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.
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### Spring 2014

- **Campus Re-opens**: January 2
- **Spring 2014 Registration**: January 2 – 10
- **Faculty Return to Campus**: January 6
- **Classes Begin**: January 13
- **Last Day to Adjust Schedule by 6:00 p.m.**: January 14
- **Martin Luther King Jr. Holiday (No Classes)**: January 20
- **Spring 2014 Mid-Semester Cosmetology Application Deadline**: January 29
- **Summer 2014 RN Application Deadline**: March 7
- **Mid Semester grades due by 11:59 p.m.**: March 12
- **Spring Break (No Classes) (Campus Closed)**: March 17 - 21
- **Last Day to Withdraw with a “W”**: April 4
- **Summer 2014 Cosmetology Application Deadline**: April 11
- **Summer I, II, III & Fall 2014 Priority Registration (Current Students Only)**: April 14 – April 25
- **Awards Ceremony**: May 2
- **Final Exams**: May 5 - 8
- **Graduation**: May 10
- **Grades Due by 11:59 p.m.**: May 11
- **Summer I and Summer II 2014 Registration**: May 14 - June 27
- **Summer III 2014 Registration**: May 14 – August 17
- **Registration Fall 2014**: May 14 – August 15

### Spring II 2014 (8 Week) (applies only to select programs)

- **Campus Re-opens**: January 2
- **Registration Spring II (8 week)**: January 2 – 7
- **Spring II 2014 Registration (8 week)**: January 2 – March 14
- **Faculty Return to Campus**: January 6
- **Classes Begin**: January 13
- **Last Day to Adjust Schedule by 6:00 p.m.**: January 13
- **Martin Luther King Jr. Holiday (No Classes)**: January 20
- **Spring 2014 Mid-Semester Cosmetology Application Deadline**: January 29
- **Last Day to Withdraw with a “W”**: February 14
- **Final Exams**: March 6
- **Grades due by 11:59 p.m.**: March 9

### Spring III 2014 (8 Week) (applies only to select programs)

- **Spring III 2014 Registration**: January 2 – March 7
- **Classes Begin**: March 10
- **Last Day to Adjust Schedule by 6:00 p.m.**: March 10
- **Spring Break (No Classes) (Campus Closed)**: March 17 - 21
- **Summer 2014 Cosmetology Application Deadline**: April 11
- **Last Day to Withdraw with a “W” Spring III (8 week)**: April 18
- **Summer I, II, III & Fall 2014 Priority Registration (Current Students Only)**: April 21 – May 2
- **Awards Ceremony**: May 2
- **Final Exams**: May 8
- **Graduation**: May 10
- **Grades Due by 11:59 p.m.**: May 11
Summer I 2014 (5 Week)
Summer I 2014 Registration ................................................................. May 14 - May 23
Summer II 2014 Registration .............................................................. May 14 - May 23
Summer III 2014 Registration ............................................................. May 14 – June 27
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Classes Begin...................................................................................... May 27
Last Day to Adjust Schedules by 6:00 p.m. ....................................... May 27
Last Day to Withdraw with a "W" Summer I (5 – Week) Classes .......... June 13
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Final Exams ...................................................................................... June 26
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Summer II 2014 (10 Week)
Summer II 2014 Registration .............................................................. May 14 - May 23
Fall 2014 Registration ...................................................................... May 14 – August 15
Memorial Day Holiday (Campus Closed) ........................................... May 26
Classes Begin...................................................................................... May 27
Last Day to Adjust Schedules by 6:00 p.m. ....................................... May 27
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Fall 2014 Practical Nursing Application Deadline ........................... July 7
Fall 2014 Cosmetology Application Deadline ................................... July 7
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Final Exams ...................................................................................... July 30 & July 31
Grades Due by 11:59 p.m. ................................................................. August 3

Summer III 2014 (5 Week)
Summer III 2014 Registration ............................................................. May 14 – June 27
Fall 2014 Registration ...................................................................... May 14 – August 15
Classes Begin...................................................................................... June 30
Last Day to Adjust Schedules by 6:00 p.m. ....................................... June 30
Independence Day Holiday Observance (Campus Closed) .............. July 4
Fall 2014 Practical Nursing Application Deadline ........................... July 7
Last Day to Withdraw with a "W" Summer III Classes (5 week) ......... July 18
Final Exams ...................................................................................... July 31
Grades Due by 11:59 p.m. ................................................................. August 3
You hold a better future in your hands. The information contained in the catalog for College of the Ouachitas will help you chart your own course to new opportunities, improved skills, and greater knowledge – opening doors for you to achieve your dreams.

College of the Ouachitas is a great place to learn. The College is a home away from home with top quality faculty, caring staff, diversified programs, and well equipped classrooms. Being named this past year a top ten two-year college in the United States of America by the Aspen Institute (out of nearly 1,200 nationwide) has shone a national spotlight on Malvern/Hot Spring County and illuminated the quality education you receive as a student at the College. As the only college in Arkansas selected as a top ten two-year college, I am very proud of the dedication and commitment of the College’s faculty and staff whose hard work to improve students’ success in achieving their educational goals has received this national recognition. You will not find a better place for you to learn and achieve your goals.

As a comprehensive two-year college, we offer educational pathways for everyone. Whether you are interested in learning technical and professional skills to get a job – or gain a promotion at your existing job – or earn the first two years of a four year degree, the College can help you achieve your educational and employment goals. Not sure you are ready for college? Come start in our Adult Education Program; or CCAP – our College and Career Access Program; or enroll in our excellent developmental courses to prepare you. All of these course offerings are taught in a way that maximizes learning and minimizes the time necessary to get you started. Already have a degree? The College offers a variety of options for you to take advantage of life-long learning opportunities.

Since 1969 College of the Ouachitas has rooted our success in the achievements of our students. We know the positive difference a college credential or degree can make in your life. The College’s academic and student support resources help you improve your chances of success. Tutoring support, active and caring advising, career development services, financial aid, alumni association, a cozy learning focused library, etc.; all of these resources are available to you. Come see how “a higher degree of you” can change your life, help you build a tomorrow you thought possible only in your dreams.

Take a look at the information contained in this catalog. Then enroll today! You will have then taken that critical next step towards obtaining your dreams; a better future you are holding in your hands. I look forward to seeing you on campus.

Sincerely Yours,

Dr. Stephen Schoonmaker
President
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 became 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 online 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.coto.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 classwork 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

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.
General Information

Accreditations
College of the Ouachitas (the College) is accredited by The Higher Learning Commission and is 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 college’s 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; and
- 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, and interviews.

Catalog 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/College Handbook
A student enrolled at the College may receive a copy of this Catalog and the Handbook free of charge. The Catalog and the Handbook contain the rules and regulations of the College. The student is held responsible for being knowledgeable of all information published in the Catalog and the Handbook,
Course Outlines, Syllabi, 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.”

**File Sharing and Copyright Infringement**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive right granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fee. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov. Additional details regarding file sharing and copyright infringement may be found in COPP 6.03.

**Dishonesty in the Classroom**

The College will not tolerate dishonesty such as cheating or plagiarism in the classroom. Each instructor determines the penalty for students found performing a dishonest act pertaining to coursework.

**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
- Section 106 of the Copyright Act (Title 17 of the United States Code)

**Campus Crime Reporting**
- Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act

**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.

Disclosure of Consumer Information
The College discloses the consumer information required by Amendments to the U.S. Higher Education Act online at www.coto.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. (Returning/Transfer students may have ID cards made at the time of registration. New students will have ID cards made during Orientation.) 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.

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 the College’s part-time counseling intern or to area agencies.

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.

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 may be found in over 20,000 items including books, magazines, newspapers, journals, DVDs, and videos. The Library also provides access to online subscription databases, encyclopedias, eBooks, and the Internet to meet the varied needs of our patrons. Twenty-seven computers, two scanners, two study rooms and a large conference room are also available for all stakeholders.

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.

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.

**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.
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. Advisors 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; or
--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 attended. 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 for courses 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**

**Graduates of Public Arkansas High Schools**

Act 1290 of 1997 as amended by Act 520 of 1999 and ACT1189 of 2011, requires students who graduated from a public Arkansas high school after May 1, 2002 who did not successfully meet the high school college core to complete 12 hours of general education core academic course work with a 2.0 (or better) cumulative GPA, if seeking an Associate of Arts degree. If seeking Associate of Applied Science degree or technical certificate, the student must complete 6 hours (excluding developmental courses) or general education core academic work and 6 hours of technical/vocational course work with a cumulative GPA of 2.0 to be removed from conditional admission.

**Graduates of GED, Home-School, Private or Unaccredited High School**

In accordance with the above mentioned Acts, the College will not require college core evaluation of students, who have earned a GED, graduated from out of state high schools, 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 with a 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.

**Transitional Admission**

Students who are first time, full-time, award seeking whose assessment scores place them in two or more Developmental Education classes are transitionally 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.

**College and Career Access Program (CCAP)**

First-time entering students who score 13 or below on the ACT or comparable exam may be reassessed and if they score below 60 on the Compass Reading exam will be afforded the opportunity to enroll in the College and Career Access Program. This program is designed to promote collegiate-level success. Upon successful completion of CCAP, students will be admitted to the College as regular degree seeking students. **Students in CCAP are not eligible for federal financial aid.**

**Admission Procedures**

First-time entering, transfer, and readmitted students must complete the following procedures in order to register for classes (international students should refer to the Administrator of International Students).

1. Submit an Application for Admission, which is available online (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)
   - COMPASS (given on campus)
6. After submitting the above required documents, students must go to the College web site at www.coto.edu, and register for an Orientation session.

The online application is available at www.coto.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.

A student 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 skills in English and Reading. Students who desire to take a college mathematics course must also have a placement score indicating college level math skills.
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. This form is available online at www.coto.edu/pages/transcript_request.

**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. This school is authorized under Federal law to enroll nonimmigrant students.
Applicants must submit the following documents to the Division of Student Affairs six months 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 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. 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.

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 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. Additionally, all Developmental Education must be completed within the first 30 hours of enrollment. 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. This test is given during orientation.

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 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 that provides students with the academic, personal, and social skills necessary for success in college.

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

1. Help students correctly identify 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 Developmental Education 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 12 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

<table>
<thead>
<tr>
<th>English Course Placement: (Must have English &amp; reading scores to enroll in Composition I)</th>
<th>ASSET</th>
<th>COMPASS</th>
<th>ACT* (Subject Scores)</th>
<th>SAT* (Subject Scores)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College Level English Composition I</strong></td>
<td>≥ 45</td>
<td>≥ 75</td>
<td>≥ 19</td>
<td>≥ 470</td>
</tr>
<tr>
<td><strong>Basic Writing</strong></td>
<td>≤ 44</td>
<td>≤ 74</td>
<td>≤ 18</td>
<td>≤ 460</td>
</tr>
<tr>
<td><strong>Reading Course Placement</strong></td>
<td>ASSET</td>
<td>COMPASS</td>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td><strong>No Reading Requirement</strong></td>
<td>≥ 43</td>
<td>≥ 83</td>
<td>≥ 19</td>
<td>≥ 470</td>
</tr>
<tr>
<td><strong>Academic Reading</strong></td>
<td>36 – 42</td>
<td>62 – 83</td>
<td>15 – 18</td>
<td>380-460</td>
</tr>
<tr>
<td><strong>Math Course Placement</strong></td>
<td>ASSET</td>
<td>COMPASS</td>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td><strong>College Level Mathematics</strong></td>
<td>≥ 48</td>
<td>≥ 50</td>
<td>≥ 21</td>
<td>≥ 990 CR + M Reading + Math</td>
</tr>
<tr>
<td>Intermediate Algebra</td>
<td>≥ 48</td>
<td>33 – 49</td>
<td>18 - 20</td>
<td>860-970</td>
</tr>
<tr>
<td>Basic Algebra</td>
<td>≤ 47</td>
<td>≤ 32</td>
<td>14 -17</td>
<td>670-850</td>
</tr>
<tr>
<td>Basic Math</td>
<td>≤ 38</td>
<td>≤ 46</td>
<td>≤ 13</td>
<td>≤660</td>
</tr>
</tbody>
</table>

*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, 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 the Fall, Fall II, and Fall III or Spring, Spring II, and Spring III semesters for a total of 12 hours will be classified as full-time. 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 must take the COMPASS 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:

**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.

**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. Tuition and fee information may be found in the COTO Schedule of Classes and the COTO Student Handbook.

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. For 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 occur 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 a student's 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 at least three in-house letter writing.
   b) Accounts over one year old and greater than $20 will be turned over to the state to 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; or
      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 by completing and submitting a withdrawal form. This procedure should begin in the Division of Student Affairs. Refunds are handled by the Business Office according to the following schedule:

<table>
<thead>
<tr>
<th></th>
<th>Fall/Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Second Week</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Third Week</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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. Students’ financial aid packages are 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 students’ 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

To apply for a Pell Grant, SEOG, Workforce Improvement Grant, GO Grant, Federal Work Study, and/or a student loan, students must complete and submit the Free Application for Federal Student Aid (FAFSA) and other COTO financial aid forms as required by the Financial Aid Office. The FAFSA Application is available at http://www.fafsa.ed.gov. Financial aid applicants may be required to provide documentation to verify the information given on their application. Awards will not be finalized until all required documentation and all academic transcripts are on file. Students will be notified of the action taken on their completed application. Students who plan to enroll for the fall semester should apply for financial aid in the early spring. Continuing students must reapply each year since financial aid is not automatically renewed. Students who want to receive financial aid for the summer should fill out the summer application form available in the Financial Aid Office in late spring.

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@coto.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.
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 student enrolled in less than 12 credit hours during the Fall, Spring, and Summer Semesters is considered a part-time student.

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 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. For students who choose college,
the counselor will help with assessment, classes, and enrollment; for students who choose 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 and vocational rehabilitation counselor.

**Student Government Association (SGA) Scholarship**

The SGA sponsors several scholarships. Contact the Division of Student Affairs for more information.

**Foundation Scholarship**

The College of the Ouachitas Foundation awards scholarships to students demonstrating academic merit and financial need each semester. Visit the Division of Student Affairs for application information or the College web site www.coto.edu/pages/college_forms.

**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 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 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 complete Loan Entrance Counseling prior to filing a loan application and Loan Exit counseling before graduating or leaving the College. Student Loan Entrance and Exit Counseling are completed online at www.studentloans.gov. Information about student loan eligibility may be found on our website at www.coto.edu/pages/federal_student_loans.

**President’s Scholarship**
The College is authorized to award a scholarship of tuition 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 scholarship, which pays for up to 15 credit hours of tuition and is renewable up to two years. Visit the College web site at www.coto.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 scholarship, which pays half tuition for up to 15 credit hours and is renewable up to two years. Visit the College web site at www.coto.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. This scholarship pays for up to 15 credit hours of tuition.

**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, 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.
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 (BCM) 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.

Computing Technologies for Real Life (CTRL)

Computing Technologies for Real Life (CTRL) is a service organization run by students with the intent of helping their peers and those in the community use technology more effectively. CTRL welcomes students with computer skills as well as students wishing to learn and develop them further.

Eagle Examiner

The Eagle Examiner is a journalism group that produces a monthly student newsletter to be distributed throughout campus. The group consists of writers, photographers, and designers who cover events on campus and in the community and other topics relevant to the COTO student body. Eagle Examiner members write articles, take pictures, and design the layout of each issue of the newsletter. Membership is open to any and all COTO students who are interested in using their journalistic talents or gaining experience in the field of journalism.

Missionary Baptist Student Fellowship (MBSF)

The Missionary Baptist Student Fellowship (MBSF) 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.

Men on a Mission (M.O.M.)

Men on a Mission (M.O.M.) provides leadership and educational opportunities for minority males on the College’s campus. M.O.M. focuses on men wanting to excel academically and professionally in their communities. The organization provides minority males students with skills and ideas that can be utilized on a daily basis such as interviewing skills, conflict resolution, resume writing, and dressing for success. M.O.M. serves as an on-campus organization for retaining minority men as well as a career path for males in the community wanting to attend College of the Ouachitas.
National Technical Honor Society (NTHS)

National Technical Honor Society (NTHS) is an international honor society consisting of over 3200 high schools, technical institutes, two and four year colleges that offer career and technical programs. The mission of NTHS is to honor student achievement and leadership, promote educational excellence, award scholarships, and enhance career opportunities for the NTHS membership. To be eligible, student candidates must meet national and local membership standards, be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character and must have a 3.5 overall grade point average in a minimum of 12 semester credit hours. Eligible students may apply for NTHS membership by filling out a Student Member Application, or by one or more faculty and/or staff recommendations.

