COMM 2113 Oral Communication
DATA 1113 Fundamentals of Information Technology

Academic Reading/Basic Writing
Pass the Keyboarding Entrance Exam

Mathematics (3 hours)

Choose One

MATH 1143 College Algebra **OR**
MATH 1153 Mathematics for Liberal Arts

Intermediate Algebra
Intermediate Algebra

Humanities (3 hours)

Choose One

PHIL 2113 Introduction to Philosophy **OR**
HUMN 2113 Humanities: Art **OR**
HUMN 2123 Humanities: Music **OR**
HUMN 2133 Humanities: Theater

Academic Reading/Basic Writing
Academic Reading
Academic Reading
Academic Reading

Life/Physical Science (4 hours)

Choose One

BIOL 1124 Introduction to Biology **OR**
BIOL 2114 General Botany **OR**
BIOL 2124 General Zoology **OR**
CHEM 1114 Chemistry I for General Education **OR**
CHEM 1214 General Chemistry I **OR**
PHYC 1124 Introduction to Physics **OR**
PHYC 1134 Introduction to Physical Science **OR**
PHYC 1144 Introduction to Astronomy

Academic Reading
Intro to Biology or Instructor Consent
Intro to Biology or Instructor Consent
Academic Reading/Int. Algebra
Academic Reading/College Algebra
Academic Reading/Int. Algebra
Academic Reading
Academic Reading

Social Science (9 hours)

Choose One

HIST 1113 Civilization through the 16th Century **OR**
HIST 1123 Civilization since the 16th Century **OR**
HIST 2113 U.S. History through 1865 **OR**
HIST 2123 U.S. History since 1865 **OR**
GOVT 2113 American National Government

Prerequisites

Academic Reading/Basic Writing
Academic Reading/Basic Writing
Academic Reading/Basic Writing
Academic Reading/Basic Writing
Academic Reading

Choose Two (one must be General Psychology or Introduction to Sociology)

PSYC 1113 General Psychology **OR**
SOC 1113 Introduction to Sociology **OR**
ECON 2113 Principles of Macroeconomics **OR**
ECON 2213 Principles of Microeconomics **OR**
GEOG 1113 Geography

Academic Reading
Academic Reading
Academic Reading
Academic Reading
Academic Reading

PRE-ALLIED HEALTH

Technical Certificate

The Technical Certificate in Pre-Allied Health is awarded after the successful completion of a rigorous 27 credit hour curriculum required for admission into the Associate of Applied Science Degree in Nursing (LPN/Paramedic to RN). A grade of "C" or better must be earned in each course listed in the curriculum. In order to receive the Technical Certificate in Pre-Allied Health a student must have a cumulative GPA of 2.00.

CURRICULUM: TECHNICAL CERTIFICATE IN PRE-ALLIED HEALTH (27 CREDIT HOURS)

English (6 credit hours)

ENGL 1113 Composition I
ENGL 1213 Composition II

Prerequisites

Academic Reading/Basic Writing
Composition I

Communications (3 hours)

DATA 1113 Fundamentals of Information Technology

Pass required Keyboarding Entrance Exam

Mathematics (3 hours)

Choose One

RNUR 2113 Math for Nursing*
MATH 1143 College Algebra
MATH 1153 Mathematics for Liberal Arts

PN License or Paramedic Registration
Intermediate Algebra
Intermediate Algebra

*This course is offered and administered through the College's Allied Health Division. Please contact the Allied Health division chair regarding this course. This course will not transfer to a four-year degree in nursing.

Life Science (12 hours)

BIOL 2224 Anatomy & Physiology I
BIOL 2234 Anatomy & Physiology II
BIOL 2244 Microbiology

Academic Reading
Anatomy and Physiology I
Anatomy and Physiology I

Social Science (3 hours)

PSYC 1113 General Psychology

Academic Reading

DEVELOPMENTAL EDUCATION PROGRAM

Purpose

To fulfill its mission, the College offers developmental courses to enhance students' academic skills for success in college-level reading, writing, and mathematics. The College accepts a variety of placement tests to identify students' academic preparedness and to recommend courses at the appropriate level. Students must fulfill the requirements of the course and take an exit examination in order to advance to college-level courses.

Developmental Education courses may not earn college credit and may not transfer to four-year colleges and universities in Arkansas. Available courses in the College's Developmental Education Program are as follows:

ENGL	1103	Basic Writing
MATH	1003	Basic Math
MATH	1013	Basic Algebra
MATH	1023	Intermediate Algebra
READ	1003	Academic Reading

PROGRAM OUTCOMES – ARTS & SCIENCES

ASSOCIATE OF ARTS (AA)

The purpose of the Associate of Arts Program is to guide students toward attaining a broad cultural background as a foundation to their eventual professions and to ensure that students develop fundamental skills and a lifelong commitment to learning. Course syllabi specify how each class will help students achieve the outcomes and competencies of the general education curriculum.

Outcome 1: Students will communicate competently through writing, reading, speaking, and listening.

Outcome 2: Students will demonstrate mathematical proficiency, including analytical as well as computational skills.

Outcome 3: Students will increase their understanding of the culture and society in which they live.

Outcome 4: Students will increase their understanding of the physical and biological world in which they live and of themselves as physical beings.

Outcome 5: Students will be prepared to compete academically upon transfer to a four-year institution.

ASSOCIATE OF ARTS IN TEACHING (AAT)

The purpose of the Associate of Arts in Teaching Program is to lay a foundation for preparing qualified and competent elementary and middle school teachers. The AAT is designed to introduce students to the profession of teaching. It does not qualify a student to immediately become a teacher, but it maximizes the hours taken at the College to better prepare a student entering a teacher education program at a four-year institution. Course syllabi specify how each class will help students achieve the outcomes and competencies of the general education curriculum.

Outcome 1: Students will communicate competently through writing, reading, speaking, and listening.

Outcome 2: Students will demonstrate mathematical proficiency, including analytical as well as computational skills.

Outcome 3: Students will increase their understanding of the culture and society in which they live.

Outcome 4: Students will increase their understanding of the physical and biological world in which they live and of themselves as physical beings.

Outcome 5: Students will understand the historical and organizational foundation of the American educational system and be able to address contemporary issues in the teaching profession.

Outcome 6: Students will be prepared to compete academically upon transfer to a four-year institution.

TECHNICAL CERTIFICATE IN PRE-ALLIED HEALTH

The purpose of the Technical Certificate in Pre-Allied Health Program is to provide each student with the academic background in communications, mathematics, and sciences that they need to be successful in the College's Associate of Applied Science in Nursing LPN/Paramedic to RN Program.

Outcome 1: Students will communicate competently through reading and writing.

Outcome 2: Students will demonstrate program-specific mathematical proficiency.

Outcome 3: Students will increase their understanding of themselves as physical beings.

Outcome 4: Students will gain acceptance into OTC's LPN/Paramedic to RN Program.

CERTIFICATE OF GENERAL STUDIES (CGS)

The purpose of the Certificate of General Studies is to serve as a cross-discipline introduction to a liberal arts education. Generally, this certificate reflects the ideal course balance and hours taken in the first year of a student's Associate of Arts degree plan. Outcomes of the CGS are embedded within the Associates of Arts program.

DEVELOPMENTAL EDUCATION PROGRAM

The purpose of the College's Development Education Program is to enhance students' academic skills for success in college-level reading, writing, and mathematics.

Outcome 1: Students will be prepared for the academic rigor of college-level writing.

Outcome 2: Students will be prepared for the academic rigor of college-level mathematics.

Outcome 3: Students will be prepared for the academic rigor of college-level reading.

Business Technology

The Business Technology Division offers the following degrees and certificates:

ASSOCIATE OF SCIENCE

Business

ASSOCIATE OF APPLIED SCIENCE

Accounting

Management

Medical Office Administration

Office Administration

TECHNICAL CERTIFICATES

Accounting

Management

Medical Coding

Medical Office Administration

Medical Transcription

Office Administration

CERTIFICATE OF PROFICIENCY

Medical Office Administration

Medical Terminology

ASSOCIATE OF SCIENCE IN BUSINESS

Associate of Science in Business Description: This 62-credit hour program is designed to prepare students for transfer to a 4-year college or university to complete a bachelor's degree in business. It offers 38 credit hours of general education and 24 hours of "the business core" which instills knowledge and technology over a broad range of topics considered to be essential for all business majors and serves as a foundation for advanced studies in any business curricula.

CURRICULUM

Business Core Requirements:

ACTG	1113	Principles of Accounting I	3
ACTG	1203	Principles of Accounting II*	3
BOIS	2203	Legal Environment	3
GBUS	2023	Business Statistics*	3
DATA	1123	Fundamentals of Information Technology	3
ECON	2113	Principles of Macroeconomics	3
ECON	2213	Principles of Microeconomics	3
BOIS	2303	Business Communication	3
TOTAL BUSINESS CORE CREDIT HOURS:			24

General Education Requirements:

English/Communication (9 credit hours):

ENGL	1113	Composition I	3
ENGL	1213	Composition II	3
COMM	2113	Oral Communication	3

Mathematics (6 credit hours):

MATH	1143	College Algebra	3
MATH	2163	Business Calculus*	3

Biological Science (4 credit hours). Choose one.

BIOL	1124	Introduction to Biology	4
BIOL	2114	General Botany*	4
BIOL	2124	General Zoology*	4

Physical Science (4 credit hours). Choose one.

CHEM	1114	Chemistry I for General Ed.*	4
CHEM	1214	General Chemistry I*	4
PHYC	1124	Introduction to Physics*	4
PHYC	1134	Introduction to Physical Science*	4
PHYC	1144	Introduction to Astronomy*	4

Fine Arts (3 credit hours). Choose one.

HUMN	2113	Humanities: Art*	3
HUMN	2123	Humanities: Music*	3
HUMN	2133	Humanities: Theater*	3

Humanities (3 credit hours). Choose one.

ENGL	2213	World Literature I	3
ENGL	2223	World Literature II	3

Social Science (9 credit hours).

Choose one:

HIST	1113	Civilization through 16 th Century	3
HIST	1123	Civilization since 16 th Century	3

Choose one:

HIST	2113	U.S. History through 1865	3
HIST	2123	U.S. History since 1865	3
GOVT	2113	American National Government	3

Cont'd on next page

Choose one:

PSYC	1113	General Psychology	3
SOCI	1113	Introduction to Sociology	3

TOTAL GENERAL EDUCATION CREDIT HOURS: 38

COMPLETION AWARD: Associate of Science in Business 62

(An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

All courses require final grades of "C" or better in order to transfer to a 4-year college or university.

ACCOUNTING

Technical Certificate Program Description: Accounting is a 30-credit hour certificate program. All credit is applicable to the AAS Accounting Degree. Graduates are trained for entry-level accounting positions.

Associate of Applied Science Program Description: Accounting is a 63 or 64-credit hour program offering specialized knowledge and working applications of accounting principles, federal income taxation, and payroll regulations and procedures in both manual and computerized accounting systems. Graduates are trained for positions such as junior accountants, payroll clerks, accounts receivable/payable clerks, and budget or credit analysts.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – ACCOUNTING – TECHNICAL CERTIFICATE

Technical Courses:

ACTG	1113	Principles of Accounting I	3
BOIS	1113	Business Calculator Applications	3
DATA	1123	Fundamentals of Information Technology	3
DATA	1213	Word Processing (MS Word®)	3
ACTG	1203	Principles of Accounting II*	3
ACTG	1213	Computerized Accounting*	3
DATA	1243	Spreadsheet Applications (MS Excel®)	3
DATA	1233	Database Management (MS Access®)	3
TOTAL TECHNICAL HOURS			24

General Education Courses:

ENGL	1113	Composition I	3
Choose one of the following:			
MATH	1023	Intermediate Algebra	3
MATH	1123	Business Math (does not transfer)	3
TOTAL GENERAL EDUCATION HOURS			6

COMPLETION AWARD: *Technical Certificate* **30**

Courses displayed in BOLD text indicate specialty courses which require final grades of "C" or better.

() An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

CURRICULUM – ACCOUNTING – ASSOCIATE DEGREE

Technical Courses:

ACTG 1113	Principles of Accounting I	3
BOIS 1113	Business Calculator Applications	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word®)	3
ACTG 1203	Principles of Accounting II*	3
ACTG 1213	Computerized Accounting*	3
DATA 1243	Spreadsheet Applications (MS Excel®)	3
DATA 1233	Database Management (MS Access®)	3
MGMT 1113	Principles of Management	3
BOIS 1103	Business English	3
ACTG 1223	Payroll Accounting*	3
ACTG 2313	Federal Income Tax*	3
BOIS 2303	Business Communications	3
DATA 2203	Integrated Applications*	3
BOIS 2203	Legal Environment	3
<i>Choose one of the following:</i>		
ECON 2113	Principles of Macroeconomics	3
ECON 2213	Principles of Microeconomics	3
TOTAL TECHNICAL HOURS		48

General Education Courses:

ENGL 1113	Composition I	3
ENGL 1213	Composition II	3
<i>Choose one of the following:</i>		
MATH 1123	Business Math (does not transfer)	3
MATH 1143	College Algebra	3
MATH 1153	Mathematics for Liberal Arts	3
<i>Choose one of the following:</i>		
BIOL 1124	Introduction to Biology	4
BIOL 1133	Nutrition	3
BIOL 2123	Environmental Science	3
PHYC 1124	Introduction to Physics	4
PHYC 1134	Introduction to Physical Science	4
PHYC 1114	Earth Science	4
PHYC 1144	Introduction to Astronomy	4
<i>Choose one of the following:</i>		
PSYC 1113	General Psychology	3
ECON 2113	Principles of Macroeconomics	3
ECON 2213	Principles of Microeconomics	3
SOCI 1113	Introduction to Sociology	3
TOTAL GENERAL EDUCATION HOURS		15/16

COMPLETION AWARD: Associate of Applied Science 63/64

Courses displayed in BOLD text indicate specialty courses which require final grades of “C” or better.

() An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

CURRICULUM – MANAGEMENT – ASSOCIATE DEGREE

Technical Courses:

MGMT 1113	Principles of Management	3
BOIS 1113	Business Calculator Applications	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word ®)	3
MGMT 1123	Supervisory Management*	3
MGMT 2013	Human Resource Management*	3
DATA 1243	Spreadsheet Applications (MS Excel ®)	3
DATA 1233	Database Management (MS Access ®)	3
ACTG 1113	Principles of Accounting I	3
BOIS 1103	Business English	3
MGMT 2343	Small Business Management*	3
DATA 2213	Web Design*	3
BOIS 2303	Business Communications	3
DATA 2203	Integrated Applications*	3
BOIS 2203	Legal Environment	3
<i>Choose one of the following:</i>		
ACTG 1203	Principles of Accounting II*	3
ACTG 1213	Computerized Accounting*	3
TOTAL TECHNICAL HOURS		48

General Education Courses:

ENGL 1113	Composition I	3
ENGL 1213	Composition II	3
<i>Choose one of the following:</i>		
MATH 1123	Business Math (does not transfer)	3
MATH 1143	College Algebra	3
MATH 1153	Mathematics for Liberal Arts	3
<i>Choose one of the following:</i>		
BIOL 1124	Introduction to Biology	4
BIOL 1133	Nutrition	3
BIOL 2123	Environmental Science	3
PHYC 1124	Introduction to Physics	4
PHYC 1134	Introduction to Physical Science	4
PHYC 1114	Earth Science	4
PHYC 1144	Introduction to Astronomy	4
<i>Choose one of the following:</i>		
PSYC 1113	General Psychology	3
ECON 2113	Principles of Macroeconomics	3
ECON 2213	Principles of Microeconomics	3
SOCI 1113	Introduction to Sociology	3
TOTAL GENERAL EDUCATION HOURS		15/16

COMPLETION AWARD: Associate of Applied Science 63/64

Courses displayed in BOLD text indicate specialty courses which require final grades of "C" or better.

() An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

MEDICAL OFFICE ADMINISTRATION

Certificate of Proficiency Program Description: Medical Office Administration Certificate of Proficiency is a 9-credit hour program designed to provide students with minimum knowledge and skills for entry-level positions in the healthcare setting.

Certificate of Proficiency Program Description: Medical Terminology Certificate of Proficiency is a 10-credit hour program designed to provide students with knowledge of medical terminology and an introduction to human anatomy and the functions of organ systems.

Technical Certificate Program Description: Medical Office Administration is a 30-credit hour certificate program. All credit is applicable to the AAS Medical Office Administration Degree. Graduates are trained for entry-level medical office positions such as receptionists and office clerks.

Associate of Applied Science Program Description: Medical Office Administration is a 64- or 65-credit hour program offering specialized clinical and administrative skills required to coordinate office functions in a healthcare setting. This program is approved by the American Medical Technologists (AMT) Association of Allied Health Professionals. Graduates who opt to take MEDT 2414 Medical Assisting are prepared to take the Certified Medical Administrative Specialist (CMAS) and the Registered Medical Assistant (RMA) national certification examinations. Graduates who opt to take MEDT 2343 Medical Coding II are prepared to take the Certified Professional Coders (CPC) national certification examination through the American Academy of Professional Coders. Graduates who opt to take MEDT2053 Medical Billing are prepared to take the Certified Medical Billing Specialist (MBS) national certification examination through the American Medical Billing Association. Graduates are prepared for positions such as medical transcriptionists, medical assistants, medical coding associates, medical office administrators, medical billing specialists, and medical language specialists.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer. Contact the Division Chair of Business Technology for information regarding articulation agreements for the A.A.S. in Medical Office Administration.

CURRICULUM – MEDICAL OFFICE ADMINISTRATION – CERTIFICATE OF PROFICIENCY

MEDT 1123	Medical Terminology I	3
MEDT 1133	Medical Office Administration*	3
DATA 1123	Fundamentals of Information Technology	3
COMPLETION AWARD:	Certificate of Proficiency	9

Courses displayed in BOLD text indicate specialty courses which require final grades of "C" or better.

(*) An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

CURRICULUM – MEDICAL TERMINOLOGY – CERTIFICATE OF PROFICIENCY

MEDT 1123	Medical Terminology I	3
MEDT 1143	Medical Terminology II	3
MEDT 2214	Basic Human Anatomy & Physiology*	4
COMPLETION AWARD: Certificate of Proficiency		10

Courses displayed in BOLD text indicate specialty courses which require final grades of “C” or better.

() An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

CURRICULUM – MEDICAL OFFICE ADMINISTRATION – TECHNICAL CERTIFICATE

Technical Courses:

MEDT 1123	Medical Terminology I	3
MEDT 1133	Medical Office Administration*	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word ®)	3
MEDT 1143	Medical Terminology II	3
MEDT 1223	Principles of Disease*	3
DATA 1243	Spreadsheet Applications (MS Excel ®)	3
DATA 1233	Database Management (MS Access ®)	3
TOTAL TECHNICAL HOURS		24

General Education Courses:

ENGL 1113	Composition I	3
Choose one of the following:		
MATH 1023	Intermediate Algebra	3
MATH 1123	Business Math (does not transfer)	3
TOTAL GENERAL EDUCATION HOURS		6

COMPLETION AWARD: Technical Certificate		30
--	--	-----------

Courses displayed in BOLD indicate specialty courses which require final grades of “C” or better.

