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C O S S A T O T
C O M M U N I T Y
C O L L E G E

OF THE UNIVERSITY OF ARKANSAS

VOLUME XI

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Accredited May 1, 1998
Association Of Collegiate Business Schools And Programs*

APPROVED BY:

*Arkansas Department Of Workforce Education
American Institute Of Banking (AIB)
Arkansas State Board Of Nursing
Arkansas State Department Of Education
National Automotive Technician Education Foundation (NATEF)
State Approving Agency For Veteran's Training
U.S. Department Of Education*

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Equal Opportunity/Affirmative Action

Cossatot Community College-UA is an Equal Opportunity/Affirmative Action Institution. The College, in compliance with the Higher Education Act of 1965 and other Civil Rights laws, offers equal opportunity for admission and employment. Additionally, all programs and activities of the College are provided to all students without regard to race, color, national origin, religion, age, disability, Vietnam era veteran or special disabled veteran status, or sex. Cossatot Community College of the University of Arkansas does not discriminate against qualified individuals with disabilities in recruitment, employment, admissions or in access to programs. Questions or concerns regarding affirmative action or disabilities can be directed to the Affirmative Action Officer or Disability Support Coordinator, c/o the College, PO Box 960, De Queen, AR 71832 (870) 584-4471. **Faculty and students are responsible for keeping informed regarding the information contained in this Catalog and other official communications issued by the College regarding regulations, policies and requirements affecting the employee and the student's status at the College.**

FRANK G. ADAMS
CHANCELLOR
WELCOME TO THE BEST LITTLE
COMMUNITY COLLEGE IN ARKANSAS!

Obviously if you are reading this handbook and catalog, you are interested in college. The question is, "What do you want from your college education?" If you are interested in learning new skills, upgrading your current skills, or preparing to transfer to a four- year institution, you have come to the right place.

Cossatot Community College of the University of Arkansas is an emerging institution. It is growing in facilities, programs, staff, and student enrollment, but more important it has a growing vision of a college for the 21st Century. We pride ourselves on having a very friendly, supportive student atmosphere, and rigorous instructional programs. We try very hard to create many avenues of access to higher education for the benefit of the citizens of Southwest Arkansas. For example, we have a very vigorous Internet program of courses and degrees, we have a substantial Interactive Television instructional program, and we have skills programs and degrees that are directly aligned to the workforce needs of the State and Nation. We have high tech and low tech courses and programs to offer students who wish short term "in and out" training.

Cossatot Community College partnered with several universities to make it possible to not only get an associate degree through CCCUA, but a Bachelor's and even a Master's degree right here on the De Queen, Nashville, or Ashdown campuses.

As a prospective student or returning student, I urge you to go to the college webpage (<http://cccua.edu/>) and explore all the possibilities that await you. You will be able to contact all the Faculty and Staff via the web page, find the college catalog, and get a course schedule. If you wish you can even apply for admission via the web

As a prospective student or continuing student you will find many answers to your life goals at CCCUA. You will find a friendly, caring staff who will take time to answer questions or to help you get the most out of college. You will find we do not have rigid formalities here. Our doors are always open. Every employee is geared to help. But, you have to ask for it. We cannot anticipate what you need. The one thing you can count on is a group of professionals who desire to help you achieve your goals. Oh yes, instructors will make you work for every grade, but they will also help you. The staff will have high expectations of you, but they will guide you to become all you can be. What must you do? Ask for our help. You will find we willingly give it.

As you turn the pages of this book, you will begin to see many opportunities available to you. Welcome to Cossatot. We are glad you are considering us.

Frank G. Adams, Chancellor
Cossatot Community College of the University of Arkansas

INSTITUTIONAL MEMBERSHIPS:

ACBSP - Association of Collegiate Business Schools and Programs

American Association of Community Colleges

American Technical Education Association

AQP - Association for Quality and Participation

ArkADE - Arkansas Association for Developmental Education

Arkansas Association of Collegiate Registrars and Admissions Officers (ArkACRAO)

Arkansas Association of Two-Year Colleges

Arkansas Cattleman's Association

Arkansas College Personnel Association

Arkansas Council on Student Services

Arkansas Distance Learning Association (ARDLA)

Arkansas State Chamber of Commerce

Association for Career and Technical Education

Council for Opportunities in Education

Council on Higher Education Accreditation

De Queen/Sevier County Chamber of Commerce

Greater Texarkana Chamber of Commerce

HLC-NCA - Higher Learning Commission of the North Central Association of Colleges and Schools

Little River Chamber of Commerce

Nashville Chamber of Commerce

National Automotive Technical Education Foundation (NAFEF) - Automotive Service Excellence (ASE)

National Association of College and University Business Officers (NACUBO)

National Association of Student Financial Aid Administrators (NASFAA)

National Business Incubator Association (NBIA)

***COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS
BOARD OF VISITORS***

Larry Mashburn, Chairman

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Bill Gregory

John Hearn

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Robert Martinez

Shirley Pearce

MISSION AND PURPOSES

The Mission Statement for Cossatot Community College-UA is: Cossatot Community College of the University of Arkansas, an institution of higher education, is a public two-year college located in Southwest Arkansas and is dedicated to serving students who wish to achieve academic, personal, or career goals. The College seeks to encourage in each student the values essential for effective citizenship; the desire for lifelong learning; the techniques for applying knowledge and skills to personal, career, and community life challenges; and an understanding that all individuals have worth and potential. To achieve this mission the College strives to carry out the following purposes, which directly relate to the mission statement:

- I. To provide employment education for students to gain competence in skill areas and knowledge for entry into the global workforce.
- II. To offer quality higher education courses which may transfer to another educational institution.
- III. To offer a general education foundation in all programs that will enhance the student's personal growth, skills, and understanding.
- IV. To provide developmental educational programs to allow individuals to reach their personal or occupational goals or to prepare for college-level course work.
- V. To provide opportunity for those needing adult basic education, general adult education, computer literacy, or English speaking and writing skills.
- VI. To provide student services including, but not limited to, counseling and guidance, career exploration and assistance, financial aid, and opportunities for extracurricular activities.
- VII. To provide the facilities of the College and the talents of its professional staff to its publics in order to support educational, civic, and cultural endeavors within each community in the service area.
- VIII. To provide leadership for and participate in economic development activities to enhance employment opportunities in the service area.
- IX. To work with local schools, community organizations, and state and federal agencies to encourage high school students and adults to continue their education beyond the twelfth grade or its equivalent.
- X. To provide educational and skill development by selecting delivery systems that encompass technology and alternative attendance patterns, and accepting creditable prior learning.

PHILOSOPHY OF GENERAL EDUCATION

It is the belief of Cossatot Community College-UA that general education is providing opportunity for students to acquire knowledge and skills necessary for living and working in today's global society.

The College has established a required core of general education courses for the Associate of Applied Science (A.A.S.) degrees, the Associate in Arts or Science degrees and for the one-year certificates. Some general education is integrated into teaching each college course so that one or more of these general education concepts are practiced in each course.

GRADUATION CERTIFICATIONS

Cossatot Community College-UA awards the following certificates and degrees; any course required for the following may be offered via Distance Education, i.e., Interactive TV or Internet courses. Accommodations for persons with **disclosed and documented** disabilities are provided for the purpose of ensuring equal academic access.

Distance Education

The Distance Education Division of the College offers a wide variety of courses on the Internet and through the Interactive Video Classroom. Students need only have an up-to-date computer to enroll in and take Internet courses. The asynchronous delivery of college courses especially fits the busy schedules of people today who find it difficult to set aside time to attend classes on-site. Distance Education classes were developed and are taught by the same instructors who teach for the College on campus, and differ only in their method of the delivery. Students are required to check in weekly with their instructor(s). The Associate of General Studies Degree and the Associate of Arts are offered either on-site or entirely online, and have been fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Associate of Arts Degree

The Associate of Arts (A.A.) Degree is a two-year program made up of general education courses. The degree is designed to transfer to four year universities, and a statewide articulation agreement has been approved by the Arkansas Higher Education Coordinating Board to aid in transfer. The articulation agreement requires a grade of “C” in any transfer courses.

This degree may be completed on-site or entirely on the Internet.

Associate of Arts in Teaching (Grades 4-8)

The Associate of Arts in Teaching (AAT) Degree is designed for those persons who wish to transfer to a 4-year institution and major in education, teaching grades 4-8.

Associate of Science Degree

The Associate of Science (AS) Degree is designed for those persons who wish to transfer to a 4-year institution and includes elective hours from science, mathematics, business, computer science, agriculture, etc.

Associate of General Studies Degree

The Associate of General Studies Degree is particularly well-suited for students who have acquired a number of college credits and need or want a degree. While it is expected that most of the 30 semester hours of core courses will transfer, the transferability of the 33 elective hours in the program will depend on careful coordination by the student with the transfer institution. The degree can be structured like an Associate of Arts degree for almost complete transfer, or may be designed with a business or technical career focus. The degree can be structured to meet the unique educational needs of the student. Students need not have acquired previous college credit to enter this program. Transfer students need to refer to that section of this Catalog.

This degree may be completed on-site or entirely on the Internet.

Associate of Applied Science Degree

The Associate of Applied Science Degree (A.A.S.) is designed for students who seek occupational, technical, and vocational skills primarily for employment or advancement.

Associate of Applied Science Degree Areas:

Business:

Accounting

Administrative Assistant

Agri-Business

Business Management

Computer Information Systems

Early Childhood Education (offered in conjunction with National Park Community College, Hot Springs)

Fire Science (offered through SAU Tech-Camden)

General Technology (A customized career-oriented degree plan)

Medical Assisting

A.A.S. Transfer Disclaimer

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 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. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.”

Technical Certificate

Technical Certificates are awarded to students completing a specified level of competency in an occupational field. These programs are generally at least one year in length and less than two years. Technical Certificates are offered in:

Business:

Secretarial/Word Processing

Computerized Accounting

Practical Nursing

Collision Repair Technology
Residential Construction Technology

Certificate of Proficiency

Certificates of Proficiency are awarded for completion of programs generally one semester in length, and are intended for employment purposes. They are offered in:

Automotive:

Brakes, Suspension and Steering	Drive Train Specialist
Electrical/Electronic Systems	Engine Performance
Engine Repair and Climate Control	

Child Development

Computer Aided Design and Drafting

A+ Certificate

Electrician Pre-Apprentice

Emergency Medical Technician (EMT)

English as a Second Language Education

Medical Transcription

Small Engine Repair

Welding

DEGREE AND CERTIFICATE REQUIREMENTS

DIVISION OF UNIVERSITY TRANSFER

CERTIFICATES OF PROFICIENCY (2 AREAS)

ASSOCIATE'S DEGREES (5 AREAS)

CHILD DEVELOPMENT

CERTIFICATE OF PROFICIENCY (9 HRS.)

Child Development is a 120-contact hour program designed to meet the formal education requirements established by the Council for Early Childhood Professional Recognition, leading toward the Child Development Associate (CDA) certification. The course covers positive ways to advance children's physical, intellectual, social, and emotional development, planning safe, healthy learning environments, strategies to establish productive relationships with families, managing effective program operations, principles of child growth and development, and observing and recording children's behavior. A student may choose to pursue CDA certification through the Council following completion of the course.

_____	CHCD 1113	Child Development
_____	CHCD 1123	Program Management for Child Care Programs
_____	CHCD 1133	Curriculum Devel. for Child Care Programs.

ENGLISH AS A SECOND LANGUAGE EDUCATION

CERTIFICATE OF PROFICIENCY (12 HRS.)

This program is designed to give the student basic knowledge in the field of ESL education. The training provided will benefit the student in the education of non-English speaking and limited-English speaking students.

_____	ESL 1013	Methods of Second Language Teaching
_____	ESL 1023	Second Language Acquisition
_____	ESL 2013	Teaching in a Multicultural Setting
_____	ESL 2023	Second Language Assessment

ASSOCIATE OF ARTS

63-65 Hrs.

Course # Core Requirements

STUDENT DEVELOPMENT

_____ SPD 1003 Success Strategies (first semester)

ENGLISH/COMMUNICATIONS

_____ ENGL 1113 Composition I

_____ ENGL 1123 Composition II

_____ SPCH 1113 Speech

HUMANITIES/FINE ARTS

_____ ENGL 2213 World Lit I

_____ ENGL 2223 World Lit II

Choose one:

_____ FA 2003 Intro to Fine Arts-Art

OR _____ FA2013 Intro to Fine Arts Music

MATHEMATICS

_____ MATH 1023 College Algebra

SOCIAL SCIENCES

_____ PSCI 2003 American Government

Choose one:

_____ HIST 2013 US History To 1876

OR _____ HIST 2023 US History Since 1876

Choose one:

_____ HIST 1003 Western Civilization To 1700

OR _____ HIST 1013 Western Civilization Since 1700

Choose two electives (6 hours):

_____ Social Science Elective

_____ Social Science Elective

SCIENCES

Choose one:

_____ BIOL 1014 General Biology/lab

OR _____ BIOL 1024 Botany/lab

Choose one:

_____ PHYS 2024 Physical Science/lab

OR _____ CHEM 1014 General Chemistry/lab

OR _____ PHYS 2044 General Physics/lab

HEALTH/PHYSICAL EDUCATION

_____ HS 1403 Health

_____ PHED Physical Education (1 credit hour)

ELECTIVES

12-14 credit hours of electives:

_____ Elective (____ credit hrs)

_____ Elective (____ credit hrs)

_____ Elective (____ credit hrs)

_____ Elective (____ credit hrs)

ASSOCIATE OF ARTS IN TEACHING

(GRADES 4-8) 64—66 HRS.

Middle School Language Arts/Social Studies Track

Course # Core Requirements

STUDENT DEVELOPMENT

_____ SPD 1003 Success Strategies (first semester)

ENGLISH/COMMUNICATIONS

_____ ENGL 1113 Composition I

_____ ENGL 1123 Composition II

- _____ SPCH 1113 Speech
- HUMANITIES/FINE ARTS**
- _____ ENGL 2213 World Lit I
- _____ ENGL 2223 World Lit II
- _____ FA 2003 Intro to Fine Arts-Art
- _____ FA2013 Intro to Fine Arts Music

MATHEMATICS

- _____ MATH 1023 College Algebra

SOCIAL SCIENCES

- _____ PSCI 2003 American Government
- _____ HIST 2013 US History To 1876
- OR_** HIST 2023 US History Since 1876
- _____ HIST 1003 Western Civilization To 1700
- _____ HIST 1013 Western Civilization Since 1700
- _____ GEOG 2003 Intro. To Geography
- _____ HIST 1113 Arkansas History

SCIENCES

- _____ BIOL 1014 General Biology/lab
- _____ PHYS 2024 Physical Science/lab

HEALTH/PHYSICAL EDUCATION

- _____ HS 1403 Health
- _____ PHED Physical Education

ELECTIVES

- _____ EDUC 2003 Intro. To Education
- _____ EDUC 2001 Educational Observation
- _____ EDUC 1003 Technology for Teaching

A.A.T. Middle School Math/Science Track

Course # Core Requirements

STUDENT DEVELOPMENT

- _____ SPD 1003 Success Strategies (first semester)

ENGLISH/COMMUNICATIONS

- _____ ENGL 1113 Composition I
- _____ ENGL 1123 Composition II
- _____ SPCH 1113 Speech

HUMANITIES/FINE ARTS

- _____ ENGL 2213 World Lit I
- OR_** ENGL 2223 World Lit II
- _____ FA 2003 Intro to Fine Arts-Art
- _____ FA 2013 Intro to Fine Arts Music

MATHEMATICS

- _____ MATH 1023 College Algebra
- _____ MATH 2003 Number Systems
- _____ Math elective higher level than MATH 1023

SOCIAL SCIENCES

- _____ HIST 2013 US History To 1876
- OR_** HIST 2023 US History Since 1876
- _____ HIST 1003 Western Civilization To 1700
- OR_** HIST 1013 Western Civilization Since 1700
- _____ GEOG 2003 Intro. To Geography
- _____ HIST 1113 Arkansas History

SCIENCES

- _____ BIOL 1014 General Biology/lab
- _____ PHYS 2024 Physical Science/lab
- _____ CHEM 1014 General Chemistry/lab

PHYSICAL EDUCATION

- _____ PHED Physical Education (1 credit hour)

EDUCATION

- _____ EDUC 2003 Intro. To Education
- _____ EDUC 2001 Educational Observation
- _____ EDUC 1003 Technology for Teaching

ASSOCIATE OF SCIENCE

63-65 Hrs.

Course # Core Requirements

STUDENT DEVELOPMENT

- _____ SPD 1003 Success Strategies (first semester)

ENGLISH/COMMUNICATIONS

- _____ ENGL 1113 Composition I
- _____ ENGL 1123 Composition II
- _____ SPCH 1113 Speech

HUMANITIES/FINE ARTS

Six hours from the following:

- _____ ENGL 2213 World Lit I
- OR** _____ ENGL 2223 World Lit II
- _____ FA 2003 Intro to Fine Arts-Art
- OR** _____ FA2013 Intro to Fine Arts Music

MATHEMATICS

- _____ MATH 1023 College Algebra
- _____ MATH 2023 Statistics
- _____ MATH 2043 Trigonometry

SOCIAL SCIENCES

- _____ PSCI 2003 American Government
- _____ Social Science or History Elective
- _____ Social Science or History Elective

SCIENCES

12 hours of the following (8 in same field: Life Science or Physical Science):

- _____ BIOL 1014 General Biology/lab
- _____ BIOL 1024 General Botany/lab
- _____ BIOL 2064 Anatomy and Physiology I /lab
- _____ BIOL 2074 Anatomy and Physiology II /lab
- _____ PHYS 2024 Physical Science/lab
- _____ CHEM 1014 General Chemistry/lab
- _____ CHEM 1024 University Chemistry I/lab
- _____ CHEM 2024 Organic Physiological Chemistry/lab
- _____ PHYS 2044 General Physics/lab

15-17 hours in specialty field (Specialty core may come from math, science, computer science, or agriculture.

At least 8-9 hours have to be in one concentration field)

- _____ Elective (____ credit hrs)
- _____ Elective (____ credit hrs)
- _____ Elective (____ credit hrs)
- _____ Elective (____ credit hrs)
- _____ Elective (____ credit hrs)

ASSOCIATE OF GENERAL STUDIES

63 Hrs.

Course # Core Requirements (30 SCH)

STUDENT DEVELOPMENT

- _____ SPD 1003 Success Strategies (first semester)
- _____ SPD 2001 Employment Strategies (last semester)

ENGLISH/COMMUNICATIONS

- _____ ENGL 1113 Composition I

_____ ENGL 1123 Composition II
OR ENGL 1133 Technical Writing

HUMANITIES/FINE ARTS

_____ ENGL 2213 World Lit I
OR ENGL 2223 World Lit II
_____ FA 2003 Intro to Fine Arts-Art
OR FA2013 Intro to Fine Arts Music

MATHEMATICS

_____ MATH 1023 College Algebra
OR MATH 2023 Intro to Statistics

SOCIAL SCIENCES

Choose one:

_____ PSCI 2003 American Gov't
_____ PSCI 2013 State and Local Gov't
_____ HIST 2013 US History To 1876
_____ HIST 2023 US History Since 1876

Choose one:

_____ ECON 2003 Microeconomics
_____ ECON 2103 Macroeconomics
_____ HIST 1003 Western Civ. To 1700
_____ HIST 1013 Western Civ. Since 1700
_____ HIST 1113 Arkansas History
_____ PSYC 2003 Gen. Psychology
_____ SOC 2003 Intro. to Sociology

SCIENCES

Choose one:

_____ BIOL 1014 General Biology/lab
_____ BIOL 1024 General Botany/lab
_____ PHYS 2024 Physical Science/lab
_____ CHEM 1014 General Chemistry/lab
_____ PHYS 2044 General Physics/lab

PHYSICAL EDUCATION

_____ PHED Physical Education Activity (1 hour)

ELECTIVES

33 credit hours of electives:

Elective (____credit hrs) Elective (____credit hrs)
Elective (____credit hrs) Elective (____credit hrs)
Elective (____credit hrs) Elective (____credit hrs)
Elective (____credit hrs) Elective (____credit hrs)
Elective (____credit hrs) Elective (____credit hrs)
Elective (____credit hrs)

A.A.S./EARLY CHILDHOOD EDUCATION

69 Hrs.

Course # Core Requirements (42 sch)

STUDENT DEVELOPMENT

_____ SPD 1003 Success Strategies (first semester)
_____ SPD 2001 Employment Strategies (last semester)

ENGLISH/COMMUNICATIONS

_____ ENGL 1113 Composition I
OR ENGL 1123 Composition II
OR ENGL 1133 Technical Writing
_____ SPCH 1113 Speech

MATHEMATICS

_____ MATH 1023 College Algebra

SOCIAL SCIENCES

_____	PSCI 2003	American Government
_____	HIST 2013	US History To 1876
OR_	HIST 2023	US History Since 1876
_____	PSYC 2003	Gen. Psychology
OR_	SOC 2003	Intro to Sociology

SCIENCES

_____	BIOL 1014	General Biology/lab
OR_	PHYS 2024	Physical Science/lab

TECHNOLOGY

_____	BUS 1004	Microcomputer Applications
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CHILDHOOD DEVELOPMENT

_____	CHCD 1113	Child Development
_____	CHCD 1123	Program Management for Child Care Programs
_____	CHCD 1133	Curriculum Devel. for Child Care Programs

NPCC TECHNICAL CORE (27 Hrs.)