Phi Theta Kappa (PTK)

The purpose of Phi Theta Kappa (PTK), 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 Developmental Education 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. Membership is open to any student enrolled at COTO. 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 (S-AEA) 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 Student Government Association (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 (SNA) 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 in the nursing field.
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; and 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 advisor for specific information.

Academic Honors

The College names to the President's List any student who has completed 12 or more credit hours in a given semester, a 4.00 term GPA. The College names to the Dean's List any student who has completed 12 or more credit hours in a given semester, earned 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 either President's List or 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 an 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;
-- Return form to Business Office after all appropriate signatures have been obtained prior to the published deadline;

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 credit hour 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.

Students who are enrolled in 12 or more credit hours during the Fall or Spring semesters, 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.

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

**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. 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 a 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 that 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:

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

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 tests, 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.

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 in which a student earned a “D” or “F” 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).

<table>
<thead>
<tr>
<th>COTO COURSE</th>
<th>ACTS COURSE</th>
<th>COTO COURSE</th>
<th>ACTS COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMN 2113</td>
<td>ATRA 1003</td>
<td>PHIL 2113</td>
<td>PHIL 1103</td>
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<tr>
<td>BIOL 1124</td>
<td>BIOL 1004</td>
<td>PHYC 1114</td>
<td>PHSC 1004</td>
</tr>
<tr>
<td>BIOL 2114</td>
<td>BIOL 1034</td>
<td>PHYC 1114</td>
<td>PHSC 1104</td>
</tr>
<tr>
<td>BIOL 2124</td>
<td>BIOL 1054</td>
<td>PHYC 1144</td>
<td>PHSC 1204</td>
</tr>
<tr>
<td>BIOL 2244</td>
<td>BIOL 2004</td>
<td>PHYS 1124</td>
<td>PHYS 2014</td>
</tr>
<tr>
<td>BIOL 2224</td>
<td>BIOL 2404</td>
<td>GOVT 2113</td>
<td>PLSC 2003</td>
</tr>
<tr>
<td>BIOL 2234</td>
<td>BIOL 2414</td>
<td>GOVT 2123</td>
<td>PLSC 2103</td>
</tr>
<tr>
<td>CHEM 1114</td>
<td>CHEM 1004</td>
<td>PSYC 1113</td>
<td>PSYC 1103</td>
</tr>
<tr>
<td>CHEM 1214</td>
<td>CHEM 1414</td>
<td>PSYC 2123</td>
<td>PSYC 2103</td>
</tr>
<tr>
<td>DATA 1123</td>
<td>CPSI 1003</td>
<td>SOCI 1113</td>
<td>SOCI 1013</td>
</tr>
<tr>
<td>CJUS 1113</td>
<td>CRUJ 1023</td>
<td>SOCI 2123</td>
<td>SOCI 2013</td>
</tr>
<tr>
<td>HUMN 2133</td>
<td>DRAM 1003</td>
<td>SPAN 1113</td>
<td>SPAN 1013</td>
</tr>
<tr>
<td>ECON 2113</td>
<td>ECON 2103</td>
<td>SPAN 1123</td>
<td>SPAN 1023</td>
</tr>
<tr>
<td>ECON 2213</td>
<td>ECON 2203</td>
<td>COMM 2113</td>
<td>SPCH 1003</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>ENGL 1013</td>
<td>ACTG 1113</td>
<td>ACCT 2003</td>
</tr>
<tr>
<td>ENGL 1213</td>
<td>ENGL 1023</td>
<td>ACTG 1203</td>
<td>ACCT 2013</td>
</tr>
<tr>
<td>ENGL 2213</td>
<td>ENGL 2113</td>
<td>BOIS 2203</td>
<td>BLAW 2003</td>
</tr>
<tr>
<td>ENGL 2223</td>
<td>ENGL 2123</td>
<td>BOIS 2303</td>
<td>BUSI 2013</td>
</tr>
<tr>
<td>ENGL 2313</td>
<td>ENGL 2653</td>
<td>GBUS 2033</td>
<td>BUSI 2103</td>
</tr>
<tr>
<td>ENGL 2323</td>
<td>ENGL 2663</td>
<td>MATH 1153</td>
<td>MATH 1003</td>
</tr>
<tr>
<td>GEOG 1113</td>
<td>GEOG 1103</td>
<td>MATH 1143</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>HIST 1113</td>
<td>HIST 1213</td>
<td>MATH 2153</td>
<td>MATH 1203</td>
</tr>
<tr>
<td>HIST 1123</td>
<td>HIST 1223</td>
<td>HUMN 2123</td>
<td>MUSC 1003</td>
</tr>
<tr>
<td>HIST 2113</td>
<td>HIST 2113</td>
<td>PHIL 2113</td>
<td>PHIL 1103</td>
</tr>
<tr>
<td>HIST 2123</td>
<td>HIST 2123</td>
<td>PHYC 1134</td>
<td>PHSC 1004</td>
</tr>
<tr>
<td>MATH 1153</td>
<td>MATH 1003</td>
<td>PHYC 1114</td>
<td>PHSC 1104</td>
</tr>
<tr>
<td>MATH 1143</td>
<td>MATH 1103</td>
<td>PHYC 1144</td>
<td>PHSC 1204</td>
</tr>
<tr>
<td>MATH 2153</td>
<td>MATH 1203</td>
<td>PHYS 1124</td>
<td>PHYS 2014</td>
</tr>
<tr>
<td>HUMN 2153</td>
<td>MUSC 1003</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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.

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

<table>
<thead>
<tr>
<th>Grade-Description Point System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Status Designations</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>*0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>*0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>*0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (used at mid-term only)</td>
<td>*0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (used at mid-term only)</td>
<td>*0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>*0</td>
</tr>
</tbody>
</table>

* Excluded From The Computation of GPA

**Grade Point Average (GPA)**
The College uses the preceding Grade-Description Point System to compute a student's current or cumulative grade point average. A grade point average can be calculated by converting 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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>A</td>
<td>3 x 4 = 12</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>F</td>
<td>3 x 0 = 0</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>B</td>
<td>4 x 3 = 12</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>C</td>
<td>3 x 2 = 6</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>D</td>
<td>3 x 1 = 3</td>
</tr>
<tr>
<td>6</td>
<td>2</td>
<td>A</td>
<td>2 x 4 = 8</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td>41 divided by 18 = 2.28 GPA</td>
</tr>
</tbody>
</table>

**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.coto.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, students 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. 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 appropriate Division Chair or the Vice President of Instruction.

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.

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.

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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.

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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:
College of the Ouachitas 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 or 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 College of the Ouachitas 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
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.coto.edu/pages/college_forms](http://www.coto.edu/pages/college_forms).

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.coto.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

GENERAL EDUCATION PHILOSOPHY
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 are pending licensure as a Practical Nurse, 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 May 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.

Gainful Employment
Information regarding occupations in the Allied Health field, the graduation rate, tuition and fees, typical costs for books and supplies, the job placement rate, the median loan debt, etc. may be obtained at www.coto.edu.

CERTIFICATE OF PROFICIENCY
Medication Assistant
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. This course prepares the Certified Nursing Assistants for the task of medication administration in the healthcare setting. Students who successfully complete this course may be eligible to take the Arkansas Medication Assistant Certification Exam.

CERTIFICATE OF PROFICIENCY
Nursing Assistant
This program consists of seven credit hours. This course includes information necessary to improve the quality of life of clients in long-term care, acute-care, 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.

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 pending licensure as a Practical Nurse, Licensed Practical Nurse 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 May and classes are held in the Spring, Summer, and Fall semesters. Classes meet two days or two nights a week 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).

PREREQUISITE ADVISING
All students must have completed all prerequisite courses prior to the stated application deadline (see coto.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).

APPLICATION AND ADMISSION PROCEDURES AND DEADLINES
All students must submit two applications: College Application and Nursing Program Application.

RN APPLICATION PROCEDURE AND DEADLINES

COLLEGE APPLICATION
Visit www.coto.edu, and click on College Forms.

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. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.
ACCEPTANCE PROCEDURE
The Entrance Exam scores and GPA of the 27 credit hours of prerequisites will determine acceptance to the program.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2224 Anatomy and Physiology I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2234 Anatomy and Physiology II with Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2244 Microbiology with Lab</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1113 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1213 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1113 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*RNUR 2113 Math for Nurses OR</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1143 College Algebra OR</td>
<td></td>
</tr>
<tr>
<td>EDUC 1153 Mathematics for Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>DATA 1123 Fundamentals of Information Technology (FIT)</td>
<td>3</td>
</tr>
</tbody>
</table>

This course must be within the past 10 years.

*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 is completion of First Semester Practical Nursing that includes Medical Terminology and Basic Nursing Math or Licensed Practical Nurse or Paramedic Certification.

CURRICULUM – LPN to RN/Paramedic to RN

| RNUR 2008 Registered Nursing Process I | 8 |
| RNUR 2014 Registered Nursing Process II | 4 |
| RNUR 2109 Registered Nursing Process III | 9 |
| RNUR 2211 Registered Nursing Process IV | 11 |
| RNUR 2311 NCLEX-RN Preparation | 1 |

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.

For January cohort progression is as follows:
- Spring Semester: RNUR 2008 and RNUR 2014
- Summer Semester: RNUR 2109
- Fall Semester: RNUR 2211 and RNUR 2311

For May cohort progression is as follows:
- Summer Semester: RNUR 2008
- Fall Semester: RNUR 2014 and RNUR 2109
- Spring Semester: RNUR 2211 and RNUR 2311
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 *** REAPPLYING 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 College of the Ouachitas. The grading scale must be comparable to that utilized in the College of the Ouachitas Nursing Program. The candidate must successfully:

1. Complete a final examination in each required course with an 80% 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 the college website (www.coto.edu).

*The COPP can be accessed via the school library.

**PROGRAM OUTCOMES**

The Associate of Applied Science Degree in Nursing outcomes is 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 COTO School of Nursing program is measured. These outcomes are:

1. Provide quality, safe patient-centered nursing care to patients with complex health conditions through evidence based practice.
2. Utilize caring behaviors in all aspect of patient care according to the needs of the patient, families & or significant others.
3. Utilize critical thinking in making nursing judgments when implementing the nursing process while managing and delegating patient care.
4. Integrate therapeutic communication strategies with culturally diverse peer, patients, families, faculty and other members of the multi-disciplinary health care team in clinical and nonclinical setting.
5. Utilize various forms of technology in the provision of patient care in a variety of health care settings.
6. Practice within the ethical and legal guidelines of the associate degree nurse in a variety of setting.
7. Demonstrate leadership and accountability in collaborating with members of the multidisciplinary health care team.
8. Evaluate human responses in the physical, emotional, intellectual, social, and spiritual dimensions while promoting human flourishing.
9. Apply the nursing process to the adult population with complex health problems.

**PRACTICAL NURSING**

**Technical Certificate**

The Practical Nursing (PN) program is designed to prepare students for employment in the healthcare field and for the national licensure exam for practical nurses. Students attend classes for three full semesters with the summer off. Students spend time in the classroom and in clinical facilities. New students are admitted twice a year in January (spring) and August (fall). Class size is limited to 35 – 45 students, 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 reasonable accommodations may be made. Instruction consists of theory and supervised practice in areas required by the Arkansas State Board of Nursing.

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. 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). Random drug screening may be utilized at any time during the course of the program at the student’s expense.

The Allied Health Sciences – Practical Nursing program prepares the PN student for giving direct and primary nursing care under the immediate supervision of the clinical instructor, staff Registered Nurse (RN), and/or physicians in the cooperating clinical facilities. Clinical practicum is planned to provide the PN student with varied experiences; therefore, students may have a portion of their clinical experience at facilities in many surrounding counties.

Students who complete the program will be eligible to apply for the National Council Licensure Exam for Practical Nursing (NCLEX-PN) and have acquired the knowledge, skills and attitude of becoming a Practical Nurse. A second criminal background check is required before students will be permitted to sit for the NCLEX. Arkansas State Board of Nursing may deny any student with convictions of certain crimes to sit for their NCLEX.

**NURSING APPLICATION PROCEDURE AND DEADLINE:**

**Step 1:** Entrance Exam – Where: Main Campus Building Student Affairs (501) 337-5000 EXT 1180

- All potential applicants must take an Entrance Exam given at by the College.
- All potential applicants must pre-register on the COTO website for only one Entrance Exam (see below for test dates and times). Prospective students may only test one time per admission deadline. No rescheduling is allowed for testing. Calculators will be provided.
- Prospective students must bring photo identification and must pay $25.00 day of exam to the Business Office (cash, check, money order, or credit/debit card).
- Prospective students should allow 2 to 2 ½ hours to take the 91-question test.
- Prospective students are encouraged to obtain and study Kaplan Nursing School Entrance Exams: Your Complete Guide to Getting Into Nursing School (Kaplan Nursing School Entrance Exam) by Kaplan. This study guide is available at the COTO Library for use within the library or may be purchased at the COTO Bookstore or Kaptest.com (cost varies).
The College strongly suggests that prospective students begin planning their finances for school (grants, loans, etc.) as early as possible. Visit http://www.coto.edu/main/Students/Financial-Aid for further information.

**Entrance Exam Dates/Times and Deadlines**

Choose only one test date/time

<table>
<thead>
<tr>
<th>Classes that Start in January</th>
<th>Classes that Start in August</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entrance Exam:</strong> 1st and 2nd Friday of October</td>
<td><strong>Entrance Exam:</strong> 1st and 2nd Friday of June</td>
</tr>
<tr>
<td><strong>Exam Time:</strong> 8:00 am or 12:30 pm</td>
<td><strong>Exam Time:</strong> 8:00 am or 12:30 pm</td>
</tr>
<tr>
<td><strong>Deadline:</strong> 1st Friday of November, 4:30 p.m.</td>
<td><strong>Deadline:</strong> 1st Friday* of July 4:30 p.m.</td>
</tr>
<tr>
<td>All required paperwork/transcripts must be turned in.</td>
<td>All required paperwork/transcripts to be turned in.</td>
</tr>
<tr>
<td><em>If the Fourth of July falls on the 1st Friday, the following Monday will be the deadline</em></td>
<td></td>
</tr>
</tbody>
</table>

A minimum overall score on the Entrance Exam is required to move onto Step 2

**The minimum overall score is 55; a minimum score does not guarantee placement**

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

All applicants must attend a Nursing Information/Application Meeting usually scheduled the same day as entrance exam.

- 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
- Students previously enrolled in another nursing program must submit a letter of eligibility to return to Nursing School from the previously program in which they were enrolled.

**Step 3:** College Admission Procedures – After receiving the acceptance letter from the Nursing Program, 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 dates listed above under the Entrance Exam Dates/Times and Deadlines.

**CURRICULUM - Practical Nursing**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AHHS 1000 1st Year Interest Group</td>
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<tr>
<td>PNUR 1001 Medical Terminology for Practical Nursing</td>
<td>1</td>
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<tr>
<td>PNUR 1113 Body Structure &amp; Function I</td>
<td>3</td>
</tr>
<tr>
<td>PNUR 1202 Nutrition in Health and Illness</td>
<td>2</td>
</tr>
<tr>
<td>PNUR 1010 Nursing Process I</td>
<td>10</td>
</tr>
<tr>
<td>PNUR 1005 Nursing Process II</td>
<td>5</td>
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<tr>
<td>Total Semester Credit Hours</td>
<td>21</td>
</tr>
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</table>

**COMPLETION AWARD:**

*Certificate of Proficiency in Basic Nursing Skills*

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PNUR 1203 Body Structure &amp; Function II</td>
<td>3</td>
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<tr>
<td>PNUR 1210 Nursing Process III</td>
<td>10</td>
</tr>
<tr>
<td>PNUR 1217 Nursing Process IV</td>
<td>7</td>
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<tr>
<td>Total Semester Credit Hours</td>
<td>20</td>
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</table>
### 3rd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AHHS 1030</td>
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<tr>
<td>PNU 1311</td>
<td>11</td>
</tr>
<tr>
<td>PNU 1314</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours:** 15

**Total Program Credit Hours:** 56

(Credit hours are set by the Arkansas State Board of Nursing)

### COMPLETION AWARD: Technical Certificate in Practical Nursing

### PROGRESSION

All courses required for the nursing program must be completed with a 76% or better. Nursing courses include a theory grade and/or with a lab/clinical grade. Both components of the course must be passed to progress in the program. Semester courses must be completed with a 76% or better before the student may progress to the next 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 and the clinical syllabus (issued on the first day of class). 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

A student who fails or withdraws for any reason may only reenter one time according to the clinical slots available. If a student desires to reenter, it must be the next subsequent semester to be considered to return. Once a student has been admitted to the program twice and do not complete the program on the second attempt they must wait five years to reapply and start the program from the beginning.