() An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

CURRICULUM – MEDICAL OFFICE ADMINISTRATION – ASSOCIATE DEGREE

Technical Courses:

MEDT	1123	Medical Terminology I	3
MEDT	1133	Medical Office Administration*	3
DATA	1123	Fundamentals of Information Technology	3
DATA	1213	Word Processing (MS Word ®)	3
MEDT	1143	Medical Terminology II	3
MEDT	1223	Principles of Disease*	3
DATA	1243	Spreadsheet Applications (MS Excel ®)	3
DATA	1233	Database Management (MS Access ®)	3
MEDT	2333	Medical Coding I*	3
MEDT	2023	Medical Transcription I*	3
MEDT	2413	Advanced Medical Office Administration*	3
MEDT	2013	Basic Pharmacology* †	3
MGMT	2013	Human Resource Management*	3
BOIS	2303	Business Communications	3
<i>Choose one of the following:</i>			
ACTG	1113	Principles of Accounting I	3
ACTG	1223	Payroll Accounting*	3
<i>Choose one of the following:</i>			
MEDT	2414	Medical Assisting*	4
MEDT	2033	Medical Transcription II*	3
MEDT	2343	Medical Coding II*	3
MEDT	2053	Medical Billing	3
TOTAL TECHNICAL HOURS			48/49

General Education Courses:

ENGL	1113	Composition I	3
ENGL	1213	Composition II	3
<i>Choose one of the following:</i>			
MATH	1123	Business Math (does not transfer)	3
MATH	1143	College Algebra	3
MATH	1153	Mathematics for Liberal Arts	3
<i>Choose one of the following:</i>			
BIOL	2224	Anatomy and Physiology I	4
MEDT	2214	Basic Human Anatomy & Physiology * † †	4
<i>Choose one of the following:</i>			
PSYC	1113	General Psychology	3
ECON	2113	Principles of Macroeconomics	3
ECON	2213	Principles of Microeconomics	3
SOCI	1113	Introduction to Sociology	3
TOTAL GENERAL EDUCATION HOURS			16

COMPLETION AWARD: Associate of Applied Science **64/65**

Courses displayed in BOLD indicate specialty courses which require final grades of "C" or better.

() An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

† This course satisfies a specialty course requirement for the Medical Office Administration degree. This course will not apply towards general education credit for LPN - RN prerequisites or other allied health programs. Take this course only if you are majoring in Medical Office Administration.

†† This course satisfies the General Education biological science requirement for the Medical Office Administration degree only. This course will not apply towards general education credit for LPN - RN prerequisites or other allied health programs. Either BIOL 2224 or MEDT 2214 will meet the General Education Science requirement.

MEDICAL CODING

Technical Certificate Program Description: Medical Coding is a 31-credit hour program offering specialized training in the review of medical documents for the assignment of ICD-9-CM and CPT codes used for medical billing and insurance purposes. All credit is applicable to the AAS Medical Office Administration Degree. Graduates are trained to be medical coding associates and are prepared to take the Certified Professional Coders national certification examination through the American Academy of Professional Coders.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – MEDICAL CODING – TECHNICAL CERTIFICATE

Technical Courses:

MEDT	1123	Medical Terminology I	3
MEDT	1133	Medical Office Administration*	3
DATA	1123	Fundamentals of Information Technology	3
MEDT	2333	Medical Coding I*	3
MEDT	1143	Medical Terminology II	3
MEDT	1223	Principles of Disease*	3
MEDT	2343	Medical Coding II*	3
MEDT	2214	Basic Human Anatomy & Physiology	4
		TOTAL TECHNICAL HOURS	25

General Education Courses:

ENGL	1113	Composition I	3
------	------	---------------	---

Choose one of the following:

MATH	1023	Intermediate Algebra	3
MATH	1123	Business Math (does not transfer)	3

TOTAL GENERAL EDUCATION HOURS **6**

COMPLETION AWARD: **Technical Certificate** **31**

Courses displayed in BOLD indicate specialty courses which require final grades of "C" or better.

(*) An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

MEDICAL TRANSCRIPTION

Admission Requirements: Students must pass a keyboarding proficiency exam before enrolling in this program.

Technical Certificate Program Description: Medical Transcription is a 30-credit hour program offering specialized training in the preparation, transcription, and proofreading of medical documents. All credit is applicable to the AAS Medical Office Administration Degree. Graduates are prepared for positions as medical transcriptionists and medical language specialists in healthcare settings.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – MEDICAL TRANSCRIPTION – TECHNICAL CERTIFICATE

Technical Courses:

MEDT 1123	Medical Terminology I	3
MEDT 1133	Medical Office Administration*	3
DATA 1123	Fundamentals of Information Technology	3
MEDT 2023	Medical Transcription I*	3
MEDT 1143	Medical Terminology II	3
MEDT 2013	Basic Pharmacology*	3
MEDT 2033	Medical Transcription II*	3
DATA 1213	Word Processing (MS Word®)	3
	TOTAL TECHNICAL HOURS	24

General Education Courses:

ENGL 1113	Composition I	3
	Choose one of the following:	
MATH 1023	Intermediate Algebra	3
MATH 1123	Business Math (does not transfer)	3
	TOTAL GENERAL EDUCATION HOURS	6

COMPLETION AWARD: **Technical Certificate** **30**

Courses displayed in BOLD indicate specialty courses which require final grades of "C" or better.

(*) An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

OFFICE ADMINISTRATION

Technical Certificate Program Description: Office Administration is a 30-credit hour certificate program. All credit is applicable to the AAS Office Administration Degree. Graduates are trained for entry-level office positions.

Associate of Applied Science Program Description: Office Administration is a 63-credit hour program offering specialized knowledge and skills in the areas of administrative management, communication, computer applications, and accounting used to organize and maintain an office. Graduates are prepared for positions such as administrative assistants and office managers.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – OFFICE ADMINISTRATION – TECHNICAL CERTIFICATE

Technical Courses:

ACTG	1113	Principles of Accounting I	3
BOIS	1113	Business Calculator Applications	3
DATA	1123	Fundamentals of Information Technology	3
DATA	1213	Word Processing (MS Word®)	3
DATA	2303	Advanced Word Processing (MS Word®)*	3
SECR	1213	Office Administration*	3
DATA	1243	Spreadsheet Applications (MS Excel®)	3
DATA	1233	Database Management (MS Access®)	3
TOTAL TECHNICAL HOURS			24

General Education Courses:

ENGL	1113	Composition I	3
Choose one of the following:			
MATH	1023	Intermediate Algebra	3
MATH	1123	Business Math (does not transfer)	3
TOTAL GENERAL EDUCATION HOURS			6

COMPLETION AWARD: **Technical Certificate** **30**

Courses displayed in BOLD indicate specialty courses which require final grades of "C" or better.

(* An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

CURRICULUM – OFFICE ADMINISTRATION – ASSOCIATE DEGREE

Technical Courses:

ACTG	1113	Principles of Accounting I	3
BOIS	1113	Business Calculator Applications	3
DATA	1123	Fundamentals of Information Technology	3
DATA	1213	Word Processing (MS Word®)	3
DATA	2303	Advanced Word Processing (MS Word®)*	3
SECR	1213	Office Administration*	3
DATA	1243	Spreadsheet Applications (MS Excel®)	3
DATA	1233	Database Management (MS Access®)	3
MGMT	1113	Principles of Management	3
BOIS	1103	Business English	3
ACTG	1223	Payroll Accounting*	3
DATA	2213	Web Design*	3
BOIS	2303	Business Communications	3
DATA	2203	Integrated Applications*	3
MGMT	2013	Human Resource Management*	3
BOIS	2203	Legal Environment	3
TOTAL TECHNICAL HOURS			48

General Education Courses:

ENGL	1113	Composition I	3
ENGL	1213	Composition II	3
Choose one of the following:			
MATH	1123	Business Math (does not transfer)	3
MATH	1143	College Algebra	3
MATH	1153	Mathematics for Liberal Arts	3
Choose one of the following:			
BIOL	1124	Introduction to Biology	4
BIOL	1133	Nutrition	3
BIOL	2123	Environmental Science	3
PHYC	1124	Introduction to Physics	4
PHYC	1134	Introduction to Physical Science	4
PHYC	1114	Earth Science	4
PHYC	1144	Introduction to Astronomy	4
Choose one of the following:			
PSYC	1113	General Psychology	3
ECON	2113	Principles of Macroeconomics	3
ECON	2213	Principles of Microeconomics	3
SOCI	1113	Introduction to Sociology	3
TOTAL GENERAL EDUCATION HOURS			15/16

COMPLETION AWARD: *Associate of Applied Science* **63/64**

Courses displayed in BOLD indicate specialty courses which require final grades of "C" or better.

() An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

PROGRAM OUTCOMES – BUSINESS TECHNOLOGY

TECHNICAL CERTIFICATES

The curriculum in each Technical Certificate is designed to provide valuable and essential skills needed to prepare students for entry-level jobs. The courses completed in these programs are transferable to corresponding A.A.S. degrees.

General Education Outcomes

Graduates will:

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing environment.
- Students will use available resources, time, materials, and technology efficiently and effectively.
- Students will develop a commitment to lifelong learning.

Broad Technology Outcomes

Graduates will:

- Acquire technology knowledge and skills to become a successful student, employee, and life-long learner.
- Use word processing software to create documents with refined keyboarding technique, accuracy, and speed.
- Use spreadsheet software to create, manipulate, sort, and chart data to be analyzed for decision-making purposes.
- Use database software to organize, store, maintain, and sort records so information can be retrieved efficiently.
- Apply accounting principles to journalize transactions and generate financial statements.
- Solve applied business math problems.

Accounting Specialty Core Outcomes

Graduates will:

- Apply financial accounting concepts and principles with relation to the sole proprietor, partnership and corporate forms of business.
- Integrate accounting principles to record accounts receivable/payable, payroll, and inventories in a commercial, computerized accounting package.

Management Specialty Core Outcomes

Graduates will:

- Apply the principles needed to recruit, select, promote, and compensate employees in compliance with federal employment law.
- Apply management principles to delegate, train, orient, and evaluate employee performance; and build effective teams.

Medical Office Administration Specialty Core Outcomes

Graduates will:

- Develop a vocabulary of medical terminology to use when preparing medical documents and communicating with other healthcare professionals.
- Apply HIPPA regulations when scheduling medical appointments and procedures, maintaining medical records, and communicating with medical professionals and patients.
- Develop a basic understanding of the anatomy and pathophysiology of the human body.
- Maintain ethical standards as a paraprofessional healthcare provider.

Medical Coding Specialty Core Outcomes

Graduates will:

- Develop a vocabulary of medical terminology to use when preparing medical documents and communicating with other healthcare professionals.

- Apply HIPPA regulations when scheduling medical appointments and procedures, maintaining medical records, and communicating with medical professionals and patients.
- Develop a basic understanding of the anatomy and pathophysiology of the human body.
- Maintain ethical standards as a paraprofessional healthcare provider.
- Develop an understanding of the functions and structures of each system of the human body
- Code illnesses and medical procedures using the ICD-9-CM, CPT-4, and HCPCS systems.

Medical Transcription Specialty Core Outcomes

Graduates will:

- Develop a vocabulary of medical terminology to use when preparing medical documents and communicating with other healthcare professionals.
- Apply HIPPA regulations when scheduling medical appointments and procedures, maintaining medical records, and communicating with medical professionals and patients.
- Maintain ethical standards as a paraprofessional healthcare provider.
- Apply knowledge of medications and dosages in the preparation and proofreading of medical documents.
- Transcribe and proofread medical documents to provide accurate patient records.

Office Administration Specialty Core Outcomes

Graduates will:

- Use technology to perform office tasks.
- Use advanced word processing features in the production of business documents.
- Apply knowledge and skills to complete work assignments in a supervised internship experience.

ASSOCIATE OF SCIENCE

The curriculum in this degree is designed to instill knowledge and technology skills that serve as a broad foundation for advanced studies in bachelor's program at a 4-year college or university.

General Education Outcomes

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- Students will use critical thinking skills to identify problems, analyze alternative solution, and make appropriate decisions for themselves, business, and society.
- Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing environment.
- Students will use available resources, time, materials, and technology efficiently and effectively.
- Students will develop a commitment to lifelong learning.

Business Core Outcomes

Graduates will:

- Acquire technology knowledge and skills to become a successful student, employee, and life-long learner.
- Apply accounting principles to journalize transactions and generate financial statements.
- Use accounting procedures to make decisions about planning, organizing, and allocating resources.
- Write and present information in a businesslike, professional manner.
- Manage data, resources, and personnel to make profitable and ethical decisions.
- Solve business problems using statistical methods for describing and analyzing data.
- Analyze and apply knowledge of governmental and economical environments to make fiscally sound business decisions.
- Use applications in the Microsoft Office Suite to create, analyze, interpret, and present a business project.
- Apply contract, employment, and commerce laws to make effective business decisions.
- Apply the ethical decision-making process personally and professionally.

ASSOCIATE OF APPLIED SCIENCE

The curriculum in each degree is designed to prepare students for professional careers in a specific business field. These degree plans prepare students to recognize and solve problems, manage resources, interact and work effectively in teams, and communicate well using all forms of technology. Graduates will demonstrate proficiency in the Microsoft Office Suite.

General Education Outcomes

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- Students will use critical thinking skills to identify problems, analyze alternative solution, and make appropriate decisions for themselves, business, and society.
- Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing environment.
- Students will use available resources, time, materials, and technology efficiently and effectively.
- Students will develop a commitment to lifelong learning.

Broad Technology Outcomes

Graduates will:

- Acquire technology knowledge and skills to become a successful student, employee, and life-long learner.
- Use word processing software to create documents with refined keyboarding technique, accuracy, and speed.
- Use spreadsheet software to create, manipulate, sort, and chart data to be analyzed for decision-making purposes.
- Use database software to organize, store, maintain, and sort records so that information can be retrieved efficiently.
- Apply accounting principles to journalize transactions and generate financial statements.
- Write and present information in a businesslike, professional manner.
- Manage data, resources, and personnel to make profitable and ethical decisions.
- Solve applied business math problems.
- Use applications in the Microsoft Office Suite to create, analyze, interpret, and present a business project.
- Apply contract, employment, and commerce laws to make effective business decisions.
- Apply the ethical decision-making process personally and professionally.

Accounting Specialty Core Outcomes

Graduates will:

- Apply financial accounting concepts and principles with relation to the sole proprietor, partnership, and corporate forms of business.
- Use accounting procedures to make decisions about planning, organizing, and allocating resources.
- Apply federal and state laws and regulations that govern payroll systems and prepare payroll documents.
- Apply income tax regulations in the preparation of forms and schedules to complete an income tax return.
- Integrate accounting principles to record accounts receivable/payable, payroll, and inventories in a commercial, computerized accounting package.

Management Specialty Core Outcomes

Graduates will:

- Apply the principles needed to recruit, select, promote, and compensate employees in compliance with federal employment law.
- Apply management principles to delegate, train, orient, and evaluate employee performance; and build effective teams.
- Create and link web pages.
- Develop and present a viable business plan.

Medical Office Administration Specialty Core Outcomes

Graduates will:

- Develop a vocabulary of medical terminology to use when preparing medical documents and communicating with other healthcare professionals.
- Apply HIPPA regulations when scheduling medical appointments and procedures, maintaining medical records, and communicating with medical professionals and patients.
- Maintain ethical standards as a paraprofessional healthcare provider.
- Apply knowledge of medications and dosages in the preparation and proofreading of medical documents.
- Develop a basic understanding of the anatomy and pathophysiology of the human body.
- Develop an understanding of the functions and structures of each system of the human body
- Code illnesses and medical procedures using the ICD-9-CM, CPT-4, and HCPCS systems.
- Transcribe and proofread medical documents to provide accurate patient records.
- Apply theory and technology skills when working in a supervised medical office internship.

Graduates who opt to take MEDT 2414 Medical Assisting will:

- Develop an understanding of information and skills necessary to assist physicians in basic medical procedures.

Graduates who opt to take MEDT 2343 Medical Coding II will:

- Use advanced knowledge and technology skills to code illnesses and medical procedures using ICD-9-CM, CPT-4, and HCPCS systems.

Graduates who opt to take MEDT 2033 Medical Transcription II will:

- Use advanced knowledge and technology skills to transcribe and proofread medical documents to provide accurate patient records.

Graduates who opt to take MEDT 2053 Medical Billing will:

- Apply knowledge and skills of the medical billing process.

Office Administration Specialty Core Outcomes

Graduates will:

- Use technology to perform office tasks.
- Use advanced word processing features in the production of business documents.
- Create and link web pages.
- Apply theory and technology skills when working in a supervised office internship.

Course Descriptions by Division

ALLIED HEALTH SCIENCES

Courses are listed by semester.

The College reserves the right to alter semester offerings based on enrollment, student needs, clinical site, and instructor availability.

PRACTICAL NURSING (LPN)

First Semester Course Descriptions:

AHHS 1000 First Year Interest Group

This course is designed to teach students strategies, techniques, and skills essential to succeed in the nursing profession. Students explore learning strategies that lead to success in classroom and clinical settings. Topics include but are not limited to learning styles, note taking, memory techniques and test taking strategies. This is a required course for students entering the practical nursing program.

PNUR 1001 Medical Terminology for Nurses

This course introduces the student to the spelling and meaning of medical terms as they relate to anatomy, physiology, and pathophysiology. Root words, prefixes, suffixes, and multiple combinations are introduced as they relate to body systems.

PNUR 1113 Body Structure & Function I

This course includes anatomy and physiology of the human body in all its systems—a foundation for understanding the principles of maintaining positive health, as well as understanding the deviations from the normal.

PNUR 1202 Nutrition in Health and Illness

This course includes the principles of good nutrition for all age groups, the four basic food groups, the importance of good nutrition, and modification of these principles for therapeutic purposes.

PNUR 1010 Nursing Process I

Nursing of Adults I, Vocational Legal Ethical, and Basic Nursing Skills- This nursing process prepares the student in the nursing care of the adult patient throughout their lifespan, incorporating all phases of the nursing process to insure personal responsibility for the maintenance of one's health, management of disease, and patient education. Within the nursing process framework, the student will utilize the theory and practice of the disease process as it affects body systems. Nursing history, development, legal and ethical issues, nursing organizations, and local, state, and national resources will be addressed. This nursing process also begins with basic nursing principles; skills and attitudes needed to give nursing care; procedures related to basic nursing needs and development of the ability to adapt these needs to various situations; incorporates the basic needs approach to nursing and presents commonly occurring problems relative to the ambulatory, acutely ill and chronically ill patient. An introduction to microbiology, the spread and control of disease, and local, state, and national health resources are included. Clinical I will provide supervised experience and return demonstration of skills learned in theory course.

PNUR 1005 Nursing Process II

Math for Nurses and IV Therapy- This nursing process covers the development of skills in converting measurements between household-apothecary-metric systems; calculating dosages of drugs; intravenous infusion rates and a basic review of math. Formulas for calculations of dosages for infants and children are included. This nursing process will also prepare the practical nursing student to administer IV therapy. Legal implications of IV therapy, IV equipment devices used in administering IV solutions and medications, anatomy and physiology as applied to IV therapy, IV therapy methods and techniques, infection control in IV therapy, complications of IV infusions, rational of fluid and electrolyte therapy, IV medication therapy, blood transfusions, chemotherapy, total parenteral nutrition, and supervised laboratory and clinical performance will be covered in the course.