_____	ECE 1103	Practicum I
_____	ECE 1133	Child Guidance
_____	ECE 1173	Methods and Materials
_____	ECE 1193	Health and Safety
_____	ECE 1203	Practicum II
_____	ECE 1223	Infant/Toddler
_____	ECE 1243	Family Involvement
_____	ECE 1283	Special Needs
_____	ECE 1293	Nutrition

DIVISION OF BUSINESS & AGRICULTURE

TECHNICAL CERTIFICATE (2 MAJORS)

ASSOCIATE OF APPLIED SCIENCE DEGREE (4 MAJORS)

The Business program at Cossatot Community College - U of A provides students with the broad educational background required for positions in the business profession. The program provides specialized knowledge and attitudes needed to meet entry level requirements of business and industry.

The curriculum allows students to choose a career path which meets their individual goals, with technical certificate tracks in Secretarial/Word Processing or Computerized Accounting, and an Associate of Applied Science Degree in Business with a major in Accounting, Administrative Assistant, Agri-Business, and Business Management.

BUSINESS & AGRICULTURE

TECHNICAL CERTIFICATES

CCCUA's two (2) Technical Certificates have the same General core and Business core. Course Requirements as follows:

General Core Requirements: 7 Hrs.

_____	SPD 1003	Success Strategies (first semester)
_____	ENGL 1113	Composition I
_____	SPD 2001	Employment Strategies (last semester)

Business Core Requirements: 12 Hrs.

_____	BUS 1113	Bus. Math with Applications
_____	BUS 1004	Micro Computer Applications
_____	BUS 2023	Business Communications

COMPUTERIZED ACCOUNTING (31 HRS.)

This certificate provides students with entry-level bookkeeping skills. Individuals completing the certificate will have a working knowledge of the elementary accounting cycle and how to keep a set of books using a computer. Graduates are ready for immediate employment in automated bookkeeping after one year of study.

Specialty Core Requirements: 12 Hrs.

_____	BUS 1503	Hum. Relation/Supervision
_____	ACCT 2113	Accounting Principles I
_____	ACCT 2133	Accounting Applications
_____	ACCT 2143	Computer Apps. for Acctg

SECRETARIAL-WORD PROCESSING (28 HRS.)

Program graduates will be able to perform general office duties and word processing. They will be ready for immediate employment after one year of study.

Specialty Core Requirements: 9 Hrs.

_____	BUS 1523	Machine Transcription
_____	BUS 2003	Word Processing
_____	BUS 2603	Admin. Office Procedures

DIVISION OF BUSINESS & AGRICULTURE

ASSOCIATE OF APPLIED SCIENCE DEGREES*

* *The A.A.S. programs in this division at Cossatot Community College - U of A are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).*

Cossatot Community College's four (4) **Associate of Applied Science Degrees** have the same General core and Business core Course Requirements as follows:

Course #	General Core Requirements: 26 Hrs.	
_____	SPD 1003	Success Strategies (first semester)
_____	ENGL 1113	Composition 1
_____	SPCH 1113	Speech
_____	PSYC 2003	General Psychology
_____	SPAN 1014	Elementary Spanish I
_____	ENGL 1123	Composition 2
_____	MATH 1023	College Algebra
_____	SPD 2001	Employment Strategies (last semester)
_____	ECON 2003	Macroeconomics
OR	ECON 2103	Microeconomics

Business Core Requirements: 19 Hrs.

_____	BUS 1004	Micro Computer Applications
_____	BUS 1113	Business Math w/Applications
_____	BUS 1503	Human Relations/Supervision
_____	ACCT 2113	Accounting Principles 1
_____	BUS 2023	Business Communications
_____	BUS 2103	Business Law

Specialty Core Courses from your MAJOR

Administrative Assistant Core: 15 Hrs.

_____	BUS 1523	Machine Transcription
_____	BUS 2003	Word Processing
_____	BUS 2043	Desktop Publishing
_____	BUS 2213	Records Management
_____	BUS 2603	Administrative Office Procedures

Accounting: 15 Hrs.

_____	ACCT 2123	Accounting Principles II
_____	ACCT 2133	Accounting Applications
_____	ACCT 2143	Computer Applications for Acctg.
_____	BUS 2233	Software Applications
_____	MNG 2313	Principles of Management

Business Management: 15 Hrs.

_____	MNG 2313	Principles of Management
_____	MNG 2113	Retail Management

_____	MNG 2813	Small Business Management
_____	MNG 2623	Marketing
_____	MNG 2093	Internship

Agri-Business: 17 Hrs.

_____	MNG 2313	Principles of Management
_____	AFLS 1002	Careers in Agricultural, Food and Life Sciences
_____	MNG 2093	Internship

Students are required to enroll in an additional 9 credit hours through the Dale Bumpers College of Agriculture, Food and Life Sciences. Consult the UA-Fayetteville website through www.uark.edu/colleges.html

DIVISION OF NURSING & ALLIED HEALTH

CERTIFICATE OF PROFICIENCY (2 AREAS)

TECHNICAL CERTIFICATE (1 AREA)

ASSOCIATE OF APPLIED SCIENCE (1 MAJOR)

EMERGENCY MEDICAL TECHNICIAN (7 HRS.)

CERTIFICATE OF PROFICIENCY

The Emergency Medical Technician (EMT) program consists of a 150-hour course, offered on demand, which prepares students to sit for both the Arkansas and National Registry EMT examination. Students are required to be proficient in both the cognitive and in practical skills to pass this program. Each student must take the ASSET reading and writing exam and score into college-level coursework (see scores listed under the Assessment/Academic Placement section at the front of the catalog). Students must complete any developmental courses prior to enrolling in the EMT course.

EMT-B's are the entry level for pre-hospital care. This course will cover all the skills necessary for the EMT-B to provide emergency medical care at a basic life support level with an ambulance service or other specialized service.

This certification must be renewed every two years by taking an EMT-Refresher class.

Course Requirements

_____	EMS 1107	Emergency Medical Technician
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HEALTH PROFESSIONS

MEDICAL TRANSCRIPTION

CERTIFICATE OF PROFICIENCY (16 HRS.)

In this program, students learn how to transcribe patient histories and physicals, physicians' notes and other medical documents. Graduates may work in a medical office, in a hospital or lab, or out of their own homes as a private contractor. This certificate gives graduates the knowledge, skills and practice to begin a successful career as a medical transcriptionist.

Course Requirements: 16 Hrs.

_____	SPD 1003	Success Strategies (first semester)
_____	BUS 1004	Micro Computer Applications
_____	BUS 2233	Software Applications
_____	MAS 1453	Medical Terminology
_____	MAS 1703	Medical Transcription

HEALTH PROFESSIONS

PRACTICAL NURSING

TECHNICAL CERTIFICATE (53 HRS.)

NOTE: THERE IS A SPECIAL APPLICATION & DEADLINE FOR THIS PROGRAM.

Practical Nursing is an eleven-month program that combines classroom instruction with clinical experience. Students successfully completing the Practical Nursing Course are awarded a Technical Certificate. The course of study meets the requirements of the Arkansas State Board of Nursing, and after

graduation, students are eligible to apply for the State licensing examination to become an LPN. If a student has been convicted of a crime, they may not be eligible to take the State licensing examination. Questions concerning eligibility for the Practical Nursing program should be directed to the Director of Nursing & Allied Health at Cossatot Community College-UA.

Due to the strenuous nature of nursing and practice-orientation of CCCUA, the College reserves the right to determine the eligibility of any student to enroll or continue in the nursing program. This determination is based on, but not limited to, the characteristics required of a clinical nurse. Eligibility is determined by the faculty's evaluation of a student's ability to perform the clinical tasks necessary to complete the clinical and course objectives. These abilities are re-evaluated after each course.

To meet the requirements of the Arkansas State Board of Nursing, the Practical Nursing Program will follow a special calendar, and class days will be different from those followed by students in other programs. Regular class days will be 6 hours each; clinical days will be 8-12 hours each.

ENTRANCE REQUIREMENTS

Applicants must be high school graduates or have equivalency certification, and take the Admissions Exam for Nursing candidates. Students will be selected based on admission exam scores, prerequisite grades (76%) and personal interviews.

Selected students must pass a physical examination, including random drug screen(s) throughout the year, and receive required immunizations. The College requires that all nursing students attain at least basic levels of performance in mathematics, reading, and English skills. Students must have an ACT score of 19 in mathematics, reading, and English or take the ASSET numerical skills, reading, and writing (see scores listed under the Assessment/Academic Placement section at the front of the catalog). Each student must complete all prerequisite and developmental courses prior to entering the LPN program. These include Anatomy & Physiology, Medical Terminology, and Success Strategies.

DEADLINE

Enrollment is limited. The applications submission deadline is March 1 of each year. Students must submit a new application each year.

STUDENT PROGRESS:

*NOTE: All courses are taught in a specific order. Therefore, each course is considered a prerequisite for subsequent courses. Students may take MAS 1803 at CCCUA **OR** BIOL 2064 **AND** 2074 at CCCUA or equivalent courses at another institution.*

Nursing students must maintain an average of 76% in theory **AND** clinical coursework. Failure to attain a "C" (76%) in both theory and clinical courses will result in the student being administratively withdrawn from the LPN program at Cossatot Community College-UA.

Re-admittance may be available for repeat courses **ONLY** if space is available. Students may only be re-admitted one time. If the re-admittance has been longer than one academic school year, the student must repeat the entire program.

PRACTICAL NURSING CURRICULUM (INCLUSIVE OF PRE-REQUISITES)

Pre-requisites to be completed during the fall or spring semester(s) prior to entering the LPN Program at Cossatot Community College - U of A:

Pre-Requisite Requirements

_____ SPD 1003 Success Strategies (first semester)
_____ MAS 1803 Basic Human Anat. & Physiol. (non-transferable)

OR

_____ BIOL 2064 Anatomy & Physiology I
AND _____ BIOL 2074 Anatomy & Physiology II

_____ MAS 1453 Medical Terminology

Core Requirements

_____ LPN 1101 Nursing I
_____ LPN 1112 Basic Nursing Principles & Skills
_____ LPN 1206 Medical Surgical Nursing I
_____ LPN 1202 Pharmacology I

_____	LPN 1302	Pharmacology II
_____	LPN 1402	Nutrition
_____	LPN 1143	Nursing of Mothers & Children
_____	LPN 1153	Nursing of Children
_____	LPN 1602	Mental Health
_____	LPN 1213	Medical Surgical Nursing II
_____	LPN 1307	Medical Surgical Nursing III

HEALTH PROFESSIONS

MEDICAL ASSISTING

ASSOCIATE OF APPLIED SCIENCE DEGREE (62 HRS.)

Medical assistants possess wide and diverse competencies including administrative, laboratory and office skills. Of the approximately 329,000 medical assistants employed in 2000, over 60 percent were employed in physicians' offices and about 15 percent worked in offices of other health practitioners such as chiropractors, optometrists, and podiatrists. Others worked in hospitals, nursing homes and other health care facilities.

Students must maintain an average of 76% in all MAS coursework. Students who fail to attain a "C" (76%) must repeat the course with a 76% or better to be eligible for graduation.

Course # General Education Core Requirements

_____	SPD 1003	Success Strategies (first semester)
_____	ENGL 1113	Composition I
_____	ENGL 1123	Composition II
_____	MATH 1023	College Algebra
_____	PSYC 2003	General Psychology
_____	SPD 2001	Employment Strategies (last semester)

Course # Technical Core Requirements

_____	BUS 1004	Micro Computer Applications
_____	BUS 2233	Software Applications
_____	MAS 1106	Medical Laboratory I
_____	MAS 1206	Medical Laboratory II
_____	MAS 1453	Medical Terminology
_____	MAS 1553	Diseases of the Human Body
_____	MAS 1153	Medical Office Management
_____	MAS 1253	Pharmacology
_____	MAS 1503	Medical Legal/Ethical Practices
_____	MAS 1603	Radiology and First Aid
_____	MAS 1703	Medical Transcription
_____	MAS 1803	Basic Human Anatomy & Physiology
_____	MAS 2053	Co-op Internship

RADIOLOGIC TECHNOLOGY PRE-REQUISITES

(A.S./B.S. THROUGH UAMS, AHEC-SOUTHWEST)

Radiologic Technology is a dynamic health care profession and an integral part of the healthcare team concept. The registered radiographer performs a variety of radiographic (X-Ray) procedures while maintaining good patient care and observing safety guidelines. The products of these procedures are used in the diagnosis and treatment of disease.

The Associate of Science and Bachelor of Science degree programs in Radiologic Technology are offered by the University of Arkansas for Medical Sciences, Area Health Education Center-Southwest. The following course requirements must be fulfilled prior to the fall semester of the year accepted into the program. Students may apply for admission into the Radiologic Technology professional program prior to the completion of all prerequisites. However, if accepted into the program, all courses must be completed prior to entering the Radiologic Technology program. Please call (870) 779-6054 for applications, deadlines, and additional information.

Graduates of the program are eligible to sit for the American Registry of Radiologic Technologists National Certification Exam. Successful completion of the program does not itself ensure registration. The program consists of one year academics and two years professional academics and clinicals for the

ASSOCIATE OF APPLIED SCIENCE DEGREE (3 MAJORS)
Computer Information Systems
Fire Science (awarded through SAU Tech-Camden)
General Technology

AUTOMOTIVE TECHNOLOGY DEPARTMENT CERTIFICATES OF PROFICIENCY (5 AREAS)

CERTIFICATE OF PROFICIENCY
BRAKES, SUSPENSION AND STEERING (17 HRS.)

Course Requirements

_____ SPD 1003 Success Strategies (first semester)
_____ AST 1205 Automotive Brake Systems
_____ AST 1705 Steering and Suspension
_____ TECH 1003 Technical Mathematics

CERTIFICATE OF PROFICIENCY:
DRIVE TRAIN SPECIALIST (17 HRS.)

Course Requirements

_____ SPD 1003 Success Strategies (first semester)
_____ AST 2505 Manual Transmissions
_____ AST 2805 Automatic Transmissions
_____ TECH 1003 Technical Mathematics

CERTIFICATE OF PROFICIENCY:
ELECTRICAL/ELECTRONIC SYSTEMS (15 HRS.)

Course Requirements

_____ SPD 1003 Success Strategies (first semester)
_____ AST 1204 Automotive Electrical/Electronic Systems I
_____ AST 2204 Automotive Electrical/Electronic Systems II
_____ TECH 1003 Technical Mathematics

CERTIFICATE OF PROFICIENCY:
ENGINE PERFORMANCE (17 HRS.)

Course Requirements

_____ SPD 1003 Success Strategies (first semester)
_____ AST 2205 Engine Performance I
_____ AST 2305 Engine Performance II
_____ TECH 1003 Technical Mathematics

CERTIFICATE OF PROFICIENCY:
ENGINE REPAIR AND CLIMATE CONTROL (17 HRS.)

Course Requirements

_____ SPD 1003 Success Strategies (first semester)
_____ AST 1106 Engine Repair
_____ AST 1504 Automotive Climate Control
_____ TECH 1003 Technical Mathematics

AUTOMOTIVE TECHNOLOGY (under review)

ASSOCIATE OF APPLIED SCIENCE DEGREE (70 HRS.)

General Education Core (19 Hrs.)

_____ SPD 1003 Success Strategies (first semester)
_____ ENGL 1113 Composition I
_____ ENGL 1133 Technical Writing
_____ SPCH 1113 Speech
_____ TECH 1003 Technical Mathematics
_____ BUS 1503 Human Relations/Supervision
OR _____ MNG 2623 Principles of Management

_____ SPD 2001 Employment Strategies (last semester)

Specialty Education Core (51 Hrs.)

_____ AST 1106 Engine Repair
_____ AST 1204 Automotive Electrical/Electronic Systems I
_____ AST 1205 Automotive Brake Systems
_____ AST 1504 Automotive Climate Control
_____ AST 1705 Steering and Suspension
_____ AST 2204 Automotive Electrical/Electronic Systems II
_____ AST 2205 Engine Performance I
_____ AST 2305 Engine Performance II
_____ AST 2505 Manual Transmissions/Drive Line
_____ AST 2805 Automatic Transmission / Transaxle
_____ CIS 1603 Basic Microcomputer Repair I

COLLISION REPAIR

TECHNICAL CERTIFICATE (58 HRS.)

The Collision Repair Department at Cossatot Community College-UA is ASE (Automotive Service Excellence) certified through NATEF. The Collision Repair program sets forth the basic principles of automotive collision repair on the frame/body design as well as the uni-body design. The automobile-body professional repairs damaged car bodies and car body parts according to repair manuals. This course is designed to train students in estimating, metalworking, sanding, painting, aligning frames, and installing glass. Training will also include procedures to remove upholstery, accessories, electrical and mechanical window-and-seat operating equipment, and trim to gain access to vehicle body and fenders.

General Core Requirements: 10 Hrs.

_____ SPD 1003 Success Strategies (first semester)
_____ GSTD 0253 Developmental Writing
OR ENGL 1113 Composition I
_____ TECH 1003 Technical Mathematics
_____ SPD 2001 Employment Strategies (last semester)

Specialty Core Requirements: 48 Hrs.

_____ COL 1104 Technical Welding
_____ COL 1108 Basic Metal Repair
_____ COL 1207 Body and Frame Alignment
_____ COL 1408 Painting
_____ COL 1507 Color Matching
_____ COL 1604 Repair of Plastics and Adhesives
_____ COL 1610 Repair of Mechanical and Elect. Components

COMPUTER AIDED DESIGN & DRAFTING

CERTIFICATE OF PROFICIENCY (15 HRS.)

This program is designed to give students a thorough understanding of the basic principles of computer-aided drafting and design.

Specialty Core Requirements: 15 Hrs.

_____ CDD 1003 Computer Aided Design I
_____ CDD 1013 Engineering Graphics I
_____ CDD 1023 Computer Aided Design II
_____ CDD 2003 Computer Aided Design III
_____ CDD 2013 Architectural Drafting
OR CDD 2023 Mechanical Drafting

COMPUTER INFORMATION SYSTEMS

CERTIFICATE OF PROFICIENCY

ASSOCIATE OF APPLIED SCIENCE DEGREE

CERTIFICATE OF PROFICIENCY: A+ CERTIFICATE (9 HRS.)

Provides the necessary skills for entry-level positions in the computer repair/maintenance fields. Prepares the student to test for the A+ certification.

Course Requirements

_____	CIS 1603	Basic Microcomputer Repair I
_____	CIS 1613	Basic Microcomputer Repair II
_____	CIS 2903	Networking Essentials

COMPUTER INFORMATION SYSTEMS

ASSOCIATE OF APPLIED SCIENCE DEGREE (61 HRS.)

The Associate of Applied Science Degree is for those students who may later transfer to a four-year institution or seek a two-year terminal degree that leads to employment. The degree offers students a general education base plus an overall introduction into the computing environment.

Academic Required Core: 26 Hrs.

_____	SPD 1003	Success Strategies (first semester)
_____	ENGL 1113	Composition I
_____	ENGL 1123	Composition II
_____	MATH 1023	College Algebra
_____	SPCH 1003	Speech
_____	CIS 1013	Introduction to Computers
_____	BUS 1004	Microcomputer Applications
_____	INT 1003	Principles of Technology
_____	SPD 2001	Employment Strategies (last semester)

Technical Core: 35 Hrs.