***REAPPLYING DOES NOT GUARANTEE READMISSION***

### 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 COTO. The grading scale must be comparable to that utilized in the COTO 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 COTO website (www.coto.edu).

*The COPP can be accessed via the school library.*
PROGRAM OUTCOMES
PRACTICAL NURSING

Upon completion of the Practical Nursing program the graduate will display the following program outcomes.

Outcome 1: Professional Behaviors: Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical nurse.

Competencies which demonstrate this outcome has been met:
1. Comply with ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the Arkansas State Board of Nursing Practice Act.
2. Utilize educational opportunities for continued personal and professional growth.
3. Identify personal potential and consider career mobility options.
4. Identify personal strengths and weaknesses for the purpose of improving performance and lifelong learning.
5. Demonstrate accountability for nursing care provided by self.
6. Function as an advocate for the health care consumer.
7. Identify the impact of economic, political, social, cultural, and demographic forces on the role of the Practical Nurse in the delivery of health care.
8. Serve as a positive role model within healthcare settings and the community.
9. Participate as a member of a practical nursing organization.

Outcome 2: Communication: Effectively communicate with patients, significant support person(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills.

Competencies which demonstrate this outcome has been met:
1. Utilize communication skills when interacting with patients, significant others, and healthcare team members.
2. Communicate relevant, accurate, and complete information.
5. Utilize information technology to support and communicate the planning and provisions of patient care.
6. Utilize appropriate channels of communication.

Outcome 3: Assessment: Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate patient response to interventions.

Competencies which demonstrate this outcome has been met:
1. Collect data related to basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of the patient.
2. Collect data with established protocols and guidelines from various sources including patient interviews, observations / measurements, healthcare team members, family, significant others, and health records.
3. Document data collected.
4. Communicate findings to appropriate healthcare personnel.
5. Collect data to evaluate the patient’s response to interventions based on the established patient plan of care.
6. Document findings of the evaluations data.

Outcome 4: Planning: Collaborate with the registered nurse or other members of the health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

Competencies which demonstrate this outcome has been met:
1. Utilize knowledge of normal values to identify deviations in health status to plan care.
2. Contribute to the development of plan of care utilizing established nursing diagnosis for patients with common, well-defined health problems.
3. Prioritize planned nursing interventions.
4. Assist in the review and revision of plan of care to meet the changing needs of the patients.
5. Assist with modification of patient care as indicated by the evaluation of outcomes.

**Outcome 5: Caring Interventions:** Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each patient.

**Competencies which demonstrate this outcome has been met:**
1. Protect and promote the patients’ dignity.
2. Identify and honor the emotional, cultural, religious, and spiritual influences on the patients’ health.
3. Demonstrate caring behavior towards the patient and significant support person(s).
4. Provide competent and safe nursing care in a variety of settings.
5. Provide a safe physical and psychosocial environment for the patient and significant other(s).
6. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of Practical Nursing practice.
7. Assist the patient and significant support person(s) to cope with and adapt to stressful events and changes in health status.
8. Assist the patient and significant others to achieve optimum comfort and functioning.
9. Instruct patient regarding individualized health needs in accordance with an established teaching plan and keeping with the Practical Nurses’ knowledge, attitude, and skill level.

**Outcome 6: Managing:** Implement patient care, at the direction of a registered nurse, licensed physician, or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).

**Competencies which demonstrate this outcome has been met:**
1. Assist in the coordination and implementation of an individualized plan of care for patients and significant support person(s).
2. Assume responsibility for managing own actions when providing nursing care for individuals and groups.
3. Assist the patient and significant support person(s) to access available resources and services.
4. Implement nursing strategies to provide cost efficient care.
5. Demonstrate competence with current technologies.
6. Function in the role of the Practical Nurse in a variety of healthcare delivery systems.

*College of the Ouachitas adheres to the National Association for Practical Nursing Education and Service (NAPNES) for outcomes.*
**MEDICATION ASSISTANT**

Certificate of Proficiency

This Medication Assistant course consists of seven credit hours. This course is only open to Certified Nursing Assistants who have been employed in that capacity in a nursing home for at least one year. This course prepares the Certified Nursing Assistant for the task of medication administration in the healthcare setting. 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. Students who successfully complete this course may be eligible to take the Arkansas Medication Assistant Certification Exam.

Admission Requirements and Deadlines

**MEDICATION ASSISTANT CLASSES WILL ONLY BE OFFERED ONCE A YEAR; IN THE FALL SEMESTER. CHECK FALL SCHEDULE FOR DATES**

**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 the Main Campus Building before 4:30 p.m. on the stated deadline (see coto.edu/current schedule for dates).

All students must take the COMPASS test or have taken the COMPASS test (within the last five years) with a minimum score set by the College of the Ouachitas. The test is given on campus - fee for test is approximately $10.00. Please call Student Affairs at (501) 337-5000 EXT 1180 for questions on the COMPASS test/dates/times.

**Step 2:** All students must submit the following to the Allied Health Sciences Division:

- Application for Admission to Medication Assistant (available in Allied Health Sciences Division).
- 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 Assistant**

(Visit coto.edu for updated information)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNUA 1117 Basic Medication Administration</td>
<td>7</td>
</tr>
</tbody>
</table>

**COMPLETION AWARD:** Certificate of Proficiency

**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" medication administration. Students will spend not less than 40 hours in clinical. Rules and regulations regarding clinical experiences can be found in the Medication Assistant Handbook. The student is responsible for their transportation to the clinical facilities.

**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. Turn this statement into the Nursing Department Secretary to be submitted to Allied Health Science Division Chair.
3. Retake and complete the entire course content in the program. The decision of placement of a student requesting to return to the Certified Nursing Assistant Program; whose cycle in the curriculum is interrupted for any reason, remains at the discretion of College of the Ouachitas officials based on class size, instructors and clinical slot availability.

*** REAPPLYING DOES NOT GUARANTEE READMISSION***

PROGRAM OUTCOMES

MEDICATION ASSISTANT

The Medication Assistant 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
The Certificate of Proficiency in the Nursing Assistant course consists of seven 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 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. This course meets the certification requirements of the Arkansas Department of Human Services, Office of Long-Term Care.

Admission Requirements and Deadlines
**CERTIFIED NURSING ASSISTANT CLASSES WILL ONLY BE OFFERED ONCE A YEAR; IN THE FALL SEMESTER. CHECK FALL SCHEDULE FOR DATES**

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 the Main Campus Building before 4:30 p.m. on the stated deadline (see coto.edu/current schedule for dates)

All students must take the COMPASS test or have taken the COMPASS test (within the last five years) with a minimum score set by the College of the Ouachitas. The test is given on campus - fee for test is approximately $10.00. Please call Student Affairs at (501) 337-5000 EXT 1180 for questions on the COMPASS test/dates/times.

Step 2: All students must submit the following to the Allied Health Sciences Division:
- Application for Certified Nursing Assistant (available in Allied Health Sciences Division)

CURRICULUM – Nursing Assistant

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNUA 1117 Nursing Assistant</td>
<td>7</td>
</tr>
</tbody>
</table>

**COMPLETION AWARD:** Certificate of Proficiency

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
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. Turn this statement into the Nursing Department Secretary to be submitted to Allied Health Science Division Chair.
3. Retake and complete the entire course content in the program. The decision of placement of a student requesting to return to the Certified Nursing Assistant Program; whose cycle in the curriculum is interrupted for any reason, remains at the discretion of College of the Ouachitas officials based on class size, instructors and clinical slot availability.

*** REAPPLYING DOES NOT GUARANTEE READMISSION***
PROGRAM OUTCOMES
NURSING ASSISTANT
The objective of the Nursing Assistant Training Program is the provision of quality services to residents by nursing assistants who are able to:

(a) Perform uncomplicated nursing procedures and to assist licensed practical nurses or registered nurses in direct resident care;

(b) Form a relationship, communicate and interact competently on a one-to-one basis with the residents as part of the team implementing resident care objectives;

(c) Demonstrate sensitivity to residents' emotional, social, and mental health needs through skillful, directed interactions;

(d) Assist residents in attaining and maintaining functional independence;

(e) Exhibit behavior in support and promotion of residents' rights;

(f) Demonstrate observational and documenting skills needed in support of the assessment of residents' health, physical condition and well-being.
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
- Mechatronics

TECHNICAL CERTIFICATES
- Computer Information Systems – Network Management
- Computer Repair
- Cosmetology
- Cosmetology Instructor
- Criminal Corrections Specialist
- Electrical Apprenticeship
- Mechatronics Technology

Gainful Employment
Information regarding occupations in the Applied Science field, the graduation rate, tuition and fees, typical costs for books and supplies, the job placement rate, the median loan debt, etc. may be obtained at www.coto.edu.

CERTIFICATES OF PROFICIENCY
- Cisco Certified Networking Associate
- Computer Repair
- Computer Programming
- Criminal Justice
- Criminal Corrections Specialist
- Customized Industrial Technology
- Mechatronics Operations
- Mechatronics Practice
- Early Childhood Education
- Electrical Apprentice
- Family Development Credential
- Hair Care
- Microsoft Certified Professional
- Network Security

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."
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. This Program has been fast tracked so it may be completed in 18 months instead of the typical two year degree.

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNWT</td>
<td>1434 Cisco Networking Academy I</td>
<td>4</td>
</tr>
<tr>
<td>CNWT</td>
<td>1444 Cisco Networking Academy II</td>
<td>4</td>
</tr>
<tr>
<td>ELCT</td>
<td>2414 *Computer Repair</td>
<td>4</td>
</tr>
<tr>
<td>ELCT</td>
<td>2114 *Intro to Data, Voice and Video Cabling</td>
<td>4</td>
</tr>
<tr>
<td>MCSE</td>
<td>1104 *Microsoft Client Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>MCSE</td>
<td>1204 Microsoft Server</td>
<td>4</td>
</tr>
</tbody>
</table>

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA</td>
<td>1123 *Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>1113 Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

Completion Award: Technical Certificate in CIS 30

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCSE</td>
<td>2104 Microsoft Network Infrastructure/Active Dir. Services</td>
<td>4</td>
</tr>
<tr>
<td>CISS</td>
<td>2134 *Introduction to UNIX and TCP/IP</td>
<td>4</td>
</tr>
<tr>
<td>CISS</td>
<td>2234 Advanced Network Hardware</td>
<td>4</td>
</tr>
<tr>
<td>CISS</td>
<td>2244 Network Security +</td>
<td>4</td>
</tr>
<tr>
<td>CISS</td>
<td>2444 Introduction to SQL</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose one of the Following Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS</td>
<td>2254 Introduction to Java</td>
<td>4</td>
</tr>
<tr>
<td>CISS</td>
<td>2464 CIS Internship</td>
<td>4</td>
</tr>
<tr>
<td>CNWT</td>
<td>1454 Cisco III</td>
<td>4</td>
</tr>
<tr>
<td>CNWT</td>
<td>1464 Cisco IV</td>
<td>4</td>
</tr>
</tbody>
</table>

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>1213 Composition II OR Composition II for Industry</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>1133 *Math for the Workplace OR MATH 1143 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYC</td>
<td>1113 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Courses required for the Computer Repair Technical Certificate 33

Completion Award: Associate of Applied Science 63
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, III and IV 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 1454  Cisco Networking Academy III  4
CNWT 1464  Cisco Networking Academy IV  4

COMPLETION AWARD:  Certificate of Proficiency  16

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 2104  Microsoft Network Infrastructure/Active Directory Services  4

COMPLETION AWARD:  Certificate of Proficiency – MCP  12

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, Java, and SQL Server give networking students an edge in managing networks.

CURRICULUM – Computer Programming (CP)
CISS 2134  Introduction to UNIX and TCP/IP  4
CISS 2254  Introduction to Java  4
CISS 2444  Introduction to SQL  4

COMPLETION AWARD:  Certificate of Proficiency  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
MCSE 1104 Microsoft Client 4
CISS 2244 Network Security + 4

COMPLETION AWARD: Certificate of Proficiency 12

COMPUTER REPAIR
Certificate of Proficiency
CURRICULUM – Computer Repair (CP)
DATA 1123 Fundamentals of Information Technology 3
CNWT 1434 Cisco Networking Academy I 4
MCSE 1104 Microsoft Client Operating Systems 4
ELCT 2414 Computer Repair 4

COMPLETION AWARD: Certificate of Proficiency 15

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
ELCT 2114 Intro to Data, Voice and Video Cabling 4
DATA 1113 Fundamentals of Information Technology 3

15

1st Year – 2nd Semester Credit Hours
ELCT 2414 Computer Repair 4
MCSE 1204 Microsoft Server 4
CISS 2134 Introduction to UNIX and TCP/IP 4
MATH 1133 Math for the Workplace 3

15

COMPLETION AWARD: Technical Certificate 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJUS</td>
<td>1113 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJUS</td>
<td>1123 Survey of Corrections</td>
<td>3</td>
</tr>
<tr>
<td>DATA</td>
<td>1113 Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>1113 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SOCI</td>
<td>1113 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CJUS</td>
<td>1213 Police Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>CJUS</td>
<td>2113 Criminal Procedures and Evidence</td>
<td>3</td>
</tr>
<tr>
<td>PSYC</td>
<td>1113 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>1213 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>1123 Business Math OR</td>
<td>3</td>
</tr>
<tr>
<td>*MATH</td>
<td>1143 College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

(*Students who plan to transfer to a four-year degree should take College Algebra)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>CJUS</td>
<td>2123 Police-Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CJUS</td>
<td>2253 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>GOVT</td>
<td>2123 State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>CJUS</td>
<td>1143 Police and Correctional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CJUS</td>
<td>2313 Special Topics in Criminal Justice OR</td>
<td>3</td>
</tr>
<tr>
<td>CISS</td>
<td>2143 Computer Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>SOCI</td>
<td>2213 Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>SOCI</td>
<td>2123 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>CJUS</td>
<td>2226 Criminal Justice Internship</td>
<td>6</td>
</tr>
<tr>
<td>BIOL</td>
<td>2123 Environmental Science OR</td>
<td>3/4</td>
</tr>
<tr>
<td>PHYC</td>
<td>1114 Earth Science</td>
<td></td>
</tr>
</tbody>
</table>

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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJUS 1113</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJUS 1123</td>
<td>Survey of Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CCSP 1103</td>
<td>Introduction to Corrections Processes and Policies in Arkansas</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1113</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CJUS 1143</td>
<td>Police and Correctional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CCSP 1203</td>
<td>Correctional Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>CCSP 2103</td>
<td>Health and Safety in Corrections</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1213</td>
<td>Composition II for Industry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1123</td>
<td>Business Math OR</td>
<td>3</td>
</tr>
<tr>
<td>*MATH 1023</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**COMPLETION AWARD:** Technical Certificate 30

## CRIMINAL CORRECTION SPECIALIST

### Certificate of Proficiency

**CURRICULUM – Criminal Correction Specialist (CP)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJUS 1123</td>
<td>Survey of Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CCSP 1103</td>
<td>Introduction to Corrections Processes and Policies in Arkansas</td>
<td>3</td>
</tr>
<tr>
<td>CCSP 1203</td>
<td>Correctional Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>CCSP 2103</td>
<td>Health and Safety in Corrections</td>
<td>3</td>
</tr>
</tbody>
</table>

**COMPLETION AWARD:** Certificate of Proficiency 12

## CRIMINAL JUSTICE

### Certificate of Proficiency

**CURRICULUM – Criminal Justice (CP)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJUS 1113</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJUS 1123</td>
<td>Survey of Corrections</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1113</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Correction Officer Training</td>
<td>240 hour course</td>
<td>5</td>
</tr>
<tr>
<td>Basic Law Enforcement Training</td>
<td>320 hour course</td>
<td>6</td>
</tr>
<tr>
<td>Basic Law Enforcement Training</td>
<td>400 hour course</td>
<td>8</td>
</tr>
<tr>
<td>Basic Law Enforcement Training</td>
<td>480 hour course</td>
<td>9</td>
</tr>
<tr>
<td>Basic Law Enforcement Training</td>
<td>545 hour course</td>
<td>12</td>
</tr>
</tbody>
</table>

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)**

<table>
<thead>
<tr>
<th>1st Year – 1st Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDE 1113 Intro to Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
<td>ECDE 1123 Foundations of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1113 Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1113 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1113 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st Year – 2nd Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDE 1213 Curriculum and Materials</td>
<td>3</td>
</tr>
<tr>
<td>ECDE 1223 Early Childhood Practicum I *</td>
<td>3</td>
</tr>
<tr>
<td>ECDE 1233 Health, Safety, and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1113 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1213 Composition II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Year – 1st Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDE 2113 Language Arts for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECDE 2123 Early Childhood Practicum II *</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2213 World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2123 Environmental Science OR Earth Science</td>
<td>3/4</td>
</tr>
<tr>
<td>COMM 2113 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>15/16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Year – 2nd Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDE 2213 Special Education in the Preschool</td>
<td>3</td>
</tr>
<tr>
<td>ECDE 2223 Art and Music for Preschool Children</td>
<td>3</td>
</tr>
<tr>
<td>ECDE 2243 Parenting</td>
<td>3</td>
</tr>
<tr>
<td>ECDE 2233 Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1123 Business Math OR MATH 1133 Math for the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1143 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

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

*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.  
Student planning to transfer to a 4 year college should contact an advisor at that school to determine what courses from College of the Ouachitas will transfer. College of the Ouachitas will work with four year institutions and make course substitutions as required to insure that students have a smooth transition into a Bachelor’s Degree Program.*
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDE</td>
<td>Intro to Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
<td>ECDE</td>
<td>Foundations of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Credit Hours</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

1st Year - 2nd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDE</td>
<td>Curriculum and Materials</td>
<td>3</td>
</tr>
<tr>
<td>ECDE</td>
<td>Early Childhood Practicum I *</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Credit Hours</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

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

Technical Certificate

The Technical Certificate of Electrical Apprenticeship is designed to provide part of the training and instruction required in the state of Arkansas to become a licensed electrician. Apprentice electricians in Arkansas are currently required to complete a four-year training program and over 200 hours of “traditional coursework” each year before they can sit for the licensure examination.