Second Semester Course Descriptions:

PNUR 1203 Body Structure and Function II

This course continues to cover the anatomy and physiology of the human body systems—a foundation for understanding the principles of maintaining positive health, as well as understanding the deviations from the normal. *Prerequisite: All first semester courses.*

PNUR 1210 Nursing Process III

Nursing of Adult II and Introduction to Pharmacology- This nursing process continues to prepare the student in the nursing care of the adult patient throughout their lifespan, incorporating all phases of the nursing process to insure personal responsibility for the maintenance of one's health management. This nursing process will also include an introduction to the foundations of pharmacology, principles of medication action and interaction, use of the nursing process, and routes of administering medications. The student will learn the skills needed to administer medications through the various routes. This course also utilizes the nursing process and body systems approach to guide the students in learning medication actions, dosages, expected reactions, side effects, contraindications and points of observation following the administration of medications. A clinical section will give the student an opportunity to continue the application of nursing skills to the patients in hospitals. Experience with geriatric, and medical/surgical patients will be provided in a long-term care facility, acute care facility or ambulatory care facility; facilities as assigned by the department. At the end of this course, the student will have met all Arkansas State Board of Nursing requirements for class and clinical experience for nursing process III. *Prerequisite: All first semester courses.*

PNUR 1217 Nursing Process IV

Nursing of Maternal and Nursing of Children- This nursing process includes the principles and practices of nursing care during prenatal, labor, and delivery, post-partum and neonatal periods. This nursing process will include the principles of growth and development, nursing the infant through adolescence, and the behavior of well and sick children. Observation and experience may be found in the nursery, physician's offices, well-child conference, and other agencies. A clinical section will give the student an opportunity to continue the application of nursing skills to the patients in hospitals. Clinical experiences with pediatric and obstetric patients will be provided in a facility setting assigned by the department. At the end of this course, the student will have met all Arkansas State Board of Nursing requirements for class and clinical experience for nursing process IV. *Prerequisite: All first semester courses.*

Third Semester Course Descriptions:

PNUR 1311 Nursing Process V

Nursing of Adult III and Advanced Pharmacology- This nursing process is a continuation of the preparation of the student in the nursing care of the adult patient throughout their lifespan, incorporating all phases of the nursing process to insure personal responsibility for the maintenance of one's health management. This nursing process continues to utilize the nursing process and body systems approach to guide the students in learning medication actions, dosages, expected reactions, side effects, contraindications and points of observation following the administration of medications for those systems not covered in PNUR 1210 Nursing Process III (10 CRS). A clinical section will give the student an opportunity to continue the application of nursing skills to the patients in hospitals. Experience with geriatric, and medical/surgical patients will be provided in a long-term care facility, acute care facility or ambulatory care facility, doctors' offices, and other community health facilities as assigned by the department. At the end of this course, the student will have met all Arkansas State Board of Nursing requirements for class and clinical experience for nursing process V. *Prerequisite: All first and second semester courses.*

PNUR 1314 Nursing Process VI

Mental Health/Community- Includes an introduction of the common conditions of mental illness, prevention of such conditions, and the care of patients suffering from abnormal mental and emotional responses. A clinical section will give the student an opportunity to continue the application of nursing skills to the patients in a long-term care facility, acute care facility, mental health area or ambulatory care facility, and other community health facilities as assigned by the department. At the end of this course, the student will have met all Arkansas State Board of Nursing requirements for class and clinical experience for nursing process VI. *Prerequisite: All first and second semester courses.*

AHHS 1030 Third Semester Interest Group (NCLEX)

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-PN and to begin their role as an entry-level Practical Nurse. *Prerequisite: All first and second semester courses.*

CNUA 1117 Nursing Assistant (CNA)

The Certificate of Proficiency in the Nursing Assistant course consists of 115 contact hours (7 credit hours). This course includes information necessary to improve the quality of life of clients in long-term care facilities and other health care facilities. The course consists of information in providing a solid foundation in skills and critical procedures necessary for becoming a Certified Nursing Assistant.

MNUA 1117 Medication Assistant (MA-C)

The Medication Assistant course prepares the Certified Nursing Assistant for the task of medication administration. The Medication Assistant Program Outcomes are based on the Arkansas State Board of Nursing's Minimum Standards. These outcomes should be lifelong goals for becoming a more proficient and safe MA-C. The course consists of 115 contact hours (7 credit hours.)

ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING (LPN/Paramedic TO RN)**SPRING COURSES****RNUR 2008 Registered Nursing Process I (8 CRS)**

Basic Nursing/Role Transition- This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to the goals, philosophy, and learning objectives of the LPN to RN program. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. Growth and development is included with the introduction of well-known developmental theorists including Kolberg, Erikson, Skinner, and Freud. Incorporated into the content is an emphasis on lifestyle and health practices, relationships and role development, self-esteem and self- concept development. The student's fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. Introduction to body system pathophysiology & nursing care throughout the lifespan will be taught. Also explored are the legal, ethical, and social issues related to the Registered Nursing role. This course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNUR 2008. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include the medical/surgical client care. Included in the course is a mathematics review, essential information that is the foundation for accurate dosage calculations and safe medication administration. Curriculum concepts and comprehension are carried out per clinical application. *Prerequisite: Admission to the PN/Paramedic to RN Nursing Program*

RNUR2014 Registered Nursing Process II (4 CRS)

Mental Health- This course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness-illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process. This course also provides students with the opportunity to experience interacting with adolescent, adult, and geriatric clients with mental illness in clinical settings. Included in the course is a mathematics review, essential information that is the foundation for accurate dosage calculations and safe medication administration. Students will engage in the clinical application of concepts covered in RNUR 2014 demonstrating progressive mastery and independence in Registered Nursing practice. *Prerequisite: Admission to the PN/Paramedic to RN Nursing Program*

Summer Courses

RNUR2109 Registered Nursing Process III (9 CRS)

Pediatrics/Obstetrics- This course provides lecture content for the age group involving the newborn through adolescence. The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. This course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, and family planning. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas. This course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNUR 2109. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content. Practicum hours will include general clinical skills of the pediatric client care. This clinical also allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women's health. Students also use the skills in assessing and caring for children and adults with genetic abnormalities. Included in the course is a mathematics review, essential information that is the foundation for accurate dosage calculations and safe medication administration. *Prerequisite: Prerequisite: Successful Completion of all First Semester RNUR Courses.*

FALL COURSES

RNUR2211 Registered Nursing Process IV (11 CRS)

Critical Care, Advanced Medical Surgical & Leadership- This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will learn basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, and surgical care settings. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. This course includes clinical experience that 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. . Included in the course is a mathematics review, essential information that is the foundation for accurate dosage calculations and safe medication administration. Students will engage in the clinical application of concepts covered in RNUR 2211, demonstrating independence and mastery of the role of an entry level Registered Nurse. *Prerequisites: Successful Completion of all First and Second Semester RNUR Courses*

RNUR 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: Successful Completion of all First and Second Semester RNUR Courses*

APPLIED SCIENCE TECHNOLOGY

ACHR 1123 Basic Compression Refrigeration

A series of lectures and demonstrations on compression refrigeration components, system accessories, refrigerants, temperature pressure charts, purging and evacuation, pressurizing and leak testing, charging, basic refrigeration cycle, and refrigerant recovery/recycling. (3,2,3)

This course is offered when there is demand from business, industry, or the general public.

ACHR 1213 Residential Heating Systems

A series of lectures and demonstrations on the components and control devices for residential gas-fired furnaces, oil-fired furnaces, electric heaters, schematic wiring diagrams and operation of residential heating systems. (3,2,3)

Prerequisites: ACHR 1123 Basic Compression Refrigeration or Instructor permission.

This course is offered when there is demand from business, industry, or the general public.

ACHR 1223 Residential Air Conditioning Systems

A series of lectures and demonstrations on installation, related components and control devices, service, schematic wiring diagrams and operation of residential air conditioning systems. Also, motors and motor controls will be covered in this course. (3,2,3)

Prerequisites: ACHR 1123 Basic Compression refrigeration or Instructor permission.

This course is offered when there is demand from business, industry, or the general public.

CCSP 1103 Introduction to Correctional Processes and Policies in Arkansas (Organization and Management)

This course is an introduction to correctional processes and policies in Arkansas. The processes and policies included in this course are: ADC History, career enhancement, tower duty, chaplaincy, con games that Inmates play, count procedure, cultural awareness, dealing with disturbed Inmates, dining room conduct, employee conduct, employee organizations and opportunities, escape and pursuit, FTO manual, inmate activities and movement, inmate disciplinary process, inmate grievance process, internal affairs, interpersonal communication (IPC), offender rights – employee liabilities, and officer – inmate relations. (3,3,0)

CCSP 1203 Correctional Organization and Management

Correctional Organization and Management will provide an in-depth overview of the structure of correctional organizations and the environmental design process that defines correctional organizational behavior. This course will assist students preparing to enter the correctional field in meeting the many challenges that a complex organization will have. The course will explore the themes in four areas: organizational theory, structure and culture, the influence of external organizations on correctional management, fundamental management processes, and employee professionalism. (3,3,0)

CCSP 2103 Health and Safety in Corrections

This is a study in physical requirements, health issues and safety concerns for officers in an incarcerated environment. Physical requirements, drill and ceremony, weapon safety, driver safety, officer survivor techniques and substance abuse prevention/intervention will be covered. Inmate health concerns will be covered in the areas of shaping your health, managing stress, preventing infectious diseases, and understanding health care facilities. (3,3,0)

CISS 2133 Introduction to UNIX & TCP/IP

This is an introductory course designed to familiarize students with basic concepts terms, functions, and designs. This course will focus on several aspects of UNIX and TCP/IP. Upon completion of this course, the student will be able to perform basic UNIX functions, such as use of UNIX commands, create network directory structures, and understand aspects of TCP/IP. Students will also understand the file systems and architecture of the UNIX operating system and the file functions that make them so useful. Students will use Telnet to login to and manage a Linux server. (3,2,3)

CISS 2443 Introduction to SQL

This course is designed to introduce students to the SQL Server 2005 database management system. Students will be introduced to the different types of databases, create a variety of Windows-based database applications, create reports using Crystal Reports, perform queries to retrieve data, create SQL Server database tables using

T-SQL scripts as well as write T-SQL stored procedures and database triggers with an emphasis on developing practical knowledge and marketable skills. *Prerequisites: CISS 2303 (3,3,0)*

CISS 2143, Computer Security Fundamentals

The main goal of this course is to provide the student with a fundamental understanding of securing computers from hackers, intrusion software, spammers, viruses and other forms of attack. The student will learn about the technologies used and principles involved in insuring safe connections for online banking, and shopping. The student will learn about the authentication, the types of attacks and malicious code that may be used against a network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of secure methodologies and assessments are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. Further, the student will learn about intrusion detection systems, firewalls, and physical security concepts. In addition, security policies, computer disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, the student will understand the daily tasks involved with managing and troubleshooting those technologies. The student will have a variety of hands-on and case project assignments that reinforce the concepts the student reads in each chapter. (3,3,0)

Prerequisites: DATA 1123 Fundamentals of Information Technology, CNWT 1234 Cisco I or Instructor Permission

CISS 2244, Network Security +

This course prepares the student for Security + Certification. Demilitarized Zones, Network Security, VPNs, and advanced network security principles are covered. Network monitoring, user rights to critical material access, ACL's, and network security implementation are also covered. Students will set protocol usage, install network security software and implement security access to LANs, wireless access points and server usage. Offsite storage, backups, network disaster recovery and secure recovery are also taught. (4,3,3)

Prerequisites: CISS 2143, Computer Security Fundamentals or Instructor Permission

CISS 2233 Advanced Network Hardware

This course is designed to introduce students to the planning, installation, and maintenance of network hardware platforms. Topics include: Network planning and design, choosing a network solution, hardware components of a network, network operating systems, network troubleshooting techniques, managing users and resources, wireless technology, network security, and upgrading hardware. Students will design and upgrade a simple LAN for a small business. Outside computer practice and projects are required. (3,2,3)

*Prerequisites: (CNWT 1434, CNWT 1444, MCSE 1104, MCSE 1204, MCSE 2106, ELCT 2113, ELCT 2413) **This is a capstone course that may only be taken in the fourth semester and no course may be substituted.***

CISS 2303 Introduction to Visual Basic

This course is designed to provide the foundation necessary to succeed in future programming courses. Topics include the .NET Framework, structured programming, and debugging techniques using Microsoft Visual Basic.NET. Students will apply the skills of programming to create modules, functions, and subroutines. (3,2,3)

Outside computer practice is required.

CISS 2253 Introduction to JAVA

This one-semester course focuses on giving the students with no prior programming background the skills to build, compile and run Java applications. The student will begin writing simple Java applications by the second week. Students are then introduced to Classes and Objects, Control Statements, Methods, Arrays and Object-Oriented Programming using Inheritance and Polymorphism. Students also create simple java applets and applications. (3,2,3) *Prerequisites: CISS 2303*

CJUS 1113 Introduction to Criminal Justice

Surveys the history, development, and philosophy of law enforcement, courts, and corrections. This course examines the organization and jurisdiction of local, state, and federal law enforcement agencies and provides an introduction to social problems and current police issues. (3,3,0)

CJUS 1123 Survey of Corrections

An introduction to the history and development of program, theories, and philosophies, with emphasis on contemporary correctional institutions on the federal, state, and local level. (3,3,0)

CJUS 1143 Police and Correctional Ethics

This course introduces students to the fundamentals of law enforcement and correctional ethics and practice, doctrines, controversies, and rules of moral judgment. Students will examine cases of moral judgment and the ways and means of making judgments in the field. Some difficult judgments would include; whether to arrest, use of deadly force, to prosecute, to participate in plea bargaining, to impose penalties or fines, to adhere to police standards of ethics and policy, and to cooperate with supervisors on questions of ethics. (3,3,0)

CJUS 1213 Police Organization and Management

A study of the principles of administration and management and the application to law enforcement. Analyzes the police organizational structure, including line operations, staff services, the inspection services bureau, SEAT, and juvenile services. (3,3,0)

CJUS 2113 Criminal Procedures and Evidence

This course examines the criminal process, legal problems associated with the investigation of a crime, acquisition and preservation of evidence, commencement of a criminal proceeding, prosecution and defense of charges, sentencing, appeals, Supreme Court rulings, and search and seizure. (3,3,0)

CJUS 2123 Police-Community Relations

A survey of the role of police in community crime prevention efforts, citizen participation and involvement in crime protection, and a study of the police officer achieving and maintaining a positive public image. (3,3,0)

Prerequisite: CJUS 1113 Introduction to Criminal Justice with a "C" or better.

CJUS 2253 Criminal Investigation

This course includes fundamental theory of criminal investigation, crime scene analysis, collection and preservation of physical evidence, and some specific methods used in police laboratories. (3,3,0)

CJUS 2226 Criminal Justice Internship

Criminal Justice interns will be assigned to observe, record, and to the extent possible, participate in routine agency operations under the supervision of agency officials. Students submit written reports covering specific agency functions at regular intervals and a final work project paper in accordance with work-study plan agreed upon by the student and instructor. Students must complete at least 45 clock hours. (6,0,18)

Prerequisite: CJUS 1213 Police Organization and Management with a "C" or better and instructor and agency approval.

CJUS 2313 Special Topics in Criminal Justice

Special courses or independent studies in criminal justice topics are offered only as needed and must be approved in advance by the Division Chair of Applied Science. Students will plan individual projects and research in consultation with the instructor. (3,3,0)

CJUS 1101 Criminal Justice Workshop I

This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CJUS 1002 Criminal Justice Workshop II

This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CJUS 1003 Criminal Justice Workshop III

This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CNWT 1434 Cisco Networking Academy I

This course is the first in the Cisco Networking Academy series and is designed to introduce students to the basics of computer networking, network fundamentals, and media types used to design and implementation of a computer network. Students will perform cabling projects, learn LAN and WAN design, discuss and apply Ethernet principles in the design of a network; as well as, Ethernet Switching. In addition, the students will be introduced to Routing Fundamentals, Subnetting, IP Addressing, and Protocols needed for proper network communications. Lab is required. (4,3,3)

CNWT 1444 Cisco Networking Academy II

This course is the second in the Cisco Networking Academy series and is designed to give students a more in-depth understanding of networks and networking devices necessary for their operation. Students will be introduced to WANs and routers, router configuration, IOS software, routing and routed protocols, and the

TCP/IP protocol suite. Additionally, students will learn troubleshooting techniques, upper layer protocols, and security measures necessary for protecting network from malicious intruders. Lab is required. (4,3,3)

Prerequisites: CNWT 1434 Cisco Networking Academy I

CNWT 1436 Cisco Networking Academy III

This course is the third and final in the Cisco Networking Academy series and is designed to give students advanced knowledge in switching and routing concepts including trunking, switch configurations, and advanced routing protocols. Students will configure routers and switches, connect devices through virtual connections, protocols, and interfaces. Troubleshooting and repair of network connectivity is also covered. (6,3,6)

Prerequisites: CNWT 1444 Cisco Networking Academy II

COSI 1006 Preparatory Training

In this course the instructor trainee will prepare lesson plans and utilize visual aids. Instructor trainees will choose class materials, visual aids and student competencies that prepare them for conducting cosmetology course work. Subject matter for trainees include preparing lectures, reviewing subject matter, preparing and grading exams. Class attendance procedures, proper lectures and demonstrations on all subjects of cosmetology are also components of this course. 150 clock hours (5 credit hours)

COSI 1106 Conducting Theory and Practical Classes

Instructor trainees will prepare theory classes in Sterilization and Bacteriology, Osteology, Myology, Neurology, Angiology, Dermatology, Trichology, Unguology, Cosmetology, Canities and Permanent Waving. This course includes some training in conducting practical classes in cosmetology including permanent waving, and facials. 150 clock hours(5 credit hours)

COSI 1116 Conducting Lab Experiences

This course is designed to prepare instructor trainees to conduct practical classes in cosmetology including shampoos and scalp treatments, canities, manicures, predisposition test, thermal pressing, iron curling and blow drying. Safety and cleanliness are emphasized. 150 clock hours (5 credit hours)

COSI 1126 Record Keeping and State Board Preparation

This course prepares instructor trainees to comply with all State Board of Cosmetology record keeping including student records. Instructor trainees are evaluated, and prepared to take the cosmetology instructor licensing exam given by the State Board of Cosmetology. (150 clock hours (5 credit hours)

COSM 1109 Basic Standards and Properties of Cosmetology

In this course, students will learn what constitutes a professional image in the field of cosmetology. They will also learn about bacteria, and sterilization and sanitation of work area and tools. Additionally, students will learn the properties of hair and scalp. (9,4,15)

COSM 1119 Introduction to General Hair Care and Styling

In this course, students will learn the proper steps in preparing a customer for shampooing, rinsing, and conditioning. Student will also demonstrate skills in haircutting, finger waving, wet hair styling and thermal hair styling. Upon completion of this class students will demonstrate all the skills necessary to perform a basic shampoo, rinse, condition, and hair style. (9,4,15)

Co-requisites: COSM 1109 Basic Standards and Properties of Cosmetology.

COSM 1209 Permanent, Hair Color, and Chemical Treatments

In this course, students will learn more advanced colors and chemical treatments. This will include permanent waves, hair coloring, chemical relaxing and soft curl perms, and thermal straightening of hair. Additionally, students will learn the art of styling artificial hair pieces. Upon completion students will demonstrate the skills necessary to apply and control chemical treatments. (9,4,15)

Co-requisites: COSM 1119 Introduction to General Hair Care and Styling.

COSM 1610 Manicures, Pedicures, and General Nail Care

In this course, students will learn the proper techniques for manicures and pedicures. They will demonstrate the proper sculpture and coloring of nail on both hands and feet. Additionally, students will learn about disorders unique to nail care. (10,4,18)

Co-requisites: COSM 1209 Permanent, Hair Color, and Chemical Treatments.

COSM 1316 Massage, Facials, and Skin Care

In this course, students will learn the theory of massage. They will learn proper techniques for a facial, facial make-up, and common skin disorders. Additionally, students will learn the proper procedures for removing unwanted body hair. Upon completion students will demonstrate the proper skills in massage, make-up, and will be able to identify common skin orders. (6,4,6)

Co-requisites: COSM 1610 Manicures, Pedicures, and General Nail Care.