_____	CIS 1203	Internet Fundamentals
_____	CIS 1303	HTML & Web Page Design
_____	CIS 1603	Basic Microcomputer Repair I
_____	CIS 1613	Basic Microcomputer Repair II
_____	CIS 1904	Programming Fundamentals I w/Lab
_____	CIS 1914	Programming Fundamentals II w/ Lab
_____	CIS 2003	Security +
_____	CIS 2903	Networking and Windows 2000 Essentials
_____	CIS 2913	Server +
_____	CIS 2993	Internship
_____	MATH 2033	Applied Logic

CRIMINAL JUSTICE: LAW ENFORCEMENT

The following sequence of courses is approved by the Arkansas Criminal Justice Institute as meeting the requirements for an AAS degree in Criminal Justice. Upon completion of the Pre-Criminal Justice requirements, the student should enroll with the Criminal Justice Institute for completion of the program. Visit <http://www.cji.net> for more information.

ASSOCIATE OF APPLIED SCIENCE DEGREE (72 HRS.)

Academic Core 36 Hrs. (Pre-Criminal Justice Requirements)

_____	SPD 1003	Success Strategies (first semester)
_____	ENGL 1113	Composition I
_____	ENGL 1123	Composition II
_____	SPCH 1003	Speech
_____	MATH 1023	College Algebra
_____	CRJU 1103	Introduction to Criminal Justice
_____	BUS 1004	Microcomputer Applications
_____	BIOL 1014	General Biology

- OR CHEM 1014 General Chemistry
- _____ SOC 2003 Introduction to Sociology
- _____ PSCI 2003 American National Government
- _____ BUS 1503 Human Relations/Supervision
- _____ SPD 2001 Employment Strategies (last semester)

**Courses below must be taken through
the Arkansas Criminal Justice Institute**

Technical Required Core 36 Hrs.

- _____ School of Law Enforcement Supervision
- _____ Law Enforcement Administration/Management
- _____ Integrity in Law Enforcement
- _____ Legal Aspects of Law Enforcement
- _____ Varied Principles of Law Enforcement
- _____ DWI Detection and Field Tests
- _____ Law Enforcement Communications
- _____ Crisis Negotiations
- _____ Law Enforcement Training Academy
- _____ (Arkansas Law Enforcement Training Academy-Certificate)

ELECTRICIAN PRE-APPRENTICE

CERTIFICATE OF PROFICIENCY (7 HRS.)

One of the requirements for entering the Electrical Apprenticeship Program is that the individual **MUST** be employed in the electrical trade. This certificate of proficiency is specifically designed to prepare students for entry-level employment in the electrical trade and subsequent acceptance into the Electrical Apprentice Program.

Pre-Apprentice Core Requirements: 7 Hrs.

- _____ ELT 1001 Electrical Blueprints, Schematics & Wiring Diag.
- _____ ELT 1003 Electrical Theory and Applications
- _____ ELT 1133 National Electrical Code

FIRE SCIENCE

ASSOCIATE OF APPLIED SCIENCE DEGREE (63 HRS.)

The AAS degree in Fire Science is offered through the Arkansas Fire Academy, a branch of SAU-Tech, whose satellite campus is located on CCCUA's De Queen campus. The course is designed to give students, as well as volunteer and professional firefighters, an advanced understanding of fire behaviors and firefighting theory, incident command and leadership, pump operations, arson investigation, EMT, safety training, and hazardous materials situations.

PRE-FIRE SCIENCE AAS DEGREE

NOTE: This program requires joint enrollment at Southern Arkansas University-Tech/Arkansas Fire Academy (AFA) to receive credit for work completed.

Academic Core 18 Hrs.

- _____ SPD 1003 Success Strategies (first semester)
- _____ ENGL 1113 Composition I
- _____ ENGL 1123 Composition II
- _____ MATH 1023 College Algebra
- _____ PSYC 2003 General Psychology
- OR HIST 2013 U.S. History to 1876
- OR HIST 2023 U.S. History Since 1876
- _____ CIS 1013 Introduction to Computers

Courses listed below **MAY** be available from CCCUA. Consult CCCUA Fire Science Coordinator for details.

Technical Required Core 18-19 Hrs.

- _____ FS 1123 Firefighter I
- _____ FS 1133 Firefighter II
- _____ FS 2123 Driver/Operator

_____	FS 1023	Strategy & Tactics
_____	FS 2003	Hazardous Materials Operations
_____	FS 2013	EMS First Responder
_____	OR FS 2026	Emergency Medical Technician

Courses listed below **MAY ONLY BE AVAILABLE FROM** Southern Arkansas University-Tech/AFA. Consult CCCUA Fire Science Coordinator for details.

Technical Electives 26-27 Hrs.

_____	FS 1003	Introduction to Fire and Emergency Response
_____	FS 1033	Fire Prevention
_____	FS 1103	Company Officer I
_____	FS 1113	Safety Officer
_____	FS 1203	Building Construction
_____	FS 1213	Fire Service Rescue
_____	FS 2013	EMS First Responder
_____	FS 2014	Emergency Med. Tech. Basic I
_____	FS 2033	Company Officer II
_____	FS 2103	Fire Instructor Methodology
_____	FS 2113	Fire Inspection Principles
_____	FS 2153	Fire Investigation I
_____	FS 2143	Firefighter Safety
_____	FS 1013	Fire Service Leadership
_____	FS 2043	Fire Administration I
_____	FS 2163	Legal Aspects of the Fire Service
_____	GS 1021	Portfolio Development

GENERAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE (64-68 HRS.)

The A.A.S. in General Technology enables a student to work with an advisor to design an individualized program of study to fulfill a unique or multi-skill career goal that cannot be met through completion of any single technology program offered by the College. This is accomplished by selecting courses in one 24-hour Technical Major, two 12-hour or one 24-hour Technical Support option and the General Academic Core. This program will help the student develop a coherent program providing quality training in multiple technology fields and in support courses contributing directly to the career objective.

General Academic Core (20 SCH)

(all students pursuing the AAS in General Technology must complete this core)

_____	SPD 1003	Success Strategies (first semester)
_____	ENGL 1113	Composition I
_____	SPCH 1113	Speech
_____	SPD 2001	Employment Strategies (last semester)
_____	INT 1003	Principles of Technology
_____	MATH 1023	College Algebra
_____	BUS 1004	Microcomputer Applications

Technical Major (12 Hrs. of each in a prescribed sequence may be used as a Technical Minor. Some courses require completion of prerequisite courses prior to enrollment.)

AUTOMOTIVE SERVICE TECHNOLOGY

Technical Core

_____	AST 1204	Automotive Electrical/Electronics Systems I
_____	AST 2203	Automotive Electrical/Electronics Systems II
_____	AST 2205	Engine Performance I
_____	AST 2304	Engine Performance II
_____	AST 2504	Manual Transmissions/Drive Line
_____	AST 2803	Automatic Transmission/Transaxle
_____	AST 1224	Automotive Brake Systems
_____	AST 1704	Steering and Suspension
_____	AST 1503	Automotive Climate Control

- _____ AST 1104 Engine Repair
- _____ BUS 1503 Human Relations/Supervision
- _____ INT 2993 Internship

SMALL BUSINESS MANAGEMENT ELECTIVE OPTIONS:

MAY BE USED AS ONE 12 HRS. MINOR

- _____ ACCT 2113 Accounting Principles
- _____ BUS 1503 Human Relations/Supervision
- _____ BUS 1223 Word Processing I
- _____ MNG 2813 Small Business Management
- OR** _____ BUS 2023 Business Communications

COLLISION REPAIR TECHNOLOGY

Technical Core

- _____ COL 1104 Tech Welding
- _____ COL 1207 Body & Frame Alignment
- _____ COL 1108 Basic Metal Repair
- _____ COL 1408 Painting

These may require demonstrated Auto Collision/Repair Technology Core competencies prior to enrollment.

- _____ COL 1507 Color Matching
- _____ COL 1610 Repair of Mechanical/Electrical Components
- _____ COL 1604 Repair of Plastics/Adhesives
- _____ MNG 2813 Small Business Management
- _____ INT 2993 Internship

COMPUTER INFORMATION SYSTEMS

Technical Core

- _____ CIS 2903 Networking and Windows 2000 Essentials
- _____ CIS 1603 Basic Computer Repair I
- _____ CIS 2003 Security +
- _____ CIS 2913 Server +
- _____ MATH 2033 Applied Logic
- _____ CIS 1613 Basic Microcomputer Repair II
- _____ CIS 1904 Programming Fundamentals I
- _____ CIS 1914 Programming Fundamentals II
- _____ CIS 1303 HTML & Web Page Design
- _____ CIS 1203 Internet Fundamentals
- _____ CIS 2993 Internship

CONSTRUCTION TECHNOLOGY

GENERAL CONSTRUCTION TECHNOLOGY

- _____ BLD1103 Basic Carpentry Shop
- _____ BLD1106 Residential Construction Techniques I
- _____ BLD1104 Methods of Construction I

These may require demonstrated Construction Technology Core competencies prior to enrollment.

- _____ BLD 1116 Residential Construction Techniques II
- _____ BLD 1114 Methods of Construction II
- _____ BLD 1125 Carpentry Field Study
- _____ BLD 2011 Introduction to Cabinet Making
- _____ BLD 2012 Cabinet Making
- _____ BLD 2203 Structural Materials
- _____ BLD 2113 Site Planning, Layout & Estimation
- _____ BLD 1123 Blueprint Reading
- _____ CDD 2413 Architectural Drafting
- _____ BLD 2213 Masonry & Concrete Construction
- _____ BLD 2502 Introduction to Surveying
- AND_** _____ BLD 2503 Survey Measurement Practice

OR_ BLD 2223 Steel Construction

DRAFTING TECHNOLOGY (BY ARRANGEMENT ONLY)

_____ CDD 1413 Engineering Graphics I
_____ CDD 1403 Computer Assisted Drafting I
_____ CDD 1423 Computer Assisted Drafting II
_____ CDD 2403 Computer Assisted Drafting III
_____ CDD 2413 Architectural Drafting
_____ CDD 2423 Mechanical Drafting
_____ MATH2043 Trig and Analytical Geometry
_____ INT 1113 Introduction to Manufacturing
_____ INT 1123 Blueprint Reading
OR INT 1001 Electrical Blueprints
_____ INT 2993 Internship

INDUSTRIAL ELECTRIC/ELECTRONIC TECHNOLOGY

_____ ELT 1133 National Electrical Code I
_____ ELT 1001 Electrical Blueprints
_____ ELT 1003 Electrical Theory and Applications
_____ ELT 1023 Commercial/Industrial Wiring
_____ ELT 1113 AC/DC Basic Electronics
_____ ELT 1143 National Electrical Code II
_____ ELT 2142 Programmable Controls & Systems
_____ INT 1113 Introduction to Manufacturing
_____ INT 2993 Internship

WELDING TECHNOLOGY

_____ INT 2343 Welding I
_____ INT 2354 Welding II
_____ INT 2363 Welding III
_____ INT 2372 Welding IV
_____ INT 1123 Blueprint Reading
_____ INT 1113 Introduction to Manufacturing
_____ INT 1343 Introduction to Metallurgy
_____ INT 1973 Special Topics in Welding Technology
OR INT 1033 Introduction to Layout/Fabrication
_____ INT 2993 Internship

RESIDENTIAL CONSTRUCTION TECHNOLOGY

TECHNICAL CERTIFICATE (38 HRS.)

The Technical Certificate in Residential Construction Technology will prepare a student for a career in the fast growing fields of commercial and residential construction. Students can expect to learn the basics of home construction, site layout, and cabinet building under the supervision of a Master Carpenter, participate in a building project, and study construction principles using the AGC (Association of General Contractors) curriculum.

General Core Requirements: 7 Hrs.

_____ SPD 1003 Success Strategies (first semester)
_____ TECH 1003 Technical Mathematics
_____ SPD 2001 Employment Strategies (last semester)

Specialty Core Requirements: 31 Hrs.

_____ BLD 1103 Basic Carpentry Shop
_____ BLD 1104 Methods of Construction I
_____ BLD 1106 Resid. Const. Techniques I
_____ BLD 1114 Methods of Construction II
_____ BLD 1116 Resid. Const. Techniques II
_____ BLD 1125 Carpentry Field Study
_____ BLD 2011 Intro. to Cabinet Making
_____ BLD 2012 Cabinet Making

SMALL ENGINE REPAIR

CERTIFICATE OF PROFICIENCY (7 HRS.)

Using the highly acclaimed Briggs and Stratton Field Service curriculum as a base, the small engine repair program is designed to provide students with basic and advanced skills required to repair small two- and four-cycle engines and their components. This program is offered on demand.

Course Requirements

_____	SER 1034	Small Engine Repair
_____	SER 1053	Adv. Small Engine Repair

WELDING

CERTIFICATE OF PROFICIENCY (15 HRS.)

This proficiency certificate focuses on welding courses designed to develop the skills necessary for entry into industrial and commercial welding employment. These courses provide instruction toward American Welding Certification, but employment and additional experience may also be necessary depending on the level of proficiency in various forms of welding developed during the course of instruction. This program is offered on demand.

Course Requirements

_____	INT 1123	Blueprint Reading
_____	INT 2343	Welding I - SMAW
_____	INT 2354	Welding II - SMAW
_____	INT 2363	Welding III - MIG
_____	INT 2372	Welding IV - TIG

COURSE DESCRIPTIONS

In the course descriptions that follow, an indication of when the course is normally offered may be found immediately after the course number. The following codes are used: **F** denotes fall semester; **S** denotes spring semester. **M** denotes summer. **OD** denotes On Demand. Any courses offered through CCCUA may be delivered via Internet instruction.

GENERAL AND DEVELOPMENTAL EDUCATION

CHILD DEVELOPMENT

CHCD 1103. Child Care Practicum I. (OD)

A practicum designed to provide lab experience in the child care program under the supervision of the program staff. Course time is divided between the lab (children's program) and classroom. Lab includes working with children, foods lab, resource, and office administration. (3 SCH)

CHCD 1113. Child Development. (OD)

This course is based on the educational requirements preparatory to the CDA (Child Development Associate) program governed by the Council for Early Childhood Professional Recognition. The course covers the positive ways to advance children's physical, intellectual, social, and emotional development, planning safe, healthy learning environments, strategies to establish productive relationships with families, managing effective program operations, principles of child growth and development, and observing and recording children's behavior. (3 SCH)

CHCD 1123. Program Management for Child Care Programs (OD)

This course is based on the educational requirements preparatory to the CDA (Child Development Associate) program governed by the Council for Early Childhood Professional Recognition. The course covers types of child care programs and unique characteristics of each. Examination of administrative styles and roles needed for child care services, financial management, record keeping, scheduling, policies

and personnel. Planning for enrollment of children, providing a nurturing environment, health and safety, nutritious meals and snacks, parent involvement and public relations are also covered. (3 SCH)

CHCD 1133. Curriculum Development for Child Care Programs. (OD)

This course examines the components of curriculum planning, curriculum approaches and design, and program models. It will explore the inter-relatedness of children's physical, emotional, social, and intellectual development as the foundation for curriculum development, planning guidelines, and adaptations for special needs students. There will be special emphasis on a comprehensive guide to planning programs with a play-based developmental curriculum from birth to age five. (3 SCH)

CHCD 1143. Child Guidance. (OD)

Explores the factors which affect the behavior and guidance techniques in group child care settings. Units on development factors, indirect guidance, direct guidance, and strategies will be studied. (3 SCH)

CHCD 1173. Methods/Materials. (OD)

Practical "hands-on" experiences to develop materials and illustrative methods related to the study of child care. Production of a collection of illustrative materials pertinent to the child care profession including specific themes to be used in a child care center. (3 SCH)

CHCD 1193. Health and Safety in Child Care Programs. (OD)

Exploration of fundamentals of good health. Training in ability to recognize and appropriately assume responsibility for the well being of a child. Safety management, communicable illness, acute illness, accidents, and injuries will be covered. Instruction in first aid and CPR are provided. (3 SCH)

CHCD 1203. Child Care Practicum II. (OD)

A practicum designed to provide lab experience in the child care program under the supervision of the program staff. Course time is divided between the lab (children's program) and classroom. Lab includes working with children, foods lab, resource, and office administration. (3 SCH)

CHCD 1223. Infant/Toddler Curriculum. (OD)

Preparation and procedures for working as nannies, teachers, and family day care providers, providers for ill or fragile children, and parents of very young children. Covers materials and activities for young children and provision of optimal health and safe environments for infants and toddlers. (3 SCH)

CHCD 1243. Family Involvement. (OD)

Covers the diversity of experience, values, and functioning found in today's family. The ability to empathize with parents and development of communication skills and techniques to support families is included. Students learn the value and necessity of developing a partnership between parents and the child care teacher and/or center. (3 SCH)

CHCD 1283. Special Needs Children. (OD)

A survey of the most frequent kinds of disabilities likely to be encountered in child care. Includes recognition of names of common syndromes, acceptable professional attitudes, ways of communicating with parents, use of equipment likely to be helpful in management, when and how to refer, etc. (3 SCH)

CHCD 1293. Nutrition and Food Preparation. (OD)

Covers nutritional assessment, planning and serving meals and snacks to young children, safety and sanitation, safety and maintenance of equipment used in food preparation. (3 SCH)

ENGLISH AS A SECOND

LANGUAGE EDUCATION

ESL 1013. Methods of Second Language Teaching. (OD)

This course examines theories, methods, techniques and approaches for teaching ESL. The focus is on educational improvement strategies, objectives and procedures of evaluation and planning, as they relate to the developmental needs of all levels of second language learners. (3 SCH)

ESL 1023. Second Language Acquisition. (OD)

The course is an introduction to theories and research about the process of second language learning and resulting effects on the teaching process. (3 SCH)

ESL 2013. Teaching in a Multicultural Setting. (OD)

Considers cultural issues in teaching students with limited English proficiency, and it presents class-tested teaching strategies based on research. (3 SCH)

ESL 2023. Second Language Assessment. (OD)

The student will become familiar with language proficiency and its assessment by various forms of measurement and evaluation procedures used in the instruction of ESL students. (3 SCH)

COMMUNICATION AND HUMANITIES

HONORS COURSES

HONS 200X. Honors: (OD)

Courses with the HONS designation are designed for students desiring to pursue honors level work in various areas of the General Education curriculum, including, but not limited to, Art, Fine Arts, English, Journalism, Language, Philosophy, Sociology, Speech, Education, Biology, Chemistry, Physical Science, and Political Science. Students interested in pursuing Honors level courses should contact their faculty advisor before seeking the HONS designation for their coursework.

ART

ART 1013. Drawing I. (OD)

A course designed to teach the techniques of drawing in pencil, charcoal, and ink. Provides instruction in the application of art principles to drawing. An additional 3 hours of studio time is required — time TBA. (3 SCH)

ART 1023. Drawing II (OD)

A course designed to allow the student to improve upon general drawing ability, master the techniques of shading, and create within drawings realistic texture. Prerequisite: ART 1013 Drawing I. (3 SCH)

ART 1063. Ceramics I. (OD)

This course involves the study of hand built methods in ceramics. The course includes the study of glazing and firing techniques. An additional 3 hours of studio time is required — time TBA. (3 SCH)

ART 2033. Painting I. (OD)

A basic course for both the beginner and more experienced student. Techniques of using watercolors will be explored. An additional 3 hours of studio time is required — time TBA. (3 SCH)

ENGLISH

ENGL 1113. Composition I. (F, S)

A review of Standard English grammar, punctuation, and extensive practice in basic rhetorical types. Some attention is also paid to the building of vocabulary and the development of critical reading skills. Prerequisite: GSTD 0253 Developmental Writing, and GSTD 0103 College Reading or appropriate placement scores. (3 SCH)

ENGL 1123. Composition II. (F, S)

Designed to confirm and extend the student's ability to write educated English prose, this course seeks to enable the student to develop his skills in each of several rhetorical and critical types. While emphasizing writing, the course also requires continued vocabulary development and analytical reading in poetry, fiction, and drama. The student is also introduced to the conventions of documentation and manuscript form. Prerequisite: ENGL 1113 Composition I. (3 SCH)

ENGL 1133. Technical Writing. (S)

Concentrates on correctness and style of written technical communication and includes work in proposal writing, graphics and technical research techniques. Prerequisites: ENGL 1113 Composition I and CIS 1013 Introduction to Computers. (3 SCH)

NOTE: Students are not required to take the World Literature courses in sequence, but this is recommended if possible.