CURRICULUM - Electrical Apprenticeship – (TC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEMT</td>
<td>Fundamentals of Electricity</td>
<td>4</td>
</tr>
<tr>
<td>IEMT</td>
<td>Wiring Methods</td>
<td>3</td>
</tr>
<tr>
<td>ELCT</td>
<td>Motors and Motor Controls</td>
<td>4</td>
</tr>
<tr>
<td>ELCT</td>
<td>Programmable Logic Controllers</td>
<td>5</td>
</tr>
<tr>
<td>IEMT</td>
<td>Industrial Safety</td>
<td>2</td>
</tr>
<tr>
<td>MACH</td>
<td>Basic Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>ELCT</td>
<td>Data Voice and Video Cabling</td>
<td>3</td>
</tr>
<tr>
<td>ACHR</td>
<td>Residential Air Conditioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>ELCT</td>
<td>Digital and Electronic Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENGL</td>
<td>Composition I Basic Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>Technical Math or MATH 1143 College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

COMPLETION AWARD Technical Certificate 36

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.
CURRICULUM - Electrical Apprenticeship – (CP - Basic)
IEMT 1104 Fundamentals of Electricity 4
IEMT 1103 Wiring Methods 3
ELCT 1204 Motors and Motor Controls 4
Total Semester Credit Hours 11

COMPLETION AWARD: Certificate of Proficiency 11

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.

CURRICULUM - Electrical Apprenticeship – (CP - Advanced)
ELCT 2314 Programmable Logic Controllers 4
IEMT 2412 Industrial Safety 2
MACH 1102 Basic Blueprint Reading 2
Total Semester Credit Hours 8

COMPLETION AWARD: Certificate of Proficiency 8

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 Math for the Workplace 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.

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MECHATRONICS
Associate of Applied Science

Mechatronics is a new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and information technology and computer control systems into a single discipline that crosses most of the traditional boundaries of a skilled technician. Mechatronics technicians need a broad understanding of how mechanical and electrical energy is produced, controlled and utilized. The Mechatronics program is designed to teach a core set of technical skills that are applicable in a wide variety of settings.

CURRICULUM – Mechatronics (AAS)

1st Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEMT 1213</td>
<td>Mechanical Devices and Systems</td>
<td>3</td>
</tr>
<tr>
<td>IEMT 1104</td>
<td>Fundamentals of Electricity</td>
<td>4</td>
</tr>
<tr>
<td>DATA 1113</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>MECH 1103</td>
<td>Principles of Mechatronics</td>
<td>3</td>
</tr>
<tr>
<td>IEMT 2412</td>
<td>Industrial Safety</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15 Hours</strong></td>
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2nd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEMT 1103</td>
<td>Wiring Methods</td>
<td>3</td>
</tr>
<tr>
<td>IEMT 1203</td>
<td>Fluid Power (Hydraulics and Pneumatics)</td>
<td>3</td>
</tr>
<tr>
<td>CISS 1103</td>
<td>Network Essentials</td>
<td>3</td>
</tr>
<tr>
<td>ELCT 1204</td>
<td>Motors and Motor Controls</td>
<td>4</td>
</tr>
<tr>
<td>MACH 1102</td>
<td>Basic Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>MATH 1133</td>
<td>Math for the Workplace OR</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1143</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
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3rd Semester

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ELCT 1224</td>
<td>Digital and Electronic Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELCT 2325</td>
<td>PLC and PLC Applications</td>
<td>5</td>
</tr>
<tr>
<td>MACH 2103</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15 Hours</strong></td>
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4th Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>PSYC 1113</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1213</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Choose one of the following</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2123</td>
<td>Environmental Science</td>
<td>3 or 4</td>
</tr>
<tr>
<td>PHYC 1114</td>
<td>Earth Science</td>
<td></td>
</tr>
<tr>
<td>BIOL 2123</td>
<td>Introduction to Biology</td>
<td></td>
</tr>
<tr>
<td>PHYC 1124</td>
<td>Introduction to Physics</td>
<td></td>
</tr>
<tr>
<td><strong>Choose one of the following</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEMT 2503</td>
<td>Industrial Internship</td>
<td>3</td>
</tr>
<tr>
<td>ELCT 2114</td>
<td>Intro to Data Voice, and Video Cabling</td>
<td>4</td>
</tr>
<tr>
<td>MACH 1113</td>
<td>Introduction to Machining Technology</td>
<td>3</td>
</tr>
<tr>
<td>IEMT 2203</td>
<td>Industrial Power Transmission</td>
<td>3</td>
</tr>
<tr>
<td><strong>Special Topics in Mechatronics: Robotics, CNC Total</strong></td>
<td></td>
<td><strong>12 or 13</strong></td>
</tr>
</tbody>
</table>

COMPLETION AWARD:  Associate of Applied Science  60 or 61 hours
TECHNICAL CERTIFICATE: Mechatronics Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEMT 1104</td>
<td>Fundamentals of Electricity</td>
<td>4</td>
</tr>
<tr>
<td>ELCT 1204</td>
<td>Motors and Motor Controls</td>
<td>4</td>
</tr>
<tr>
<td>IEMT 1213</td>
<td>Mechanical Devices and Systems</td>
<td>3</td>
</tr>
<tr>
<td>IEMT 1103</td>
<td>Wiring Methods</td>
<td>3</td>
</tr>
<tr>
<td>IEMT 1203</td>
<td>Fluid Power (Hydraulics and Pneumatics)</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1113</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>MECH 1103</td>
<td>Principles of Mechatronics</td>
<td>3</td>
</tr>
<tr>
<td>IEMT 2412</td>
<td>Industrial Safety</td>
<td>2</td>
</tr>
<tr>
<td>CISS 1103</td>
<td>Network Essentials</td>
<td>3</td>
</tr>
<tr>
<td>MACH 1102</td>
<td>Basic Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>MATH 1133</td>
<td>Math for the Workplace OR</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1143</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ELCT 2325</td>
<td>PLC and PLC Applications</td>
<td>5</td>
</tr>
</tbody>
</table>

**COMPLETION AWARD: Technical Certificate** 41 Credit Hours

CERTIFICATE OF PROFICIENCY: Customized Industrial Technology
Choose any 9 hours the Mechatronics Curriculum

CERTIFICATE OF PROFICIENCY: Mechatronics Operations

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEMT 1104</td>
<td>Fundamentals of Electricity</td>
<td>4</td>
</tr>
<tr>
<td>IEMT 1213</td>
<td>Mechanical Devices and Systems</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1113</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>MECH 1103</td>
<td>Principles of Mechatronics</td>
<td>3</td>
</tr>
<tr>
<td>IEMT 2412</td>
<td>Industrial Safety</td>
<td>2</td>
</tr>
</tbody>
</table>

**COMPLETION AWARD: Certificate of Proficiency** 15 Credit Hours

CERTIFICATE OF PROFICIENCY: Mechatronics Practice

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELCT 1204</td>
<td>Motors and Motor Controls</td>
<td>4</td>
</tr>
<tr>
<td>IEMT 1103</td>
<td>Wiring Methods</td>
<td>3</td>
</tr>
<tr>
<td>IEMT 1203</td>
<td>Fluid Power (Hydraulics and Pneumatics)</td>
<td>3</td>
</tr>
<tr>
<td>CISS 1103</td>
<td>Network Essentials</td>
<td>3</td>
</tr>
<tr>
<td>MACH 1102</td>
<td>Basic Blueprint Reading</td>
<td>2</td>
</tr>
</tbody>
</table>

**COMPLETION AWARD: Certificate of Proficiency** 15 Credit Hours

Note: There is no overlap in courses between the CP in Mechatronics Operations and the CP in Mechatronics Practice
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.

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 ever-changing 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.

**ELECTRICAL APPRENTICESHIP**
• Identify safe working conditions at the workplace and observe safety precautions
• Demonstrate an understanding of basic direct-Current (DC) electrical-circuit skills
• Demonstrate an understanding of basic direct-Current (DC) electrical-circuit skills
• Demonstrate appropriate communication skills
• Apply electricity-related basic math
• Demonstrate an understanding of basic electricity
• Demonstrate employability skills
• Read and interpret basic electric codes
• Demonstrate positive customer
• Demonstrate professional and interpersonal relationship skills
• Demonstrate proficiency in electrical math problems
• Demonstrate alternating-current (AC) circuit skills
• Install residential wiring
• Demonstrate proficiency in commercial wiring
• Demonstrate specialized electrical skills
• Demonstrate competency in industrial wiring
• Demonstrate competency in transformers
• Demonstrate competency in AC and DC motors
• Demonstrate competency in electrical and electronic control circuits and equipment
MECHATRONICS

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instructions.
- Students will solve problems using basic principles of mathematics.
- 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 workplace environment.
- Students will use available resources, time, materials, and equipment efficiently and effectively.
- Students will develop a commitment to continued learning to remain employable in the job market.
- Students will learn the basic principles of DC and AC electricity, including Ohm’s Law, series and parallel circuits, network theorems, magnetism, RC, LC, RLC, and transformer circuits. Students will also prove competency through laboratory experiments.
- Students will apply computer technology to complete tasks effectively and efficiently. Through learning current software applications (work processing, spreadsheets, and database), students will apply technological concepts that are of lasting value rather than mastery of specific hardware/software skills and knowledge.
- Students will learn the technical mathematics skills required to be proficient in the calculations that are a part of technical skills today.
- Students will develop competency in semiconductor technology, including mastery of basic semiconductor devices, various integrated circuits, power supplies, signal amplifiers, oscillators, radio transmitters and receivers.
- Students will develop competency in digital technology. They will be required to master Boolean algebra; the basic gates, the use of Karnaugh maps; R-S, D, and J-K flip flops, synchronous and asynchronous counters; shift registers, various memory IC’s D/A and A/D converters.
- Students will develop competency in motors and motor controls. They will be required to master the various types of motors (AC and DC) and their control circuits, along with the multiple devices used in motor controls (switches, magnetic starters, transformers).
- Students will develop competency in Programmable Logic Controllers. They will be required to master various brands of PLC’s, their programming software, the most commonly used instructions, the wiring of systems, and the development of their ladder programs.
- Students will develop competency in industrial instrumentation. They will master the various types of sensors for pressure, temperature, flow, level, and humidity along with their applications.
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.

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.

Transfer Information
Many students plan to transfer and complete a bachelor’s degree at a four-year college or university. In most cases, COTO 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.

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

To obtain an Associate of Arts degree at the College, students must successfully complete 60-61 credit hours of Associate of Arts curriculum with a minimum cumulative GPA of 2.00 and satisfy all financial obligations to the College. Courses taken to satisfy AA degree requirements must have a “C” or better in order to transfer to most four-year universities.

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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>ENGL 1213</td>
<td>Composition II</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENGL 2213</td>
<td>World Literature I OR</td>
<td>Composition II</td>
</tr>
<tr>
<td>ENGL 2223</td>
<td>World Literature II</td>
<td>Composition II</td>
</tr>
</tbody>
</table>

**Communications (6 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 2113</td>
<td>Oral Communication</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>DATA 1113</td>
<td>Fundamentals of Information Technology</td>
<td>Pass the Keyboarding Entrance Exam</td>
</tr>
</tbody>
</table>

**Mathematics (3 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1143</td>
<td>College Algebra OR</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>MATH 1153</td>
<td>Mathematics for Liberal Arts</td>
<td>Intermediate Algebra</td>
</tr>
</tbody>
</table>

**Humanities (6 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 2113</td>
<td>Introduction to Philosophy</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HUMN 2113</td>
<td>Humanities: Art OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HUMN 2123</td>
<td>Humanities: Music OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HUMN 2133</td>
<td>Humanities: Theater</td>
<td>Academic Reading/Basic Writing</td>
</tr>
</tbody>
</table>

**Life/Physical Science (11-12 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1124</td>
<td>Introduction to Biology OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>BIOL 2114</td>
<td>General Botany OR</td>
<td>Intro to Biology or Instructor Consent</td>
</tr>
<tr>
<td>BIOL 2124</td>
<td>General Zoology</td>
<td>Intro to Biology or Instructor Consent</td>
</tr>
<tr>
<td>CHEM 1114</td>
<td>Chemistry I for General Education OR</td>
<td>Academic Reading/Int. Algebra</td>
</tr>
<tr>
<td>CHEM 1214</td>
<td>General Chemistry I OR</td>
<td>Col. Algebra or concurrently enrolled</td>
</tr>
<tr>
<td>PHYC 1124</td>
<td>Introduction to Physics OR</td>
<td>Academic Reading/Int. Algebra</td>
</tr>
<tr>
<td>PHYC 1134</td>
<td>Introduction to Physical Science OR</td>
<td>Academic Reading/Int. Algebra</td>
</tr>
<tr>
<td>PHYC 1144</td>
<td>Introduction to Astronomy</td>
<td>Academic Reading/Int. Algebra</td>
</tr>
</tbody>
</table>

Any course listed under Arts and Sciences with a BIOL, CHEM, or PHYC prefix not used to satisfy another requirement.