COSM 1326 Anatomy, Light Therapy, and Chemistry of Skin Care

In this course, students will learn the properties of cell, anatomy, and the physiology of skin structure. They will also learn techniques in light and electrical therapy and how the skin and hair react. Additionally, students will learn the basic chemistry involved in skin and hair care as well as basic salon business responsibilities. Upon completion students will demonstrate an understanding cell structure, light therapy, and general salon management and operation. (6,4,6)

Co-requisites: COSM 1316 Massage, Facials, and Skin Care.

COSM 2291 - 2299 Cosmetology Theory and Lab

This course is an individualized course of study for each student that starts at midterm or transfers from another institution. Each student will be assigned theory and lab based on the number of clock hours needed for graduation and the subject matter that the student needs or did not complete. Instructors will evaluate the student's transcript and determine the required course work. This course can vary from one to nine credit hours depending on the need of the student. These classes are created to fulfill the 1500 clock hours required by the Board of Cosmetology and are not a deviation from the required course material. (30 Clock hours = 1 credit hour) *Lab fees will be based on the number of credit hours required for each student. Students needing less than 30 clock hours will be charged for a minimum of 1 credit hour.*

ECDE 1113 Introduction to Early Childhood Development

This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories that early childhood education is based upon and learn how to develop an effective program designed uniquely for children birth to age five. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course content is based upon guidelines by the Council for Early Childhood Professional Recognition.

ECDE 1123 Foundations of Early Childhood

Foundations of Early Childhood is a study of the principles of child development and learning, and their implication to the teacher in early childhood education programs. The emphasis of this course is on safety, health, and the learning environment. This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories that early childhood education is based upon and learn how to develop an effective program designed uniquely for children birth to age eight. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course content is based upon guidelines by the Council for Early Childhood Professional Recognition.

ECDE 1213 Curriculum and Materials

Curriculum and Materials is a study of early childhood educations as a profession. Emphasis of this course includes strategies to establish family relationships, managing an effective program, and maintaining a commitment to professionalism. This course is designed to provide the student with a broad knowledge base on how to design a program for children developing both typically and atypically. This course provides opportunity to plan environments that are physically and emotionally secure. Students will plan curriculum, develop classroom materials, and implement activities that are age, stage, and culturally appropriate for children birth to age eight. Course content is based upon guidelines established by the Council for Early Childhood Professional Recognition.

ECDE 1223 Early Childhood Practicum I *

This Practicum involves working with children in a professional childcare setting. Emphasis of this course includes completing a Case Study/Portfolio for one individual child during the semester and planning a unit of

study. *Students enrolled in this class and competing for the CDA credential must be working in a child development setting due to OJT hours required for the credential.

ECDE 1233 Health, Safety and Nutrition

Health, Safety, and Nutrition in Early Education, covers the four major subject areas of safety, nutrition, health, and special topics. We will also cover children with disabilities and other special needs; updated information on nutrition, including the new pyramid food guidance information and practical information on creating linkages with children, families, staff, community, and community resources. This text combines basic information and theory, as well as practical applications, resources, and other early education skills needed for working with children, families, and staff.

ECDE 2113 Language Arts for Children

Early Childhood Experience in the Language Arts: Early Literacy, This course has a goal to produce teachers, who matter, teachers who are prepared, and teachers who are knowledgeable companions, exploring and sharing literature and language experiences with young children. In order to achieve this, we encourage reflective thinking, allow practice of skills, and inspire the collection of ideas for future use. This course thoroughly addresses the interrelation of listening, speaking, reading, writing, and viewing language art's areas. While taking a high level view that paints a comprehensive picture of the most important aspects of teaching early literacy, the course also takes a practical approach. The student will learn very specific activities that include stories, poems, finger plays, and puppetry that they can utilize in a classroom setting. They will also learn curriculum for infants, toddlers, and preschoolers, with the theory followed up by deliberate "how-to" suggestions. The student will learn program planning ideas for English language learners and special needs children.

ECDE 2123 Early Childhood Practicum II

Students must be employed or volunteer in a licensed childcare facility in order to demonstrate the knowledge and skills learned in the previous courses. Students will be observed by an OTC instructor following the C.D.A. guidelines.

ECDE 2213 Special Education in the Preschool

The course provides essential information about children with a variety of diverse abilities that educators will be teaching in today's schools. It provides information about the disabilities themselves and ways to plan for and includes these children in regular educational settings.

ECDE 2223 Arts and Music for Preschool Children

This course is for early childhood educators as well as professionals who work with children birth through age eight. The focus of this course is on making the vital connection to music, movement, drama, and the visual arts in all areas of the classroom, as well as, developing creative teachers and professionals who will be able to foster an artistic environment. The course includes observations and pictures of teachers and children that demonstrate practical ways the arts can be used to help children reach their potential. There are expanded sections on multi-intelligences. There are many ideas in the course for open-ended activities that are important for the development of young children and will encourage them to think in new ways. The standards and recommendations from professional organizations are addressed so that the reader can recognize what goals these organizations believe are important in the early years.

ECDE 2233 Infant and Toddlers

This is a course that has been designed for students taking courses in Assessment and Early Childhood Special Education, as well as for professionals in the field who work with families and young children, birth to age three. The course includes specific instructions for observing, administrating, scoring, and interpreting results of assessment, as well as two extensive illustrations from the field. The course highlights an assessment which is appropriate for evaluating infants and toddlers with a wide range of actual and suspected delays and abilities including children with environmental risk factors, children born prematurely, children with Pervasive Developmental Disorders, and youngsters with other neurological and/or developmental problems.

ECDE 2243 Parenting

A course designed to help students understand the need for parent education in today's society. Topics of study will include the need for parent education, parenting decisions, becoming a parent in today's changing world, responsibilities and caring for children, and special issues pertaining to parenting.

ECDE 2353 Organization and Administration of Preschool Programs

A study of organization and administration of early childhood programs including the program philosophy, licensing requirements, types of programs, staff selection, management techniques and responsibilities, community resources, and parent involvement strategies.

ELCT 1204 Motors and Motor Controls (for Apprentices)

This class is a study of the principles of operation of D.C. motors, single-phase A.C. motors and 3-phase A.C. motors. Also covered are control devices such as motor starters, contractors, relays, solenoids, and switches. Wiring techniques and troubleshooting are incorporated into a supportive lab. (4,3,3)

Prerequisite: IEMT 1104 Fundamentals of Electricity and acceptance into the Electrical Apprentice program.

ELCT 2113 Introduction to Data, Voice, and Video Cabling

This course is designed to give students a basic understanding and practical experience in copper and fiber optic cable termination, installation, and testing as it applies to computer networks and home/office requirements. This course will benefit students who plan to work in areas dealing with computers or electronics. Topics covered include: Structured Cabling, Telephone Wiring, Video System Installations, Network Cabling, Testing, and Fiber Optic Systems to include light basics, fiber types, installation, connectors and splices and testing. (3,2,3)

ELCT 2314 Programmable Logic Controllers (for Apprentices)

This class is designed to provide the student with instruction about the internal structure, principles of operation, programming techniques, and maintenance and operation of PLCs for industrial applications. Troubleshooting and programming experiments are performed in lab. (4,3,3)

Prerequisite: ELCT 1204 Motors and Motor Control and acceptance into the Electrical Apprentice program.

ELCT 2323 PLC Applications

PLC Applications is a course designed to give the student practical, hands-on experience with industrial PLC's. The student will write PLC programs that cause real-world equipment to function according to industry standards. The student will wire control devices, such as limit switches, solenoid valves, timers, photo-sensors, three-phase motors, and capacitive sensors and write PLC programs to make them function on actual equipment. This course is an extension of the basic PLC course. (3,2,3)

Prerequisites: ELCT 2314 Programmable Logic Controllers and ELCT 1204 Motors and Motor Controls.

This course is offered when there is demand from business, industry, or the general public.

ELCT 2413 Computer Repair

The objective of this course is to instruct students in maintenance, troubleshooting, and repair of computers and computer systems. Theory of operation and basic nomenclature are covered with IBM clone computers used as a lab trainer to teach troubleshooting and repair techniques using test equipment and diagnostic software. (3,2,3)

IEMT 1103 Wiring Methods (for Apprentices)

Wiring methods is a course designed to give the student practical hands-on experience in electrical wiring techniques. Students will learn all conduit and wire terminology, wire and conduit sizes and their proper use, how to properly bend and install electrical conduit and pull wire, how to properly install breaker boxes and power panels, and how to solder and de-solder. (3,1,4)

Prerequisite: Acceptance into the Electrical Apprentice program.

IEMT 1104 Fundamentals of Electricity (for Apprentices)

This course introduces the non-electronics student to the basic concepts of D.C. and A.C. electricity. All topics of D.C. circuits are covered, including current flow, voltage, power and resistance, Ohm's Law, complex circuits and magnetism. In A.C., coils, capacitors, transformers, and their associated formulae are introduced. Three-phase voltage is also discussed. This course will enable the student to gain an understanding of the essentials of electricity and electrical power. (4, 3, 3)

Prerequisite: Basic Algebra test Score and/or acceptance into the Electrical Apprentice program.

IEMT 1203 Fluid Power (Hydraulics and Pneumatics)

This course covers the principles of hydraulic and pneumatic equipment and their uses and application in industry. Some of the topics covered in this class include: hydraulic pumps, control valves, cylinders, seals, air compressors, filters, pressure regulators, pressure control valves, and flow controls. (3,2,3)

This course is offered when there is demand from business, industry, or the general public.

IEMT 2413 Industrial Safety (for Apprentices)

Industrial Safety is a course designed to provide all students with the basic safety knowledge required in today's industrial workplace. It is also designed to give the supervisor, or future supervisor, the necessary tools to manage a safe work environment. With knowledge of industrial hazards, and the skills required to correct them, the worker or supervisor will be better equipped to deal with today's modern industrial environment. Topics covered include: Accident reduction, safety training, safety involvement, safety inspections, accident investigations, industrial hygiene, ergonomics, machine safeguarding, tool safety, materials handling safety, electrical and fire safety, hazard communication, and an introduction to hazardous chemical safety. (3,3,0)

Prerequisite: Acceptance into the Electrical Apprentice program.

MACH 1103 Basic Blueprint Reading (for Apprentices)

This is a basic course designed for the person pursuing a career in any of the manufacturing and industrial fields. It is a study to help the student develop the basic skills required for visualizing and interpreting mechanical drawings and blueprints. Persons seeking careers in engineering, architectural, mechanical, electrical, and electronics fields will benefit from visualizing shapes, line usage, dimensioning and tolerances, and notes and symbols. (3,3,0)

Prerequisites: MATH 1003 Basic Math with a grade of "C" or above or ASSET or ACT score of 14 or above in Math and acceptance into the Electrical Apprentice program.

MACH 2103 Introduction to CAD

Computer Aided Drafting is an introductory course for the technician or the person seeking to draft for a living. Engineers, architects, mechanical, electrical, and electronics persons all need the ability to complete finished drawings of parts and structures. Manufacturers rely on computer drawings of parts and other manufactured goods. This course expands on MACH 1103 Basic Blueprint Reading. It will explore the use of CAD graphics software through the use of microcomputers, plotters and printers. Included will be operations through logging-on and off, geometric entity creations, zooming, dimensioning, moving, plotting, layering, mirroring, saving, and recalling drawings. Upon completion of this course the student should be able to produce a useful mechanical drawing using the microcomputer and plotter or printer. This course requires considerable work outside of class time. (3,1,4)

Prerequisite or Co-requisite: MACH 1103 Basic Blueprint Reading or instructor permission.

This course is offered when there is demand from business, industry, or the general public.

MACH 2233 Intermediate CAD

Intermediate Computer Aided Drafting is a continuation of Introduction to CAD. In this course, the student will draw advanced three view machine drawings, isometric drawings, advanced floor plans, advanced electrical, plumbing, and other plans as assigned by the instructor. Students will use AUTOCAD Light to complete drawings to industry standards. Students will be expected to complete a considerable amount of work outside of the normal weekly class period. (3,1,4)

Prerequisite: MACH 2103 Introduction to CAD.

This course is offered when there is demand from business, industry, or the general public.

MATH 1133 Technical Math

Technical Math is an applied math that prepares students for problem solving, calculating, designing, measuring and interpreting mathematical concepts associated with job skills. Students are taught to apply mathematical skills in metrics, binary, hexadecimal, trigonometry, geometry, algebraic equations, basic math and the use of some precision measuring tools. This course is designed to increase the understanding of math skills as they relate to the work force. Industry has identified these skills as an important component for success on the job. (3,3,0) *Prerequisites: MATH 1013*

This course is not transferable to four-year institutions and should only be considered if no degree higher than an A.A.S. will be sought in the future.

MCSE 1104 Microsoft Client Operating Systems

This course utilizes lectures, discussions, scenarios, demonstrations, chapter review questions, textbook exercises, and classroom labs to develop the skills and knowledge necessary to install, configure, and manage Microsoft Client Operating Systems. The course is designed to give students practical experience in installation methods and troubleshooting network protocols, hardware device installation and management, storage management, disaster recovery planning and management, and performance analysis. (4,3,3)

MCSE 1204 Microsoft Server

This course teaches students, through lectures, discussions, demonstrations, textbook exercises, and classroom labs, the skills and knowledge necessary to install, configure, administer, and support the primary services in the Microsoft Windows Server operating system. The course begins by examining basic system administration procedures. Subsequent chapters are devoted to the creation and management of Windows Server 2003 user, group, and computer accounts, to the sharing of system resources, and to the installation and maintenance of system hardware. (4,3,3)

MCSE 2106 Network Infrastructure Administration/Active Directory Services

This course is designed to show students how to plan a network infrastructure in different computing environments. Students will learn how to configure, manage, secure, and troubleshoot features and services for Windows-based enterprise networks. Students will also learn how to configure the Domain Name System (DNS) to manage name resolution, schema, and replication, and how to use Active Directory to centrally manage users, groups, shared folders, and network resources. (6,3,6)

Prerequisites: MCSE 1104 Microsoft Client Operating Systems and MCSE 1204 Microsoft Server

TKDR 1105 Commercial Driving Theory

This course involves learning the basic controls associated with the tractor, such as acceleration, steering and shifting gears. The students will learn and discuss methods of safely securing, inspecting and transporting cargo whether it is in bulk or liquid form. The course will also involve discussions on transporting hazardous materials and the best methods of loading and unloading the cargo along with driver responsibilities to the public as well as what to do in the case of a spill. This course will provide discussions on professionalism, such as: carrier standards; appearance, attitude, and conduct; qualifications; and wellness as well as, logbook basics.

TKDR 1102 Truck Driving Lab

This course is grounded in a defensive driving module which covers driving safety, vehicle inspections, seeing, communicating, night and winter driving. The course includes discussion on driving and inspecting tank vehicles. It covers components of navigation and communication. The final part of the course will include components on: combination vehicles, double and triples, and basic vehicle controls skills test.

ARTS AND SCIENCES

Courses are listed in alphabetic/numeric order by the course number.

Ouachita Technical College reserves the right to alter semester offerings based on enrollment, student needs, and instructor availability. Classes are offered fall (F), spring (S), and summer (SU).

GENERAL EDUCATION COURSES REQUIRE COLLEGE-LEVEL READING SKILLS OR SUCCESSFUL COMPLETION OF ACADEMIC READING (READ 1013).

BIOL 1124 Introduction to Biology

A general education course in biology for **NON-MAJORS** introducing key concepts and methods such as cell structure and function, metabolism, photosynthesis, cellular reproduction, genetics, DNA and protein synthesis, plant and animal evolution, plant and animal structure and function. Laboratory exercises will be provided to demonstrate and reinforce the principles covered in class. F, S

BIOL 1133 Nutrition

This course is designed for college-level students enrolled in Allied Health science programs as well as students who are interested in obtaining information on nutrition in order to better their lives and the lives of their families. This course covers the principles of good nutrition for all age groups including in-depth information

concerning the food guide pyramid, diet planning, vitamin and mineral functions and sources, and also modification of these principles for therapeutic purposes. Online only F, S

BIOL 2123 Environmental Science

A general education course in environmental science for **NON-MAJORS** introducing key concepts and methods such as politics and the environment, air and water pollution, energy, carrying capacity, population dynamics, food, soil and pest management, solid and hazardous waste, resource management, water problems of our state, biodiversity, climate change, and world poverty. F, S

BIOL 2114 General Botany

A plant science course for **MAJORS** consisting of a survey of the major plant groups, taxonomy, and structure and function at all levels. Offering is based on student interest.

Prerequisite: one year high school Biology or Introduction to Biology (BIOL 1124) with a "C" or better.

BIOL 2124 General Zoology

An animal science class for **MAJORS** consisting of a survey of life forms from the microscopic to mammals to include taxonomy, organ systems, function, similarities of structure, and animal behavior. Offering is based on student interest.

Prerequisite: one year high school Biology or Introduction to Biology (BIOL 1124) with a "C" or better.

BIOL 2224 Anatomy and Physiology I

This course is the first semester of a two-semester sequence. This course emphasizes the anatomy and physiology of the human organism with reference to health-related topics. After an introduction, the following topics will be discussed: basic chemistry, cell biology, histology, integumentary system, skeletal system, muscular system, and nervous system. Laboratory exercises will be provided to demonstrate and reinforce the principles of anatomy and physiology. **This course cannot be used for credit toward a biology major or minor.** F, S, SU

BIOL 2234 Anatomy and Physiology II

This course is the second semester of a two-semester sequence. This course emphasizes the anatomy and physiology of the human organism with reference to health-related topics. The following topics will be discussed: the sensory system, the endocrine system, the cardiovascular system (including blood, blood vessels, and the heart), the lymphatic system, the immune system, the respiratory system, the digestive system, the urinary system and the reproductive system. Nutrition, metabolism, and temperature regulation; fluid, electrolyte and acid-base balance; pregnancy and human development; and heredity will be discussed. Laboratory exercises will be provided to demonstrate and reinforce the principles of anatomy and physiology.

This course cannot be used for credit toward a biology major or minor. F, S, SU

Prerequisite: Anatomy and Physiology I (BIOL 2224) with a "C" or better.

BIOL 2244 Microbiology

This course emphasizes microbiology with reference to health-related topics. After an introduction, the following topics will be discussed: microbiology overview, observing microorganisms, anatomy, metabolism, growth, control, genetics, taxonomy, disease and epidemiology, pathogenicity, host defenses and associated disorders, applied microbiology, and antimicrobial drugs and resistance. Laboratory exercises will be provided to demonstrate and reinforce the principles of microbiology and its impact on public health. This course is designed for associate degree health related programs and is not recommended to meet the requirements for a baccalaureate degree in health related professions. **This course cannot be used for credit toward a biology major or minor.** F, S, SU

Prerequisite: Anatomy and Physiology I (BIOL 2224) or Intro to Biology (BIOL 1124) with a "C" or better.

CHEM 1114 Chemistry I for General Education

A general education course designed for **NON-MAJORS** to gain a working knowledge in the basic principles of chemistry and how they relate to everyday life. The students will study measurements and calculations, matter and energy, an introduction to reactions, chemical qualities, and nomenclature. Laboratory exercises will be conducted in which experiments are performed to demonstrate the principles covered in class. Offering is based on student interest.

Prerequisite: Intermediate Algebra (MATH 1023) with a "C" or better or required placement score.

CHEM 1214 General Chemistry I

A course in the fundamental laws and theories of chemistry designed for MAJORS in science, and those interested in engineering, medicine, dentistry, pharmacy, veterinary and medical technology. The students will study the following concepts including but not limited to: physical measurements, stoichiometry, atoms, molecules, ions, electron configuration, chemical bonding, molecular structure, chemical reactions, periodic table, solids, liquids and gases, solutions, thermochemistry, and chemical kinetics. Three (3) hours lecture and two (2) hours lab per week. S

Prerequisite: College Algebra (MATH 1143) with a "C" or better.