ENGL 2113. American Literature I. (OD)

American Literature course covering Colonial American literature through the Romantic period. Emphasizes the development of American literature as a unique form of literature affected by the Age of Reason, the Age of Neoclassicism, and the Age of Enlightenment. Prerequisite: ENGL 1123 Composition II. (3 SCH)

ENGL 2213. World Literature I. (F, S)

A study of world masterpieces to include: the ancient world, the middle ages, and the Renaissance. Prerequisite: ENGL 1123 Composition II. (3 SCH)

ENGL 2223. World Literature II. (F, S)

A study of world masterpieces to include: neoclassicism and romanticism; realism and naturalism; and modern and contemporary works. Prerequisite: ENGL 1123 Composition II (3 SCH)

ENGL 2993. Creative Writing. (OD)

Development of writing skills by exploring the different genres of writing with an emphasis on creative writing techniques used in the short story, mystery stories, children's books, family histories, and poetry. Prerequisite: ENGL 1113 Composition I (3 SCH)

FINE ARTS

FA 2003. An Introduction to Fine Arts: Art. (F, S)

Presents art as a part of our Western heritage. Basic terms, and the characteristics of styles and periods. Includes familiarization with art equipment and process. (3 SCH)

FA 2013. An Introduction to Fine Arts: Music. (F, S)

The course presents music as a part of Man's cultural heritage. Topics include basic terms, forms, styles, and periods. Approach is primarily through listening. (3 SCH)

JOURNALISM

JOUR 2003. Journalism I. (F)

An entry-level journalism course designed to provide instruction in all major areas of media writing, from news and entertainment through opinion and persuasion; from writing for newspapers and television through writing copy for advertising and public relations departments. (3 SCH)

JOUR 2013. Copy Editing. (S)

Editing class designed to enhance the student journalist's writing and editing skills. Students will strengthen vocabulary and reading skills, sharpen critical thinking skills, and develop strong news judgment. Prerequisite: JOUR 2003 Journalism I (3 SCH)

JOUR 2023. Journalism II. (S)

A continuation of JOUR 2003, Journalism I, with an emphasis on more complex stories and specialized types of stories. Evaluation of news sources, leads, grammar, style, tone, accuracy and fairness. Prerequisite: JOUR 2003 Journalism I (3 SCH)

LANGUAGE

SPAN 1014. Elementary Spanish I. (F)

Intensive oral drill, analysis of basic patterns, conversations of the essentials of grammar in oral and written exercises, dialogues, oral presentations, and reading assignments. Regular work in the language laboratory is required. (4 SCH — 3 Lec., 2 Lab)

SPAN 1024. Elementary Spanish II. (S)

Continuation of SPAN 1014. Prerequisite: SPAN 1014. (4 SCH — 3 Lec., 2 Lab)

SPAN 2033. Intermediate Spanish I. (OD)

This course is designed to provide the student with the skills and practice learned in elementary Spanish to the next level, to actually be able to communicate with a native Spanish speaker, even if it is at a somewhat reduced speed. The emphasis in these classes is to greatly improve vocabulary content knowledge and student skill, comfort, and efficiency levels at the communicative levels of the Spanish language. This course will be offered as needed. Prerequisite: SPAN 1024 Elementary Spanish II. (3 SCH)

SPAN 2043. Intermediate Spanish II. (OD)

Continuation of SPAN 2033. Prerequisite: SPAN 2033 Intermediate Spanish I. (3 SCH)

PHILOSOPHY

PHIL 2003. Introduction to Philosophy. (OD)

A survey of the most basic and perennial issues in philosophy and an introduction to the major thinkers of the Western philosophical tradition. Prerequisite: ENGL 1113 Comp. I. (3 SCH)

SPEECH

SPCH 1113. Principles of Speech. (F, S)

Principles of effective speaking; emphasis on the elements of communication and public speaking. Students will also study non-verbal and small group communication and focus on improving listening skills. (3 SCH)

HEALTH AND EDUCATION

EDUCATION

EDUC 1003. Technology for Teaching. (S)

Provides students with an overview of the technology that can enhance teaching and learning. Students will be taught basic multi-media approaches and uses of various software applications in the educational setting. Course is designed for teaching majors. (3 SCH)

EDUC 2001. Educational Observation. (F, S)

A pre-professional education semester internship. Students are scheduled to observe at least 30 hours in as many grade levels (K-12)

as possible in as many different subject areas as possible in the public schools in which they are assigned. A journal is developed for the experience. Co-requisite: EDUC 2003 (1 SCH)

EDUC 2003. Introduction to Education. (F, S)

A survey course designed to help students evaluate the teaching profession as a career choice. Topics include motives for teaching, the job market, global forces affecting education, history and philosophy of education, ethics and legal issues, social and political forces, governance and finance, teacher effectiveness and current trends in education. Heavy emphasis is placed on the research base underlying teaching. Co-requisite: EDUC 2001 (3 SCH).

HEALTH/PHYSICAL EDUCATION

HS 1403. Personal and Community Health. (F, S)

A consideration of the various conditions and factors affecting individual and community health, designed to assist the student in formulating his own philosophy, attitudes, and understanding of behaviors necessary to establish healthful living practices. (3 SCH)

PHED 1001-1491. Activities. (F, S)

Instruction and practice in sports and activities which contribute to present and future recreational needs, organic development, and fitness of the student. Instruction in rules, strategies, social behaviors, and techniques of individual, dual, and team sports. (1 SCH)

PHED 1501. First Aid/CPR. (OD)

Prepares a student for American Heart Association certification. (1 SCH)

SCIENCE AND MATHEMATICS

BIOLOGY

BIOL 1014. General Biology. (F, S)

A lecture, demonstration, and hands-on course designed to introduce the basic structure and function of organisms found on earth. (4 SCH — 3 Lec., 2 Lab)

BIOL 1024. General Botany. (OD)

An introductory survey of the plant kingdom; topics include structure and function, membrane transport, respiration, photosynthesis, cell cycle, genetics, diversity, classification, and life histories. (4 SCH — 3 Lec., 2 Lab)

BIOL 2003. Nutrition and Diet. (OD)

The fundamental principles of human nutrition and diets; emphasizes normal nutrition as a basis for making diet adaptations in disease. (3 SCH)

BIOL 2064. Anatomy and Physiology I. (F)

The first in a two-course series dealing with the study of the structures and functions that make up the body and how these structures are related. This course is recommended for nurses, medical technicians, allied health majors, and other interested persons. Prerequisite: BIOL 1014 General Biology with lab or completion of an LPN program. (4 SCH — 3 Lec., 2 Lab)

BIOL 2074. Anatomy and Physiology II. (S)

A continuation of BIOL 2064. Lecture and hands-on study of the structure and function of cells, tissue, organs, and the organ system found in mammals. Prerequisite: BIOL 2064. (4 SCH — 3 Lec, 2 Lab)

BIOL 2094. General Microbiology. (OD)

An introduction to the classification, history, morphology, metabolism and general characteristics of microorganisms. Prerequisites: BIOL 1014 General Biology w/Lab (4 SCH — 3 Lec, 2 Lab)

CHEMISTRY

CHEM 1014. General Chemistry I. (F, S)

This course presents the theoretical basis of atomic structure and bonding, stoichiometric calculations, classification of elements, thermochemistry, physical properties of matter, and the chemical character of solutions and their colligative properties. Prerequisite: GSTD 0433 Intermediate Algebra or above. (4 SCH — 3 Lec, 2 Lab)

CHEM 1024. University Chemistry I. (OD)

Presents the topics of periodicity, bonding, stoichiometry, atomic and molecular structure, physical states, and chemical equilibrium in detail. Includes 3 hours of lecture per week and 2 hours of laboratory. This course is recommended for those majoring in the sciences, engineering, or medical fields, or those who

have had high school chemistry. Prerequisite: High school chemistry or CHEM 1014 General Chemistry I and GSTD 0433 Intermediate Algebra or above. (4 SCH — 3 Lec, 2 lab)

CHEM 2024. Organic Physiological Chemistry. (OD)

Survey of organic chemistry necessary for understanding of biological systems, with some related physiological chemistry. Lecture 3 hours per week and 2 hours of lab per week. Recommended for those majoring in science, environmental, and medical fields. Prerequisite: CHEM 1014 General Chemistry I or higher. (4 SCH — 3 Lec, 2 Lab)

MATHEMATICS

MATH 1023. College Algebra. (F, S)

A study of algebraic processes in inequalities and equations of quadratic and higher degree, functions and inverses, complex numbers, probability, determinants, matrices, and the binomial theorem. Prerequisite: GSTD 0433 Intermediate Algebra, or 19 on ACT Math or 39 on Intermediate Algebra Asset. (3 SCH)

MATH 1103. Applied Logic. (S)

Mathematics is an integral part of our culture and is in the logical framework upon which all technology depends. This course will explore the concepts of rational analytical thought through the techniques of logical mapping, and game theory. Prerequisite: ENGL 1113 Composition I and MATH 1023 College Algebra. (3 SCH)

MATH 2003 Number Systems. (S)

A study of numeration systems with an emphasis on problem-solving, number theory, and critical thinking. Approaches to teaching mathematics relevant to the elementary grades and the use of manipulatives in the classroom will be used. Topics include sets, number theory, and properties of natural numbers, integers, rational, and real number systems. For Elementary Education majors. Prerequisite(s): MATH 1023, College Algebra.

MATH 2013. Geometry for Elementary Teachers. (OD)

This course is designed to relate the concepts of mathematics to the elementary classroom teacher. The emphasis of the course is to introduce techniques that makes possible student understanding. Students will be involved in active thinking activities that relate student-learning styles to mathematics. Prerequisites: MATH 1023 College Algebra (3 SCH)

MATH 2023. Introduction to Statistics. (F)

Introduction to probability and statistics. Course includes descriptive statistics, probability and application, random variables, and inference with special emphasis on Statistical Process Control (SPC) techniques. Prerequisite: GSTD 0433 Intermediate Algebra or above. (3 SCH)

MATH 2043. Trigonometry and Analytic Geometry. (F)

The study of right triangles, trig functions, inverses, identities and trigonometric equations and their applications. This course expands on concepts learned in MATH 1023. Prerequisite: MATH 1023 College Algebra (3 SCH)

MATH 2055. Calculus I. (S)

This course introduces students to advanced analysis techniques based on operations with functions. The main topics of calculus will be covered, including Limits, Differentiation, and Integration. Emphasis will be given to theory and applications of the topics covered. Prerequisite: MATH 2043 Trigonometry and Analytic Geometry or Pre-Calculus. (5 SCH)

PHYSICAL SCIENCE

PHYS 2024. Physical Science. (F, S)

This course presents the understanding of the facts, methods, and significance of the physical sciences through a study of the principles of geology, astronomy, and atmospheric conditions. (4 SCH — 3 Lec, 2 Lab)

PHYS 2044. College Physics. (OD)

Introduction to physics principles including mechanics, wave motion, thermodynamics, and acoustics. Prerequisite: GSTD 0433 Intermed. Algebra. (4 SCH — 3 Lec, 2 Lab)

GEOL 1004. Geology. (OD)

An examination of the basic concepts of physical geology, mineralogy, and land forms. Includes a study of minerals, plate tectonics, surface and internal processes, earth's geological history. (4 SCH: 3 Lec, 2 Lab)

SOCIAL SCIENCE

ECONOMICS

ECON 2003. Macroeconomics. (F, S)

Topics include methods of economics, performance measures of the economic system, interest rates, inflation, employment, monetary, and fiscal policy. (3 SCH)

ECON 2103. Microeconomics. (F, S)

An introduction to microeconomic analysis, concentrating on consumer choice, firm production and pricing in different market structures, resource demand, the public sector, and externalities. (3 SCH)

GEOGRAPHY

GEOG 2003. Introduction to Geography. (F, S)

This course is designed to introduce the student to the geographic framework of the modern world. Emphasis will be placed on the physical, social, cultural, political, and other factors that have shaped and influenced the development of the modern world community and how these various factors interact with one another. During this course, the student will be expected to master basic map-reading skills and develop a familiarity with other societies and cultures. Prerequisites: None, but college-level reading and writing skills are needed to prepare required papers. (3 SCH)

HISTORY

NOTE: Students are not required to take either the Western Civilization or the U.S. survey courses in sequence, but this is recommended if possible.

HIST 1003. Western Civilization to 1700. (F, S)

This course is designed to help introduce students to the major social, political, economic, cultural, intellectual and diplomatic trends that created, shaped, and influenced Western Civilization from its beginnings to about 1700 A.D. Emphasis will be placed on the interaction of these factors, the problems posed and the various responses made to them, and how these factors still influence modern societies. Prerequisites: None, but college-level reading and writing skills are needed to prepare required papers. (3 SCH)

HIST 1013. Western Civilization Since 1700. (F, S)

This course will carry the study of the growth and development of Western Civilization from about 1700 to the present day. The evolution of modern society is traced through the interaction of those factors outlined in HIST 1003, along with the rise of science and technology, and the development of a global awareness. Prerequisites: None, but college-level reading and writing skills are needed to prepare required papers. (3 SCH)

HIST 1113. Arkansas History. (S)

A survey of the history of the state of Arkansas from its discovery and exploration by Europeans to its eventual colonization and development by the United States of America. Emphasis will be given to how Arkansas and its people compare to the nation, especially in the areas of economy, religion, society, and their accomplishments. Prerequisites: None, but college-level reading and writing skills are needed to prepare required papers. (3 SCH)

HIST 2013. United States History to 1876. (F, S)

This course introduces students to the major social, political, economic, cultural, intellectual, and diplomatic trends that created, shaped, and influenced the United States from its beginnings through the end of Reconstruction. Emphasis will be placed on the interaction of these factors, the problems posed, and the various responses made to them, and how these factors have created the modern United States. Prerequisites: None, but college-level reading and writing skills are needed to prepare required papers. (3 SCH)

HIST 2023. United States History Since 1876. (F, S)

This course is designed to help the student become familiar with the patterns of growth, development, and maturing of the modern American nation, from 1877 to the present day. Emphasis is placed on the social, political, diplomatic, and related forces of the 20th Century, which took the United States to its current position as a world leader. Prerequisites: None, but college-level reading and writing skills are needed to prepare required papers. (3 SCH)

POLITICAL SCIENCE

PSCI 2003. American Government. (F, S)

This course will introduce the student to the systems and structures that make up the government of the United States. Emphasis is placed on the following topic areas and their influence on this nations

governmental and political life: the Constitution; the Congress; the Presidency; the Federal Judiciary; public opinion and the media; political parties and elections; and the growing visibility and importance of state and local governments. Prerequisites: None, but college-level reading and writing skills are needed to prepare required papers. (3 SCH)

PSCI 2013. State and Local Government. (S)

A survey of government in the fifty states with special application to Arkansas, with emphasis on intergovernmental relationships; problems of the executive, legislative, and judiciary; politics and elections; local and metropolitan government. (3 SCH)

PSCI 2603. Texas Government. (OD)

This course will study the Texas Constitution and government, emphasizing political institutions including: political parties, interest groups, the legislature, the governor, bureaucracy, judiciary, local government and the impact of the federal government on state activities. Designed to meet the requirements for a Texas government course

PSYCHOLOGY

PSYC 2003. General Psychology. (F, S)

Introductory course in psychology designed to acquaint the student with the fundamental concepts of psychology, including biological, state of consciousness, learning, memory, and intelligence. Students should gain a better understanding of their own behavior and that of others. (3 SCH)

PSYC 2033. Developmental Psychology. (F)

A comprehensive survey of human growth, maturation, and development, over the lifespan. Prerequisite: PSYC 2003 General Psychology. (3 SCH)

SOCIOLOGY

NOTE: Students are not required to take these courses in sequence, but this is recommended if possible.

SOC 2003. Introduction to Sociology. (F, S)

Introduces students to the scientific study of human society and human social behavior. Topics include theory, culture, socialization, social institution, social deviance, and social stratification. (3 SCH)

SOC 2033. Sociology of Marriage and Family. (S)

A sociological study of marriage, family, and kinship both cross-culturally and within American society. Additional social phenomena examined include socialization, sexuality, sex roles, mate selection, love relationships, types of marriages, marital conflict and interaction, and others. (3 SCH)

STUDENT PERSONAL DEVELOPMENT

GENERAL STUDIES

GSTD 0103. College Reading. (F, S)

Development of reading skills through perception training, vocabulary building, comprehension training, rate building, and active listening skills. Individual diagnosis and prescription emphasized. Required for students who have an ACT score of 18 or below, or an ASSET score of 42 or below This course must be passed with a grade of "C" or better. (3 SCH)

GSTD 0113. Developmental ESL I. (F, S)

This course will aid students whose native language is not English, and who wish to improve their English skills. This class may be repeated as many times as necessary, in order to attain the necessary basic English skills. This course must be passed with a grade of "C" or better. (3 SCH)

GSTD 0223. Developmental ESL II. (F, S)

This course will aid international students in preparing for the TOEFL examination. International students who have an official TOEFL score of 475-499 (paper-based test) or 152-172 (computer-based test) will be required to complete this course during their first semester of enrollment, and must attain a grade of "C" and a score of 500 (paper-based test) to meet the language requirements of the College. (3 SCH)

GSTD 0243. Essential English. (F, S)

An intensive study of the fundamentals of written English, attending to grammar, punctuation, spelling, and vocabulary development. Required for students who have an ACT score of 14 or below, or an ASSET score of 36 or below. (3 SCH)

GSTD 0253. Developmental Writing. (F, S)

This course will continue the discussion of grammar and mechanics, and will cover the writing process from rhetorical paragraphs to short essay. Required for students who have an ACT score of 15-18, or an ASSET score of 37-44, or completion of GSTD 0243 Essential English with a "C" or better. (3 SCH)

GSTD 0403. Essential Mathematics. (F, S)

A review of arithmetic skills, including numeration, fractions, ratios, decimals, percentages, rate, proportions, and integers. Basic problem solving techniques are emphasized. Must be passed with a grade of "C" or better. (3 SCH)

GSTD 0423. Introductory Algebra. (F, S)

A review of basic algebra, including polynomials, equations, inequalities, factoring, and graphing. Prerequisite: A grade of "C" or better in either GSTD 0403 Essential Mathematics or BUS 1113 Business Math with Applications, or a score of 43 on the ASSET Numerical Test. (3 SCH)

GSTD 0433. Intermediate Algebra. (F, S)

This course is designed to build mathematical and algebraic skills necessary to ensure a smooth transition into MATH 1023 College Algebra. (NOTE: This course carries no transfer credit.) Prerequisite: A grade of "C" or better in GSTD 0423 Introductory Algebra, or 48 on ASSET Elementary Algebra Test, or a score of 16 on the ACT Math Test. (3 SCH)

STUDENT SUCCESS

SPD 1001. Service Learning. (OD)

A course designed to allow students to perform approved community service activities for credit. May be taken more than once, with consent of advisor.