**Physical Education (1 hour)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 1221</td>
<td>Life Fitness</td>
<td>Academic Reading</td>
</tr>
</tbody>
</table>

Cont’d on next page
### Social Science (12 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1113</td>
<td>Civilization through 16th Century OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HIST 1123</td>
<td>Civilization since 16th Century</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HIST 2113</td>
<td>U.S. History through 1865 OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HIST 2123</td>
<td>U.S. History since 1865 OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>GOVT 2113</td>
<td>American National Government</td>
<td>Academic Reading/Basic Writing</td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1133</td>
<td>Nutrition</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>BIOL 2123</td>
<td>Environmental Science</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>BIOL 2224</td>
<td>Anatomy &amp; Physiology I</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>BIOL 2234</td>
<td>Anatomy &amp; Physiology II</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIOL 2244</td>
<td>Microbiology</td>
<td>Anatomy and Physiology I OR Biology</td>
</tr>
<tr>
<td>EDUC 2113</td>
<td>Foundations of Education</td>
<td>Composition I</td>
</tr>
<tr>
<td>EDUC 2123</td>
<td>Instructional Technology</td>
<td>Comp I &amp; either FIT or Keyboard Exam</td>
</tr>
<tr>
<td>ENGL 2313</td>
<td>American Literature I</td>
<td>Composition II</td>
</tr>
<tr>
<td>ENGL 2323</td>
<td>American Literature II</td>
<td>Composition II</td>
</tr>
<tr>
<td>GOVT 2123</td>
<td>State and Local Government</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HIST 2143</td>
<td>Arkansas History</td>
<td>3 hours of college-level history</td>
</tr>
<tr>
<td>MATH 1153</td>
<td>Mathematics for Liberal Arts</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>MATH 1213</td>
<td>Math for Elem &amp; Middle Schools I</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 1223</td>
<td>Math for Elem &amp; Middle Schools II</td>
<td>Math for Elem and Middle Schools I</td>
</tr>
<tr>
<td>MATH 2153</td>
<td>Plane Trigonometry</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 2163</td>
<td>Business Calculus</td>
<td>College Algebra</td>
</tr>
<tr>
<td>PHYC 1114</td>
<td>Earth Science</td>
<td>Academic Reading</td>
</tr>
<tr>
<td>PSYC 2113</td>
<td>Abnormal Psychology</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC 2123</td>
<td>Developmental Psychology</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SOCI 2123</td>
<td>Social Problems</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOCI 2133</td>
<td>Cultural Diversity</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOCI 2213</td>
<td>Juvenile Delinquency</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SPAN 1113</td>
<td>Elementary Spanish I</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>SPAN 1123</td>
<td>Elementary Spanish II</td>
<td>Elementary Spanish I</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 1113</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACTG 1203</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>GBUS 2023</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>BOIS 2203</td>
<td>Legal Environment</td>
</tr>
<tr>
<td>BOIS 2303</td>
<td>Business Communication</td>
</tr>
</tbody>
</table>
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.
To obtain an Associate of Arts in Teaching degree, students must successfully complete 60-64 hours of Associate of Arts in Teaching curriculum with a minimum GPA of 2.00. In addition, students must successfully complete at least 15 credit hours at the College and satisfy all financial obligations to the College. Courses taken to satisfy AAT degree requirements must have a “C” or better in order to transfer to most four-year universities.

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, mandated by the Arkansas Department of Higher Education, is standardized at all two-year colleges in Arkansas. However, since four-year colleges and universities may have different requirements, students planning to transfer to a specific four-year institution should provide their A&S advisor with a degree plan from that institution.

**CURRICULUM: Associate of Arts in Teaching (60-64 Credit Hours)**

<table>
<thead>
<tr>
<th>English (9 credit hours)</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113 Composition I</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>ENGL 1213 Composition II</td>
<td>Composition I</td>
</tr>
<tr>
<td>Choose One</td>
<td></td>
</tr>
<tr>
<td>ENGL 2213 World Literature I OR</td>
<td>Composition II</td>
</tr>
<tr>
<td>ENGL 2223 World Literature II</td>
<td>Composition II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communications (3 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 2113 Oral Communication</td>
<td>Academic Reading/Basic Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics (9 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1143 College Algebra</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>MATH 1213 Math for Elementary and Middle Schools I</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 1223 Math for Elementary and Middle Schools II</td>
<td>Math for Elem &amp; Middle Schools I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities (3 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose One</td>
<td></td>
</tr>
<tr>
<td>HUMN 2113 Humanities: Art OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HUMN 2123 Humanities: Music OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HUMN 2133 Humanities: Theater</td>
<td>Academic Reading/Basic Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Life/Physical Science (8 credit hours)</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1124 Introduction to Biology</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>PHYC 1134 Introduction to Physical Science</td>
<td>Academic Reading/Int. Algebra</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science (9 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose One</td>
<td></td>
</tr>
<tr>
<td>GOVT 2113 American National Government</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HIST 1113 Civilization through 16th Century OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HIST 1123 Civilization since 16th Century</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>Choose One</td>
<td></td>
</tr>
<tr>
<td>HIST 2113 U.S. History through 1865 OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HIST 2123 U.S. History since 1865</td>
<td>Academic Reading/Basic Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education Requirements (6 credit hours)</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 2213 Foundations of Education</td>
<td>Composition I</td>
</tr>
<tr>
<td>EDUC 2123 Instructional Technology</td>
<td>Comp I &amp; either FIT or Keyboard Exam</td>
</tr>
</tbody>
</table>

Cont’d on next page
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/Basic Writing
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 Language Arts/Social Studies Elective (3 credit hours)

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)

<table>
<thead>
<tr>
<th>English (6 credit hours)</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113 Composition I</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>ENGL 1213 Composition II</td>
<td>Composition I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communications (6 hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 2113 Oral Communication</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>DATA 1113 Fundamentals of Information Technology</td>
<td>Pass the Keyboarding Entrance Exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics (3 hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1143 College Algebra OR</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>MATH 1153 Mathematics for Liberal Arts</td>
<td>Intermediate Algebra</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities (3 hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 2113 Introduction to Philosophy OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HUMN 2113 Humanities: Art OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HUMN 2123 Humanities: Music OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HUMN 2133 Humanities: Theater</td>
<td>Academic Reading/Basic Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Life/Physical Science (4 hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1124 Introduction to Biology OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>BIOL 2114 General Botany</td>
<td>OR Intro to Biology or Instructor Consent</td>
</tr>
<tr>
<td>BIOL 2124 General Zoology</td>
<td>OR Intro to Biology or Instructor Consent</td>
</tr>
<tr>
<td>CHEM 1114 Chemistry I for General Education OR</td>
<td>Academic Reading/Int. Algebra</td>
</tr>
<tr>
<td>CHEM 1214 General Chemistry I OR</td>
<td>Academic Reading/College Algebra</td>
</tr>
<tr>
<td>PHYC 1124 Introduction to Physics OR</td>
<td>Academic Reading/Int. Algebra</td>
</tr>
<tr>
<td>PHYC 1134 Introduction to Physical Science OR</td>
<td>Academic Reading/Int. Algebra</td>
</tr>
<tr>
<td>PHYC 1144 Introduction to Astronomy</td>
<td>Academic Reading/Int. Algebra</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science (9 hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1113 Civilization through the 16th Century OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HIST 1123 Civilization since the 16th Century OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>HIST 2113 U.S. History through 1865 OR</td>
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</tr>
<tr>
<td>HIST 2123 U.S. History since 1865 OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>GOVT 2113 American National Government</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>Choose Two (one must be General Psychology or Introduction to Sociology)</td>
<td></td>
</tr>
<tr>
<td>PSYC 1113 General Psychology OR</td>
<td>Academic Reading</td>
</tr>
<tr>
<td>SOCI 1113 Introduction to Sociology OR</td>
<td>Academic Reading</td>
</tr>
<tr>
<td>ECON 2113 Principles of Macroeconomics OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>ECON 2213 Principles of Microeconomics OR</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>GEOG 1113 Geography</td>
<td>Academic Reading</td>
</tr>
</tbody>
</table>
Pre-Allied Health

Technical Certificate

The Technical Certificate in Pre-Allied Health is awarded after the successful completion of a 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.

Gainful Employment - Information regarding occupations in the Allied Health field, the graduation rate, tuition and fees, typical costs for books and supplies, the job placement rate, the median loan debt, etc. may be obtained at www.coto.edu.

Curriculum: Technical Certificate in Pre-Allied Health (27 Credit Hours)

<table>
<thead>
<tr>
<th>English (6 credit hours)</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113 Composition I</td>
<td>Academic Reading/Basic Writing</td>
</tr>
<tr>
<td>ENGL 1213 Composition II</td>
<td>Composition I</td>
</tr>
</tbody>
</table>

Communications (3 hours)

| DATA 1113 Fundamentals of Info Technology | Pass the Keyboarding Entrance Exam |

Mathematics (3 hours)

Choose One

<table>
<thead>
<tr>
<th>RNUR 2113 *Math for Nursing</th>
<th>Completion of 1st Semester Practical Nursing that includes Medical Terminology and Basic Nursing Math or Licensed Practical Nurse or Paramedic. PN License or Paramedic Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1143 College Algebra</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>MATH 1153 *Mathematics for Liberal Arts</td>
<td>Intermediate Algebra</td>
</tr>
</tbody>
</table>

* This course will not transfer to a four-year degree in nursing.

Life Science (12 hours)

| BIOL 2224 Anatomy & Physiology I | Academic Reading/Basic Writing |
| BIOL 2234 Anatomy & Physiology II | Anatomy and Physiology I       |
| BIOL 2244 Microbiology          | Anatomy and Physiology I OR Biology |

Social Science (3 hours)

| PSYC 1113 General Psychology   | Academic Reading                  |

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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 1023 Foundations of Reading and Writing
- ENGL 1103 Basic Writing
- MATH 1003 Basic Math
- MATH 1013 Basic Algebra
- MATH 1023 Intermediate Algebra
- READ 1003 Academic Reading

DUAL ENROLLMENT ACCELERATED LEARNING (DEAL)
The Dual Enrollment Accelerated Learning (DEAL) program, a partnership between COTO and participating area school districts, provides eligible high school seniors the opportunity to earn transferable college credits and receive dual high school credits. The cost of tuition and fees are funded by the school district and by COTO. Eligibility includes high school permission and college-level placement scores.

Through DEAL, participating seniors can complete their final year of high school with 14 college credit hours. In the fall and spring semesters, students attend two, three-credit hour classes and a one-credit hour Student Opportunities Seminar. Students get a genuine college experience as they attend classes with college students on the COTO campus.

General education courses offered through DEAL are part of the Arkansas Course Transfer Systems (ACTS) that guarantees transfer of applicable credits to public colleges and universities in Arkansas; more information on ACTS is available at http://acts.adhe.com. Although private and out-of-state high education institutions determine whether or not they will accept transfer, general education credits within the DEAL program are widely accepted. Students are encouraged to communicate directly with institutions where they plan to transfer.

For more information, contact June Prince, Concurrent Enrollment Coordinator, at 501-337-0311 or at jprince@coto.edu.
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; address contemporary issues in the teaching profession; and use current technologies to enhance instructional delivery.

**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 COTO’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

Gainful Employment
Information regarding occupations in the Business Technology field, the graduation rate, tuition and fees, typical costs for books and supplies, the job placement rate, the median loan debt, etc. may be obtained at www.coto.edu.

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 1113</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACTG 1203</td>
<td>Principles of Accounting II*</td>
<td>3</td>
</tr>
<tr>
<td>BOIS 2203</td>
<td>Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>GBUS 2023</td>
<td>Business Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1123</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2113</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2213</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BOIS 2303</td>
<td>Business Communications</td>
<td>3</td>
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</table>

TOTAL BUSINESS CORE CREDIT HOURS: 24

General Education Requirements:

*English/Communication (9 credit hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1213</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2113</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

*Mathematics (6 credit hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1143</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2163</td>
<td>Business Calculus*</td>
<td>3</td>
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</tbody>
</table>

*Biological Science (4 credit hours). Choose one.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1124</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2114</td>
<td>General Botany*</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2124</td>
<td>General Zoology*</td>
<td>4</td>
</tr>
</tbody>
</table>

*Physical Science (4 credit hours). Choose one.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1114</td>
<td>Chemistry I for General Ed.*</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1214</td>
<td>General Chemistry I*</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 1114</td>
<td>Earth Science*</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 1124</td>
<td>Introduction to Physics*</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 1134</td>
<td>Introduction to Physical Science*</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 1144</td>
<td>Introduction to Astronomy*</td>
<td>4</td>
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*Fine Arts (3 credit hours). Choose one.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMN 2113</td>
<td>Humanities: Art*</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 2123</td>
<td>Humanities: Music*</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 2133</td>
<td>Humanities: Theater*</td>
<td>3</td>
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*Humanities (3 credit hours). Choose one.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2213</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2223</td>
<td>World Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

*Social Science (9 credit hours).

Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1113</td>
<td>Civilization through 16th Century</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1123</td>
<td>Civilization since 16th Century</td>
<td>3</td>
</tr>
</tbody>
</table>

Cont’d on next page
Choose one:

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

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 the course is offered once a year. Check course description for further information.

Curriculum subject to modification.

All courses require final grades of “C” or better to transfer to a 4-year college or university.
**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 to 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 transfer to 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 the course is offered once a year. Check course description for further information.

Curriculum subject to modification.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACTG 1113</td>
<td>Principles of Accounting I</td>
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<td>BOIS 1113</td>
<td>Business Calculator Applications</td>
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</tr>
<tr>
<td>DATA 1123</td>
<td>Fundamentals of Information Technology</td>
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<tr>
<td>DATA 1213</td>
<td>Word Processing (MS Word®)</td>
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</tr>
<tr>
<td>ACTG 1203</td>
<td>Principles of Accounting II*</td>
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<tr>
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<td>Computerized Accounting*</td>
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<tr>
<td>DATA 1243</td>
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<tr>
<td>DATA 1233</td>
<td>Database Management (MS Access®)</td>
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</tr>
<tr>
<td>MGMT 1113</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>BOIS 1103</td>
<td>Business English</td>
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<td>ACTG 1223</td>
<td>Payroll Accounting*</td>
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<td>ACTG 2313</td>
<td>Federal Income Tax*</td>
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<tr>
<td>BOIS 2303</td>
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<td>DATA 2203</td>
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<tr>
<td>BOIS 2203</td>
<td>Legal Environment</td>
<td>3</td>
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<tr>
<td>ECON 2113</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>ECON 2213</td>
<td>Principles of Microeconomics</td>
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**TOTAL TECHNICAL HOURS**  
48

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
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<tr>
<td>ENGL 1213</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1123</td>
<td>Business Math (does not transfer)</td>
<td>3</td>
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<tr>
<td>MATH 1143</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>BIOL 1124</td>
<td>Introduction to Biology</td>
<td>4</td>
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<tr>
<td>BIOL 1133</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>BIOL 2123</td>
<td>Environmental Science*</td>
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<td>PHYC 1114</td>
<td>Earth Science*</td>
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<tr>
<td>PHYC 1124</td>
<td>Introduction to Physics*</td>
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<tr>
<td>PHYC 1134</td>
<td>Introduction to Physical Science*</td>
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</tr>
<tr>
<td>PHYC 1144</td>
<td>Introduction to Astronomy*</td>
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<tr>
<td>PSYC 1113</td>
<td>General Psychology</td>
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<tr>
<td>ECON 2113</td>
<td>Principles of Macroeconomics (if not used toward technical hrs.)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2213</td>
<td>Principles of Microeconomics (if not used toward technical hrs.)</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1113</td>
<td>Introduction to Sociology</td>
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</table>

**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 the course is offered once a year. Check course description for further information.  
Curriculum subject to modification.
MANAGEMENT

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

Associate of Applied Science Program Description: Management is a 63-credit hour program offering specialized knowledge and skills used by managers to organize operations, motivate employees, recognize and solve problems, make decisions, and manage resources. The dynamics of building and utilizing teams in the workplace and how to effectively handle the challenges of organizational life are included. Graduates are trained for mid-level management positions.

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 transfer to 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 – Management – Technical Certificate

Technical Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MGMT 1113</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>BOIS 1113</td>
<td>Business Calculator Applications</td>
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</tr>
<tr>
<td>DATA 1123</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1213</td>
<td>Word Processing (MS Word ®)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 1123</td>
<td>Supervisory Management*</td>
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<tr>
<td>MGMT 2013</td>
<td>Human Resource Management*</td>
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<tr>
<td>DATA 1243</td>
<td>Spreadsheet Applications (MS Excel ®)</td>
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<tr>
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**TOTAL TECHNICAL HOURS** 24

General Education Courses:

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<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>MATH 1023</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1123</td>
<td>Business Math (does not transfer)</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 the course is 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

Choose one of the following:

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

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 1114  Earth Science*                                         4
PHYC 1124  Introduction to Physics*                              4
PHYC 1134  Introduction to Physical 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 text indicate specialty courses which require final grades of “C” or better.

(*) An asterisk indicates the course is 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 12-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 33-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 60- or 61-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 (CMBS) national certification examination through the 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 transfer to 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>MEDT 1123</td>
<td>Medical Terminology I</td>
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</tr>
<tr>
<td>MEDT 1133</td>
<td>Medical Office Administration*</td>
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</tr>
<tr>
<td>DATA 1123</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
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</table>

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 the course is offered once a year. Check course description for further information.

Curriculum subject to modification.
### CURRICULUM – Medical Terminology – Certificate of Proficiency

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MEDT 1123</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MEDT 1143</td>
<td>Medical Terminology II*</td>
<td>3</td>
</tr>
<tr>
<td>MEDT 2226</td>
<td>Human Body Systems, Disease &amp; Pharmacology*</td>
<td>6</td>
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</tbody>
</table>

**COMPLETION AWARD:** Certificate of Proficiency 12

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

(*) An asterisk indicates the course is offered once a year. Check course description for further information.