COMM 2113 Oral Communication

A course designed to guide the student in examining the components of oral communication and in improving one-to-one communication, group discussion, and public speaking. F, S

Prerequisite: Basic Writing (ENGL 1103) with a "C" or better OR ASSET/ACT Writing cut-off score.

ECON 2113 Principles of Macroeconomics

A study of macroeconomic principles including market system, national income equilibriums, money and the banking system. Emphasis is placed on policies regarding inflation, unemployment, and economic growth and the government's effect on general business conditions. Students do not have to take this economics course in sequence. F, S

ECON 2213 Principles of Microeconomics

A study of microeconomic principles including the foundation of demand (consumer theory), supply (theory of the firm), the operation of the market system, and government intervention. Emphasis is placed on application of these principles of business and government decision-making. Students do not have to take this economics course in sequence. F, S

EDUC 2113 Foundations of Education

This course provides prospective teachers and those who have an interest in education a fundamental background in the teaching profession, including career opportunities, educational infrastructure, students and their communities, legal aspects of education, educational philosophy, and curriculum and instruction. This course includes a fifteen-hour observation component. F, S

Prerequisites: Composition I (ENGL 1113) with a "C" or better.

EDUC 2123 Instructional Technology

This course is designed for current and future teachers and/or industry trainers to develop a solid understanding of current technology and how it can be used effectively to enhance the delivery of course/training objectives. Students will use the computer to access information from the Web and will learn how to use the MS Office Suite to create e-lectures, calculate grades, and prepare tests and lecture presentations. Students will also learn the basics of developing and designing a web-based course. Students will use media equipment such as document cameras (ELMOs) and multimedia projectors in the delivery of course projects. F, S

Prerequisite: Fundamentals of Info Technology (DATA 1113) with a "C" or better or pass the Keyboarding Entrance Exam; AND Composition I (ENGL 1113) with a "C" or better.

EDUC 2223 Child Growth and Adolescent Development

A study of the relationship of the physical, emotional, social, cognitive, hereditary, and environmental factors of growth and development of children from birth to adolescence. Students observe, record, and analyze behavior and development of children in an educational setting. Students will also acquire the knowledge and skills essential to teachers and caregivers to provide care and guidance to children Online only S

ENGL 1113 Composition I

A course designed primarily to develop in students the ability to think coherently and to write clearly and effectively, to identify their strengths and improve on their weaknesses in writing, and to read with understanding. Students will write essays based on personal experience and refine their use of grammar in thesis-driven short essays (350-500 words). F, S, SU

Prerequisite: Academic Reading (READ 1013) with a "C" or better or required placement test score AND Basic Writing (ENGL 1103) with a "C" or better or required placement score.

ENGL 1213 Composition II

A course designed to refine the ability to think logically and coherently, to write clearly and effectively, to gain further knowledge of the structure of the language, and to read with understanding. The class will help students understand audience and work toward developing a fully-documented research paper that demonstrates mastery of thesis statement, organization, quoting, summarizing, paraphrasing, and editing of the written word. The study of short stories, poetry, drama, and essays provides topical ideas for more lengthy and scholarly essays (500-1000 words using accepted documentation formats). F, S, SU

Prerequisite: Composition I (ENGL 1113) with a "C" or better.

ENGL 1213 Composition II for the Workplace

This course focuses on researched academic writing that presents information, ideas, and arguments in the context of the workplace. Emphasis is placed on critical reading, writing, and thinking skills as well as proper documentation format.

Prerequisite: Composition I (ENGL 1113) with a "C" or better.

ENGL 2213 World Literature I

This course provides students with the opportunity to read, analyze, evaluate, and discuss representative works by writers from across the globe. The course will cover works from antiquity through the Renaissance, with such Western and non-Western authors as Homer, Sappho, Sophocles, Confucius, Li Po, Ferdowsi, Shikibu, and Cervantes. The course will introduce students to literary devices typically used in tragedy, the epic, lyric and pastoral poetry, and drama. F, S, SU

Prerequisite: Composition II (ENGL 1213) with a "C" or better. Students do not have to take this literature course in sequence.

ENGL 2223 World Literature II

This course provides students with the opportunity to read, analyze, evaluate, and discuss representative works by world writers from the Renaissance to the present. Western and non-Western authors such as Cao Xueqin, Moliere, de la Cruz, Basho, Wordsworth, Whitman, Dickenson, Dostoevsky, Tagore, Woolf, Mahfouz, Gordimer, and Achebe will be presented. Students will become familiar with short stories, drama, and poetry and the literary devices commonly used in them. F, S, SU

Prerequisite: Composition II (ENGL 1213) with a "C" or better. Students do not have to take this literature course in sequence.

ENGL 2313 American Literature I

This course provides students with opportunities to read, analyze, evaluate, and discuss major American authors, genres, and movements beginning with the earliest explorers and Native Americans and ending with the Civil War. The course includes Native American oral literatures, colonial period works, works from the Chesapeake settlers, Federalist writers, and New England nature writers, as well as early narratives, songs, and ballads. Online only F

Prerequisite: Composition II (ENGL 1213) with a "C" or better. Students do not have to take this literature course in sequence.

ENGL 2323 American Literature II

This course provides students with opportunities to read, analyze, evaluate, and discuss major American authors, genres, and literary movements from the Civil War to the present. The course covers African American folktales, women's writings, Modernism, works of alienation and experimentation, Negro Renaissance writers, poetry of early Chinese immigrants, the Beatnik poets, and Vietnam conflict writings. Online only S

Prerequisite: Composition II (ENGL 1213) with a "C" or better. Students do not have to take this literature course in sequence.

GEOG 1113 Geography

A survey of the basic concepts of geography including the basic themes and standards of the discipline. The study includes an overview of physical, cultural, political and economic geography as well as an introduction to the use of maps. F, S

GOVT 2113 American National Government

An analytical survey of the principles, organization, and functioning of the American national government. The course requires students to examine the ideals upon which the United States was founded and the development of government under the Constitution in order to better understand the American political system. F, S

GOVT 2123 State and Local Government

The principles, organization, and functioning of state, county, and township government, with special reference to Arkansas. Offered online based on student interest.

HIST 1113 Civilization through 16th Century

This course offers a survey of the significant economic, social, and political currents of World Civilization from the pre-historic era to the mid-seventeenth century. Students do not have to take civilization courses in sequence, but they generally find the classes easier if they do. F, S, even SU

Prerequisite: Basic Writing (ENGL 1103) with a "C" or better OR ASSET/ACT Writing cut-off score.

HIST 1123 Civilization since 16th Century

This course offers a survey of the significant economic, social, and political currents of World Civilization from the Protestant Reformation to the late twentieth century. Students do not have to take civilization courses in sequence, but they generally find the classes easier if they do. F, S

Prerequisite: Basic Writing (ENGL 1103) with a "C" or better OR ASSET/ACT Writing cut-off score.

HIST 2113 U.S. History through 1865

This course offers a survey of the significant economic, social, and political currents of American history from the Age of Exploration to the conclusion of the War Between the States. Students do not have to take history courses in sequence, but they generally find the classes easier if they do. F, S, odd SU

Prerequisite: Basic Writing (ENGL 1103) with a "C" or better OR ASSET/ACT Writing cut-off score.

HIST 2123 U.S. History since 1865

This course offers a survey of the significant economic, social, and political currents of American history since the conclusion of the War Between the States. Students do not have to take history courses in sequence, but they generally find the classes easier if they do. Offered online only based upon student demand.

Prerequisite: Basic Writing (ENGL 1103) with a "C" or better OR ASSET/ACT Writing cut-off score.

HIST 2143 Arkansas History

This course offers a survey of the significant economic, social, and political currents of Arkansas history from the Pre-Columbian Era to the end of the twentieth century, with a special emphasis on the cultural history of Arkansas. This course fulfills the state public-school-teaching elementary certification requirement of three college-level hours of Arkansas history. This class is offered at the sophomore level; students planning to transfer the hours to a baccalaureate program should check with that college concerning the transferability of the course. F, S, SU

Prerequisite: Three hours of college-level history.

HUMN 2113 Humanities: Art

An art appreciation course for general education credit that uses the history of art as a framework to explore and discuss the art of peoples and periods of creativity. F, S

HUMN 2123 Humanities: Music

A music appreciation course for general education credit designed to heighten the student's awareness of music's role in society, to introduce basic elements of music, and to assist in the development of analytical listening skills. F, S

HUMN 2133 Humanities: Theater

A theater appreciation course for general education credit designed to give students an orientation to the theory and practice of theater arts including reading of selected plays and discussion of playwrights from the Greek period to the present. Online only F, S

MATH 1143 College Algebra

A course designed to prepare students to pursue degrees in mathematics, business, or the sciences, and to meet the state minimum core curriculum. Emphasis is placed on problem solving and analysis. Topics include:

quadratic equations and inequalities; polynomial, rational, exponential, and logarithmic functions; graphing functions; inverse functions; zeros of polynomial functions; non-linear equations; and matrices. F, S, SU

Prerequisite: Intermediate Algebra (MATH 1023) with a "C" or better or required placement score.

MATH 1153 Mathematics for Liberal Arts

This course is designed to meet the general education requirement of students majoring in liberal arts programs outside of business, mathematics, or science. The course consists of units dealing with elementary number theory, set theory and logic, algebraic functions, plane and solid geometry, and probability and statistics. Offering based on student interest.

Prerequisite: Intermediate Algebra (MATH 1023) with a "C" or better or required placement score.

MATH 1213 Math for Elementary and Middle Schools I

This course is designed for future elementary and middle-school teachers with an emphasis on problem solving, reasoning and proof, communication, connections, and representation. Topics include sets, numeration, whole number operations, properties, and computation; number theory, fractions, decimals, ratio, proportion, percent, integers, rational and real numbers, and algebra. Online only F

Prerequisite: College Algebra (MATH 1143) with a "C" or better.

MATH 1223 Math for Elementary and Middle Schools II

This course is designed for future elementary and middle-school teachers with an emphasis on problem solving, reasoning and proof, communication, connections, and representation. Topics include statistics, probability, geometric shapes, measurement, and geometry using triangle congruence & similarity, coordinates, and transformations. Online only S

Prerequisite: Math for Teachers I (MATH 1213) with a "C" or better

MATH 2153 Plane Trigonometry

A course designed to prepare students to pursue degrees in mathematics, certain technical fields, or the sciences. Emphasis is placed on problem solving and analysis. Topics include: trigonometric ratios; trigonometric functions, their properties and their graphs; inverse trigonometric functions; trigonometric equations; oblique triangles and vectors; complex numbers; and polar coordinates. S

Prerequisite: College Algebra (MATH 1143) with a "C" or better.

MATH 2163 Business Calculus

This course provides a study of basic principles of linear algebra and calculus with emphasis on applications to business problems. Course topics include: mathematical modeling, optimization, linear programming, calculus, mathematics of finance, and probability and statistics. S

Prerequisite: College Algebra (MATH 1143) with a "C" or better.

PHIL 2113 Introduction to Philosophy

This course will provide students with an overview of both the history and the major topics of consideration in the broad study of Western philosophy. Specifically, students will examine logic, epistemology, metaphysics, religion, ethics, political and social philosophy along with the major philosophers who have contributed to these areas. An emphasis will also be placed on the application of these areas of study to everyday life decisions which may assist students in developing a life philosophy. F, S, SU

Prerequisite: Basic Writing (ENGL 1103) with a "C" or better OR ASSET/ACT Writing cut-off scores.

PHYC 1114 Earth Science

This course is a description and analysis of the physical universe with emphasis on the evolutionary processes, basic forces, and interrelations which mark people's use and understanding of the universe. This is a lab-integrated course that reinforces the classroom lectures with laboratory activities aligned to the course objectives. This course includes the study of selected concepts from the fields of astronomy, climatology, meteorology, oceanography, and geology. Online only F, S

PHYC 1124 Introduction to Physics

A general education course for **NON-MAJORS** introducing the scientific method in the study of the dynamic laws governing the physical universe. A study will be conducted of the forces that arise from mechanics, heat, light, gravity, electricity, and magnetism. The class will meet five hours per week (three hours of lecture and two hours of lab). Online only F, S

Prerequisite: Intermediate Algebra (MATH 1023) with a "C" or better or required placement score.

PHYC 1134 Introduction to Physical Science

This course introduces students to basic laws that describe the concepts of physics as applied to the universe. It will relate the laws to the physical, biological, earth science, and chemistry concepts. This course is designed to bring students an awareness to how the laws of physics apply to concepts including, but not limited to: measurements and error; scientific methods; motion and energy; heat and temperature; wave motion and sound; electricity; light; atoms and periodic properties; chemical elements, bonds and reactions; water and solutions; organic chemistry; the universe and solar system; rocks and minerals; earth's surface and waters; weather and climate. Laboratory exercises will be provided to demonstrate and reinforce the principles covered in class. F, S, SU

PHYC 1144 Introduction to Astronomy

This course introduces students to the concepts of the solar system, stars, galaxies, clusters, the universe and cosmology, as well as the physics, chemistry, and biology by which they operate. It also includes current events in astronomy that are too recent to be included in modern astronomy texts. Online only F, S, SU

PHYS 1221 Life Fitness

This course introduces students to the basic concepts of physical activity and nutrition as they relate to healthful living. One hour of lecture and one hour of laboratory per week. F, S, SU

PSYC 1113 General Psychology

An introduction to the study of human behavior including heredity, intelligence, personality, learning, motivation, and emotions. F, S, SU

PSYC 2113 Abnormal Psychology

The origin, treatment, social implication, and specific therapies of various mental and emotional disorders. S
Prerequisite: General Psychology (PSYC 1113) with a "C" or better.

PSYC 2123 Developmental Psychology

Students will study the developmental stages from birth to death and their influence upon human behavior. F, S
Prerequisite: General Psychology (PSYC 1113) with a "C" or better.

RNUR 2113 Math for Nursing

This course is for students who need to increase their knowledge of mathematics for nursing purposes. The course makes a natural progression of basic to more complex information. Included in the course is a mathematics diagnostic evaluation, a mathematics review, essential information that is the foundation for accurate dosage calculations, safe medication administration, including medicine orders, labels, and equipment, introduction of the three systems of measurement (metric, apothecary, and household), conversion from one system of measurement to another, how to recognize and select appropriate equipment for the administration of medications based on the drug, dosage, and method of administration, common abbreviations used in health care, computerized medication administration, risks and responsibilities of medication administration ratio-proportion and dimensional analysis method of drug calculation, and calculation of pediatric and adult dosages and concentrates on the body weight method.

Prerequisite: Practical Nurse License or Paramedic Registration.

SOCI 1113 Introduction to Sociology

An introduction to the systematic study of society; an orderly approach to the analysis and explanation of human behavior as it is manifested in culture, personality, and social organization. F, S, SU

SOCI 2123 Social Problems

The nature, cause, and treatment of current social problems with an emphasis on the student's development of critical thinking skills. Topics include crime, emotional problems, drug abuse, racism, sexism, poverty, education, and the family. F

Prerequisite: Introduction to Sociology (SOCI 1113) with a "C" or better.

SOCI 2133 Cultural Diversity

A study of various cultural and minority groups in America, such as Native Americans, Jewish Americans, Black Americans, Hispanic Americans, Women, and Americans with Disabilities. This course will explore the rich ethnic heritage and diversity in these cultures, as well as immigration practices, prejudices, conflicts, and accommodations. S

Prerequisite: Introduction to Sociology (SOCI 1113) with a "C" or better.

SOCI 2213 Juvenile Delinquency

This course focuses on juvenile delinquent behavior, problems, theories, as well as cause, control, and prevention of juvenile delinquency. F, S

Prerequisite: Introduction to Sociology (SOCI 1113) with a "C" or better.

SPAN 1113 Elementary Spanish I

A beginning course designed for the student having little or no knowledge of Spanish that includes instruction in correct pronunciation, aural comprehension, and simple speaking and writing ability. F, S

Prerequisite: Basic Writing (ENGL 1103) with a "C" or better or required placement score.

SPAN 1123 Elementary Spanish II

This course is a continuation of Elementary Spanish I (SPAN 1113) and includes practice in correct pronunciation, aural comprehension, and simple speaking and writing ability leading to a mastery of basic grammar and limited reading ability. F, S

Prerequisite: Elementary Spanish I (SPAN 1113) with a "C" or better.

DEVELOPMENTAL EDUCATION

ENGL 1103 Basic Writing

This course is designed to help students master basic essay writing strategies such as invention, prewriting, drafting, revising, and editing while learning the essential rules of grammar and usage needed for college-level writing. F, S

GNET 1012 Principles of Collegiate Success

This course is designed to teach students strategies, techniques, and skills essential to becoming a successful college student and a lifelong learner. Students will explore learning strategies that lead to success in college, career, and life. Topics covered include but are not limited to learning styles, note taking, memory techniques, and test taking strategies as well as critical thinking and information processing. This course is a required course for students taking two or more basic skills courses. F, S

MATH 1003 Basic Math

This course is designed to develop competencies in fractions, decimals, ratio and proportion, percents, as well as pre-algebra topics such as signed numbers, simplifying expressions, and solving simple equations. This course gives students a solid foundation in arithmetic and pre-algebra skills in preparation for Basic Algebra. F, S, SU

MATH 1013 Basic Algebra

This course is designed to develop competencies in solving linear equations and inequalities, graphing, operations with polynomials, and factoring. This course introduces problem-solving skills and prepares students for Intermediate Algebra and Business Math. F, S, SU

Prerequisite: Basic Math (MATH 1003) with a "C" or better or required placement score.

MATH 1023 Intermediate Algebra

This course is designed to develop competencies in absolute value equations and inequalities, systems of linear equations, operations with rational and radical expressions, and solving quadratic equations. This course

strengthens problem-solving skills and prepares students for College Algebra and Mathematics for Liberal Arts. This course may meet some A.A.S. degree or technical certificate requirements at OTC. F, S, SU
Prerequisite: Basic Algebra (MATH 1013) with a "C" or better or required placement score.

READ 1013 Academic Reading

A course designed for students to learn and apply the reading and comprehension skills necessary to do effective work in college-level courses. F, S

BUSINESS TECHNOLOGY

Ouachita Technical College reserves the right to alter semester offerings based on enrollment, student needs, and instructor availability.

Classes are offered fall (F), spring (S), and summer (SU).

^ Denotes course may be offered in the classroom and/or online.

^^ Denotes course is offered online only.

BUSINESS TECHNOLOGY COURSES REQUIRE COLLEGE-LEVEL READING SKILLS OR SUCCESSFUL COMPLETION OF (READ 1013) ACADEMIC READING. EXCEPTIONS INCLUDE: SECR 1003 BEGINNING KEYBOARDING AND DATA 1123 FUNDAMENTALS OF INFORMATION TECHNOLOGY.

***Denotes course transfers to an Arkansas public 4-year college or university. Courses with a grade of "D" are not guaranteed to transfer. Visit the Arkansas Course Transfer System on the web at www.acts.adhe.edu to check transferability.**

***ACTG 1113 Principles of Accounting I**

Students are introduced to the fundamental principles of accounting as they apply to the sole-proprietorship, partnership, and corporate forms of business. The preparation of basic financial statements and the study of basic financial accounting concepts are stressed. F, S, SU^^

Prerequisite: MATH 1013 Basic Algebra or required placement score for MATH 1023 Intermediate Algebra or higher.

***ACTG 1203 Principles of Accounting II**

This course is a continuation of Accounting I. Emphasis is placed on accounting for partnerships, limited liability companies, and corporations along with an introduction to the use of managerial accounting systems for planning, control, and decision-making. S

Prerequisite: ACTG 1113 Principles of Accounting I with a grade of "C" or better.