SPD 1003. Success Strategies. (F, S)

Success Strategies is a course designed to develop the basic skills needed to succeed in the college setting, and to give the student an orientation to the College. The course has three components: computer skills, study skills, and life skills, which are all required for successful completion of any college degree. This course is required for all technical certificate and degree-seeking students, and must be taken within the first two semesters of enrollment. (3 SCH)

SPD 2001. Employment Strategies. (F, S)

Employment Strategies is designed to help a student develop employment search skills and career growth potentials. The course topics will include career goal setting, resume writing, job application, business letters, and interviewing. (1 SCH)

SPD 2002. Portfolio Development. (OD)

This course is designed to assist students seeking credit for non-military life experience. Students are required to write a detailed description of the experience for which credit is being sought and to provide verifiable documentation of such experience. There is no guarantee that this course or credit granted under this program will transfer to any other institution. The student's advisor must be consulted prior to enrolling in the course. A limit of 15 semester credit hours may be given for experiential credit. (2 SCH)

SPD 2006. Cooperative Education Experience. (OD)

This course is arranged by independent study through the Academic Dean. The student may earn up to 6 credit hours through a cooperative work experience. This course is recommended for AGS students; however, AA students may enroll in the course with the understanding that it may not transfer to a 4-year institution. (6 SCH)

BUSINESS & AGRICULTURE

ACCOUNTING

ACCT 2113. Accounting Principles I. (F, S)

This course provides an introduction to financial accounting principles and concepts to include measurement, recording and evaluation of basic business transactions. Students will learn to analyze, journalize, and post transactions, including adjusting and closing entries and the preparation and composition of the Income Statement, Equity Statement, and Balance Sheet. The recognized set of accounting standards known as Generally Accepted Accounting Principles will be emphasized throughout the course. (3 SCH)

ACCT 2123. Accounting Principles II. (S)

This course is a continuation of Accounting Principles I, with special emphasis given to partnership and corporate equity transactions, long-term liabilities, and investments and statement of cash flows. Financial statement analysis, incremental analysis, and capital budgeting and cost-volume-profit will be covered in this course. The course also introduces students to managerial accounting concepts, including job order and process costing and the budget planning and control. Prerequisite: ACCT 2113, Accounting Principles I. (3 SCH)

ACCT 2133. Accounting Applications. (S)

Accounting Applications exposes the second-semester student to two (2) real-world simulations of maintaining a complete set of books for the accounting information system of a business organized as a sole proprietorship. These simulations will integrate the business events, procedures and records covered in the prerequisite course and will thereby reinforce the concepts and procedures taught in ACCT 2113. (3 SCH)

ACCT 2143. Computer Applications for Accounting. (S)

An integrated approach to solving accounting applications and learning automated accounting functions. Applications include the major computerized accounting system: general ledger, accounts receivable/accounts payable, payroll, depreciation, and financial statement analysis. Prerequisite: ACCT 2113 Accounting Principles I. (3 SCH)

AGRICULTURE

These courses are offered through the Dale Bumpers College of Agricultural, Food and Life Sciences at the University of Arkansas at Fayetteville. Course offerings will vary each semester, so please consult the current schedule.

BUSINESS

BUS 1004. Micro Computer Applications (F, S)

This course will give students will the basic skills required to operate word processors, spreadsheets, presentation programs, and databases. Students will learn the basics of email and internet interaction. Students will also be introduced to integrated software packages and their use in the business world. The course will use the current Microsoft software as its teaching platform. (4 SCH — 3 Lec., 2 Lab)

BUS 1113. Business Math with Applications. (F, S)

This course is designed to provide solid math preparation and foundation for students who are going on to courses and careers in accounting, marketing, retailing, banking, office administration, finance, insurance, real estate and business administration. Beginning with a business –oriented review of the basic math operations, whole number, fractions, and decimals, then the course will then introduce concepts of equations and how they are used to solve business problems. The course will expose the student to business statistics and data presentation, to include grouped and ungrouped data. Students will be instructed in the basic use of a 10-key machine to solve math problems. (3 SCH)

BUS 1503. Human Relations/Supervision. (F, S)

This course will introduce the student to concepts and practices that lead to successful human relations and supervision in the workplace. The course will emphasize the changing role of the supervisor and will equip the student with the knowledge to effectively manage people. Prerequisite: None (3 SCH)

BUS 1523. Machine Transcription. (S)

Training in the transcribing of mailable documents from recordings using a microcomputer. Prerequisites: BUS 1004 Micro Computer Applications and co-requisite ENGL 1113 Composition I. (3 SCH)

BUS 2003. Word Processing. (S)

This course is designed for the Administrative Assistant student. The course will teach the creation of both personal and business communications such as letters, announcements, memos, business documents, and reports. Also included will be the use of tables, columns, resumes, research papers, clip art, mail merging, and advanced editing techniques. Speed and accuracy are also emphasized. Prerequisite: BUS 1004 Micro Computer Applications. (3 SCH)

BUS 2023. Business Communications. (F, S)

Covers the principles of effective oral and written communications in a business office. Topics include: verbal/nonverbal skills, writing skills, reading skills, listening skills, psychological principles, and employment skills involved in effective business communications. Prerequisite: ENGL 1113 Composition I. (3 SCH)

BUS 2043. Desktop Publishing (F)

Students are introduced and instructed in the use of desktop publishing which uses a personal computer and software to produce high-quality printed documents that combine text and graphics. Students will learn to produce advertisements, forms, newsletters, flyers, and other business documents. Prerequisite: BUS 2003 Word Processing. (3 SCH)

BUS 2103. Business Law. (F)

This course revolves around the basics of contract law, i.e., offer and acceptance, capacity, agreement, consideration, legality, form, defects in agreement, breach and remedies. Sources of the law, torts, crimes, administrative law, courts, and court procedures are also examined. The application of these concepts to both personal and business problems is emphasized. (3 SCH)

BUS 2213. Records Management. (F)

Introduces the student to the field of records management and the growing career opportunities available. This course presents basic information systems concepts within a management context built upon a framework of planning, organizing, leading and controlling records systems, both manual and automated. (3 SCH)

BUS 2233. Software Applications (S)

This course is designed for the Accounting student. The course includes construction of spreadsheets, formatting, editing, saving, and printing. Students will learn to use queries, formulas, tables, reports, and problem solving techniques to reach decisions. Students will learn the use of electronic databases. Included are the construction of databases, their formatting, editing, saving and printing, Importing/exporting data as well as downloading of data is also covered. Prerequisite: BUS 1004 Micro Computer Applications. (3 SCH)

BUS 2603. Administrative Office Procedures. (S)

This course focuses on the role of the administrative assistant. Emphasis will be placed on technology, international business, human relations, and the ethics of office management for all levels of workers: administrative support and managerial. (3 SCH)

MANAGEMENT

MNG 2093. Internship. (OD)

The course is designed as an application of the materials learned in class with “real world experiences.” Arrangements for internships will be coordinated by the program advisor. Prerequisites: Taken in final semester and/or with instructor’s approval. (3 SCH)

MNG 2113. Retail Management. (S)

The purpose of this course is to apply the basic concepts of business management, marketing, advertising, and personnel to the operation of a retail business. Merchandising and retail mathematics are an integral part of the course. Types of retail operations will be examined, location problems will be evaluated, and customer service policies and procedures will be emphasized. (3 SCH)

MNG 2313. Principles of Management. (S)

Concepts, principles, and practices necessary for effectively managing an organization in a dynamic environment. (3 SCH)

MNG 2623. Marketing. (F)

Familiarizes students with the marketing concept and its importance to the survival and success of any business. Concepts such as identifying and segmenting markets, marketing information systems, market channels, and the people in marketing, are coordinated with key concepts of the marketing mix, i.e., having the right product at the right price in the right place, at the right time, using the right promotion strategies. This coordination thereby contributes to the profitable functioning of business. (3 SCH)

MNG 2813. Small Business Management. (F)

The course introduces the students to the problems and challenges of entrepreneurship. Topics include personal qualities of the successful entrepreneur, finding a business idea, analyzing the market and market segmentation, buying a franchise, selecting locations and facilities and financing the business. (3 SCH)

NURSING & ALLIED HEALTH EMERGENCY MEDICAL TECHNICIAN

EMS 1107. Emergency Medical Technician. (OD)

A 150-hour course that prepares the student to sit for both the Arkansas and National EMT examination. Contains both lecture and hands-on teaching. (Pre-requisite: scores of 19 on the ACT/English and Reading, or 37 on the ASSET/Writing and 43 on the ASSET/Reading tests) (7 Hrs.)

MEDICAL ASSISTING

MAS 1106. Medical Laboratory I. (By Cohort Demand)

This course is an introduction to basic laboratory techniques utilized in the physician's office. Laboratory, orientation, safety, and urinalysis are covered as well as hematological tests performed in the physician's office. Knowledge and performance of quality control, phlebotomy, cell counts, SED rates, and tests for anemia will be covered. (6 Hrs.)

MAS 1153. Medical Office Management. (By Cohort Demand)

This course provides the student with a working knowledge of medical office policies and procedures. Areas include records management, appointment scheduling, billing and collections, telephone etiquette, insurance claim processing, and computer applications to the office. (3 Hrs.)

MAS 1206. Medical Laboratory II. (By Cohort Demand)

This course is designed to teach the student clinical skills and procedures as well as an overall review of clinical chemistry analysis as utilized in the physician's office. Topics covered will include communication skills, charting for a physician's office, obtaining a medical history, assessments, examination room techniques, care and use of instruments and bandaging, aseptic and sterilization techniques, operation of electrocardiogram (EKG), quality control, blood chemistry, microbiology, immunology, specimen collection and processing. Proficiency in phlebotomy will be gained. (6 Hrs.)

MAS 1253. Pharmacology. (By Cohort Demand)

The purpose of this course is to familiarize the student with concepts, principles, and procedures associated with pharmacology. Classifications of drugs and drug interactions with each of the body systems will be covered. The student will utilize the Physician's Desk Reference (PDR) in the course. Prerequisite: A grade of "C" or better in either GSTD 0403 Essential Mathematics or BUS 1113 Business Math with Applications, or a score of 43 on the ASSET-Numerical Test. (3 Hrs.)

MAS 1453. Medical Terminology. (F, S)

This course is designed to provide the student with a solid foundation in the knowledge and usage of medical terms. Emphasis is placed on definitions, spelling, pronunciation, and correct use of terms in a medical environment. (3 Hrs.)

MAS 1503. Medical Legal/Ethical Practices. (By Cohort Demand)

This course gives students a working knowledge of the conduct code governing the medical professions and the laws affecting the practice of medicine. It also discusses patterns of human behavior, the patterns' origins, the way for people to change behavior patterns in themselves, allowing students to see how these behavior patterns affect their relationship with peers, friends, and patients. The course also explains why people react as they do to illness. (3 Hrs.)

MAS 1553. Diseases of the Human Body. (By Cohort Demand)

The purpose of this course is the study of the major diseases of the body systems including their etiology, symptoms, and treatment. The course also covers pain with pain management, difference between illness and disease, and the meaning of the term "Holistic Health". Prerequisite: MAS 1803 Basic Human Anatomy & Physiology. (3 Hrs.)

MAS 1603. Radiology and First Aid. (By Cohort Demand)

This course is designed to provide the student with basic knowledge in radiological principles, protection of patient and health care workers from harmful rays, and instruction of patients for the different X-ray procedures as to diet, position, etc. The course also teaches basic first aid for strokes, trauma, bleeding, heart attack, etc. (3 Hrs.)

MAS 1703. Medical Transcription. (By Cohort Demand)

The purpose of this course is to provide the student with basic transcription skills and an extensive list of standard and contemporary terms used in 15 medical specialties as well as realistic dictation exercises (i.e., foreign doctor's dictation, background noises, etc.) that are found in the transcription industry today. Proofreading and production of professional copy is also emphasized. Prerequisites: MAS 1453 Medical Terminology and BUS 1004 Microcomputer Applications. (3 Hrs.)

MAS 1803. Basic Human Anatomy and Physiology. (F, S)

This course may not be taken for credit after completion of BIOL 2064, BIOL 2074 or equivalent. This course is intended for students who have a need for basic studies in the functional aspects of the organ systems of the human body. Co-requisite: MAS 1453 Medical Terminology (3 Hrs.; 3 Lec, 2 lab)

MAS 2053. Co-op/Internship. (By Cohort Demand)

This course is designed as an application of concepts learned in class with “real world” experience. The student will have the opportunity to perform various clinical and administrative procedures under supervision. This course will be scheduled at the end of the program. (3 Hrs.)

PRACTICAL NURSING

NOTE: Courses are taught in a specific order. Prior courses are prerequisites.

LPN 1101. Nursing I. (F)

Includes personal development and communication skills, as well as vocational relationships (responsibilities with the patient, family, and co-workers). (1 Hr.)

LPN 1112. Basic Nursing Principles and Skills. (F)

Includes fundamental principles, skills, and attitudes needed to give good nursing care. (12 Hrs.)

LPN 1143. Nursing of Mothers/Infants. (S)

Includes nursing care in prenatal, labor, delivery, postpartum, and neonatal periods. (3 Hrs.)

LPN 1153. Nursing of Children. (S)

A study of the patient from infancy through adolescence. (3 Hrs.)

LPN 1202. Pharmacology I. (F)

Includes history and demonstration of drugs. Proper dosages, side effects, contraindication and observations after administration are also taught, along with mathematics skills needed. (2 Hrs.)

LPN 1206. Medical/Surgical Nursing I. (F)

Includes nursing care of patients with acute and chronic problems. Includes all aspects of long and short-term illnesses, as well as geriatric nursing and leadership. (6 Hrs.)

LPN 1213. Medical Surgical Nursing II. (S)

A continuation of LPN 1206 Medical Surgical Nursing I. (13 Hrs.)

LPN 1302. Pharmacology II. (F)

A continuation of LPN 1202 Pharmacology I. (2 Hrs.)

LPN 1307. Medical Surgical Nursing III. (M)

A continuation of LPN 1213 Medical Surgical Nursing II. (7 Hrs.)

LPN 1402. Nutrition. (F)

Includes principles of good nutrition in all age groups. Therapeutic diets for various illnesses are taught. (2 Hrs.)

LPN 1602. Mental Health. (S)

The study of basic mental health issues in a nursing setting. (2 Hrs.)

TECHNOLOGY

AUTOMOTIVE TECHNOLOGY (BY ARRANGEMENT ONLY)

AST 1106. Engine Repair.

The course will cover basic engine diagnosis using various engine mechanical testers and diagnostic flow charts. It will acquaint students with lubrication system service, including oil and filter changing. Also included is cooling system inspection, diagnosis, service, flushing, and recycling of antifreeze. The student will also perform cylinder head inspection, removal and replacement and service as well as valve train diagnosis and service. Engine block diagnosis, disassembly, inspection, machining and reassembly is covered in this course. (6 Hrs. - 3 Lec. 9 Lab).

AST 1204. Automotive Electrical/Electronic Systems I.

This course is designed to acquaint the student with basic electrical test instruments. The student will also develop an understanding of Ohm's Law and electron flow. The student will also learn to diagnose and repair lighting systems using manufacturers' wiring diagrams and diagnostic flow charts. Also included in the course is battery design, construction and testing, along with charging and starting system diagnosis and repair. (4 Hrs. - 3 Lec., 6 Lab).

AST 1205. Automotive Brake Systems.

This course provides the student with a basic understanding of wheel bearing diagnosis and service as well as covering parking brake service and adjustment. The student will also learn how to test and replace electrical components of the brake system. The design, testing and replacement of power assist units will

also be covered. The students will also cover the design, testing and servicing of anti-lock brake units used on today's automobiles. Students in this course will be able to diagnose, inspect, measure and repair disc and drum brake systems. Included in this course is drum and disc machining, both on stationary lathes and with the on-car lathe. (5 Hrs. - 3 Lec., 6 Lab).

AST 1504. Automotive Climate Control.

This course begins with a study of the theory of refrigeration, the refrigerant cycle and the basic components of a typical automotive air conditioning system. Service maintenance procedures and R134a are covered. All students will take the ASE Refrigerant Recovery and Recycling Review and Quiz in order to be qualified to purchase R-12. (4 Hrs.: 3 Lec., 6 lab)

AST 1705. Steering and Suspension.

Wheels, tires and bearings are covered in this class, as well as alignment theory and adjustments. The diagnosis, repair or adjustment of steering systems and related problems is covered in this course, as well as the suspension system with its diagnosis, repair or adjustments. (5 Hrs.: 3 Lec., 6 lab)

AST 2204. Automotive Electrical/Electronic Systems II.

This course begins with a study of the lighting systems, utilizing manufacturers' wiring diagrams flow charts. The student will also work with gauges and warning devices in the driver information system. This course will also cover the diagnosis and repair of motor driven accessories as well as heated glass systems. Electric locks, cruise controls and sound systems will be studied in this course. (4 Hrs. - 2 Lec., 6 Lab.).

AST 2205. Engine Performance I.

The student in this course will utilize basic test instruments as well as hand held testers and console oscilloscopes in testing the condition of the engine. This course will also cover computerized engine controls, diagnosis and repair using scan tools and other testers common to automotive repair. (5 Hrs.: 3 Lec., 6 lab)

AST 2305. Engine Performance II.

This course will cover electronic ignition systems, including distributorless ignition systems. This course will also cover diagnosis, testing and repair of the fuel, air induction and exhaust systems. The student will develop diagnostic skills by testing and servicing these systems manufacturers service manuals and information from the ALLDATA information system. The student will learn how to diagnose and repair emission control systems using oscilloscopes and 4 or 5 gas emission testers (5 Hrs.: 3 Lec., 6 lab)

AST 2505. Manual Drivetrain and Axles.

This course covers the drivetrain on a vehicle with a standard transmission/transaxle. Areas covered include clutch, transmission/transaxle diagnosis and repair. Driveshaft and ½ shaft is also covered as well as rear axle and 4WD component diagnosis and repair (5 Hrs.: 3 Lec., 6 lab)

AST 2805. Automatic Transmission/Transaxle.

A brief review of gear theory and the introduction of the planetary gearset and continues with a review of the basics of hydraulic theory. Areas emphasized are general diagnosis, maintenance and repair. (5 Hrs.: 3 Lec., 4 lab)

RESIDENTIAL CONSTRUCTION TECHNOLOGY

BLD 1103. Basic Carpentry Shop. (OD)

This course covers the fundamentals of blueprint reading including alphabet of lines, symbols, reading an architect's rule, elevations, and detail drawings. The course also covers the use and safety of portable, stationary, and hand tools in the construction industry. Included is a study of the techniques and proper methods of preparing a detailed estimate. The student prepares a material take-off from a set of blueprints and calculates the cost of materials. (3 SCH — 2 Lec; 3 Lab)

BLD 1104. Methods of Construction I. (OD)

This course covers in detail traditional and current methods and practices of residential design and construction beginning with ground-bearing characteristics and progressing through all stages of construction. (4 SCH — 3 Lec; 2 Lab)

BLD 1106. Residential Construction Techniques I. (OD)

In this course students are actively involved in building structures, such as utility buildings and houses, to achieve individual competencies. Emphasis is placed on foundations, framing, rafters, roofing, exterior wall covering, and exterior trim. (6 SCH — 1 2 Lab)

BLD 1114. Methods of Construction II. (OD)

A continuation of BLD 1104. Prerequisite: BLD 1104 Methods of Construction I. (4 SCH — 3 Lec; 2 Lab)

BLD 1116. Residential Construction Techniques II. (OD)

This course covers the interior finish of a residential home. Topics covered include various wall coverings and finishes, window, door, and ceiling trim, and the installation of windows and doors. Emphasis is placed upon quality workmanship. Prerequisite: BLD 1106 Residential Construction I. (6 SCH — 12 Lab)

BLD 1125. Carpentry Field Study. On Demand (OD)

Designed to help students gain additional experience and proficiency in building layout, framing, exterior and interior trim, and exterior and interior wall coverings. (5 SCH — 1 Lec; 8 Lab)

BLD 2011. Introduction to Cabinet Making. (OD)

A course for the beginning woodworker, which includes the identification and estimating of materials used in design and construction of kitchen cabinets, bathroom vanities, and built-ins. (1 SCH)

BLD 2012. Cabinet Making. (OD)

A continuation of BLD 2011 - Introduction to Cabinet Making. Prerequisite: BLD 2011 Introduction to Cabinet Making. (2 SCH)

BLD 2103. Construction Codes and Documents. (OD)

A study of relevant codes and documents employed in construction activities. Prerequisite: BLD 1114 (3 SCH)

BLD 2113. Site Planning, Layout and Estimation (OD)

Practical experiences in site, planning, layout and estimation through bid proposal. The role of estimation in construction organization, bidding and subcontractor/vendor competition will be emphasized. Prerequisite: Math1023, BLD 1114, and BLD 2503 (3 SCH)

BLD 2213. Masonry and Concrete Construction (OD)

Theory and principles of design and building concrete structures and forms in conformance with current codes and practices. (3 SCH - 2 hours lec, and 3 hours lab) Prerequisite: BLD 1104

BLD 2223. Steel Construction (OD)

Theory and principles of design and fabrication of metal structures in conformance with current codes and practices. Prerequisite: BLD 1104 Methods of Construction I. (3 SCH – 2 hour lec, 3 hour lab)

BLD 2203. Structural Materials (OD)

An examination of production, properties, behavior, and structural applications of concrete, steel, timber, masonry, plastic, and engineered materials. Prerequisite: BLD 1104 Methods of Construction I. (3 SCH- 2 hours lec, 3 hours lab)

BLD 2502. Introduction to Surveying (OD)

An overview of plane surveying systems as applied to construction activities including care and use of instruments, field notes, simple site plan work, elevations and traverse. (2 SCH) Prerequisite: MATH 1023 College Algebra.