Curriculum subject to modification.

### CURRICULUM – Medical Office Administration – Technical Certificate

**Technical Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MEDT 1123</td>
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<td>MEDT 1133</td>
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<td>DATA 1123</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1213</td>
<td>Word Processing (MS Word ®)</td>
<td>3</td>
</tr>
<tr>
<td>MEDT 1143</td>
<td>Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>MEDT 2226</td>
<td>Human Body Systems, Disease &amp; Pharmacology*</td>
<td>6</td>
</tr>
<tr>
<td>DATA 1243</td>
<td>Spreadsheet Applications (MS Excel ®)</td>
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</tr>
<tr>
<td>DATA 1233</td>
<td>Database Management (MS Access ®)</td>
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**TOTAL TECHNICAL HOURS** 27

**General Education Courses:**

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<tr>
<td>ENGL 1113</td>
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Choose one of the following:

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<tr>
<td>MATH 1023</td>
<td>Intermediate Algebra</td>
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</tr>
<tr>
<td>MATH 1123</td>
<td>Business Math (does not transfer)</td>
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</tr>
<tr>
<td>MATH 1113</td>
<td>Math for the Workplace (does not transfer)</td>
<td>3</td>
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</table>

**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 the course is offered once a year. Check course description for further information.

Curriculum subject to modification.
## CURRICULUM – Medical Office Administration – Associate Degree

### Technical Courses:

<table>
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<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MEDT 1123</td>
<td>Medical Terminology I</td>
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<tr>
<td>MEDT 1133</td>
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<td>Database Management (MS Access ®)</td>
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<tr>
<td>MEDT 2333</td>
<td>Medical Coding I*</td>
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<td>MEDT 2023</td>
<td>Medical Transcription I*</td>
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<tr>
<td>MEDT 2413</td>
<td>Advanced Medical Office Administration*</td>
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<td>MGMT 2013</td>
<td>Human Resource Management*</td>
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<tr>
<td>BOIS 2303</td>
<td>Business Communications</td>
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*Choose one of the following:*

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<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 1113</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACTG 1223</td>
<td>Payroll Accounting*</td>
<td>3</td>
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*Choose one of the following:*

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<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MEDT 2414</td>
<td>Medical Assisting*</td>
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</tr>
<tr>
<td>MEDT 2033</td>
<td>Medical Transcription II*</td>
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</tr>
<tr>
<td>MEDT 2343</td>
<td>Medical Coding II*</td>
<td>3</td>
</tr>
<tr>
<td>MEDT 2053</td>
<td>Medical Billing*</td>
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**TOTAL TECHNICAL HOURS** 42/43

### General Education Courses:

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<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>ENGL 1213</td>
<td>Composition II</td>
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<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MATH 1113</td>
<td>Math for the Workplace (does not transfer)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1123</td>
<td>Business Math (does not transfer)</td>
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</tr>
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<td>MATH 1143</td>
<td>College Algebra</td>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>PSYC 1113</td>
<td>General Psychology</td>
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<tr>
<td>ECON 2113</td>
<td>Principles of Macroeconomics</td>
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<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MEDT 2226</td>
<td>Human Body Systems, Disease &amp; Pharmacology*+</td>
<td>6</td>
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</table>

**TOTAL GENERAL EDUCATION HOURS** 18

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

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

(*) An asterisk indicates the course is offered once a year. Check course description for further information.

Curriculum subject to modification.

+ 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.
MEDICAL CODING

Technical Certificate Program Description: Medical Coding is a 30-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 transfer to 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MEDT 1123</td>
<td>Medical Terminology I</td>
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<tr>
<td>MEDT 1133</td>
<td>Medical Office Administration*</td>
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<td>DATA 1123</td>
<td>Fundamentals of Information Technology</td>
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</tr>
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<td>MEDT 2333</td>
<td>Medical Coding I*</td>
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<tr>
<td>MEDT 1143</td>
<td>Medical Terminology II*</td>
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<td>Medical Coding II*</td>
<td>3</td>
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<tr>
<td>MEDT 2226</td>
<td>Human Body Systems, Disease &amp; Pharmacology</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL TECHNICAL HOURS</td>
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General Education Courses:

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</tr>
<tr>
<td>MATH 1123</td>
<td>Business Math (does not transfer)</td>
<td>3</td>
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</tbody>
</table>

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 the course is 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 33-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 transfer to 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 1123</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MEDT 1133</td>
<td>Medical Office Administration*</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1123</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1213</td>
<td>Word Processing (MS Word®)</td>
<td>3</td>
</tr>
<tr>
<td>MEDT 2023</td>
<td>Medical Transcription I*</td>
<td>3</td>
</tr>
<tr>
<td>MEDT 1143</td>
<td>Medical Terminology II*</td>
<td>3</td>
</tr>
<tr>
<td>MEDT 2033</td>
<td>Medical Transcription II*</td>
<td>3</td>
</tr>
<tr>
<td>MEDT 2226</td>
<td>Human Body Systems, Disease &amp; Pharmacology*</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL TECHNICAL HOURS 27

General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1023</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Math for the Workplace (does not transfer)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1123</td>
<td>Business Math (does not transfer)</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL GENERAL EDUCATION HOURS 6

COMPLETION AWARD: Technical Certificate 33

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

(*) An asterisk indicates the course is 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 transfer to 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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 1113</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BOIS 1113</td>
<td>Business Calculator Applications</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1123</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1213</td>
<td>Word Processing (MS Word®)</td>
<td>3</td>
</tr>
<tr>
<td>DATA 2303</td>
<td>Advanced Word Processing (MS Word®)*</td>
<td>3</td>
</tr>
<tr>
<td>SECR 1213</td>
<td>Office Administration*</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1243</td>
<td>Spreadsheet Applications (MS Excel®)</td>
<td>3</td>
</tr>
<tr>
<td>DATA 1233</td>
<td>Database Management (MS Access®)</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL TECHNICAL HOURS** 24

**General Education Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
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</table>

*Choose one of the following:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1023</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1123</td>
<td>Business Math (does not transfer)</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 the course is offered once a year. Check course description for further information.

Curriculum subject to modification.

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CURRICULUM – Office Administration – Associate Degree

**Technical Courses:**

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

**General Education Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1213</td>
<td>Composition II</td>
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*Choose one of the following:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1123</td>
<td>Business Math (does not transfer)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1143</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1153</td>
<td>Mathematics for Liberal Arts</td>
<td>3</td>
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</tbody>
</table>

*Choose one of the following:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BIOL 1124</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1133</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2123</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 1124</td>
<td>Introduction to Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 1134</td>
<td>Introduction to Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 1114</td>
<td>Earth Science</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 1144</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
</tbody>
</table>

*Choose one of the following:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PSYC 1113</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2113</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
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<td>ECON 2213</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1113</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 the course is 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.

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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 web pages.
• Apply theory and technology skills in a supervised office internship.
Honors College

Purpose and Philosophy
The COTO Honors College is an integrated set of courses, seminars, independent study/service-learning projects, and other events, designed to add unique dimensions and depth to the capable student's college experience within the context of the goals of the college mission, vision and values.

Admission to the Honors College
The COTO Honors College admits qualified students who seek to pursue a serious academic program with equally gifted peers and committed teachers. Admittance is based on a global assessment of academic potential. We examine ACT scores, high school and/or college GPA, required submitted essays, letters of recommendation, interview, and other relevant information. Current COTO students may petition the Honors College to take Honors College Courses after global assessment and approval by the Director.

Objectives of the Honors College:
In addition to General Education outcomes,

1. To identify students who are not only high-achieving, but also highly motivated, as COTO Honors College Scholars;
2. To provide these students with smaller than average Honors classes and provide academically enriching opportunities for them and the faculty who teach them;
3. To provide these students with special advising while they are in the Honors College;
4. To involve the Honor Scholars with faculty members who are dedicated to the goals of honors scholarship and who provide challenging and rewarding opportunities for dialogue and study, such as approaching traditional topics from a fresh perspective and by expanding their realm of experience by excursions outside of the classroom;
5. To provide an interdisciplinary theme or approach by offering a measure of recognition to students who participate in a minimum number of Honors courses, seminars, and independent/service-learning studies;
6. To encourage participating students to continue to excel in their scholarly career outside of the Honors College, inspiring confidence, critical thinking, and superiority in leadership, challenging themselves and each other as they develop their talents to their fullest potential;
7. To contribute to the enrichment of the College’s academic climate by raising the intellectual and cultural caliber of the entire campus, not solely a select group of students, by offering open lectures, all-campus discussions and similar cross-institutional enrichment opportunities;
8. To enhance the ability of COTO Honor Scholars to deal successfully with the challenges of their academic careers and lives beyond the College.

Transfer Information
Specific “2+2” articulation agreements will allow students from COTO to apply to expressed 4-year University Honors Colleges and have their honors credits earned to transfer. This provides the students a clear path toward earning honors credits throughout their careers and culminating their efforts with an honors baccalaureate degree.

Anyone interested in applying to the Honors College or seeking further information should contact the director, Dr. January Schultz at jschultz@coto.edu or at 501-332-0246.
Ouachita Career Center

The Ouachita Career Center has seven programs that afford service area high school students the ability to earn early college credit in technical fields. These programs are: Automotive Service Technology, Cosmetology, Criminal Justice, Industrial Equipment Maintenance (located in Arkadelphia only), Medical Professions Education, Pre-Engineering, 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. Course descriptions may be found under Applied Science Technology.

- **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. Course descriptions may be found under Applied Science Technology.

- **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. Course descriptions may be found under Applied Science Technology.

- 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 2113 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. Course descriptions may be found under Applied Science Technology.

- ELCT 1204 Motor and Motor Control
- MACH 2103 Intro to Cad
- IEMT 2203 Power Transmissions
- IEMT 2412 Industrial Safety
- MACH 1102 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 - Medical Terminology
Career Center students who complete the below courses with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions may be found under Allied Health Sciences and Business Technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 1123</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>PNUR 1113</td>
<td>Body Structure and Function I</td>
</tr>
<tr>
<td>MEDT 1143</td>
<td>Medical Terminology II</td>
</tr>
<tr>
<td>PNUR 1203</td>
<td>Body Structure and Function II</td>
</tr>
</tbody>
</table>

## 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

## PRE-ENGINEERING

## Certificate of Proficiency (pending approval)
Career Center students who complete the below courses with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions may be found under Applied Science Technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>MACH 1102</td>
<td>Basic Blueprint Reading</td>
</tr>
<tr>
<td>MACH 2103</td>
<td>Introduction to CAD</td>
</tr>
<tr>
<td>IEMT 1213</td>
<td>Mechanical Devices and Systems</td>
</tr>
<tr>
<td>MECH 1103</td>
<td>Principles of Mechatronics</td>
</tr>
<tr>
<td>MECH 2103</td>
<td>Computer Integrated Manufacturing Concepts</td>
</tr>
<tr>
<td>MECH 2263</td>
<td>Special Topics in Mechatronics</td>
</tr>
<tr>
<td>ELCT 1224</td>
<td>Digital and Electronic Circuits</td>
</tr>
<tr>
<td>IEMT 1104</td>
<td>Fundamentals of Electricity</td>
</tr>
</tbody>
</table>

## PROGRAM OUTCOMES
- Demonstrate positive team behaviors and contribute to a positive team dynamic
- Demonstrate the ability to create control system operating programs utilizing computer software
- Demonstrate understanding of transferring drawings made in CAD to a CAM program
- Demonstrate the ability to create numerical code using a CAM program
- Demonstrate understanding of programmable logic devices

## 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. Course descriptions may be found under Applied Science Technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 1106</td>
<td>Gas Metal Arc Welding</td>
</tr>
<tr>
<td>WELD 1116</td>
<td>Metal Fabrication</td>
</tr>
<tr>
<td>WELD 1206</td>
<td>Gas Tungsten Arc Welding</td>
</tr>
<tr>
<td>WELD 1126</td>
<td>Shielded Metal Arc Welding</td>
</tr>
</tbody>
</table>

## 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

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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 Patients, Vocational Legal Ethical, Basic Nursing Principles and Skills, and Clinical-
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. Skills lab and clinical will provide supervised experience and return demonstration of skills learned in theory course.

PNUR 1005 Nursing Process II
Applied Math for Nurses, IV Therapy with Fluid and Electrolytes and Lab- 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. Lab will provide supervised experience and return demonstration of skills learned in theory 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 Patients, Pharmacology and Clinical- 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 Infants, Nursing of Children and Clinical- 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 Patients, Pharmacology and Clinical- 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 and Clinical- 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-PN 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.

CERTIFICATE OF PROFICIENCY:
MNUA 1117 Medication Assistant (MA-C)
This Medication Assistant course consists of seven credit hours. This course is only open to Certified Nursing Assistants who have been employed in that capacity in a nursing home for at least one year. This course prepares the Certified Nursing Assistant for the task of medication administration in the healthcare setting. 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. Students who successfully complete this course may be eligible to take the Arkansas Medication Assistant Certification Exam.

CERTIFICATE OF PROFICIENCY:
CNUA 1117 Nursing Assistant (CNA)
The Certificate of Proficiency in the Nursing Assistant course consists of seven 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 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. This course meets the certification requirements of the Arkansas Department of Human Services, Office of Long-Term Care.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING (LPN/Paramedic to RN):

SPRING & SUMMER 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

SPRING & FALL COURSES

RNUR 2014 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 & FALL COURSES

RNUR 2109 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 & SPRING COURSES

RNUR 2211 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.

ASST 1243 Engine Performance
This course includes basic fuel supply systems, carburetion, and basic emission control systems operation, diagnosis and repair. It introduces students to ignition, electronic engine controls and basic tune-up procedures. This course also introduces students to the use of automotive oscilloscopes and engine test equipment. (3,1,6)
ASST 2223 Ignition Systems:
This course covers electronic, computerized, and distributor less ignition systems operation, diagnosis and repair. Electronic circuitry and the use of electronic test equipment for the diagnosis of ignition systems is also covered. (3,2,3)

ASST 2243 Automotive Computers and Electronic Fuel Injection
This course covers automotive computer and fuel injection systems, operations, and controls. Students are taught to use the latest computer and fuel injection testers and diagnostic equipment such as scan tools, and digital oscilloscopes. Students are taught proper diagnostic and repair procedures for automotive computer systems and electronic fuel injection. (3,2,3)

ADST 1223 Brakes:
This course covers principles of hydraulic brakes, disc and drum brakes, brake fluid, brake system components, power brakes, parking brakes, anti-lock brakes, brake testing, diagnosis, and repair of brake systems. (3,1,6)

ADST 1286 Steering and Suspension:
This course covers steering systems, suspension systems, tires, wheels, and alignment. Students learn theory of operation, diagnosis, and repair of conventional, and rack and pinion steering systems. Static and dynamic wheel and tire balancing, steering geometry, and two and four wheel alignment are also covered. (3,1,6)

ADST 2133 Transportation Electronics:
This course covers automotive and diesel batteries, charging and starting systems, lighting, wipers, horns, turn signals, power accessories, and instrumentation. Students learn to test, diagnose, and repair electrical systems and components. (3,1,6)
Prerequisite or Co requisite: ADST 1153 Engine Principles and IEMT 1104 Fundamentals of Electricity.

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)

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CISS 1103 Network Essentials
This course gives students a fundamental overview of industry networking including Ethernet, protocols, TCP/IP, topology, security, SCADA systems, network installation, testing and trouble shooting. Ethernet and TCP/IP data transmission is emphasized. The network cabling plant, network devices, interfaces, bandwidths, compatibility issues with PLCs are also covered. (3,2,3)

CISS 2134 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. (4,3,2)

CISS 2444 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. (3,3,0)

Prerequisites: DATA 1123 Fundamentals of Information Technology

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. (4,3,2)

Prerequisites: CNWT 1434 Cisco I and MCSE 1104 Microsoft Client

CISS 2234 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. (4,3,2)

Prerequisites: (CNWT 1434, CNWT 1444, MCSE 1104, MCSE 1204, ELCT 2114, ELCT 2414)
This is a capstone course that may only be taken in the third semester and no course may be substituted.