ACTG 1213 Computerized Accounting

This course provides a learning environment that integrates standard principles of accounting with a commercial computerized accounting software package. F

Prerequisites: DATA 1123 Fundamentals of Information Technology and ACTG 1113 Principles of Accounting I, both with grades of "C" or better.

ACTG 1223 Payroll Accounting

Students are introduced to different laws and regulations that affect payroll preparation in today's business world. Areas covered include the computation of salaries and wages, social security, income tax, unemployment compensation, and the journalizing of payroll transactions. F

Prerequisite: ACTG 1113 Principles of Accounting with a grade of "C" or better.

ACTG 2313 Federal Income Tax

Students are introduced to tax regulations applicable to individuals and business enterprises. Emphasis is placed on tax determination and planning and includes the preparation of related schedules and forms. S

Prerequisite: ACTG 1113 Principles of Accounting I with a grade of "C" or better.

BOIS 1103 Business English

This course focuses on improving English usage skills with emphasis on grammar and style rules, punctuation, capitalization, and spelling within the context of writing effective business documents. F^{^^}, SU^{^^}

Prerequisite: Completion of ENGL 1103 Basic Writing or placement scores for ENGL 1113 Composition I.

BOIS 1113 Business Calculator Applications

This course teaches fundamentals of operating an electronic calculator and its use in solving business-related mathematical problems. Emphasis is placed on developing speed and accuracy through touch operation of ten-key keypads. F, S

Prerequisite: MATH 1003 Basic Math or required placement score for MATH 1013 Basic Algebra or higher.

***BOIS 2203 Legal Environment**

This course provides students with a study of the law and its application to business and industry. Emphasis is placed on laws that govern and regulate commercial activity in our dynamic world marketplace. F, SU^{^^}

***BOIS 2303 Business Communication**

This course develops or improves the student's ability to write and present information in a businesslike, professional manner. Interpersonal and business etiquette skills that contribute to the development of an effective employee and collaborative team member are included. Emphasis is placed on preparing students for the employment process. F^{^^}, S^{^^}, and SU^{^^}

Prerequisites: BOIS 1103 Business English, ENGL 1113 Composition I, and DATA 1123 Fundamentals of Information Technology all with grades of "C" or better.

***DATA 1123 Fundamentals of Information Technology**

This course introduces students to available technology resources and to computer concepts, hardware, software, file management, networks, e-mail, and the Internet. It also provides hands-on application in word processing, presentation, spreadsheet, and database management software. Prerequisite: Score proficient on the College's required Keyboarding Entrance Exam. F[^], S[^], SU[^]

DATA 1213 Word Processing (MS Word[®])

This course introduces features of a popular word processing program. Students learn to format common business documents while developing keyboarding speed and accuracy. F, S, and SU^{^^}

Prerequisite: SECR 1003 Beginning Keyboarding with a grade of "C" or better or required keyboarding placement score of 35 nwpm.

DATA 1233 Database Management (MS Access[®])

This course familiarizes students with the capabilities of a standard database management program. Students will create tables, queries, forms, and reports for practical applications. F, S

Prerequisite: DATA 1123 Fundamentals of Information Technology with a grade of "C" or better.

DATA 1243 Spreadsheet Applications (MS Excel[®])

This course familiarizes students with the capabilities of a standard spreadsheet program. Students will create and modify worksheets in order to generate analytical reports for use in the business decision-making process. F, S

Prerequisite: DATA 1123 Fundamentals of Information Technology with a grade of "C" or better.

DATA 2203 Integrated Applications (MS Professional Office[®])

This course, through the use of simulations and lab projects, develops skills necessary to effectively integrate all programs within an office suite. S^{^^}

Prerequisites: DATA 1123 Fundamentals of Information Technology, DATA 1213 Word Processing, DATA 1233 Database Management, and DATA 1243 Spreadsheet Applications all with grades of "C" or better.

DATA 2213 Web Design

This course introduces the student to basic web page development and editing techniques using a variety of web design software. F

Prerequisite: DATA 1123 Fundamentals of Information Technology.

DATA 2303 Advanced Word Processing (MS Word®)

This course develops in-depth knowledge and proficiency in advanced application and desktop publishing features of a popular word processing program. Decision-making and problem-solving skills are emphasized while students create business documents and publications. S^^

Prerequisite: DATA 1213 Word Processing with a grade of "C" or better.

***ECON 2113 Principles of Macroeconomics**

This course introduces students to principles of macroeconomics including market systems, national income equilibriums, and money/banking systems. Emphasis is placed on policies regarding inflation, unemployment, and economic growth and the government's effect on general business conditions. F^, S^, and SU^^

***ECON 2213 Principles of Microeconomics**

This course introduces students to principles of microeconomics including the foundation of demand (consumer theory), supply (theory of the firm), the operation of the market system, and government intervention. Emphasis is placed on application of these principles of business and government decision-making. F^, S^, and SU^^

***GBUS 2023 Business Statistics**

This course provides a study of statistical methods for describing and analyzing data for use in business decisions. Topics include: data sources, descriptive statistics (frequency charts and graphs, central tendency and dispersion), probability and special probability distributions, sampling distributions, estimation techniques, hypothesis testing of means and proportions, analysis of variance, nonparametric statistics, regression analysis, time series and forecasting techniques, and quality control procedures. F

Prerequisite: MATH 1143 College Algebra.

MATH 1123 Business Math

This course provides instruction in problem solving as related to business situations and financial management. It is designed to provide students with an opportunity to gain a working knowledge of mathematics and its use in business. Topics covered include payroll, purchasing, pricing, simple and compound interest, annuities, financial loans, insurance, and investments. F, S

Prerequisite: MATH 1013 Basic Algebra with a grade of C or better or a placement score for MATH 1023 Intermediate Algebra or higher.

***MATH 2163 Business Calculus**

This course provides a study of basic principles of linear algebra and calculus with emphasis on applications to business problems. Course topics include: Mathematical Modeling, Optimization, Linear Programming, Calculus, Mathematics of Finance, and Probability and Statistics. S

Prerequisite: MATH 1143 College Algebra.

MEDT 1123 Medical Terminology I

This course introduces the spelling and meaning of medical terms as they relate to anatomy, physiology, and pathophysiology. Root words, prefixes, suffixes, multiple combinations, and abbreviations are introduced as they relate to body systems. F, SU^^

MEDT 1133 Medical Office Administration

This course introduces the student to technology, medical/legal responsibilities, ethics, medical records, confidentiality, and other day-to-day medical office procedures. F

MEDT 1143 Medical Terminology II

This course is a continuation of MEDT 1123 Medical Terminology I. Students continue to build upon knowledge of terms related to anatomy, physiology and pathophysiology of body systems. F^, S

Prerequisite: MEDT 1123 Medical Terminology I with a grade of "C" or better.

MEDT 1223 Principles of Disease

This course is an introduction to the etiology, treatment, and prognosis of various diseases. Emphasis is given to the medical information as viewed from the standpoint of a health information management professional, offering access to the pathological conditions most commonly seen in the healthcare setting. S

Prerequisite: MEDT 1123 Medical Terminology I Corequisite: MEDT 1143 Medical Terminology II

MEDT 2023 Medical Transcription I

This course teaches the basic concepts of medical transcription. Students learn how to transcribe medical documents. Emphasis is placed on developing proofreading skills so that students are prepared to work as medical language specialists. Students must be keyboarding proficient. F

Prerequisite: Score proficient on the Medical Transcription Keyboarding Exam.

Corequisite: MEDT 1123 Medical Terminology I.

MEDT 2033 Medical Transcription II

This course is a continuation of MEDT 2023 Medical Transcription I. Students continue transcription of medical documents and the development of proofreading skills. S

Prerequisites: MEDT 2023 Medical Transcription I and DATA 1213 Word Processing both with grades of "C" or better.

MEDT 2214 Basic Human Anatomy & Physiology

This course introduces human anatomy and provides an overview of the organ systems of the human body. Lecture three hours, laboratory two hours. F

Prerequisite: MEDT 1123 Medical Terminology I with a grade of "C" or better.

This course only satisfies the requirement for the Medical Office Administration degree. This course will not apply towards general education credit for LPN - RN pre-requisites or other allied health programs. Take this course only if majoring in Medical Office Administration.

MEDT 2213 Basic Pharmacology

This course provides an introduction to pharmacology and basic chemistry as they relate to the medical laboratory. A brief overview of microbiology and immunology are included. Drug interactions and their affects on the systems of the human body are included. Classifications of drugs are covered. S

Prerequisites: MATH 1013 Basic Algebra or a placement score for MATH 1023 Intermediate Algebra or higher and MEDT 1123 Medical Terminology I both with grades of "C" or better.

This course only satisfies the requirement for the Medical Office Administration degree. This course will not apply towards general education credit for LPN - RN pre-requisites or other allied health programs. Take this course only if majoring in Medical Office Administration.

MEDT 2333 Medical Coding I

This course introduces the student to formats, conventions, and basic principles of medical coding as it relates to human body systems and conditions. Review of patients' medical records and assignment of ICD-9 code numbers to the diagnoses and CPT codes for medical procedures are emphasized. F

Corequisite: MEDT 1123 Medical Terminology I

MEDT 2343 Medical Coding II

This course is a continuation of MEDT 2333 Medical Coding I. This course continues to refine the skill of assigning ICD-9 codes for medical diagnoses and CPT codes for medical procedures and billing purposes.

Students are required to take the Certified Professional Coders national certification exam at the completion of the course. A \$370 testing fee is charged when a student registers for this course. S

Prerequisite: MEDT 2333 Medical Coding I with a grade of "C" or better.

MEDT 2413 Advanced Medical Office Administration

This is a capstone course of the Medical Office Administration AAS degree and is reserved for students completing their last semester. Students must interview with the instructor for enrollment approval. Students participate in a 9-hour per week internship experience that provides hands-on training under the direct supervision of medical professionals at an instructor-approved medical facility. Students must document at least 144 hours of work at the approved work site. S

Prerequisite: Completion of 19 Credit Hours of MEDT courses all with grades of "C" or better.

Students will submit to a background check and drug screening in order to participate in the internship. The cost will be added as a fee. Students must also have HIPAA and CPR certifications and provide a current TB test. If any internship site denies student access for any reason at any time, the student will not be allowed to graduate from the program.

MEDT 2414 Medical Assisting

This course provides information and skills necessary to assist physicians in basic medical procedures. Students successfully completing the course earn CPR and First Aid certifications. Lecture three hours, laboratory two hours. **Students are required to take the Registered Medical Assistant (RMA) national certification exam at the completion of the degree. A \$95 testing fee is charged when a student registers for this course.** S

MEDT 2053 Medical Billing

This course trains the student in the procedures of billing and how to handle a patient from the initial appointment through the collection process. Students learn how to submit claims to insurance carriers, review medical records, verify patient benefits, submit secondary claims, post payments, and appeal insurance carriers' decisions. **Students are required to take the Certified Medical Billing Specialist national certification exam at the completion of the course. A \$199 testing fee is charged when a student registers for this course.** SU^^

Prerequisites: MEDT 1133 Medical Office Administration, MEDT 1123 & 1143 Medical Terminology I & II, MEDT 2333 Medical Coding I, MEDT 1223 Principles of Disease, MEDT 2214 Basic Human Anatomy & Physiology or BIOL 2224 Anatomy and Physiology I and MEDT 2013 Basic Pharmacology or BIOL 2234 Anatomy and Physiology II, and DATA 1123 Fundamentals of Information Technology.

MGMT 1113 Principles of Management

This course introduces students to a practical study of contemporary management concepts and techniques needed to manage challenges relate to people, diversity, quality, ethics, and the global environment. F^^, S^^, and SU^^

MGMT 1123 Supervisory Management

This course introduces students to the techniques needed to effectively manage the workforce. It stresses the importance of attaining and utilizing a variety of essential resources in support of an organization's objectives. Emphasis is placed on management skills and employee-supervisor relationships. F^^

Prerequisite: MGMT 1113 Principles of Management with a grade of "C" or better.

MGMT 2013 Human Resource Management

This course provides an overview of human resource management practices. Topics include staffing, employee recruitment, selection and placement, promotions, transfers, separations, and wage and salary administration. S^^

MGMT 2343 Small Business Management

This course introduces students to entrepreneurship. Topics include personal qualities of the successful entrepreneur, developing a viable business idea, analyzing the market and market segmentation, buying a franchise, selecting locations and facilities, and financing the business. S^^

Prerequisite: MGMT 1113 Principles of Management with a grade of "C" or better.

SECR 1003 Beginning Keyboarding

This course is designed for students with no previous keyboarding skills or deficient keyboarding technique. Emphasis is placed on learning to key by touch, developing correct keyboarding techniques, building speed and accuracy, improving language skills, and proofreading documents. No degree credit is given for this course. F, S

SECR 1213 Office Administration

This is a capstone course of the Office Administration AAS and TC degree programs. Students participate in a 9-hour per week internship experience that provides hands-on training under the supervision of office professionals at an instructor-approved work site. Students must document at least 144 hours of work at the approved work site. S

Prerequisites: DATA 1123 Fundamentals of Information Technology and DATA 1213 Word Processing both with grades of "C" or better.

Students will submit to a background check and drug screening if requested by the internship site. The cost will be incurred by the student. If any internship site denies student access for any reason at any time, the student will not be allowed to graduate from the program.

Professional Studies

The Professional Studies courses earn college credit and are designed to provide needed skills, knowledge and understanding in all areas that will assist an individual in meeting the annual requirements of his/her profession. The Professional Studies Division offers the following degrees and certificates:

CERTIFICATES OF PROFICIENCY

Electrical Apprentice

Truck Driver Training

ELECTRICAL APPRENTICESHIP

Certificate of Proficiency (Basic)

The Electrical Apprenticeship program is not open to the general public. Students entering this program must be an apprentice in an approved electrical contracting business and be in the third year class.

			Credit Hours
IEMT	1104	Fundamentals of Electricity	4
IEMT	1103	Wiring Methods	3
ELCT	1204	Motors and Motor Controls	4
Total Semester Credit Hours			11

ELECTRICAL APPRENTICESHIP

Certificate of Proficiency (Advanced)

The Electrical Apprenticeship program is not open to the general public. Students entering this program must be an apprentice in an approved electrical contracting business and be in the fourth year class.

			Credit Hours
ELCT	2314	Programmable Logic Controllers	4
IEMT	2413	Industrial Safety	3
MACH	1103	Basic Blueprint Reading	3
Total Semester Credit Hours			10

TRUCK DRIVER TRAINING

Certificate of Proficiency

The Division of Professional Studies has partnered with Mid-America Truck Driving School to offer a Certificate of Proficiency in truck driver training. Qualified truck drivers are desperately needed in Arkansas. Truck driving is one of the "high demand occupations" listed with the Arkansas Department of Labor. Department of Labor statistics indicate that prospects for employment in the area of truck driving are excellent. Upon completion of the program students can be tested at the College. We are a third party testing site for all classifications of Commercial Driving License (CDL).

4 Week Course			Credit Hours
TKDR	1105	Commercial Driving Theory	5
TKDR	1102	Truck Driving Lab	2
Total Semester Credit Hours			7

PROFESSIONAL STUDIES COURSE DESCRIPTIONS

IEMT 1104 Fundamentals of Electricity (for Apprentices)

This course introduces the non-electronics student to the basic concepts of D.C. and A.C. electricity. All topics of D.C. circuits are covered, including current flow, voltage, power and resistance, Ohm's Law, complex circuits and magnetism. In A.C., coils, capacitors, transformers, and their associated formulae are introduced. Three-phase voltage is also discussed. This course will enable the student to gain an understanding of the essentials of electricity and electrical power. (4, 3, 3)

Prerequisite: Basic Algebra test Score and/or acceptance into the Electrical Apprentice program.

IEMT 1103 Wiring Methods (for Apprentices)

Wiring methods is a course designed to give the student practical hands-on experience in electrical wiring techniques. Students will learn all conduit and wire terminology, wire and conduit sizes and their proper use, how to properly bend and install electrical conduit and pull wire, how to properly install breaker boxes and power panels, and how to solder and de-solder. (3,1,4)

Prerequisite: Acceptance into the Electrical Apprentice program.

ELCT 1204 Motors and Motor Controls (for Apprentices)

This class is a study of the principles of operation of D.C. motors, single-phase A.C. motors and 3-phase A.C. motors. Also covered are control devices such as motor starters, contractors, relays, solenoids, and switches. Wiring techniques and troubleshooting are incorporated into a supportive lab. (4,3,3)

Prerequisite: IEMT 1104 Fundamentals of Electricity and acceptance into the Electrical Apprentice program.

ELCT 2314 Programmable Logic Controllers (for Apprentices)

This class is designed to provide the student with instruction about the internal structure, principles of operation, programming techniques, and maintenance and operation of PLCs for industrial applications. Troubleshooting and programming experiments are performed in lab. (4,3,3)

Prerequisite: ELCT 1204 Motors and Motor Control and acceptance into the Electrical Apprentice program.

IEMT 2413 Industrial Safety (for Apprentices)

Industrial Safety is a course designed to provide all students with the basic safety knowledge required in today's industrial workplace. It is also designed to give the supervisor, or future supervisor, the necessary tools to manage a safe work environment. With knowledge of industrial hazards, and the skills required to correct them, the worker or supervisor will be better equipped to deal with today's modern industrial environment. Topics covered include: Accident reduction, safety training, safety involvement, safety inspections, accident investigations, industrial hygiene, ergonomics, machine safeguarding, tool safety, materials handling safety, electrical and fire safety, hazard communication, and an introduction to hazardous chemical safety. (3,3,0)

Prerequisite: Acceptance into the Electrical Apprentice program.

MACH 1103 Basic Blueprint Reading (for Apprentices)

This is a basic course designed for the person pursuing a career in any of the manufacturing and industrial fields. It is a study to help the student develop the basic skills required for visualizing and interpreting mechanical drawings and blueprints. Persons seeking careers in engineering, architectural, mechanical, electrical, and electronics fields will benefit from visualizing shapes, line usage, dimensioning and tolerances, and notes and symbols. (3,3,0)

Prerequisites: MATH 1003 Basic Math with a grade of "C" or above or ASSET or ACT score of 14 or above in Math and acceptance into the Electrical Apprentice program.

TKDR 1105 Commercial Driving Theory

This course involves learning the basic controls associated with the tractor, such as acceleration, steering and shifting gears. The students will learn and discuss methods of safely securing, inspecting and transporting cargo whether it is in bulk or liquid form. The course will also involve discussions on transporting hazardous materials and the best methods of loading and unloading the cargo along with driver responsibilities to the public as well as what to do in the case of a spill. This course will provide discussions on professionalism, such as: carrier standards; appearance, attitude, and conduct; qualifications; and wellness as well as, logbook basics.

TKDR 1102 Truck Driving Lab

This course is grounded in a defensive driving module which covers driving safety, vehicle inspections, seeing, communicating, night and winter driving. The course includes discussion on driving and inspecting tank vehicles. It covers components of navigation and communication. The final part of the course will include components on: combination vehicles, double and triples, and basic vehicle controls skills test.

Ouachita Area High School Career Center

The Ouachita Area High School Career Center has seven programs for high school students in the service area. These programs are: Automotive Service Technology, Cosmetology, Criminal Justice, Industrial Equipment Maintenance (located in Arkadelphia only), Medical Professions Education, Power Equipment Maintenance, and Welding. Students may be awarded Certificates of Proficiency in the following areas upon successful completion of the required courses:

AUTOMOTIVE SERVICE TECHNOLOGY

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of "C" or better will earn a Certificate of Proficiency.