BLD 2503. Survey Measurement Practice (OD)

A “hands on” course covering the equipment and hardware of surveying systems necessary for horizontal and vertical distances. Familiarization with standards of the National Geodetic Survey, state and local statutes and regulations and professional standards and expectations. Prerequisite: BLD 2502 Introduction to Surveying. (3SCH – 1 lec, 6 hour lab)

BLD 2523. Surveying Systems (UA-CVEG 2053) (OD)

Coordinate, measuring, and total integration surveying systems, total stations, error analysis, application to civil engineering and surveying practice. (3SCH)

COMPUTER AIDED

DRAFTING AND DESIGN

CDD 1003. Computer Aided Drafting and Design I. (OD)

Introductory course for using AutoCAD Release 14. Topics to be covered include commands, system controls, coordinates, layer systems, repeating commands, object modification, drawing lines, shapes, and geometric objects using multiple lines and curves, text manipulation, dimensioning, and visibility of hidden lines. Prerequisites: INT 1123 Blueprint Reading and CIS 1013 Intro to Computers or consent of instructor. (3 Hrs.).

CDD 1013. Engineering Graphics I. (OD)

Introduction to principles of drafting and the theory and practice of Orthographic Projection in the first and third quadrants. This course will include size and shape descriptions, geometric constructions, sections, auxiliary projections, revolutions, dimensioning, and size and geometric tolerance. Co requisite: CDD 1003. (3 Hrs.).

CDD 1023. Computer Aided Design II. (OD)

A continuation and enhancement of the skills developed in CDD 1003 Computer Aided Design I. Students will learn blocks, attributes and their commands, external references and images, utility commands, 3-D object drawing, modeling, shading, rendering and customizing AutoCAD, slides and scripts, customizing commands, and database. Prerequisite: CDD 1003 Computer Aided Design I (3 Hrs.).

CDD 2003. Computer Aided Design III. (OD)

This course is an advanced course in solid modeling and design. Students will develop complex three-dimensional models and assemblies from engineering sketches and orthographic drawings through the use of advanced solids modeling software. Prerequisites: CDD 1013 Engineering Graphics I, and CDD 1023 Computer Aided Design II. (3 Hrs.).

CDD 2013. Architectural Drafting. (OD)

This is an intermediate course that utilizes CAD software in the preparation of detailed working drawings for construction of residential structures. Emphasis is on the fundamental drawing methods and techniques of representing plans, elevations, sections and details. The principles of construction that are used in residential construction are introduced. Prerequisite: CDD 1003 Computer Aided design I, and CDD 1013 Engineering Graphics I. (3 Hrs.).

CDD 2023. Mechanical Drafting. (OD)

This is an intermediate course that utilizes CAD software in the preparation of detailed working drawings for use in engineering design and production. Included in this course is the use of sectioning techniques, proper dimensioning techniques, geometric tolerance, and the use of isometric views in the completion of individual component and assembly drawings. Prerequisite: CDD 1003 Computer Aided design I, and CDD 1013 Engineering Graphics I. (3 Hrs.).

COMPUTER INFORMATION SYSTEMS**CIS 1013. Introduction to Computers. (F, S)**

A survey of the computer industry that introduces students to the history of computers, components of modern computers, basic number systems, operating systems in use, various programming languages, basic networking technology, and the Internet, and basic keyboarding skills. Prerequisite: BUS 1004 Micro Computer Applications (3 SCH)

CIS 1203. Internet Fundamentals. (F, S)

Course provides the student with an introduction to the worldwide computer network. Course uses a hands-on approach to teach the history and capabilities of the Internet. Students learn the resources available via the World Wide Web and searching capabilities. Prerequisite: CIS 1013 Introduction to Computers (3 SCH)

CIS 1303. HTML & Web Page Design. (F)

This course provides students with a basic introduction to HTML and to the theories and concepts of publishing on the World Wide Web. Students will develop Web pages during the course. Prerequisites: CIS 1013 Introduction to Computers and CIS 1203 Internet Fundamentals. (3 SCH)

CIS 1313. Web Graphics Design. (OD)

A course in how to create web graphics using Paintshop Pro, Photoshop, Flash and GIF construction set. Students must own a personal computer because trial versions of various software will be downloaded. Prerequisite: CIS 1303 HTML/Web Page Design. Co-requisites: own a computer and advisor's consent. (3 SCH)

CIS 1603. Basic Microcomputer Repair I. (F)

This course is designed to provide the student with basic knowledge of the internals of a microcomputer. A hands-on course to include replacement of drives, memory chips, motherboards, sound cards, etc. Prerequisite: CIS 1013 Introduction to Computers, or consent of instructor and ENGL 1113 Composition I (3 SCH)

CIS 1613. Basic Microcomputer Repair II. (S)

A continuation and enhancement of the basic computer repair concepts covered in CIS 1603 Basic Microcomputer Repair. Topics covered include: multimedia technology, supporting operating systems (Windows 3.x, Windows 9x, and Windows NT), networking fundamentals, purchasing and building a PC, the Internet and communications, and preventative maintenance. Prerequisite(s): CIS 1603 Basic Microcomputer Repair I. (3 SCH)

CIS 1904. Programming Fundamentals I w/Lab. (F)

This is an introductory programming course for students majoring in computer science who have no previous programming experience. Using the C++ language, this course teaches the student how to plan and create well-structured programs. Students learn how to write programs using the sequence, selection, and repetition structures, as well as how to create and manipulate sequential access files, structs, classes, and arrays. Prerequisite: CIS 1013 Introduction to Computers and MATH 2023 College Algebra. (4 SCH – 1 Lab)

CIS 1914. Programming Fundamentals II w/Lab. (S)

This is a continuing programming course for students majoring in computer science or computer information systems who have completed the CIS 1904 Programming Fundamentals I course. Using the Java Language, this course teaches the student to develop applications and applets from the bottom up. Prerequisite: CIS 1904 Programming Fundamentals I w/Lab. (4 SCH – 1 Lab)

CIS 2003 Security + (F)

Provides a comprehensive overview of network security. The course content provides for preparation for CompTIA's Security + Certification Exam. Prerequisite: CIS 2903 Networking Essentials. (3 SCH)

CIS 2806. Networking I. (OD)

Introduction to LAN (Local Area Network) technology. Includes cabling, protocols, addressing, router configuration and the OSI model. Includes wiring closets, routing protocols, advanced addressing and advanced router configuration and OSI model. (4 hr Lec., 6 hr. Lab) Prerequisites: CIS 1013 Intro to Computers, BUS 2233 Software Applications. (6 SCH)

CIS 2816. Networking II. (OD)

An advanced routing and switching course that covers LAN, Ethernet, Spanning Tree Protocol, and Virtual LANS. A project-based learning course that uses skills and knowledge gained in Networking I. Prerequisite: CIS 2806 Networking. (6 SCH)

CIS 2903. Networking Essentials. (F, S)

This is an introductory networking course for students majoring in computer science who have no previous networking experience. This course teaches the student broad, vendor-independent networking concepts. This course will prepare the computer science major for the challenges of the highly dynamic networking industry. Topics include networking hardware, the OSI Model, networking protocols, network media, network architecture, WANs and remote connectivity, networking with TCP/IP, network troubleshooting, network security, and network design and implementation. Prerequisite: CIS 1013 Introduction to Computers. (3 SCH)

CIS 2913. Server + (F)

An examination of server hardware techniques, including installation, configuration, and upgrading activities; preventative maintenance, trouble-shooting and disaster-recovery techniques for servers. Provides students with skills and knowledge necessary to prepare for the CompTIA Server+ certification. Prerequisites: CIS 1613 Basic Microcomputer Repair II, and CIS 2903 Networking Essentials. (3 SCH)

CIS 2993. Internship. (OD)

This course is designed as an application of concepts learned in class with a "real world" experience. Arrangements for internships will be coordinated by the program advisor. (3 SCH)

COLLISION REPAIR

COL 1104. Technical Welding. (S 2005)

A course in basic MIG welding and metal cutting with the oxyacetylene torch and plasma cutter. This course is designed for students enrolled in programs requiring a basic knowledge of welding. Safety is emphasized. (4 SCH—1 Lec., 5.5 Lab.)

COL 1108. Basic Metal Repair. (S 2005)

Teaches the straightening, alignment, and fitting of major panels. Procedures necessary to rough, shrink, bump, and finish are included. Safety is emphasized. (8 SCH—1 Lec., 14 Lab.)

COL 1207. Body and Frame Alignment. (S 2005)

Students will receive instruction in the use of frame equipment and frame construction, sectioning, and straightening. Experience working with unitized construction using frame alignment equipment will be provided. The fundamentals of welding, heating, cutting, and shaping are included. Safety is emphasized. (7 SCH—1 Lec., 11.5 Lab.)

COL 1408. Painting. (F 2004)

Teaches the skills and technical knowledge in the preparation of metal for paint, use and maintenance of spray painting equipment, mixing and spraying of all types of automotive finishes, and identification of common materials used. Safety is emphasized. (8 SCH—3 Lec., 9 Lab.)

COL 1507. Color Matching. (F 2004)

A continuation of COL 1407, with emphasis on spraying techniques and tinting of paints to achieve color match. Safety is emphasized. (7 SCH—3 Lec., 7 Lab.)

COL 1604. Repair of Plastics and Adhesives. (F 2005)

Teaches different methods for the repair of plastic components, including welding, epoxy adhesives and fiberglass reinforcements. Includes basic principles of estimating. (4 SCH—2 Lec., 4 Lab.)

COL 1610. Repair of Mechanical and Electrical Components. (F 2005)

Teaches the skills needed to inspect, adjust, remove, repair and replace glass, trim and electrical wiring, air conditioning and heating elements, and related mechanisms/materials. Includes basic principles of estimating. (10 SCH - 3 Lec., 14 Lab.)

ELECTRICITY/ELECTRONICS

ELT 1001. Electrical Blueprints, Schematics, and Wiring Diagrams. (OD)

This course is designed to provide the student with a basic understanding of electrical/wiring blueprints, electrical symbols and abbreviations, and tracing circuits through wiring diagrams. (3 Hrs.)

ELT 1003. Electrical Theory and Applications. (OD)

An introductory training course for electricians, this course is a study into the basic theories of electricity. Their many applications in industrial and residential settings will be introduced. Voltage, amperage, and electrical phasing will be discussed and applied. Utilizing electrician's hand tools, meters, and equipment, students will be introduced to basic wiring in residential and industrial settings. (3 Hrs.)

ELT 1023. Commercial/Industrial Wiring. (OD)

Instruction in commercial and industrial wiring methods. The theory and basic principles pertaining to the science and art of electrical wiring are covered. The terms, electrical symbols, names of devices, methods, and materials used in electrical installations, and problems encountered in electrical construction work are also presented. Prerequisite: ELT 1003 Electrical Theory and Application. (3 Hrs.—2 Lec, 2 Lab).

ELT1113. AC/DC Basic Electronics. (OD)

Instruction in the basic principles of AC and DC electrical quantities and units, including introductory material in: Ohms law, series and parallel circuits, magnetism, reactance, impedance; RC circuits, RL circuits, and RLC circuits relationship; Kirchoff's Law and network theorem basics. Application will involve using computerized training equipment in a laboratory setting.

ELT 1133. National Electrical Code I. (OD)

This class is designed to expose students to up-to-date National Electrical Code (NEC) requirements for construction and updating electrical wiring in commercial and industrial settings. It will give exposure to hookup of electrical systems and individual components of an electrical system in commercial, industrial and residential use. This course is provided to make students aware of these requirements and the methods of finding current standards. Additional study on the student's part will usually be necessary to pass the electrical certification for the electrician's license. (3 Hrs.)

ELT 1143. National Electrical Code II. (OD)

A continuation of NEC I (ELT 1133) Prerequisite: ELT 1133 National Electrical Code I. (3 Hrs.).

ELT 2142. Programmable Logic Controllers (OD)

An examination of the basics of the PLC's used in industry with emphasis on programming and installing input/output devices as controls in industry. (2 Hrs.)

FIRE SCIENCE

(Some courses may be offered through SAU-Tech/Camden. SAU-Tech/Camden applications for admissions can be obtained by contacting SAU-Tech/Camden at www.sautech.edu)

FS 1003. Intro to Fire & Emergency Response. (OD)

A survey of fire and emergency practices in today's fire service; including apparatus, tactics, safety, and protective equipment. (3 Hrs.)

FS 1013. Fire Service Leadership. (OD)

Basic leadership skills for fire and emergency personnel; including problem solving, supervision, delegating and motivating. (3 Hrs.)

FS 1023. Fire Service Tactics. (OD)

Basic tactical considerations for fire and emergency personnel; includes pre-incident planning, size up and assessment, and on-scene operations in extinguishment, rescue, exposures, salvage and overhaul. (3 Hrs.)

FS 1033. Public Fire Education and Prevention. (OD)

This course provides an introduction to fire prevention through the use of inspection principles and public fire education programs. (3 Hrs.)

FS 1103. Company Officer I. (OD)

Effectively managing human resources; community relations, fire department organization and administration; emergency service delivery and service. (3 Hrs.)

FS 1113. Safety Officer. (OD)

This course addresses the cause of fatalities and injuries with recommendations for solutions and implementation. Command issues, policies and programs addressing firefighter health and safety in emergency situations are examined. Students learn how to convert classroom knowledge into an action plan by being role models for training personnel, and promoting a departmental infection control program. (3 Hrs.)

FS 1123. Firefighter I. (OD)

This course covers the Firefighter I objectives of NFPA 1001, 1992 edition. Upon successful completion of this course of instruction, students can challenge the manipulative skills and written Firefighter I examinations on the normal testing cycle date. This course is accredited by the International Fire Service Accreditation Congress. (3 Hrs.)

FS 1133. Firefighter II. (OD)

This course covers the Firefighter II objectives of NFPA 1001, 1992 edition. Upon successful completion of this course of instruction, students can challenge the manipulative skills and written Firefighter II examinations on the normal testing cycle date. This course is accredited by the International Fire Service Accreditation Congress. Prerequisite: FS1123 (3 Hrs.)

FS 1203. Building Construction. (OD)

Enables students to recognize construction types, design alteration consequences, materials used, and their influence on the building's reaction to fire. (3 Hrs.)

FS 1213. Fire Service Rescue. (OD)

Students learn a variety of fire department rescue techniques including rope rescue, smoke and toxic atmosphere rescue and confined spaces. (3 Hrs.)

FS 1229. Firefighter Standards. (OD)

Exceeds criteria established by NFPA Standard 1001, 1992 edition, for Firefighter I and II. Accredited by the International Fire Service Accreditation Congress. This course lasts 8 weeks. It prepares firefighters to meet their responsibilities on the fireground with confidence and competence. A good course for new or inexperienced firefighters entering the career field. No prerequisites. (9 Hrs.)

FS 2003. Hazardous Materials - Operations. (OD)

Students complete all NFPA 472 objectives for hazardous materials response; incident command, decontamination, scene control, and evacuation. (3 Hrs.)

FS 2013. EMS First Responder. (OD)

Students learn all practical skills of emergency medical technology; use Department of Transportation standard outlines. (3 Hrs.)

FS 2026. Emergency Medical Technician - SAU Tech. (OD)

Prepares students for Arkansas Department of Health certification; covers emergency care of the injured, stabilizing patients, rescue procedures, transportation to hospital and working within an Incident Command System. (6 Hrs.)

FS 2033. Company Officer II. (OD)

Includes human resource management, technical writing, budgets, information management, safety inspections and public fire education. Prerequisite: FS1103 (3 Hrs.)

FS 2103. Fire Instructor Methodology. (OD)

Students learn how to organize material into lesson plans to make effective classroom presentations and practical evolutions. (3 Hrs.)

FS 2113. Fire Inspection Principles. (OD)

Students learn the use of codes and code enforcement, fire cause determination, use of the life safety code; includes consideration of flammable liquid, glasses and electrical equipment fire danger. (3 Hrs.)

FS 2123. Advanced Pump Operations. (OD)

Reviews current operational procedures for fire apparatus. Proper driving techniques, pumping operations and equipment spotting techniques are emphasized. Covers pressure calculations for figuring gallons per minute, pump discharge pressure, and nozzle pressures for fire streams, sprinklers and standpipes. (3 Hrs.)

FS 2124. Fire/Arson Investigation. (OD)

Students learn how to perform detailed fire scene and background investigations; collection and preservation of evidence; presentation to the legal system. (4 Hrs.)

FS 2133. Firefighter Safety. (OD)

This course provides an overview of safety practices for emergency workers. Covering individual and team workers from “in the station” through the emergency scene and return back to service. This course is essential for those who participate in emergency service activities. (3 Hrs.)

GS 1021. Portfolio Development. (OD)

Analysis of work experience and training for college credit equivalency. (1 Hrs.)

INDUSTRIAL TECHNOLOGY / WELDING

INT 1003. Principles of Technology. (OD)

A survey course covering the concepts, principles and practices necessary for pursuing a career in a technological setting. (3 Hrs.)

INT 1113. Introduction to Manufacturing Principles. (OD)

Introduction to the basic processes, equipment, and materials used in industry. Includes plastic, metal removal, casting, metal forming, and materials. (3 Hrs.)

INT 1123. Blueprint Reading. (OD)

This course is designed to develop basic skills in reading blueprints and to introduce the student to various types of working drawings for engineering and manufacturing processes. Emphasis is placed on identifying blueprint symbols and lines. (3 Hrs.)

INT 1343. Introduction to Metallurgy (OD)

A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis is placed on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. (Lecture – 2 Hrs; Lab-3 Hrs)

INT 1344. Introduction to Layout and Fabrication (OD)

A fundamental course in layout and fabrication related to the welding industry. Emphasis is placed on structural shapes and use in construction. (2 hours lecture and 6 hours lab) Co-requisite: INT 1123 Blueprint Reading and INT 2343 Welding I (4 Hrs.).

INT 1973. Special Topics in Welding (OD)

Safety practices and usage of welding techniques for conceptualizing and producing utilitarian and artistic items on ferrous and non-ferrous metals. Provides an overview of various basic welding techniques.

INT 2343. Welding I - SMAW. (OD)

Principles and procedures for oxy-acetylene welding and cutting, the study of theory and application of basic Shielded Metal Arc Welding (SMAW) — electrodes and running of beads in all positions. Practical application of oxy-acetylene welding, cutting, brazing, setting up SMAW equipment. Safety practices are emphasized. (3 Hrs. — 6 hrs Lab).

INT 2354. Welding II - SMAW. (OD)

This course covers the practical application of Shielded Metal Arc Welding equipment by welding in horizontal, vertical, and overhead positions. The student is required to pass at least one American Welding Society Certification test (guided bend/x-ray). Safety practices are emphasized. (4 Hrs. — 1 Lec, 6 Lab)

INT 2363. Welding III — MIG. (OD)

Applications of Gas Metal Arc Welding (MIG) and the introduction of nonferrous metals. Discussion of fundamentals of metallurgy related to welded metals where residual stresses are heat treated to relieve the locked-up stresses. Safety practices are emphasized. (3 Hrs. — 1 Lec, 4 Lab)

INT 2372. Welding — TIG. (OD)

Topics covered include the practical applications of Tungsten Inert Gas Welding (TIG). A study of ferrous and non-ferrous material properties, material classifications, and disadvantages related to the TIG welding process. Safety practices are emphasized. (2 Hrs. — 6 hrs Lab)

INT 2993. Internship (OD)

Designed to apply concepts learned in class with a “real world” experience. Arrangements for internships will be coordinated by the program advisor. Consent of instructor required. (3 Hrs.)

TECH 1003. Technical Mathematics. (OD)

Develops competencies in mathematics skills with emphasis on problem-solving techniques. Students completing this course will have mathematics skills which meet or exceed the industrial recommended skill level as determined by the Dept. of Labor. (3 Hrs.)