CISS 2254 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 be 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. (4,3,2)

Prerequisites: DATA 1123 Fundamentals of Information Technology

CIJS 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)

This course corresponds to ACTS Index Number CRIJU 1023.
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 160 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 2316 Special Topics in Criminal Justice:
Special course studies in criminal justice topics are offered as needed in the Career Center Criminal Justice program. These courses are offered as concurrent enrolment. In order to properly align the high school curriculum and give credit for class work and time on task these courses were developed for that purpose. Special Topics classes are approved by the Division Chair of Applied Science and Vice President of Instruction at College of the Ouachitas. (6,6,0)

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 is the first of four courses in the Networking Academy CCNA Exploration curriculum. The Network Fundamentals course uses a top-down approach to networking with an emphasis on theory and practical application. Students are introduced to the devices, media and protocols that enable network communication while discovering the top-down approach to networking through the study of the OSI and TCP/IP models. Students are also introduced to IP addressing and data encapsulation using tools such as Packet Tracer to design, analyze and simulate network functionality. Lab is required. (4,3,2)

CNWT 1444 CISCO Networking Academy II
This is the second of four courses in the Networking Academy CCNA Exploration curriculum. The Routing Protocols and Concepts course prepares students through reading, lecture and hands-on activities the skills to configure, verify and troubleshoot routing and packet forwarding strategies. Initially the course provides an overview of router hardware/software before students are introduced to static routing and dynamic routing protocols. Students study RIPv1 and RIPv2, distance vector routing protocols and become familiar with VLSM and CIDR including classless link-state protocols such as Cisco’s proprietary protocol, EIGRP, to OSPF. Students will also use tools such as Packet Tracer to design, analyze and simulate network functionality. Additionally, students learn troubleshooting techniques, and security measures necessary for protecting a network from malicious intruders. Lab is required. (4,3,2)

Prerequisites: CNWY 1434 Cisco Networking Academy I

CNWT 1454 CISCO Networking Academy III
This is the third of four courses in the Networking Academy CCNA Exploration curriculum. The LAN Switching and Wireless examines the benefits of a modular network design model, basic switch concepts and configuration including security issues. Through simulation software and hands-on exercises, students learn how to control broadcast domains with VLANs, configure trunks and use the VLAN Trunking protocol to simplify management of the VLAN database across multiple switches. In addition, students address redundancy issues using Spanning Tree Protocol (STP) and STP variants PVST+, RSTP, and Rapid PVST+. Students address Inter-VLAN routing by configuring Router-on-a-Stick. Students also configure basic wireless settings, DHCP services, and wireless security. Lab is required. (4,3,2)

Prerequisites: CNWT 1444 Cisco Networking Academy II

CNWT 1464 CISCO Networking Academy IV
This is the fourth and last course in the Networking Academy CCNA Exploration curriculum. The Accessing the WAN introduces students to Wide-Area Networks (WANs) concepts and connection options, PPP, Frame Relay, Securing Cisco routers, and using Access Control Lists to secure networks. IP Addressing will be revisited and business requirements for telecommunication workers will be explored. Lab is required. (4,3,2)

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, Unguiology, Cosmetricity, 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 1016, 1026, 1036, 1046 Special Topics in Cosmetology:
Special course studies in cosmetology are offered as needed in the Career Center Cosmetology program. These courses are offered as concurrent enrollment. In order to properly align the high school curriculum and give credit for class work and time on task these courses were developed for that purpose. Special Topics classes are approved by the Division Chair of Applied Science and Vice President of Instruction at College of the Ouachitas. Clock hours from the Career Center Cosmetology are aligned with the College Cosmetology program.

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.

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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 the 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. (3,3,0)

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 the 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. (3,3,0)

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. (3,3,0)
Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood

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.
Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood

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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. (3,3,0)

Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood

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. (3,3,0)

Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood

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 a COTO instructor following the C.D.A. guidelines.

Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood; ECDE 1223 Early Childhood Practicum I *

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. (3,3,0)

Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood

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. (3,3,0)

Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood

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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. (3,3,0)
Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood

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. (3,3,0)
Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood

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. (3,3,0)
Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood

ELCT 1204 Motors and Motor Controls
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.

ELCT 1224 Digital and Electronic Circuits
This class is an introduction into the design of semiconductor materials and the basic components that are made from them. The fundamentals and theory of digital logic circuits are also covered. Topics of study include diodes, transistors, power supplies, voltage regulators, field effect transistors, transistor operation, transistor configurations, load line analysis, and small signal amplifiers. Devices such as Oscillators, SCRs, Triacs, Diacs, UJT’s, power amplifiers and operational amplifiers are covered in the classroom and practical circuits are built in lab. Operation and design of digital logic gates, use of Boolean Algebra, Flip-flops, Counters, Shift Registers, Semiconductor Memories, Analog to Digital converters and Digital to Analog converters are also covered. Experimental circuits are constructed in an associated lab. (4,3,3)
Prerequisite: IEMT 1104 Fundamentals of Electricity

ELCT 2114 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. (4,3,2)
ELCT 2325 PLC and PLC Applications
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. 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. (5, 4,3)
Prerequisite: IEMT 1104 Fundamentals of Electricity and ELCT 1204 Motor and Motor Controls.

ELCT 2403 Industrial Instrumentation
This course utilizes many of the concepts of electronics previously covered in the program. It also introduces the student to the basic principles and applications of instrumentation and control devices used in industry. Topics include: temperature control, gas and humidity sensors, pressure and strain measurements, flow control and measurement, and chart recorders. (3,2,3)
Offering is based on student interest.
Prerequisite: ELCT 1204 Motors and Motor Control or instructor permission.

ELCT 2404 Robotics and CIM Applications
Students will learn industrial robotic techniques and applications of logistic and transport systems. Heavy emphasis on conveyor systems, work cell design and installations, CNC machining centers, using the vertical CNC milling machine, robotics applications in industry, light systems, and data acquisition systems. Practical hands-on laboratory exercises, research, design, and applications of machines will be part of the student’s learning process. (4,2,4)
Offered every other Spring OR based on student interest.
Prerequisites: Completion of all first semester courses, Concurrent enrollment in ELCT 2102, Computer Integrated Manufacturing Concepts, or instructor permission

ELCT 2414 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. (4,3,2)

IEMT 1103 Wiring Methods
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: IEMT 1104 Fundamentals of Electricity

IEMT 1104 Fundamentals of Electricity
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: MATH 1013 Basic Algebra

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)
IEMT 1213 Mechanical Devices and Systems:
This class is an overview of the principles, concepts, and applications of mechanisms found in an industrial plant. Topics covered include belt drive systems, chains, chain drives, conveyor belts, conveyor systems, bearings, sheaves, lubrication, sprockets, and mechanical fasteners. Lab will be used to emphasize practical maintenance, installation, and procedures for repair and replacement. Bearing vibration and thermal imaging diagnostics is also covered. (3,2,3)

IEMT 2203 Industrial Power Transmission Equipment
In this course the student will be introduced to heavy duty power transmission equipment such as clutches, transmissions, gear boxes, gear drives, torque converters, couplings and drive lines. Instruction covers theory of operation and industrial applications for these devices. Lab will focus on maintenance and installation of this type of equipment. (3,2,3)

IEMT 2412 Industrial Safety
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. (2,2,0)

IEMT 2433 CIM Processes
In this laboratory and research course, students will learn to set up an entire manufacturing process. Motion, optic, CNC machining, inventory control, and quality will all be researched, designed and tested in the laboratory, and installed in a real world environment. Outside research in will be required. Actual process control using state of the art CIM equipment and other control mechanisms will be employed. (3,0,6).
Offering is based on student interest.
Prerequisites: Completion of all basic electrical classes and Intro to CIM, concurrent enrollment in ELCT 2404 of instructor permission.

MACH 1102 Basic Blueprint Reading
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. (2,0)
Prerequisites: MATH 1003 Basic Math with a grade of "C" or above or ASSET or ACT score of 14 or above in Math.

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. (3,2,2)
Prerequisite: MACH 1102 Basic Blueprint Reading or instructor permission.
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. (3,2,2)
Prerequisite: MACH 2103 Introduction to CAD.

MACH 2404 CNC Programming and Operation
This course is intended for the person desiring to work in the manufacturing trades requiring an in-depth knowledge of programming, setting up and operating a CNC turning center. The course builds on MACH 2113 Introduction to CNC. It deals primarily with the controls, tooling and setup on a CNC turning center with a FANUC controller and makes extensive use of a video training course, produced by CNC Concepts, which presents the total programming capabilities of the FANUC turning center controls. The student plans the machining process from blueprint through finished part describing the part on paper using the standard G code format and works with CAD/CAM to write a program and download it to the machine. The student learns to work with techniques such as canned cycles, multiple repetitive cycles, automatic tool radius compensation, geometry offsets, wear offsets and assigning program zero, selecting and setting up the various tools, making the settings and adjustments necessary. He learns to operate the controls of the machine, coordinate the program from computer to the machine, test and edit the program, and produce a finished part. The machine used for training is a Mori-Seiki AL 20 with a FANUC OT Mate controller. Prerequisite: MACH 2113 Introduction to CNC or two years of machine shop experience plus six months operating a CNC machine or equivalent experience. (4,2,6)

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. (4,3,2)

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. (4,3,2)

MCSE 2104 Microsoft Infrastructure & Active Directory
This course teaches students through video lectures, hands-on labs, and simulation software, the skills and knowledge necessary to configure, manage and troubleshoot a Windows Server 2008 network infrastructure. Students are able to install and authorize a Dynamic Host Configuration Protocol (DHCP) server service, install DNS, create primary/secondary zones, locate DNS records, enable remote management and open firewall ports to allow remote use of MMC snap-ins, configure IPv6 addresses and create and activate an IPv6 scope and configure a file Server. In the second half of this course, Microsoft’s Active Directory, students use Server Manager to add and manage roles and features, use Group Policy to simplify network administration, create Organizational Units, install Windows Server Backup, create a backup schedule and monitor Active Directory using Server Manager, Event Viewer and Performance Monitor. These courses help prepare students to take the Microsoft Certified Technology Specialist Exam. (4,3,2)
Prerequisites: MCSE 1104 Microsoft Client Operating System and MCSE 1204 Microsoft Server

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MECH 1103 Principles of Mechatronics
Mechatronics integrates electronics, mechanics, pneumatics, hydraulics, information technology and computer control systems into a single discipline that crosses most of the traditional boundaries of a skilled technician. Mechatronics technicians need a broad understanding of how mechanical and electrical energy is produced, controlled and utilized. The Mechatronics program is designed to teach a core set of technical skills that are applicable in a wide variety of settings. This class is an overview of how these disciplines are combined to create modern, production lines that are efficient, productive and reliable. (3,3,0)

MECH 2103 Computer Integrated Manufacturing Concepts
This course is designed to teach the student the basic electrical and programming skills needed to operate high-tech robotic and optical equipment. Students will learn basic robotics, bar-coding, conveyor systems, pneumatic controls, optical scanning, and some PLC use for CIM systems. (3,2,3)
Prerequisite: ELCT 2314 PLC’s or instructor permission.

MECH 2263-2266 Special Topics in Mechatronics:
These courses are designed to fit special needs in manufacturing processes that are unique to the changing needs of industry and are of faculty and student interest. The courses cover topics in the field of Mechatronics that are not covered by other courses. Pre engineering classes developed by PLTW (Project Lead the Way) may be eligible for concurrent enrolment as special topics classes. Up to 9 hours of Special Topics may be used as electives in the Mechatronics degree.
Prerequisite: Special Consent.

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.

WELD 1106 Gas Metal Arc Welding
An instructional program that prepares individuals to apply technical knowledge and skills to unite and separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be the use of gas metal arc welders.

WELD 1116 Metal Fabrication
An instructional program that prepares individuals to apply technical knowledge and skills to unite and separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be on general welding knowledge and techniques in oxy/fuel gas cutting, plasma arc cutting, and the use of metal fabrication machinery.

WELD 1126 Shielded Metal Arc Welding
An instructional program that prepares individuals to apply technical knowledge and skills to unite and separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be the use of shielded metal arc welders.

WELD 1206 Gas Tungsten Arc Welding
An instructional program that prepares individuals to apply technical knowledge and skills to unite and separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be the use of gas tungsten arc welders.
COURSES ARE LISTED IN ALPHABETIC/NUMERIC ORDER BY THE COURSE NUMBER.

COLLEGE OF THE OUACHITAS 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, SU
**Prerequisite:** Basic Writing (ENGL 1103) with a “C” or better OR required placement score. This course corresponds to ACTS Index Number BIOL 1004.

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, SU
**Prerequisite:** Basic Writing (ENGL 1103) with a “C” or better OR required placement score.

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
**Prerequisite:** Basic Writing (ENGL 1103) with a “C” or better OR required placement score.

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. This course corresponds to ACTS Index Number BIOL 1034.

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. This course corresponds to ACTS Index Number BIOL 1054.

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
**Prerequisite:** Basic Writing (ENGL 1103) with a “C” or better OR required placement score. This course corresponds to ACTS Index Number BIOL 2404.
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: sensory system, endocrine system, cardiovascular system (including blood, blood vessels, and the heart), lymphatic system, immune system, respiratory system, digestive system, urinary system and reproductive system. Nutrition, metabolism, and temperature regulation; fluid, electrolyte and acid-base balance; pregnancy, 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.
This course corresponds to ACTS Index Number Biol 2414.

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. F, S, Su
Prerequisite: Anatomy and Physiology I (Biol 2224) or Intro to Biology (Biol 1124) with a “C” or better.
This course corresponds to ACTS Index Number Biol 2004.

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: Basic Writing (Engl 1103) with a “C” or better OR required placement score AND Intermediate Algebra (Math 1023) with a “C” or better or required placement score.
This course corresponds to ACTS Index Number Chem 1004.

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: Basic Writing (Engl 1103) with a “C” or better OR required placement score AND College Algebra (Math 1143) with a “C” or better OR concurrently enrolled.
This course corresponds to ACTS Index Number Chem 1414.

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, Su
Prerequisite: Basic Writing (Engl 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number Spch 1003.

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
Prerequisite: Basic Writing (Engl 1103) with a “C” or better OR required placement score.

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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
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.

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, SU
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.

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.
This course corresponds to ACTS Index Number ENGL 1013.

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.
This course corresponds to ACTS Index Number ENGL 1023.
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. S
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, Ferdowski, 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.
This course corresponds to ACTS Index Number ENGL 2113.

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.
This course corresponds to ACTS Index Number ENGL 2123.

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 Offering is based on student interest.
Prerequisite: Composition II (ENGL 1213) with a “C” or better. Students do not have to take this literature course in sequence.
This course corresponds to ACTS Index Number ENGL 2653.

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 Offering is based on student interest.
Prerequisite: Composition II (ENGL 1213) with a “C” or better. Students do not have to take this literature course in sequence.
This course corresponds to ACTS Index Number ENGL 2663.

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, SU
This course corresponds to ACTS Index Number GEOG 1103.

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

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founded and the development of government under the Constitution in order to better understand the American political system. F, S, SU

**Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.**

*This course corresponds to ACTS Index Number PLSC 2003.*

**GOVT 2123 State and Local Government**

The principles, organization, and functioning of state, county, and township government, with special reference to Arkansas. S

**Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.**

*This course corresponds to ACTS Index Number PLSC 2103.*

**HIST 1113 Civilization through 16th Century**

This course offers a survey of the significant economic, political, and social currents of World Civilization from the pre-historic era to the mid-seventeenth century of the common era. 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 required placement score.**

*This course corresponds to ACTS Index Number HIST 1213.*

**HIST 1123 Civilization since 16th Century**

This course offers a survey of the significant economic, political, and social currents of World Civilization from the Protestant Reformation to the late twentieth century of the common era. 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 required placement score.**

*This course corresponds to ACTS Index Number HIST 1223.*

**HIST 2113 U.S. History through 1865**

This course offers a survey of the significant economic, political, and social 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 required placement score.**

*This course corresponds to ACTS Index Number HIST 2113.*

**HIST 2123 U.S. History since 1865**

This course offers a survey of the significant economic, political, and social 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 required placement score.**

*This course corresponds to ACTS Index Number HIST 2123.*

**HIST 2143 Arkansas History**

This course offers a survey of the significant economic, political, and social 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

**Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.**

*This course corresponds to ACTS Index Number ATRA 1003.*
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
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number MUSC 1003.

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, SU
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number DRAM 1003.

MATH 1113 Math for the Workplace
This course is designed to develop the analytical skills required to solve realistic, occupation-specific problems in the modern workplace. Common topics organized into units include: fractions; decimals; percent; ratio and proportion; integers; exponents and roots; order of operations; linear equations; formulas; scientific notation; and measurement & metrics. The course also includes additional topics customized to the Applied Science and Business Technology curriculum and organized into two additional units such as geometry; solving right triangles; graphs and charts; and payroll. F,S
Prerequisite: None

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.
This course corresponds to ACTS Index Number MATH 1103.