ASST	1243	Engine Performance
ASST	2243	Automotive Computers and Electronic Fuel Injection
ADST	1226	Brakes
ASST	2223	Ignition Systems
ADST	2133	Transportation Electronics
ADST	1286	Steering and Suspension

PROGRAM OUTCOMES

- Demonstrate understanding of engine control systems
- Demonstrate understanding of computer diagnostics
- Demonstrate understanding of vehicle steering and suspension systems
- Demonstrate understanding of vehicle braking systems

COSMETOLOGY

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of "C" or better will earn a Certificate of Proficiency.

COSM	1016	Special Topics
COSM	1026	Special Topics
COSM	1036	Special Topics
COSM	1046	Special Topics

PROGRAM OUTCOMES

- Demonstrate basic techniques of modern hair washing, cutting, styling, conditioning, and treating.
- Understand basic salon business techniques, including customer relations, appointment booking, fees, and maintaining inventory.
- Understand basic skin treatment, facials, makeup techniques, and skin conditioning.
- Demonstrate basic techniques of nail care, nail analysis, unwanted hair removal, and manicuring.
- Demonstrate basic chemicals, chemical treatments and applications, chemical hair coloring, and chemical hair relaxing techniques.
- Prepared for further education to complete State Board requirements

CRIMINAL JUSTICE

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of "C" or better will earn a Certificate of Proficiency.

CJUS	1113	Introduction to Criminal Justice
CJUS	1143	Law Enforcement Ethics
CJUS	1213	Police Organizational Management
CJUS	2253	Criminal Investigations
CJUS	2316	Special Topics
CJUS	2123	Police Community Relations
CJUS	2133	Criminal Procedures and Evidence

PROGRAM OUTCOMES

- Understand the court system and how law enforcement, correctional, social and educational service agencies interact with the criminal justice system.
- Work effectively with and interact with law enforcement personnel, attorneys, judges in the courtroom, diverse individuals and groups, and with various community agencies.
- Understand the legal problems associated with the investigation of crime and the legal rights of citizens, accused persons, and inmates.

INDUSTRIAL EQUIPMENT MAINTENANCE TECHNOLOGY

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of "C" or better will earn a Certificate of Proficiency.

MACH	1113	Introduction to Machine Technology
MACH	2103	Intro to Cad
IEMT	2203	Power Transmissions
IEMT	2413	Industrial Safety
MACH	1103	Basic Blueprint Reading
WELD	1126	Shielded Metal Arc Welding
IEMT	1203	Fluid Power

PROGRAM OUTCOMES

- Demonstrate basic understanding of machining techniques
- Demonstrate understanding of producing and reading basic blue prints
- Demonstrate understanding of work place safety
- Demonstrate understanding of welding positions and techniques
- Demonstrate understanding of how fluids power machinery and how power flows through transmissions

MEDICAL PROFESSIONS EDUCATION

Certificate of Proficiency

Certified Nursing Assistant

Career Center students who complete the Certified Nursing Assistant course **and** the required clinical hours with a grade of “C” or better will earn a Certificate of Proficiency.

CNUA 1117 Certified Nursing Assistant

PROGRAM OUTCOMES

- Demonstrate understanding of proper skills needed to assist clients in daily needs
- Demonstrate understanding of measuring vital signs
- Demonstrate understanding of caring for resident’s environment
- Demonstrate understanding of safety procedures for self and clients
- Demonstrate understanding of basic first aid and CPR
- Eligible to sit for CNA licensure exam

MEDICAL PROFESSIONS EDUCATION

Certificate of Proficiency

Medical Terminology

Career Center students who complete the below courses with a grade of “C” or better will earn a Certificate of Proficiency.

MEDT 1123 Medical Terminology I
PNUR 1113 Body Structure and Function I
MEDT 1143 Medical Terminology II
PNUR 1203 Body Structure and Function II

PROGRAM OUTCOMES

- Demonstrate understanding of the names of systems and structures in the body
- Demonstrate understanding of purposes of systems and structures of the body
- Demonstrate understanding how systems interact or relate to each other
- Demonstrate understanding of medical terminology as it relates to the human body

POWER EQUIPMENT MAINTENANCE TECHNOLOGY

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of “C” or better will earn a Certificate of Proficiency.

PEMT 1103 Power Equipment Safety
PEMT 1126 Troubleshooting and Diagnosing Systems
PEMT 1203 Engine and Hydraulic Systems
PEMT 1223 Brakes, Transmissions, and Steering Systems
PEMT 1113 Small Engine Fundamentals
PEMT 1216 Service and Maintenance

PROGRAM OUTCOMES

- Demonstrate understanding of methods used to diagnosis faults in equipment
- Demonstrate understanding of equipment control and power systems
- Demonstrate understanding of equipment service procedures
- Demonstrate understanding of the safe use and repair of equipment

WELDING

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of "C" or better will earn a Certificate of Proficiency.

WELD 1106 Gas Metal Arc Welding

WELD 1116 Metal Fabrication

WELD 1206 Gas Tungsten Arc Welding

WELD 1126 Shielded Metal Arc Welding

PROGRAM OUTCOMES

- Demonstrate understanding of different welding positions
- Demonstrate understanding of different metal types
- Demonstrate understanding of different methods used to weld like or unlike metals
- Demonstrate understanding of procedures used to manufacture or repair metal objects

Fun Ed/Continuing Education/Professional Development

Continuing Education

The Continuing Education courses are designed to provide training on a wide variety of subjects that are related to personal interest and improvement of basic skills related to those interests. The Continuing Education Department is willing to talk to people with a vocational skill or hobby that is interested in teaching others.

Fun Education

The Fun Education (Fun Ed) courses are designed to provide essential skills, allow an individual to investigate or develop an interest in a hobby or vocation and to provide an individual with the opportunity to participate in an environment that adds to their quality of life and sense of personal fulfillment.

ED2GO

ED2GO enables those interested to update skills, discover a new talent, or chart a career path at their own pace and at their convenience with instructor-led online classes. All online courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. It is not necessary to be present when the lesson is released, but the student must complete each lesson within two weeks of its release. Interactive quizzes, assignments, and online discussion areas supplement the lessons – all provided in each course over the Web. Ed2Go also offers a variety of courses that are certified by the Arkansas Department of Education for Professional Development hours. All the student needs to get started is an Internet connection, an e-mail address, and Web browser. Please visit our website: www.otcweb.edu and click on Adult Education then Ed2Go for requirements, demonstrations, and additional information.

Ouachita Area Adult Education Center

The Ouachita Area Adult Education Center at the College offers to interested students an opportunity to complete or enhance their education by either achieving a General Development Diploma (GED) or by competing for a WAGE (Workforce for Growth in the Economy) Certificate. The program is designed for adults (18 years of age or older) to accomplish the following:

1. To acquire the Developmental Education necessary to be successfully in society
2. To continue their education and achieve a GED
3. To take advantage of WAGE certificate program in order to make them more employable, productive, and responsible citizens
4. To acquire the Developmental Education necessary for self-improvement/enhancement
5. To acquire Developmental Education necessary to succeed in college

Emphasis is placed on providing educational opportunities to those who are least educated and most in need, such as minorities, single parents, teen parents, unemployed, and the educationally disadvantaged.

The Ouachita Area Adult Education Center is fully approved and funded by the Arkansas Department of Career Education, Adult Education Section. Therefore, there is no tuition fee. The length of the program will be determined by individual student need. The only charge is for the student's time, interest, and energy.

Students may be eligible for WIA benefits, Department of Health and Human Services benefits, Unemployment benefits, etc. while attending classes. More information on these benefits is available from the individual agency at the Arkansas Workforce Center.

Enrollment Policy

Adult Education programs may reserve the right to serve only persons eighteen (18) years or older or limit the number of students below the age of eighteen (18) that are accepted. Adults age eighteen (18) or older may enroll at any time by coming to **Ouachita Area Adult Education Center** located in the **Arkansas Workforce Center** at 1735 East Sullenberger during hours of normal operation.

In accordance with Acts 30 and 31 of 1994 (enacted in the Second Extraordinary Session, August 1994, and Acts 572 and 837 of 1995 enacted in the Eightieth General Assembly, March 1995), adult education programs reserve the right to decide whether or not to enroll persons sixteen (16) or seventeen (17) years of age. Ouachita Area Adult Education Center's Policy specifies the following:

- It is the policy of the Adult Education Department to deny enrollment to 16 or 17 year olds who are currently suspended from public school or other adult education programs.
- Enrollment may be denied if the enrollment paperwork is not satisfactorily completed.
- Enrollment may be denied if past behavior is determined to be a threat to the safety and learning environment of the school (according to Adult Education Policy & Procedures Manual).

For further information concerning enrollment of these students, contact the Ouachita Area Adult Education Center at 332-5002 or the counselor at the public school of his/her enrollment.

Attendance Policy

The Adult Education Department does not have a specific attendance policy for adults. All classes are open-entry/open-exit. However, students are expected to attend class the number of hours that specific agencies, such as the Department of Health and Human Services, Malvern Housing Authority, Military Recruitment Center, probation and juvenile programs require.

Students referred by agencies who require specific attendance will be required to work out a schedule with their instructors, and are expected to attend each day that they are scheduled with their instructors.

There is a specific attendance policy for sixteen (16) and seventeen (17) year old students (youth). These youth are required by law to attend 20 hours each week until they complete the program by passing the GED examination or reaching their eighteenth (18) birthday. A schedule of attendance is determined jointly by the student, parent, and Adult Education staff. For further information concerning attendance, call the Adult Education Department at 332-5002.

Participation

Participation of youth in the Ouachita Area Adult Education Center will be contingent upon the following:

1. The student and parent/guardian must agree to have attendance, behavior and progress monitored as required by the program.
2. Upon acceptance into the adult education program, an Individual Adult Education Plan (IAEP) will be completed for the student based on the results of the TABE (Test of Adult Basic Education) enrollment exam. The student must have satisfactory progress as determined by their instructor and/or staff based on the IAEP.
3. Students must attend a minimum of 20 hours per week as determined by their schedule of attendance upon enrollment. Those students who work at least 30 hours per week will be required to attend a minimum of 10 hours with proper documentation prepared by the employer.
4. Weekly academic progress and attendance reports will be sent to the referring agency or educational institution or juvenile court.
5. Students attending less than the required number of hours will be placed on attendance probation the first time. If the student does not maintain appropriate attendance for the second week (per semester), reports will be filed with the Office of Juvenile Court and the Department of Finance & Administration.
6. In emergency situations, students may be given make-up work. These situations will be decided on a case-by-case basis.
7. Students will be given credit for scheduled hours in the event that the program is closed for school business.

Denial of Participation

The Ouachita Area Adult Education Center reserves the right to deny continued participation of students who disrupt classes or who violate attendance policies or any other policy established by the Center.

COURSE DESCRIPTIONS - OUACHITA AREA ADULT EDUCATION

Arkansas High School Diploma: Adult Education provides a means whereby out-of-school individuals may reach at least the level of high school completion and receive the Arkansas High School Diploma (GED certificate). Curriculum covers each of the five areas that are included on the GED Tests:

1. Language Arts, Writing
 - a. Knowledge of the conventions of written English
 - b. Written Essay
2. Social Studies
3. Science
4. Language Arts, Reading
5. Mathematics

Other offerings include:

Developmental Education Enhancement provides a review of academic areas for the high school graduate in need of upgrading skills to enter higher education or the workforce.

English as a Second Language (ESL) allows adults to learn to speak, read, and write English for their second language.

Literacy provides one-to-one tutoring in cooperation with the Literacy Council Hot Spring County Inc./READ.

Even Start - Parenting Skills Education provides parents who are enrolled in the program with a better understanding of a child's development during various stages, teaches parents the means of handling special situations, answers basic questions to prepare him/her for what is to be expected, and help reduce the stress and friction that might occur due to any of these factors.

Even Start – Family Literacy Training provides parents with the tools to work with their children to improve literacy skills.

Study Skills, Resume Writing, and Job Search Skills are provided when needed.

Workplace classes are arranged with local businesses or industries to upgrade employees' Developmental Education needed on the job.

WAGE™ (Workforce Alliance for Growth in the Economy) is a competency-based program designed to help workers improve basic and job-readiness skills. This industry driven program also provides employers with a more skilled labor force. Upon completion of the competencies and other requirements, individuals will be able to receive one of three WAGE™ certificates: Employability, Industrial, or Clerical.

Official GED Examination

The Official GED Examination is given at the Workforce Center weekly. The examination must be scheduled with the GED Examiner.

Requirements to Receive an Arkansas High School (GED) Diploma

1. To receive an Arkansas High School Diploma an examinee must attain a score of 410 on each sub-test and a total score of 2250 for a battery average of 450.
2. Qualified individuals will receive an Arkansas High School Diploma from the State of Arkansas.
3. Transcripts and/or duplicate diplomas may be requested from the state GED administrator. GED Test Applications are available from the Ouachita Area Adult Education Center at the Arkansas Workforce Center, 1735 East Sullenberger.

General Requirements for GED Testing

Persons who have not graduated from an accredited high school nor received a high school equivalency diploma are eligible to take the GED Tests. The following are requirements for testing:

1. Applicants must be at least sixteen years of age and not enrolled in a secondary school.
2. Applicants must be a legal resident of Arkansas. A “legal resident” is a person who spends most of his/her time in Arkansas, who pays property taxes or who possesses a valid Arkansas driver’s license.
3. Applicants must present proof two forms of positive identification including full name and date of birth (birth certificate, official Social Security card or other legally accepted document) and a photo identification (a valid driver’s license or other photo identification (Arkansas ID card, Military ID card or passport).
4. Applicant must pass the official GED Practice Test with a score of 450 on each of the five tests in the battery with an average score of 480 for a total score of 2400. These tests must be administered through an Ouachita Area Adult Education Center - GED Testing Center.
5. Applicant must be 18 years of age and not enrolled in a high school, excluding the special exception which follows: EXCEPTION: Persons 16 and 17 years old will be approved to take the Official GED Tests after having met the provisions specified in the approved Adult Education Attendance and Enrollment Policy as a result of Acts 30 and 31 of 1994.

FOR FURTHER INFORMATION: Contact GED Administrator, GED Testing Office, (501)682-1980.

Requirements for Retesting

1. Persons scoring at least 2150 (average of 430) on the first Official GED Test may retest at the next scheduled test date without retaking the Official GED Practice Test.
2. If a total score is 2050-2149 (average 410-429) or the examinee has been retested one or more times, the examinee must wait three months OR complete 30 hours of instruction through an approved Adult Education program AND pass the Official Practice Test with a score of 450 in each area to be retested.
3. If the score is below 2049 or below (average 409 or below), the examinee must wait six months OR complete 60 hours of instruction through an approved Adult Education program AND pass each part of the Official GED Practice Test with a score of 450 in each area to be retested.

NOTE: An examinee is required to take only the part(s) of the practice test that are to be administered on the Official GED Test.

Graduation

Adult Education students who have successfully completed their GED are invited and encouraged to participate in an annual GED graduation ceremony held each June. Graduation attire (cap & gown) is required and may be purchased for approximately \$25.00 to \$30.00. Attending rehearsal for graduation is not a requirement for graduating. Individuals who agree to participate in the graduation ceremony are expected to dress appropriately for this type of occasion and exhibit proper behavior during the ceremony. Any graduate who scores 600 or above will be eligible for a Non-Traditional Student Scholarship from the College. Please call Student Affairs for more information.

Board/Administration/Staff/Faculty

COLLEGE OF THE OUACHITAS BOARD OF TRUSTEES

Dee Edie, Chair, Malvern

Jean Harper, Vice-Chair, Malvern

Jimmie Lea, Secretary, Malvern

John Cole, Sheridan

Ron Holt, Malvern

Bill Stilwell, Malvern

Don Tackett, Malvern

EXECUTIVE STAFF

Dr. J. Barry Ballard President
Associate Degree, Oklahoma State University Technical Institute; B.S., M.S., Ed.D., Oklahoma State University

Dr. Roger Coomer Vice President of Finance and Administration
B.A., Michigan State University; M.A., Western Michigan University; Ed.D., Texas Tech University

Dr. Martin Eggensperger Vice President of Instruction
B.S., University of Central Arkansas, M.S., Ph.D., University of Arkansas at Little Rock

Vacant Vice President of Student Affairs

June Prince Vice President of Institutional Planning and Assessment
B.S.E., M.S.E., Henderson State University

Dr. Blake Robertson Vice President of Adult and Workforce Education
B.A., Hendrix College; M.A.C.J., Ed.D., University of Arkansas at Little Rock

David See Vice President of Information Technology
A.A.S., Ouachita Technical College; B.S., Franklin University, M.B.A., Webster University

ADMINISTRATIVE/PROFESSIONAL/SUPPORT STAFF

Clymesa Foxworth-Applewhite TRiO SSS Transfer/Counselor
B.S., Arkansas State University; M.S., Chicago State University; M.S., Henderson State University; 54 hours towards Ed.D., University of Arkansas

Joy Ashley Computer Lab Technician/Helpdesk
MCP, CSSA; A.A.S, Ouachita Technical College

Teresa Avery, CPA Director of Financial Aid
B.B.A., University of Arkansas at Little Rock; Certified Public Accountant

Melissa Bowers Payroll Officer
A.A.S., Ouachita Technical College

Marjory Bradford Purchasing Agent
A.A.S., Ouachita Technical College

Dana Brownfield Office of Instruction Administrative Assistant
A.A., A.A.S, Ouachita Technical College; B.S., Franklin University

Jan Capossela Custodial Worker

Amy Carter Academic Advisor/Career Planning Specialist
A.A.S., Garland County Community College

Amber J. Childers Director of Development and Public Relations
B.A., University of Arkansas at Little Rock

Kori Clayton Accounts Payable Officer
A.A.S., Ouachita Technical College

Ernest M. Cox Physical Plant Maintenance Supervisor
 B.S., University of Arkansas Medical Sciences, Master Electrical License, Boiler Operator; Hazardous Material Level II; Certified Coroner, State of Arkansas

Linda Cunningham Library Technician
 A.A.S., Ouachita Technical College

Sandra Davis Assistant Registrar
 B.S., Southern Arkansas University

Shari Douglas Bookstore Manager
 A.A.S., Ouachita Technical College

Billy Francis College Pathways Director
 B.A., Ouachita Baptist University; M.B.A., University of Phoenix

Shereka Garfield Financial Aid Officer
 B.S., Arkansas State University

Mary Ann Harper Director, Library/Learning Resource Center
 B.S., Henderson State University; M.L.S., University of North Texas

Laurie Hawthorne Administrative Assistant for Workforce/Continuing Education
 A.A.S. Ouachita Technical College

Josh Holiman Academic Advisor/Testing Coordinator
 B.S.E., Henderson State University

Diane Hurst TRiO Computer Lab/Tutor Coordinator
 A.A.S., Ouachita Technical College

Shelia Jenkins Nursing Secretary
 39 hours toward A.A.S.