SMALL ENGINE REPAIR

SER 1034. Small Engine Repair. (OD)

This complete course is refined from the Briggs and Stratton Authorized Field Service School, the most widely acclaimed small engine training program in the industry. The course will include theories of operation, carburetor theory, maintaining maximum engine performance, electrical theory - alternators, governor theory and troubleshooting, horsepower and torque, advanced carburetor theory, troubleshooting carburetion systems, dynamics of engine failure, electrical systems - ignition, charging and starting, and major engine failure analysis. (4 Hrs. — 2 Lec; 4 Lab)

SER 1053. Advanced Small Engine Repair. (OD)

This course extends the principles presented in SER 1034 and includes servicing applications for lawn mowers, garden tractors, tillers, etc. (3 Hrs. — 1 Lec; 4 Lab)

COLLABORATIONS WITH OTHER INSTITUTIONS

The College collaborates with other colleges and universities to offer Bachelor's and Master's degree programs. Currently the College has partnered with:

1. The University of Arkansas at Fayetteville, for agriculture courses and Associate's degrees in Agriculture with various majors – Courses offered at CCCUA for this includes Introduction to Poultry/Animal Science.
2. UA-Fayetteville - Bachelor's of Science in Education (Human Resources). For more information contact at Phil Gerke 1-479-575-4690.
3. National Park Community College, Hot Springs, Early Childhood Education Associate's Degree.
4. Franklin University, for Bachelor's and Master's degree. For application and program requirements go to web site <http://www.alliance.franklin.edu>.
5. SAU – Various upper level/graduate courses in Business and Education, including BSE in P-4 Education. For more information contact SAU admissions at 1-800-332-7286 or Education department chair at 870-235-5161.
6. SAU Tech/Arkansas Fire Academy at Camden in Fire Science.
7. AS/BS through UAMS/AHEC-Southwest in Radiologic Technology.

All students must meet admission requirements of the accepting institutions.

SECONDARY PROGRAMS

ALTERNATIVE EDUCATION

CCCUA has an agreement with several school districts in Howard and Sevier counties to offer an alternative learning environment for students ages 13 through 18, who do not function well in a traditional secondary-school environment. The Achievement Center is located on the Nashville site, and the Success Center is located on the De Queen campus. Students work toward their GED diplomas, and are encouraged to take vocational classes to help improve their employability and skills. For more information about the Alternative Schools, contact your local high school counselor.

COLLEGE CONNECTION

College Connection combines secondary and post-secondary programs leading to either: An Associate's Degree, a one-year certificate or an apprenticeship/work-based learning program of at least two years. It provides technical preparation in one or more specific occupational fields (Agriculture, Business, Family and Consumer Science, Marketing, Health, or Technical and Industrial) and builds student competencies in mathematics, science, and communications through a sequential course of study. If interested in College Connection, contact your local high school counselor or the College Connection director at CCCUA.

SECONDARY VOCATIONAL PROGRAM

Cossatot Community College-UA, in conjunction with local high schools and the De Queen-Mena Co-Op, offers high school students the opportunity to get a head start on a career. High school students can

enroll in vocational classes that will count toward high school graduation, as well as receiving college credit toward an Associate's Degree or Technical Certificate. If interested, contact your high school counselor to obtain the most current course offerings.

UPWARD BOUND

Upward Bound was first funded in 1963 through a federal grant, and was the beginning of the TRIO programs. Upward Bound is directed at helping first-generation, low-income students become prepared for, have success in, and graduate from, post-secondary educational institutions. Students are selected based upon Department of Education criteria, which includes the participant's "ability to succeed in a post-secondary program". CCCUA serves the nine public school districts in Howard, Little River, and Sevier counties. For more information regarding Upward Bound, contact your high school counselor or one of the Upward Bound Coordinators.

ADULT EDUCATION

ADULT EDUCATION

The Adult Education Department is available to adults who need to upgrade basic skills, learn English as a Second Language (ESL), earn the Arkansas High School Diploma (GED), learn basic computer literacy skills, and prepare to take the ASSET or ACT test, or learn workforce readiness skills through the W.A.G.E. program. Accommodations are made for students with documented disabilities. Students with educational levels of 0-12.9 are assisted in such areas as grammar, essay writing, social studies, science, reading, and math. Tutorial services are offered to post-high school students.

ENROLLMENT

Persons eighteen (18) years of age or older, who are not enrolled in public schools, may enroll in Adult Education at Cossatot Community College-UA. Persons from Sevier and Howard counties who are 16 or 17 years old can apply to the Alternative School on the CCCUA sites through the high school counselor of their last public school attended. The State requires adult education students to be assessed for grade equivalency in math and reading upon entry in the program. Grade level assessments are performed at all facilities. The program operates on an open entry/open exit schedule.

FEES

Evaluation and classes are free. Materials are free except for a small cost for work texts if the student desires their own book(s).

SCHEDULE

Day classes are held Monday through Friday and evening classes are available. Off-site classes are available in Sevier and Howard counties. For information concerning classes the Adult Education Department's administrative office can be contacted on the De Queen campus.

ARKANSAS GED SCORE REQUIREMENTS

Arkansas requires passing the Official GED Practice Test before they are permitted to take the official GED Test. Score requirements are the same on both tests. A student must make an average standard score of 450 on the test with no less than 410 on any of the five test sections - it is suggested that the student score at least 480 on the practice test. This recommendation allows a margin of error to increase the student's chance of passing the official test. The subjects included on the tests are writing skills, social studies, science, reading and math.

GENERAL EDUCATION TESTING

Cossatot Community College-UA is a General Education Test Site for administering the GED test. Students who successfully complete the test battery at State of Arkansas required levels receive the Arkansas High School Diploma from the Arkansas State Department of Education. There is no charge for testing or for the diploma.

PROGRAMS

ENGLISH AS A SECOND LANGUAGE

The Adult Education Department offers free English classes for those who want to learn how to speak English. ESL classes are offered at 5th Street Learning Center (DQ), Pilgrim-Cossatot Learning Center

(DQ), Tyson Learning Center (Nashville), and CCCUA's Nashville site. Citizenship classes are offered for students preparing to become U. S. citizens. EL/Civics classes teach English as a Second Language students about community services.

ASSET/ACT PREPARATION

Students preparing to enter postsecondary schools can enroll in adult education classes to raise their educational grade equivalent level/levels in areas needing improvement. This will enable the students to be better prepared to pass the ACT or ASSET test and to score on a higher scale.

COMPUTER LITERACY

The computer literacy course is offered to students who have little or no knowledge of the computer. Students take the course through computer educational software. Students progress at their own pace and repeat lessons as necessary. A certificate is issued after requirements are met.

W.A.G.E.

WAGE stands for Workforce Alliance for Growth in the Economy. The WAGE program assists the unemployed and underemployed enhance their basic skills in order to either gain employment or to improve their employment. Students in the WAGE program may earn one of three WAGE certificates: Industrial, Clerical, or Employability. Participating businesses and government entities agree to give added consideration in the hiring process to WAGE graduates, all other qualifications being equal.

ADULT BASIC EDUCATION/ADVANCED SECONDARY EDUCATION

Students enroll in these programs to raise their educational level in reading, writing, math, social studies, and computer literacy. Examples of a student's goal could be to receive the GED, obtain employment, receive a job promotion, enter a training program, or enroll in college.

Admission/Registration Information

ADMISSIONS POLICY

Cossatot Community College-UA seeks to meet the needs of the public by providing an "open door" entrance policy which means all will be welcomed into any program for which they meet the entrance requirements. Those who do not meet the entrance requirements will be counseled into courses that will help them meet those requirements. Students who have disabilities may request assistance from the Coordinator of Disability Support Services to access appropriate accommodations.

Student Admission Procedure

1. Complete an application form, which may be obtained at the Admissions Office. If the request is by mail, the address is:

**Office of Admissions
Cossatot Community College-UA
P.O. Box 960
De Queen, Arkansas 71832**

or on-line at: <http://ccua.edu>. Alternative application formats are made available upon request.

2. Provide proof of graduation from high school, or equivalency certificate (GED).
3. Have a transcript of all previous high school and college work- mailed or faxed from the school where credit was earned to Cossatot Community College-UA; *hand-carried transcripts will not be accepted*. Students who have earned a 4-year degree or higher are not required to provide high school transcripts or GED information, but must provide college/university transcripts.
4. Provide proof of TWO (2) immunizations against measles (rubeola) and ONE (1) immunization against rubella. This requirement is mandatory for those students born after January 1, 1957, in accordance with ARK Code Ann 6-60-501.
5. Take placement tests as required. Submit ACT or SAT scores or take the ASSET or COMPASS test administered at Cossatot Community College-UA. Students are not allowed to enroll in some classes without test scores.
6. For Financial Aid purposes, your Admissions Packet is not complete without placement scores.

Students wishing to return to Cossatot Community College-UA after an absence of one semester or longer (not including summer terms) must submit a new application for re-admission, and provide college transcripts from all colleges they have attended since leaving CCCUA.

On-Line Students Admission Procedure

1. Complete an application form from our website at <http://cccua.edu> under "Future Student." Alternative application formats are available upon request by calling the Office of Admissions at 800-844-4471.
2. Provide proof of graduation from high school, or equivalency certificate (GED).
3. Have a transcript of all previous high school and college work- mailed or faxed from the school where credit was earned to Cossatot Community College-UA. Students who have earned a 4-year degree or higher are not required to provide high school transcripts or GED information, but **must** provide college/university transcripts.
4. Provide proof of TWO (2) immunizations against measles (rubeola) and ONE (1) immunization against rubella. This requirement is mandatory for those students born after January 1, 1957, in accordance with ARK Code Ann 6-60-501 UNLESS YOU ARE ONLY TAKING ON-LINE COURSES. Students solely taking on-line courses and who are not attending any on campus classes are not required to provide proof of immunization.
5. Submit proof of placement test scores on ACT, SAT, ASSET or COMPASS. Students will not be enrolled in some classes without proof of these test scores.
6. For Financial Aid purposes, your Admissions Packet is not complete without placement scores.

Students wishing to return to Cossatot Community College-UA after an absence of one semester or longer (not including summer terms) must submit a new application for re-admission, and provide college transcripts from all colleges they have attended since leaving CCCUA.

Conditional Enrollment

All students graduating after May 1, 2002, from Arkansas high schools, out-of-state schools, home-schooling, private high schools and GED recipients shall be evaluated for the purpose of determining Conditional or Unconditional Admissions status. Act 1290 of 1997 (A.C.A. §6-60-208) requires students to have completed the core curriculum for unconditional admission to a college. Students who have not completed the core curriculum will be advised into specific courses to remove deficiencies as specified by Arkansas Act 1290 of 1997.

Concurrent Enrollment

Students who have completed the eighth grade and meet admission standards of Cossatot Community College - U of A may be allowed to concurrently enroll in college courses. Requirements for concurrent enrollment include: 1) An official high school transcript showing a cumulative GPA of at least 3.0 on a 4.0 scale; 2) ACT or ASSET scores which meet the established minimums; 3) Student's signature on front of form; 4) High school counselor or principal's signature on front of form; 5) Parent or guardian's signature on front of form; 6) Permission from the CCCUA Dean of Student Services; and 7) Arrangements must be completed for the payment of all tuition and fees.

Students concurrently enrolled must maintain a 2.0 GPA at Cossatot Community College - U of A. Failure to achieve a 2.0 GPA will result in the student not being allowed to re-enroll until she/he has graduated from high school.

MINIMUM SCORES FOR CONCURRENT ENROLLMENT:

TO ENROLL IN ENGLISH, SOCIAL SCIENCE, OR TECHNOLOGY* CLASSES

ACT Reading 19 or ASSET Reading.....43

AND

ACT English..... 19 or ASSET Writing.....45

(Although it is not required, it is recommended that you provide an ACT Math score or an ASSET Intermediate Algebra score. Your math score will not prevent you from taking an English, Social Science, or Technology class.)

TO ENROLL IN MATHEMATICS, COMPUTER SCIENCE, OR NATURAL SCIENCE CLASSES, STUDENTS MUST HAVE ALL THREE:

ACT Reading 19 or ASSET Reading.....43

AND

ACT English..... 19 or ASSET Writing.....45

AND

***NOTE:** Some technology classes have different requirements for concurrent enrollment. The appropriate Division Chair or Dean will provide information for these courses. Accommodations for students with documented disabilities are arranged with Disability Support Services.

Foreign Students

Cossatot Community College-UA is certified by the Bureau of Citizenship and the U.S. Office of Immigration Services of the Department of Homeland Security to enroll F-1 students.

International Applicants

International students are welcome at CCCUA, but there are specific admission policy requirements that must be met. All international applicants must contact the Director of International Programs. Since all classes are taught in English, it is necessary that students be able to speak, read, and write English proficiently. A Test of English as a Foreign Language (TOEFL) is required of all international applicants. A score of 500 on the paper-based test (173 on the computer-based test) is required for unconditional admission. Students scoring 475-499 on the TOEFL may be admitted conditionally, contingent upon taking a placement test and being enrolled in the appropriate level of Developmental ESL class.

International Students and Academic Placement

International students who enter with 475-499 on the Test of English as a Foreign Language (TOEFL), will be required to take a placement test. All students whose first language is not English may also take the placement test. Scores and appropriate ESL classes are listed below.

Score Level	Enroll In
Low Beginning/High Beginning	GSTD 0113 Developmental ESL I
Low Intermed/ High Intermed/Low Adv.	GSTD 0223 Developmental ESL II

PRACTICAL NURSING ADMISSION REQUIREMENTS

Practical Nursing is an eleven-month program that combines classroom instruction with clinical experience. Students successfully completing the Practical Nursing Course are awarded a Technical Certificate. The course of study meets the requirements of the Arkansas State Board of Nursing, and after graduation, students are eligible to apply for the State licensing examination to become an LPN. If a student has been convicted of a crime, he/she may not be eligible to take the State licensing examination. Questions concerning eligibility for the Practical Nursing program should be directed to the Director of Nursing & Allied Health at Cossatot Community College-UA.

Due to the strenuous nature of nursing and practice-orientation of CCCUA, the College reserves the right to determine the eligibility of any student to enroll or continue in the nursing program. This determination is based on, but not limited to, the characteristics required of a clinical nurse. Eligibility is determined by the faculty’s evaluation of a student’s ability to perform the clinical tasks necessary to complete the clinical and course objectives. These abilities are re-evaluated after each course.

To meet the requirements of the Arkansas State Board of Nursing, the Practical Nursing Program will follow a special calendar, and class days will be different from those followed by students in other programs. Regular class days will be 6 hours each; clinical days will be 8-12 hours each.

ENTRANCE REQUIREMENTS

Applicants must be high school graduates or have equivalency certification, and take the Admissions Exam for Nursing candidates. Students will be selected based on admission exam scores, prerequisite grades (76%) and personal interviews.

Selected students must pass a physical examination, including random drug screen(s) throughout the year, and receive required immunizations. The College requires that all nursing students attain at least basic levels of performance in mathematics, reading, and English skills. In addition, each student must complete all prerequisite courses prior to entering the LPN program. These include Anatomy & Physiology, Medical Terminology, and Success Strategies.

DEADLINE

Enrollment is limited. The applications submission deadline is March 1 of each year. Students must submit a new application each year.

ACADEMIC CLEMENCY

Recognizing that students may need a second chance, or essentially an opportunity to start over academically, Cossatot Community College-UA will allow students to apply for academic clemency in certain situations. Under the provisions of academic clemency, students may petition to have previously earned grades and credits removed from the calculations of their cumulative grade point averages. In order to qualify for academic clemency:

1. A student must not have been enrolled in any institution of higher education for a period of at least 3 years prior to the re-quest.
2. Returning students may petition for clemency upon application for admission or upon enrollment. The clemency will not take effect unless the student completes at least the next 12 semester hours of credit with a 2.0 GPA.
3. Students must submit a written petition for academic clemency to the Dean of Academics.
4. No clemency petitions will be accepted until all admission documentation is completed, and there is no outstanding debt.
5. Having been granted academic clemency at another institution does not preclude a student requesting academic clemency at Cossatot Community College-UA.

NOTE: If clemency is granted, those forgiven credits will not count towards graduation nor be calculated in the student's GPA. However, transcripts **must** contain a student's comprehensive academic record and these courses will show up on that transcript.

ASSESSMENT / ACADEMIC PLACEMENT

First-time students or students enrolling in math or English courses will need to provide ACT or SAT scores, or take the ASSET or COMPASS test for placement in these courses. An ACT score of 19 in math, English, and reading is required to enroll in college-level courses. An ACT English score of 14 or below requires students to take Essential English. An ACT English score of 15-18 requires students to enroll in Developmental Writing. SAT placement tests, if taken before 01 April 1995 require a Verbal score of 330 and a Math score of 390. SAT tests taken after 01 April 1995, require a Verbal score of 410 and a Math score of 440.

ASSET scores required for enrollment are indicated below:

ACT WRITING SCORE		ENROLL IN
14 or Below		Essential English
15-18		Developmental Writing
19 or Above		Composition I

ACT READING SCORE		ENROLL IN
18 or Below		Reading or further evaluation
19 or Above		No reading courses required

ACT MATH SCORE		ENROLL IN
15 or Below		Further evaluation
16-18		Intermediate Algebra
19 or Above		College Algebra

ASSET or COMPASS WRITING

ASSET	COMPASS	ENROLL IN
36 or Below	74 or Below	Further evaluation
37-44	74 or Below	Further evaluation
45 or Above	75 or Above	Composition I

ASSET or COMPASS READING

42 or Below	81 or Below	College Reading
43 or Above	82 or Above	None Required

ASSET NUMERIC SKILLS or COMPASS PRE-ALGEBRA

42 or Below	53 or Below	Essential Math
43 or Above	54 or Above	Introduction to Algebra

ASSET ELEMENTARY ALGEBRA or COMPASS ALGEBRA

48	56	Intermediate Algebra
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ASSET or COMPASS INTERMEDIATE ALGEBRA

38 or Below	56-70	Further Assessment
39 or Above	71-100	College Algebra

If a student is required to take developmental classes, a grade of “C” or better must be obtained in those courses to satisfy the requirement before a student moves forward. Accommodations needed for testing when a documented disability is present may be discussed with the Disability Support Services Counselor.

Retesting should be done using an alternate form of the test. Where an alternate test form is available, immediate retesting is appropriate. If no alternative test is available, you will be retested a minimum of 14 (fourteen) days after the original test.

Catalog Privilege

A student has the option of graduating under the requirements of the catalog in effect at the time of initial enrollment, providing the student has main-tained continuous enrollment, and all requirements are completed within five (5) years of enrollment.

Curriculum Information

Curriculum guidelines are provided in the catalog for students to follow while enrolled at Cossatot Community College-UA. Each plan specifies the general education and other requirements necessary for completion. Students must have a cumulative grade point average of 2.0 in order to receive a degree or certificate from the College.

Developmental and/or preparatory courses may not be used to fulfill degree requirements or elective course requirements for any diploma or degree, unless otherwise specified, nor will they be calculated for the purpose of Honors designation. These include all GSTD courses (see course descriptions).

ACADEMIC INFORMATION

Attendance Policy

Students are expected to attend on-site classes as scheduled, unless scheduling considerations are provided for a documented disability. Internet students are required to contact their instructors every week through one of the following: phone, fax, email, paper submission, or other means. Students will not be automatically dropped from a class by the administration for poor attendance. Students who wish to withdraw from a course must sign a Drop Form from Student Services. Failure to withdraw properly (in writing with signature and date) will result in an “F” being posted on the student’s transcript.

Students are responsible for contacting instructors regarding work missed. No make-up assignments will be permitted without the approval of the instructor. Absences resulting from a court subpoena must be supported by documentation and submitted to the Registrar upon returning to school. Documentation of other unusual circumstances may be presented to the student’s instructors if necessary.

Attendance accommodations may be made for students who present appropriate documentation of a disability to the Disability Support Services Coordinator.

Special note for VETERANS: Veterans who request an emergency leave of absence will have their benefits terminated as of the last day of attendance.

Special note for Students receiving Title IV Federal Funds (Pell, SEOG, FWS, etc.): If a student receives all “F”s for the semester, the Financial Aid Office will determine if the F’s were given for non-attendance or for academic reasons. If the F’s were given for non-attendance, the Financial Aid Office will determine whether the student is obligated to return any Title IV funds they have received. Please refer to the Federal Policy - Return of Title IV Funds in the Financial Aid section of this catalog.

Dropping and Adding Courses

Students may add courses during the Registration period ONLY. Classes will only be added after registration for students whose class did not make due to low enrollment. To drop classes, the student should consult with their instructor and the Registrar’s office. A student may drop a class prior to the Census Date without penalty or payment required.