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.
This course corresponds to ACTS Index Number MATH 1003.

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.
This course corresponds to ACTS Index Number MATH 1203.

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.
This course corresponds to ACTS Index Number PHIL 1103.

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. Offering is based on student interest.
This course corresponds to ACTS Index Number PHSC 1104.

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). Offering is based on student interest.
Prerequisite: Intermediate Algebra (MATH 1023) with a “C” or better or required placement score.
This course corresponds to ACTS Index Number PHYS 2014.

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
Prerequisite: Intermediate Algebra (MATH 1023) with a “C” or better or required placement score.
This course corresponds to ACTS Index Number PHSC 1004.

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
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
This course corresponds to ACTS Index Number PSYC 1103.

PSYC 2113 Abnormal Psychology
The origin, treatment, social implication, and specific therapies of various mental and emotional disorders. Offering is based on student interest.
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. Offering is based on student interest.
Prerequisite: General Psychology (PSYC 1113) with a “C” or better.
This course corresponds to ACTS Index Number PSYC 2103.

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. F, S, SU
Prerequisite: Completion of First Semester Practical Nursing that includes Medical Terminology and Basic Nursing Math or Licensed Practical Nurse or Paramedic.

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
This course corresponds to ACTS Index Number SOCI 1013.

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.
This course corresponds to ACTS Index Number SOCI 2013.

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. SU

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

Prerequisite: Basic Writing (ENGL 1103) with a "C" or better or required placement score.

This course corresponds to ACTS Index Number SPAN 1013.

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. S

Prerequisite: Elementary Spanish I (SPAN 1113) with a “C” or better.

This course corresponds to ACTS Index Number SPAN 1023.

DEVELOPMENTAL EDUCATION

ENGL 1023 Foundations of Reading and Writing
Foundations of Reading and Writing provides an integrated approach to developing students’ reading and writing processes while preparing students to complete assignments which allow them to function successfully in college level courses. The course will enable students to apply strategies for improving comprehension, developing vocabulary, and increasing the rate for reading college textbooks, and it will also focus on the writing process including paragraph structure and development, and introduce the formal essay. *Successful completion of this course allows a student to proceed into ENGL 1113 (Composition I) and other college-level courses.

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

GNED 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 COTO. 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

College of the Ouachitas 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.
This course corresponds to ACTS Index Number ACCT 2003.

*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.
This course corresponds to ACTS Index Number ACCT 2013.

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^*
*This course corresponds to ACTS Index Number BLAW 2003.

*BOIS 2303 Business Communications
This course develops 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.
*This course corresponds to ACTS Index Number BUSI 2013.

*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. F^, S^, SU^*
*Prerequisite: Score proficient on the College’s required Keyboarding Entrance Exam.
*This course corresponds to ACTS Index Number CPSI 1003.

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 net wpm.

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^^
This course corresponds to ACTS Index Number ECON 2103.

*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^^
This course corresponds to ACTS Index Number ECON 2203.

*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 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 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 12-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 180 hours of work at the approved work site. S
Prerequisite: Completion of 18 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.

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) and
the Certified Medical Administrative Specialist (CMAS) national exams at the completion of the degree. A $190 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 patients 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 $274 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 2226 Human Body Systems, Diseases and Basic Pharmacology, and DATA 1123 Fundamentals of Information Technology.

MEDT 2226 Human Body Systems, Diseases and Basic Pharmacology
This course introduces human anatomy and physiology through an overview of the organ systems of the human body. The course also includes an introduction to the etiology, treatment, and prognosis of various diseases. Emphasis is given to 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. The course offers a brief overview of basic pharmacology and basic chemistry as they relate to drug treatment for pathophysiologic conditions. S
Prerequisite: MEDT 1123 Medical Terminology I with a grade of “C” or better.
Corequisite: MEDT2033 Medical Terminology II.
This course satisfies the general education science 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 majoring in Medical Office Administration.

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

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SECR 1213 Office Administration Internship
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 may be incurred by the student.

SEMINARS

GNED 1001 Student Orientation Seminar
One credit hour course required for all first time, full-time entering students. This course will provide students with the skills and strategies needed to be successful in college academics, their career, and life. Topics will include but not limited to college policies and procedures, programs, time management, stress management, setting goals, cultural diversity, health issues, and career planning. F,S

HNRS 1111H Honors Seminar I
Required of all Honors College students during the first semester. Honors Seminar I is an introduction to the academic experience, the Honors College, critical thinking, diversity issues, and other aspects of academic life and the academic community. This course meets the GNED 1001 requirement for Honors College students. F
Prerequisite: Admission to the Honors College.

HNRS 1121H Honors Seminar II
Required of all Honors College students during the second semester. Topics include preparing a capstone project, including selecting a topic, choosing any needed mentors, preparing a bibliography, constructing a written prospectus, and outlining a timetable for completing the capstone project. S
Prerequisite: Completion of HNRS 1111.
Community 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.

There will be other courses which 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.

For additional information, please call (501) 332-0236.

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 release, 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.

Professional Development for Certified Teachers
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.coto.edu and click on Business and Community Tab 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), by competing for a WAGE (Workforce for Growth in the Economy) Certificate, or upgrade academic skills for college entrance exams. 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. There is no tuition fee. The length of the program will be determined by individual student need. The only charge is the student’s time, interest, and energy.

While studying at the Workforce Center 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 Sullenger during hours of normal operation and at the Grant County Adult Education Center at 307 East Pine in Sheridan. Students can attend classes a limited hours at our satellite centers in Bismarck or Leola.

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. Please refer to our
CCAP (College and Career Access Program) at College of the Ouachitas for additional enrollment information.

**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.

**Health Families Arkansas (formerly Even Start Family Literacy Program)** 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.

**Health Families Arkansas – 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, Customer Service I and II, Bank Teller, or Clerical.

**Official GED Examination**
The Official GED Examination is given at the Workforce Center weekly and must be scheduled with the GED Examiner. Currently the GED Examination is free but as of January of 2014 there will be a charge.

**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.


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

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B.S.B.A., M.B.A., Henderson State University

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B.S., University of Central Arkansas; M.S., Ph.D., University of Arkansas at Little Rock

Donna Hill ................................................................................... Vice President of Student Affairs
B.A., M.A., University of Arkansas at Little Rock; ABD, Northcentral University

Mike Kolb ............................................................................ Director of Community Development and Industrial Training
B.B.A., Stephen F. Austin State University

Dr. Blake Robertson ................................................................ Vice President of Adult and Community 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

Allen Beene ........................................................................ Counselor
B.S.E., M.S.E., Henderson State University

Melissa Bowers ........................................................................ Payroll Technician
A.A.S., Ouachita Technical College

Marjory Bradford .................................................................... Receptionist/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 ................................................................................ Registrar Assistant
A.A.S., Garland County Community College
Kori Clayton .................................................................................................................. Accounts Payable Officer
A.A.S., Ouachita Technical College

Danny Cottrell ............................................................................................................. Physical Plant Maintenance Technician
HVAC Licensed; EPA Universal License

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; Part Time Two Law Enforcement

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

Robert Ellerd ............................................................................................................ Financial Aid Specialist
A.A.S. College of the Ouachitas; B.A. Henderson State University; +12 hours toward M.A., University of Arkansas, Fayetteville

Chelley Fendley ........................................................................................................... Computer Lab Technician/Helpdesk
A.A.S., Ouachita Technical College

Billy Francis ................................................................................................................ College Pathways Director
B.A., Ouachita Baptist University; M.B.A., University of Phoenix

Shereka Francis ......................................................................................................... Financial Aid Analyst
B.S., Arkansas State University

Dede Golding .............................................................................................................. Accountant I
A.A.S., Garland County Community College

Cindy Green ............................................................................................................... Administrative Specialist-Purchasing
A.A.S., Ouachita Technical College

Mary Ann Harper ............................................................... Director, Library/Learning Resource Center
B.S.E., Henderson State University; M.L.S., University of North Texas

Terral Harper ............................................................................................................. Career Pathways Finance/Administrative Assistant
A.A.S., Ouachita Technical College

Laurie Hawthorne ............................................................. Administrative Assistant, Workforce/Continuing Education
A.A.S. Ouachita Technical College

Josh Holiman ............................................................................................................. Academic Advisor/Testing Coordinator
B.S.E., Henderson State University

Jill Houlihan ............................................................................................................. Executive Administrative Assistant to President and Board of Trustees
A.A. Mississippi Delta Community College, B.A. Ouachita Baptist University

Janet Hunt .................................................................................................................. Coordinator, Career Development Services
A.A.S., College of the Ouachitas
Diane Hurst.................................................................................................................. TRIo Computer Lab/Tutor Coordinator
A.A.S., Ouachita Technical College
Shelia Jenkins........................................................................................................ Administrative Specialist-Nursing
45 hours toward A.A.S.
Linda Johnson........................................................................................................... Registrar
B.S., Southern Arkansas University; M.Ed., University of Arkansas at Little Rock
Dawnyell Jones........................................................................................................ CPI, Career Support Services Facilitator
B.S., Alabama State University, M.B.A., University of Phoenix, +43 hours toward M.S., Capella University
Kee Kratz .................................................................................................................... Computer Specialist
A.A.S., Ouachita Technical College
Kathy Lazenby ......................................................................................................... 504 Disability/Student Success Coordinator
B.S.E., M.S.E., Henderson State University; Teaching Certificate in Vocational Business/Educational Leadership
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
B.S., Ouachita Baptist University, B.A.S., Franklin University, Arkansas Case Management License
Frances Nelson ........................................................................................................ TRiO Transfer/Career Counselor
B.S.E., M.S.E., Ouachita Baptist University
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
Sheri Oden ................................................................................................................ Administrative Assistant, Students Affairs/Business & Finance
Business Diploma, Ouachita Vocational Technical School, B.A., Henderson State University
Christie Ogden ........................................................................................................ Statistician, Office of Planning & Assessment
A.A.S., Ouachita Technical College
William Ross ............................................................................................................. Security Officer Supervisor
A.A.S., College of the Ouachitas
Rebrenda Schulz ...................................................................................................... Accounting Technician
A.A.S., College of the Ouachitas
Lucy Scrimshire ....................................................................................................... Administrative Specialist-Nursing
A.A.S., Ouachita Technical College
John Siratt ................................................................................................................. Groundskeeping
Rhonda Smith .............................................................................................................. Human Resource Analyst 
Business Diploma, Ouachita Vocational Technical School; A.A.S., Ouachita Technical College

Vergina Smith ........................................................................................................... Director, TRiO Student Support Services 
B.A., Ouachita Baptist University; M.B.A., Henderson State University

Sandra Spayde .......................................................................................................... Administrative Specialist - Faculty 
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

Rodney Williams ...................................................................................................... Maintenance Tech II 
HVAC license and class B  HVAC contractor License, EPA universal license

Jayna Winiecki ........................................................................................................... Director of Financial Aid 
B.S., Henderson State University

Richard Wright ......................................................................................................... TRIO Academic/Disability Counselor 
B.A., M.S., Henderson State University; +39 post graduate hours, N.B.C.C.

FACULTY

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

Cathy Boyett ............................................................................................................. Business Instructor 
B.S., M.S.E., Henderson State University

Doug Carter .............................................................................................................. CDL 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

Kati Crump ............................................................................................................... English Instructor 
A.A., B.A., Florida College; M.A., Texas A&M University

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 Hunnicutt ......................................................................................................... Business 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

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Lisa Irwin .............................................................................................................................. Science Instructor
B.S., M.S., Missouri State University; M.S. Clemson University

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

Bradley Pierce .................................................................................................................. English Instructor
B.A., M.A., University of Arkansas at Little Rock

June Prince ....................................................................................................................... Concurrent Enrollment Coordinator/Psychology Instructor
B.S.E., M.S.E., Henderson State University

Melinda Sanders ............................................................................................................. Associate Degree in Nursing Instructor
L.P.N., Baptist School of Nursing; Diploma RN, Baptist School of Nursing; B.S.N., Arkansas Tech University; 15 hours toward M.S.N., Northeastern State University; Certificates: CPR, CPR Instructor

Brenda Scott ..................................................................................................................... Allied Health Sciences Co-Division Chair/RN Department Chair/RN Instructor
A.D.N., Carl Albert State College; B.S.N., Northwestern State University; M.S.N., Northwestern State University; Certificates: CPR, ACLS, PALS

Dr. January Schultz ........................................................................................................ Honors College Director/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

Pat Simms ......................................................................................................................... Arts and Sciences Division Chair/Mathematics Instructor
B.S.E., M.S.E., Henderson State University

Gerald Songer ................................................................................................................ Allied Health Sciences Co-Division Chair/PN Department Chair/PN Instructor
L.P.N., Ouachita Technical College; A.D.N., Garland County Community College; Certificates: ACLS, CPR, CPR Instructor, PAL; B.S.N, Arkansas Tech University

Glenda Snyder ................................................................................................................ Associate Degree in Nursing Instructor
A.D.N., National Park Community College; B.S.N., Walden University; 29 hours toward M.S.N., Walden University; Certificates: CPR, PAL, Chemo Certified

Wendy Sullivan ............................................................................................................... Cosmetology 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

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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

Dr. James Young .................................................................. Science Instructor
B.S.E., University of Southern Mississippi, M.S.E., Southern Arkansas University, Ph.D., Louisiana Baptist University

OUACHITA CAREER CENTER FACULTY
Donna Anderson ............................................................... Cosmetology Instructor
Cosmetology License, Lee’s School of Cosmetology, Cosmetology Instructor License, Arthur’s Beauty College, Arkansas Teacher’s License

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; +9 hours towards MSE, Henderson State University

Donald English ................................................................ Welding Instructor
Tulsa Welding School, Master Welder degree, OSHA 30 Certificate

Ruben Keisler ................................................................. Director of Ouachita Career Center
B.S.E., University of Arkansas; M.S.E., Henderson State University; Certificates: NOCTI - Automotive; Arkansas Teacher’s License; Master Instructor

Cathy Petty .................................................................. Medical Professions Education Instructor
B.S.E., Henderson State University; Arkansas Teacher’s License; Medical Professions Endorsement; +15 graduate hours

Chris Stovall .................................................................. Industrial Equipment Maintenance Instructor
T.C., Ouachita Technical College; A.A.S., Ouachita Technical College; NOCTI Certificate; Journeyman Millwright Certificate; NCCER Master Instructor; Certified OSHA Instructor

Ashley Toney ................................................................. Cosmetology Instructor
Cosmetology License, Hot Springs Beauty College, Cosmetology Instructor License, Ouachita Technical College

OUACHITA AREA ADULT EDUCATION CENTER/OMEGA UNIT FACULTY/STAFF
Cynthia Bosley .............................................................. Adult Education Instructor
B.S.E., M.S.E., Henderson State University, Arkansas Teacher’s Certificate

Sarah Eppler .................................................................. Adult Education Instructor
B.S.E., University of Central Arkansas; M.S.E., University of Arkansas; Arkansas Teacher’s Certificate

Brenda Keisler .............................................................. College & Career Access Program (CCAP) Instructor
B.A., B.S.E, Ouachita Baptist University; M.Ed., University of Arkansas; Adult Education Certification, WAGE Certified Instructor, Arkansas Teacher’s Certificate

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Cathy Larson ................................. Program Coordinator & Home Visitor, Healthy Families Arkansas/Hot Spring County
........................................................................................................... Program Coordinator, COTO/OAAEC Family Literacy
B.S.E., Arkansas Tech University; M.S.E., Henderson State University; Arkansas Teacher’s Certificate

Marlene McKellips ........................................ Home Visitor/Healthy Families Arkansas/Hot Spring County
A.A.S., Weber State University; A.A., Ouachita Technical College

Stella Murdock ................................................................. Office Manager/GED Examiner
A.A.S., Ouachita Technical College

Jan Robertson ................................................................. Adult Education Instructor/WAGE Coordinator
B.S.E., M.S.E., Henderson State University; M.S.E., UALR; Adult Education Certification, WAGE Certified Instructor, Arkansas Teacher’s Certificate

OUACHITA AREA ADULT EDUCATION CENTER – SHERIDAN

Donna Bean ................................................................. Paraprofessionals
Libby Bennett ................................................................. Paraprofessionals
Laura Collins ................................................................. Adult Education Instructor
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
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