Linda Johnson Registrar
 B.S., Southern Arkansas University; M.Ed., University of Arkansas at Little Rock

Marshel Johnson Director, TRiO Student Support Services
 B.A., M.S., Henderson State University

Mike Kolb Director of Community Development and Industrial Training
 B.B.A., Stephen F. Austin State University

Kee Kratz Computer Specialist
 A.A.S., Ouachita Technical College

Betty Lawless Administrative Assistant to President
 B.S.E., University of Central Arkansas

Kathy Lazenby Student Success Coordinator
 B.S.E., M.S.E., Henderson State University; Teaching Certificate in Vocational Business/Educational Leadership

Cristianna McKinney Career Pathways Counselor/Instructor
 A.A.S., A.A.S., A.A., Ouachita Technical College; B.E., Henderson State University, 30+ hours toward Adult Education Certification and M.S.E., University of Arkansas Little Rock

Chance Megginson Computer Lab Technician
 A.A.S., Ouachita Technical College

Lloyd Melton Computer Security Specialist
 A.A.S. Ouachita Technical College

Johnnie Mitchell Career Pathways College Counselor
 B.S.E., M.Ed, University of Arkansas

Randy Morris..... Career Pathways Outreach Coordinator
65 hours towards B.S., Ouachita Baptist University, Arkansas Case Management License

Paulette Overton Counselor
B.S.E., M.S.E., Henderson State University

Mitzi Overturf Development and Public Relations Assistant
A.A., Ouachita Technical College; 94 hours towards B.S., Henderson State University

Christie Ogden..... Statistician, Office of Planning & Assessment
A.A.S., Ouachita Technical College

Dede Rucker Accounting Technician
A.A.S., Garland County Community College

Jason Scott Plant Maintenance

Rebrenda Schulz..... Accounting Technician
3 hours towards A.A.S., Ouachita Technical College

Carroll Simmons Maintenance Tech II
HVAC Licensed, Licensed HVACR Technician and Universal tonnage certification

Rhonda Smith..... Personnel Officer
Business Diploma, Ouachita Vocational Technical School; A.A.S., Ouachita Technical College

Sandra Spayde..... Faculty Secretary
Business Diploma, Ouachita Vocational Technical School; +15 hours toward A.A.S.

Lori Stafford TRiO Administrative Assistant
A.A.S., Ouachita Technical College

Vickie Walker Computer Lab Technician/Helpdesk
A.A.S, Ouachita Technical College; B.S.B.A., Franklin University

George Welch..... Plant Maintenance
C.D.L. Test Examiner

Laurel Williams..... Employment and Training Coordinator
A.A.S., Ball State University; B.S.E., Henderson State University; M.S.E., Henderson State University; Arkansas
Teacher's License

Jayna Winiiecki Financial Aid Officer II
B.S., Henderson State University

Richard Wright TRiO Academic/Disability Counselor
B.A., M.S., Henderson State University; +30 post graduate hours, L.P.C., N.B.C.C.

FACULTY

Adrian Ashley Applied Science Division Chair/CIS/Instructor
A.A., Arkansas State University

Shelley Austin..... Allied Health Sciences Division Chair/Nursing Instructor
A.D.N., Garland County Community College; B.S.N., University of Arkansas for Medical Sciences; M.N. Sc.,
University of Arkansas for Medical Sciences; Certificates: CCRN, ACLS, PALS, CPR

Susan Bailey CIS Instructor
B.S.E., Henderson State University; Certifications: MCP, MCSE for NT, MCSE 2000

Jessica Beard Business Technology Division Chair, Business Instructor
B.S.E., Southern Arkansas University; M.S.E., Henderson State University

Melinda Blacklock.....Practical Nursing Instructor
Diploma, Baptist School of Nursing; B.S.N, Arkansas Tech University

Cathy Boyett.....Business Instructor
B.S., M.S.E., Henderson State University

Doug CarterCDL Instructor
B.S., Georgia State University, Board Member SBPCE, Third Party CDL examiner; Member, AR Trucking ASSN's Safety Management Council

Terri Colananni Mathematics Instructor
B.S.E., M.S.E., Henderson State University

Carla CrutchfieldBusiness Instructor
B.S.B.A., M.B.A., Henderson State University

Donna Hill..... English Instructor
B.A., M.A., University of Arkansas at Little Rock; 39 hours towards Ph.D. in Higher Education Leadership

Sharon “Sherree” Hughes..... Medical Office Administration and CNA Instructor
B.S.W., University of Memphis; R.M.A., University of Tennessee Memphis Medical Institute

Tony HunnicuttBusiness Instructor
B.B.A., M.Ed., University of Arkansas at Little Rock; M.S.E., University of Central Arkansas; Graduate Certificate in Community College Leadership and Teaching, University of Memphis ABD (Late Doctoral Student), towards Ed.D., University of Memphis

Lisa IrwinScience Instructor
B.S., M.S., Missouri State University; M.S. Clemson University

Katherine Jett.....LPN to RN Instructor
A.D.N., Odessa Junior College; B.S.N., Henderson State University; M. N. Sc., University of Arkansas for Medical Sciences, Ph.D. A.B.D., Rocky Mountain University of Health Professions; Certificates: CPR, ANCC, NEA-BC

Nikki Lackey.....Practical Nursing Instructor
L.P.N., Ouachita Vocational Technical School; A.D.N., Garland County Community College; B.S.N., Arkansas Tech University; + 6 hours toward M.S.N., Arkansas Tech University; Certificates: CPR, NPR, CPR Instructor

Daniel Moix..... Computer Information Systems Instructor
B.S., Henderson State University; M.S.E., Arkansas State University

Heba Sadaka.....LPN to RN Instructor
B.S.N., Alexandria University; M.S.N., University of Iowa; Certificates: ACLS, CPR

Dr. January Schultz.....Science Instructor
B.S., Henderson State University; Ph.D., University of Arkansas for Medical Sciences

Dr. Marvin Schultz..... History Instructor
B.A., Angelo State University; M.A., Southwest Texas State University; Ph.D., Texas Christian University

Dr. Sharon Seals English Department Chair/English Instructor
B.A., Saint Mary College, Leavenworth, Kansas; M.A., Michigan State University; Ed.D., Nova Southeastern University

Pat Simms..... Arts and Sciences Division Chair, Mathematics Instructor
B.S.E., M.S.E., Henderson State University

Gerald Songer.....Practical Nursing Department Chair/Practical Nursing Instructor
L.P.N., Ouachita Technical College; A.D.N., Garland County Community College; Certificates: ACLS, CPR, CPR Instructor, PALS; B.S.N, Arkansas Tech University

Wendy SullivanCosmetology Instructor
Cosmetology Certificate, Eaton Beauty Stylist College; Instructor’s License, Ouachita Technical College

Karen Swaim Practical Nursing Instructor
L.P.N., Ouachita Technical College; A.D.N., University of Arkansas at Little Rock; Certificates: ACLS, CPR

Ronnie Thompson English Instructor
B.S.E., M.S.E., Henderson State University

Patricia Weak Reading, Psychology, and Education Instructor
A.A., Garland County Community College; B.S.E., M.S.E., Henderson State University; +40 hours towards an MS
in Counseling, Henderson State University

Lois Williams Cosmetology Instructor
B.A., Henderson State University; Cosmetology Certificate, Hot Springs Beauty College; Instructor's License,
Ouachita Technical College; Certificates: Master Haircutter, Platform Artistry, Advanced Level 1, Fire and Ice
Coloring, Dudley Cosmetology University, North Carolina

Lisa Bergeron Wood Psychology and Sociology Instructor
B.A., M.S., M.S., Henderson State University

OUACHITA AREA HIGH SCHOOL CAREER CENTER FACULTY

Donna Anderson Cosmetology Instructor
Certificates: Licensed Cosmetologist, Master Instructor, Arkansas Teacher's Certificate (Day Trade)

John Bratton Automotive Instructor
Certificates: Diesel Technology, Ouachita Vocational Technical School; Arkansas Teacher's Certificate; ASE
Certified Master Technician; ASE Service Consultant, ASE Parts Specialist; NOCTI Automotive Technician; A.A.,
Ouachita Technical College

Mike Dingler Criminal Justice Instructor
B.A., + 12 hours towards MPA, University of Arkansas at Little Rock

Ruben Keisler Director, Ouachita Area Career Center
B.S.E., University of Arkansas; M.S.E., Henderson State University; Certificates: NOCTI - Automotive; Arkansas
Teacher's License; Master Instructor

Steve McMahan Small Engines Instructor
Arkansas Teacher's Certificate (Day Trade); Small Engine Diploma, Quapaw Vocational Technical School

Cathy Petty Medical Professions Education Instructor
B.S.E., Henderson State University; Arkansas Teacher's License; Medical Professions Endorsement; +15 graduate
hours

Paul Steier Welding Instructor
Arkansas Teacher's Certificate (Day Trade); Welding Diploma, Ouachita Vocational Technical School; American
Welding Certification (X-ray Unlimited Thickness); NOCTI Certificate; The National Center for Construction
Education and Research Teaching Certification

Chris Stovall Industrial Equipment Maintenance Instructor
T.C., Ouachita Technical College; A.A.S., Ouachita Technical College; NOCTI Certificate; Journeyman Millwright
Certificate; NCCER Core Curricula and Industrial Maintenance Instructor; Certified OSHA Instructor

OUACHITA AREA ADULT EDUCATION CENTER/OMEGA UNIT/EVEN START FACULTY/STAFF

Ann Batt Correctional Instructor
B.S.E., Henderson State University; M.S.E., University of Arkansas at Little Rock

Sarah Eppler Even Start Family Literacy Recruiter - Case Manager
B.S.E., University of Central Arkansas; M.S.E., University of Arkansas; Arkansas Teacher's Certificate

Brenda Keisler Adult Education Instructor
 B.A., B.S.E, Ouachita Baptist University; M.Ed., University of Arkansas; Adult Education Certification, WAGE Certified Instructor, Arkansas Teacher's Certificate

Cathy Larson Even Start Family Literacy Instructor
 B.S.E., Arkansas Tech University; M.S.E., Henderson State University; Arkansas Teacher's Certificate

Marlene McKellips Even Start Toddler Instructor
 A.A.S., Weber State University; A.A., Ouachita Technical College

Toisie Morgan Correctional Instructor
 B.S.E., Henderson State University

Stella Murdock GED Test Examiner
 A.A.S., Ouachita Technical College

Jan Robertson Adult Education Instructor
 B.S.E., M.S.E., Henderson State University; M.S.E., UALR; Adult Education Certification, WAGE Certified Instructor, Arkansas Teacher's Certificate

Index

Academic Advising	21
Academic Calendar	3
Academic Clemency	45
Academic Information	39
Academic Honors	39
Academic Placement	25
Academic Progress Standards	42
Academic Records Encumbered	49
Academic Records Privacy Rights	17
Academic Scholarship	35
Academic Transcripts	49
Accounting	91
Accreditations	11
Adding/Dropping Classes	39
Administration/Staff/Faculty	144
Admission of Concurrent High School Students	23
Admission of International Students	24
Admissions Criteria	21
Admissions Procedures	23
Admissions Policies	21
Admissions Requirements	21, 24
Adult Education Department	141
Attendance Policy	141
Course Descriptions	142
Denial of Participation	142
Enrollment Policy	141
General Requirements for GED Testing	143
Graduation	143
Participation	142
Requirements for Retesting	143
Requirements to Receive an Arkansas High School (GED) Diploma	143
Advanced Placement Credit (AP)	40
Advising	14
Affirmative Action	12, 52
Alcoholic Beverages	18
Allied Health Sciences Division	52
Course Descriptions	107
Program Outcomes	56, 59, 62
Applied Science Technology Division	64
Course Descriptions	111
Program Outcomes	76
Applying for Financial Aid	31
Arkansas Course Transfer System	45, 78
Arms/Deadly Weapons	19
Articulation Agreements	11
Arts & Sciences Division	78
Course Descriptions	119
Program Outcomes	87
Assembly 18	
Assessment Program	11
Associate Degree in Nursing	53
Associate of Applied Science Degree	8, 64
Associate of Arts Degree	8, 80
Associate of Arts in Teaching	8, 82
Associate of Science in Business Degree	8, 89
Attendance	42

Auditing Classes	39
Baptist Collegiate Ministries (BCM)	37
Black Student Association (BSA)	37
Board of Trustees.....	144
Bookstore.....	14
Business Technology Division	88
Course Descriptions.....	127
Program Outcomes.....	103
Campus Crime Reporting.....	13
Campus Security	16
Campus Services	14
Career Pathways	33
Certificate of General Studies.....	84
Certificate of Proficiency Programs	8
Cheating.....	19
Children on Campus.....	19
Cisco Certified Networking Associate	66
Civil Rights, Office of.....	48
Class Attendance	42
Classroom Expression	20
Clubs and Associations.....	37
College and Career Access Program	27
College Catalog/Handbook	11
College Credit.....	40
College-Level Examination Program - CLEP Policy.....	41
College Profile.....	6
College Purposes.....	9
College Rules.....	18
College Work Study.....	33
Computer Information Systems – Network Management	65
Computer Programming	66
Computer Repair.....	67
Concurrent High School Students.....	23
Conditional Admission	22
Public School Students, GED, Home-Schooled, Private, Unaccredited High School Students	22
General Information	22
Consumerism	13
Continuing Education (Non-Credit)	140
Cosmetology	68
Cosmetology Instructor	68
Counterfeiting/Altering	19
Course Descriptions:	
Adult Education	142
Allied Health Sciences.....	107
Applied Science Technology	111
Arts, Sciences and Education.....	119
Developmental Education	126
Business Technology.....	127
Professional Studies.....	134
Credit by Examination.....	41
Credit for Experience	42
Crime Scene Investigation	75
Crime Reporting.....	16
Criminal Correction Specialist.....	70
Criminal Justice	69, 70-71

Curriculum

Accounting.....	91
Associate of Arts.....	80
Associate of Arts in Teaching.....	82
Associate of Science in Business.....	89
Cisco Certified Networking Associate.....	66
Computer Information Systems – Network Management.....	65
Computer Programming.....	66
Computer Repair.....	67
Cosmetology.....	68
Cosmetology Instructor.....	68
Criminal Correction Specialist.....	70
Criminal Justice.....	69, 70
Early Childhood Education.....	72, 73
Electrical Apprenticeship.....	73
General Studies.....	84
LPN to RN.....	55
Management.....	93
Medical Coding.....	99
Medical Office Administration.....	95-98
Medical Terminology.....	96
Medical Transcription.....	100
Medication Administration Program.....	61
Microsoft Professional (MCP).....	66
Network Security.....	67
Nursing Assistant.....	63
Office Administration.....	101
Paramedic to RN.....	55
Pre-Allied Health.....	85
Practical Nursing.....	58
Truck Driver Training.....	75
Degrees and Certificates.....	8
Developmental Education Program.....	86
Course Descriptions.....	126
Developmental Education Requirements.....	24
Disability Benefits.....	34
Disability Grievance/Appeal Procedures.....	48
Disabilities (Services for Students with Disabilities).....	15
Disciplinary Actions, Dispute Resolution, and Grievance Procedures.....	45
Disciplinary Probation.....	42
Disclaimer:	
Associate of Applied Science (A.A.S.).....	42
Catalog.....	11
Disclosures.....	13
Dishonesty in the Classroom.....	12
Dispute Resolution.....	45
Drugs.....	18
Drug Use by Employees & Students.....	13
Due Process for Student Conduct Violations.....	45
Early Childhood Education.....	72, 73, 133
Ed2Go.....	140
Electrical Apprentice.....	73, 133
Emergency Notification.....	14, 20
English as a Second Language.....	142
Equal Employment Opportunity.....	13
Equal Opportunity/Affirmative Action.....	12
Even Start.....	142
Facility Use.....	19

Faculty.....	144
FAFSA	31
Federal PELL Grant.....	33
Federal Supplemental Education Opportunity Grant (FSEOG).....	33
Financial Aid.....	31
Financial Aid, Applying For.....	31
Financial Aid Eligibility	31
Financial Aid Ineligibility	32
Financial Aid Refund Check Disbursement	35
Financial Aid Satisfactory Academic Progress Policy	32
Financial Responsibility.....	19
Financing your Education	31
Fliers/Posters.....	19
Food Service.....	14
Free Application for Federal Student Aid (FAFSA)	31
Fun-Education Classes	140
GED	22, 143
General Education Outcomes	51
General Information	11
General Studies.....	84
General Technology.....	74
GI Bill.....	34
Glossary of Terms	7
Grade Point Average (GPA).....	32, 43
Grading and Examinations.....	44
Grading System.....	44
Graduation.....	44
Graduation, Adult Education	143
Grievance Procedures.....	45-46
Grievance Revision Policy	49
Guaranteed Skills.....	8, 44
Hair Care	68
Health Care	14
High School Core.....	22
Home Schooled Students.....	22
ID Cards.....	14
Immunization Records	25
Incomplete Grades	44
Information Technology Resources	12, 19
Keyboarding Entrance Examination.....	25
Law Enforcement Administration	75
Legislation Affecting Students	13
Library/Learning Resource Center	14
Lost and Found	15
LPN to RN.....	52
Management	93
MCP.....	66
Medical Coding	99
Medical Office Administration.....	95-98
Medical Terminology	96
Medical Transcription	100
Medication Administration.....	52, 61
Merit Scholarships	35
Message from President.....	5
Microsoft Certified Professional (MCP)	66
Mission Statement.....	9
Student Affairs.....	10
Missionary Baptist Student Fellowship (MBSF)	37

Motor Vehicles.....	19
Moving.....	15
Network Security.....	67
Non-Credit Continuing Education.....	25
Non-High School Graduates.....	25
Non-Traditional Scholarship.....	35
Nursing	
Associate Degree in Nursing (LPN/Parademic to RN).....	52, 53
Medication Administration.....	52
Nursing Assistant.....	52, 63
Practical Nursing Program.....	52, 57
Office Administration.....	101
Orientation.....	25
Ouachita Area High School Career Center.....	136
Automotive Service Technology.....	136
Cosmetology.....	136
Criminal Justice.....	137
Industrial Equipment Maintenance Technology.....	137
Medical Professions Education.....	138
Certified Nursing Assistant.....	138
Medical Terminology.....	138
Power Equipment Maintenance Technology.....	138
Welding.....	139
Outcomes Assessment.....	44
Outstanding Student Award.....	45
Paramedic to RN.....	55
Parking.....	15, 19
PELL Grant.....	33
Phi Theta Kappa (PTK).....	37
Placement, Academic.....	25
Practical Nursing Program.....	52, 57
PRAXIS I.....	45
Pre-Allied Health.....	85
President’s Message.....	5
President’s Scholarship.....	35
Privacy of Student Records.....	13
Private School Students.....	22
Professional Development.....	140
Professional Studies.....	132
Course Descriptions.....	134
Records.....	17, 25, 49
Rehabilitation Services.....	34
Registration.....	27
Repeating Courses.....	45
Residency.....	27
Returning Student.....	27
Scholarships.....	34-35
Senior Citizens Waiver.....	35
Sexual Harassment Policy.....	12
Single Parent Scholarship.....	34
Skills USA.....	37
Smoking/Tobacco Policy.....	15, 18
Solicitation of Funds.....	19
Staff.....	144
Stafford Loan.....	34
State of Arkansas Scholarship.....	33
Student Accounts Receivable.....	29
Student Appeals.....	46

Student Arkansas Education Association (SAEA)	38
Student Classifications	27
Student Government Association (SGA)	38
SGA Scholarships	34
Student Nurses' Association (SNA)	38
Student Organizations	37
Student Opportunity Seminar (SOS)	25
Student Records.....	17, 49
Student Rights and Responsibilities.....	13
Student Support Services.....	15, 35
Students and Program Nondiscrimination	13
Substance Abuse Policy	17
Supplemental Education Opportunity Grant (SEOG).....	33
Survivor's Benefits	34
Tax Credits	34
Technical Certificate Programs	8
Test Scores	26
Theft of Property	19
Tours and Visits.....	15
Transcripts	49
Transfer Information.....	78
Transfer Students.....	27
Transient Students.....	28
Transitional Admission.....	23
TRiO Student Support Services	15, 35
Truck Driver Training	75, 133
Tuition and Fees.....	29
Tuition and Refunds.....	29
Tuition Freeze Guarantee	30
Tuition Refund Policy	30
Tutoring	15
Unaccredited High School Students	22
Values	9
Verbal/Physical Abuse	20
Veterans Affairs	34
Vision	9
Vocational Rehabilitation	34
Voter Registration.....	15
WAGE™	143
Waiver of Fees	35
Website.....	15
Withdrawing from College.....	39
Work-Study.....	33