Withdrawal

Students are academically and financially responsible for all classes in which they enroll. Students who register for classes via the Web registration process or through Student Services, will be charged for, and

will receive grades from, those classes unless the withdrawal procedure is followed. The procedure includes reporting the intention to withdraw to their instructor(s), Counselor, the Registrar, and the Financial Aid Office, in order that proper steps may be taken toward withdrawal. Students with-drawing during the official “Drop” period will receive a “W” on their transcript; students with-drawing after the “Drop” period will receive a grade of “F” on their transcript.

It is the student’s responsibility to obtain and complete the official “Withdrawal from School” form to ensure that a grade of “W” is posted. Failure to officially withdraw will result in an “F” being posted to the student’s transcript. It is also the student’s responsibility to pay the appropriate tuition, fees and other charges.

Since information concerning procedures and dates are widely publicized, the Appeals Committee will not consider petitions from students who claim “non-awareness” of withdrawal procedures and deadlines.

Administrative Removal

At the discretion of the appropriate Division Chair, and after the consultation with the instructor and Academic Dean, a student may be removed from a program or course for violating division and/or college policy/procedures.

Credit for Courses

CCCUA uses the semester credit hour for computation of its courses, which is defined as the amount of credit given for one contact hour in class per week for a minimum of 16 weeks (or the equivalent). Most classes meet three hours per week and, therefore, carry three semester hours of credit. Some technical courses that consist of predominantly laboratory, hands-on training will contain more class (contact) hours for one semester hour credit.

Each course is numbered so that you can determine how many credit hours apply. The first number is the level (1 for freshman, 2 for sophomore). The final digit of the course number on the right indicates the number of credit hours are awarded for the course — 1, 2, 3 or 4. For example, course number 2003 would be a sophomore level course valued at 3 hours credit. The two middle numbers help CCCUA to identify the course (see below).

ENGL	1	1	1	3	
					- -> Indicates 3 credit hours.
					- -> Sequence number of a class in a series, if appropriate; in this case, this number indicates English Composition I as opposed to English Composition II.
					- -> Generally has no official meaning.
					- -> Indicates a first-year or freshman-level course.
- ->					Indicates a course in the English division.

College Level Examination Program – CLEP

In accordance with the recommendations of the American Council on Education, Cossatot Community College-UA accepts the results of the College Level Examination Program (CLEP) and grants credit within established limitations. For more information concerning CLEP testing, contact the Assessment/Testing Center.

Experiential Credit

College credit may be awarded for verifiable life experiences or employment deemed to have outcomes equivalent to college coursework. Some training or licensing is recognized for credit in the National Guide to Educational Credit for Training Programs. Credit will be granted as recommended in the “Guide” if it is appropriate to the certificate or degree programs approved for the College.

If the “Guide” does not identify your experience for credit, you must provide the College with substantial information, through such things as letters from employers, certificates of training, licenses, verifications of job positions, job descriptions, etc., in order to support your request. When seeking such credit, a student should arrange with his advisor to take SPD 2002 Portfolio Development. The advisor will direct the student as a portfolio is developed detailing the experiences for which credit is sought. There is no guarantee that, upon completion of the course, the experiential credit sought will be granted. In some instances verification of experience and training are impossible — businesses close, supervisors leave, records are lost. In such cases it may be possible to test out of a course through special arrangements with the course instructor. A maximum of 15 hours is available for experiential credit.

Advanced Placement Credit

The College may grant credit for advanced placement exams of scores of 4 or 5. For appropriate procedures, please contact the Registrar.

Credit for Military Experience

Those students with military experience (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. In order for credit to be granted, the student must complete at least 12 semester hours of coursework at Cossatot Community College-UA. Credit will be awarded in accordance with recommendations set forth in the Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education (ACE). Students will be notified of credit to be granted in a timely fashion so as to avoid duplicating courses in which the student will be granted credit.

Distance Learning

The Division of Distance Education offers courses and programs of the same high quality that students will find in traditional, on-site classes. Course expectations and outcomes are the same, and courses are facilitated by qualified College faculty. Mediums that are considered "Distance Education" include: Interactive TV and Internet. Accommodation needs for persons with documented disabilities should be discussed with the Disability Support Coordinator.

Course Load

The suggested load for a student during a regular term is fifteen semester hours, although twelve semester hours is considered full-time for federal financial aid programs. Generally, eighteen hours is the maximum load that a student may carry during a regular semester, although certain technical programs may specify more. Any student outside these technical areas wishing to take more than eighteen hours must have a cumulative GPA of at least 3.0 and request permission from the Academic Dean. Some scholarships or grants may require additional hours each semester. Most programs of study require more than 12 SCH per semester to complete a degree within the suggested timeframe.

Standards of Progress

Each student is expected to make satisfactory progress in all courses taken. A student is considered to be making satisfactory progress when they maintain a cumulative GPA of 2.0. When a student maintains a 2.0 (or 76%) cumulative average but makes a failing grade (below 1.0) in any required course, that course must be retaken and passed with a grade of "D" or better to satisfy graduation requirements. All graduates must have a cumulative 2.0 GPA or better. Grades of "D" generally will not be accepted for transfer. The Practical Nursing program requires a student to attain no grade below "C" (76%) in coursework and clinical settings to meet graduation requirements.

INCOMPLETE COURSE GRADES

An instructor may, with the approval of the Division Chair, give an Incomplete grade if the student requests an "I" and there is a valid reason. The student must request the "I" grade prior to the last day of withdrawal for the semester. (An instructor can initiate an "I" grade request after the last day under certain instances.) An "I" grade will be calculated for that semester's grade point the same as if it were an "F" grade, i.e., zero quality points will be earned. If the "I" grade is remedied in the time period allowed, (up to eight weeks after the grade was assigned), that semester's GPA will be revised accordingly. "I" grades may be extended past the eight-week period under extenuating circumstances (with the pre-approval of both Division Chair and the Academic Dean), but the extension will not exceed one calendar year.

REPEATING A COURSE

Any student who has taken a course may petition to repeat the course in order to change the original grade. Both courses with their respective grades will appear on the student's transcript, but the repeated course will be identified, and -only the higher grade will be used to compute the cumulative GPA. To initiate this procedure, a student must petition the Registrar, stating in writing the course to be repeated.

AUDITING COURSES

In order to audit a course, a student must have completed the admission requirements and made payment of tuition and fees for the course. Any student auditing a course is subject to the same regulations as regular students, but they do not have to take examinations nor do they receive credit for the course. A student

may change from credit status to audit status until mid-term of each semester. Students may audit a course after completing it for credit, or they may take a course for credit after previously auditing it.

GRADES

Students should contact their instructors at midterm to determine grade standing. Final grades will be mailed to the address that was provided to Student Services, provided the student is not on academic or financial hold.

The following grading system is used to evaluate students:

<u>Percent</u>	<u>Grade</u>	<u>Quality Points</u>	<u>Calculated in GPA</u>
93-100%	A	4	yes
85-92%	B	3	yes
76-84%	C	2	yes
65-75%	D	1	yes
64-below	F	0	yes
Incomplete	I	0	yes
Withdrew	W	N/A	no
No Grade	N	N/A	no
Audit	AU	N/A	no
Transfer	TR	N/A	no

“W” grades are disregarded when calculating grade point averages. Incomplete grades will initially be given 0 quality points and must be made up within eight weeks after the incomplete is assigned, or the final grade will be F. A grade of “AU” indicates that the course has been audited and that no credit was given for the course; this will be indicated by the code on the transcript. A grade of “N” indicates that the credit was earned by examination, military, work experience, CLEP or College Connection placement.

CCCUA believes that prompt and regular class attendance directly relates to student success.

Calculation of GPA

A student’s grade point average (GPA) is calculated using the quality points earned in the course and the semester hours assigned to that course, in the following formula:

$$\frac{\text{Total Quality Points Earned}}{\text{Total Semester Credit Hours Pursued}}$$

Total Semester Credit Hours Pursued

Quality points are calculated by multiplying the value of the letter grade assigned for a course (A= 4; B= 3; C= 2; D= 1; F or I= 0) times the credit hours awarded for the course. A grade of “A” in a 3 credit hour course would be equal to 12 quality points (4 x 3=12).

Academic Probation/Suspension

A student must have a cumulative grade point average of not less than 2.00 to avoid being placed on academic probation (a 2.00 cumulative grade point average is required for graduation.). Academic probation is the result of not maintaining minimum grade requirements. If the grade level performance does not improve within the next semester, the student may be suspended for a period of one regular semester and must request permission from the Dean of Academics for readmission. Upon readmission, the student will be on academic probation and must meet the guidelines set forth or be dismissed.

CCCUA honors other institutions’ probation/suspension policies; therefore, students on suspension or probation from another institution might not be allowed to enroll at CCCUA, or might be allowed to enroll only under special circumstances with the approval of the Academic Dean. The transfer institution may grant or refuse to grant credit for courses taken at CCCUA while the student was on probation or suspension from their institution.

Earning More than One Degree or Certificate

At times it may be advantageous for a student to earn more than one degree or certificate. A student who has completed their first degree or certificate requirements may earn a second one in the following manner:

Complete requirements for the degree or certificate; these requirements must include at least fifteen (15) semester hours that were not a part of the first degree or certificate.

In-Transfer Students

A student may transfer to Cossatot Community College-UA and may be admitted at the first of each semester, if transfer is not due to disciplinary or academic reasons. If transfer is due to disciplinary or academic reasons, the student must petition the Dean of Academics for admission before being admitted and enrolled. All transcripts must be received and evaluated prior to admission. Transfer credits will be placed on a CCCUA transcript after 12 semester credit hours have been completed at CCCUA, provided the student is seeking a degree and has requested a transcript evaluation.

Out-Transfer Students

At least 40% of all course work (or 18 semester credit hours, whichever is greater) for a certificate or degree must be completed at CCCUA or online.

Students planning to transfer from Cossatot Community College-UA to another college and pursue a degree should be aware that courses taken at Cossatot Community College-UA toward a Certificate or an Associate of Applied Science Degree are designed for employment purposes. Students needing transferable credits should consult with Student Services before enrolling.

Grades of “D” are considered pass-ing, but these courses may not be accepted when transferring to another institution. As a general rule, students planning to transfer to another institution (in state or out of state) should contact the Registrar’s office of the receiving school to assure themselves of transferability of courses taken prior to taking the course.

Articulation Agreements

Cossatot Community College-UA, in association with two-year and four-year colleges and universities in Arkansas, has entered into an articulation agreement which will assist students who wish to transfer from one college to another.

Cossatot Community College-UA has entered into specific agreements with individual colleges; these agreements are on file in the Student Services Office.

Agreement: Satisfactory completion of an Associate of Arts degree designed for transfer will be accepted as satisfying the general education 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. A student who holds an Associate of Arts degree with a 2.0 cumulative grade point average will be accepted for transfer with a “Junior” classification, subject to the following conditions:

- (1) The Associate of Arts degree must include the following courses:

(A)	English Composition	6 sem. hrs.
(B)	Arts and Humanities (including 3 semester hours Survey of literature)	9 sem. hrs.
(C)	Speech	3 sem. hrs.
(D)	College Algebra (or above)	3 sem. hrs.
(E)	Natural Science (Lab/Bio/Phys Sci)	8 sem. hrs.
(F)	Social Sciences* (including 3 semester hours in U.S. History or Government AND 3 semester hours in Western Civilization)	15 sem. hrs.
(G)	Health/Physical Education	<u>2 sem. hrs</u>
	TOTAL:	46 sem. hrs.**

*Social Sciences electives must include at least three semester hours in two of the following areas: Psychology, Sociology, Economics, Geography, Political Science, or Anthropology.

- (2) Remedial course grades will not be computed in the cumulative grade point average for purposes of admission to a four-year institution.
- (3) Courses taken to satisfy AA degree requirements must have a “C” or better in order to transfer to a four-year institution.
- (4) Degree and program requirements (catalog rights) for students who transfer from a two-year institution to a four-year institution under this agreement will be determined in the same manner as if their initial enrollment had been at the four-year institution.
- (5) Participating institutions will provide all other participating colleges and universities with current copies of catalogs/curricular requirements as they are published.
- (6) Calculation of overall GPA for purposes of graduation and awarding of honors is left to the discretion of the institution granting the degree or award.

**All forty-six (46) hours are accepted for transfer to the University of Arkansas at Fayetteville; however, each UAF college and professional school may require hours in addition for the completion of its general education requirements.

GRADUATION INFORMATION

Graduation Requirements

Students who complete a program of study as prescribed by Cossatot Community College-UA and approved by the Arkansas State Department of Higher Education will receive a certificate or a degree, as applicable. Required courses for each program are listed in the Degree Requirements section. Each required course must be passed with at least a “D” (the Practical Nursing program requires at least a “C”), and the student’s cumulative GPA must be at least 2.0 in order to graduate. A grade of less than “C” will generally not transfer to another institution.

GRADUATE TESTING

The State of Arkansas requires that all students who have attained 45-60 semester hours of credit toward any one of the transfer degrees, take the Arkansas Assessment of General Education (CAAP) test in order to continue their education. In addition, students are required to take the Post-ASSET or COMPASS prior to graduation. Students will not be allowed to graduate or to obtain transcripts if these requirements are not met. Testing dates and times are posted during the Fall and Spring semesters.

At least 40% of all course work (or 18 semester credit hours, whichever is greater) must be completed at CCCUA for a certificate or degree. Students must be enrolled in at least 3 credit hours the semester of graduation. Exception: Members of the armed services who are enrolled under the Service-members Opportunity College (SOC) must complete at least 25% of their certificate or degree program requirements through CCCUA.

Student Academic Achievement

CCCUA’s faculty strive to be the respected and premier provider of educational curriculum in southwest Arkansas through our continuing commitment to define clearly and assess the goals of our educational programs for the purpose of student learning leading to appropriate behavioral outcomes.

The faculty genuinely care for their students and their learning. Toward this goal, the student will be asked to take a variety of assessments throughout their time at CCCUA. Some will take place within the classroom setting, others during the final semester at Cossatot. The faculty ask that students approach these assessments seriously, so that learning can be measured and appropriate curricular changes can be made if necessary.

APPLICATION TO GRADUATE

Prospective graduates must complete an “Application to Graduate” by the date listed in the “Academic Calendar” section of this Catalog. It is the student’s responsibility to clear outstanding debts to the College.

When a student meets the requirements to graduate from a program of study, only the highest credential in that sequence of courses will be awarded at graduation. This does not prevent a student from receiving a degree(s) or certificate(s) at the same time in different areas of study involving different required course sequences.

Students are strongly encouraged to attend the graduation ceremonies as announced. In the event of non-attendance, the certificate or degree will be issued 30 days after the graduation ceremony.

Honor Students

It shall be the practice of this College to recognize students who excel in college-level courses in the following manner. Developmental courses (GSTD prefix) will not be calculated for the purpose of Honors designation.

- A. **Dean’s List** - Full-time students (12 or more hours) completed within the semester who have achieved a 3.5 to 3.99 grade point average for that semester, and notification of such shall be sent to area news media.
- B. **Chancellor’s List** - Full-time students (12 or more hours) completed within the semester who achieve a 4.0 grade point average for that semester, and notification of such shall be sent to area news media.
- C. **Cum Laude** - Students who have achieved a **cumulative** grade point average of 3.50 to 3.74 shall be recognized as honor students at graduation and have such noted on their transcripts and certificates or degrees.

D. **Magna Cum Laude** - Students who have achieved a **cumulative** grade point average of 3.75 to 3.89 shall be recognized as honor students at graduation and have such noted on their transcripts and certificates or degrees.

E. **Summa Cum Laude** - Students who have achieved a **cumulative** grade point average of 3.90 to 4.00 shall be recognized as honor students at graduation and have such noted on their transcripts and certificates or degrees.

SPECIAL NOTE FOR VETERANS

Veterans who are enrolled in programs which require an internship may select an applicable elective which is equivalent in semester hours of credit to the internship in lieu of the required internship. This elective must support the career objectives of the student, be relevant to the program major, and be approved by the program advisor and the Academic Dean.

Student Conduct

Students' Responsibilities

As a student at Cossatot Community College-UA, you will be treated as an adult. Your conduct is expected to be wholesome and meet community standards. Students who are not able to function in an adult setting and hinder other students' success are asked to leave the College. Following are some areas where students are asked to be responsible:

1. You are held responsible for information published through notices and announcements placed on bulletin boards, general brochures and catalogs, or read to the class by the instructor(s). If you need alternative formats, see Disability Services.
2. If you damage, destroy, lose, sell, or otherwise dispose of College property entrusted to you, you will be charged the full extent of the damage or loss and will be subject to prosecution under State laws and disciplinary action.
3. Falsifying or misrepresenting any document pertaining to College activities, including financial aid documents, academic documents, or disability documents, is prohibited, and will be cause for suspension from the College.
4. Engaging in such acts as stealing, disrupting classes, disturbing normal College operations, gambling, profanity, verbal or physical abuse, and possession of firearms and other dangerous weapons will make you subject to disciplinary action.
5. There is to be no use of tobacco in any form in any facility maintained for college use. Offenders will be subject to dismissal from school. Using tobacco is prohibited by law in any College vehicle.
6. Under no conditions will alcoholic beverages or illegal drugs, or persons under the influence of drugs or alcohol, be permitted on College premises or allowed to participate in any College or student organization activity. Involvement in the unlawful possession, use, or distribution of drugs and/or alcohol will result in immediate suspension. The College's administration and instructional staff cooperates with law enforcement officials in the apprehension of students engaged in these activities.
7. You are adults preparing for professional careers; therefore, you should dress in a manner that is appropriate to the field you are entering. Very revealing clothing is unacceptable. Personal cleanliness is expected.
8. Tools and equipment will not be loaned to students for home use. No software will be used on College computers except that which is provided by the College.
9. All conduct and disciplinary standards apply to all students during any College function or activity.
10. If you are assigned to a clinical or work experience area, you will be subject its policies, procedures, and working hours.
11. While CCCUA provides a public place for discussion, dissent and demonstration, guidelines for the expression of free speech exclude the use of violence, intimidation, disruption of classes, takeover of buildings, interference with campus communication, or any other activity that interferes with the ability of students, faculty or staff to perform their work.

If you are dismissed from College for misconduct, you may be considered for re-entry the following semester upon submission of a written request using the student appeal process. Upon receipt of such request, a counseling session will be scheduled for you with your Instructor, a Counselor, and the Dean of Academic Services to resolve the issues leading to the dismissal. Re-entry will be dependent upon the

collective agreement of the Instructor, a Counselor and the Dean, whether the course is being offered at that time, and the availability of space in the classroom.

Plagiarism and Academic Integrity

Cheating in any form – including, but not limited to, plagiarism, turning in assignments prepared by others, or unauthorized possession of exams — may result in the student being dropped from the class with an “F” and/or being suspended from the College. If a student is unsure what constitutes plagiarism, it is their responsibility to verify it with the instructor.

Definition of plagiarism:

- Buying a paper from a research service or term paper mill, or turning in a paper from a free term paper website
- Cutting and pasting materials from an Internet source without proper acknowledgement
- Turning in another student’s work without that student’s knowledge
- Turning in a paper a peer has written for the student
- Copying a paper from a source text without proper acknowledgement
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
- Paraphrasing materials from a source text without appropriate documentation

If a student plagiarizes, his/her name will be turned in to the Dean of Academics and kept on record. The consequences are cumulative throughout a student’s history with CCCUA and are not limited to one class. If at anytime, a student believes that he/she was unfairly accused of plagiarism, then he/she may file a grievance or a grade appeal. The following are the cumulative actions:

First offense - Student is required to redo the paper and receive counseling regarding plagiarism.

Second offense - Student will receive a “O” on the paper, and a second counseling session.

Third offense - Student will receive an “F” in the course.

Fourth offense - Student will be suspended from attending CCCUA.

Internet Computer Use - Pornography Policy

Cossatot Community College - U of A provides computers, video devices, and Internet services for students’ use as a means to enhance the quality of life of the student, to facilitate learning, and as a means to develop skills needed in the workforce.

Therefore, students are forbidden to use College equipment, computers, or access to the Internet as a means to view, copy, store, create Web pages, create screen savers, or any other means to bring to the College sexually explicit written materials, graphics, or pictorial images that are of a pornographic nature as determined by contemporary standards of the community.

Any person who intentionally violates this policy will be immediately escorted from College property. Illicit pornographic materials and the student will be reported to the appropriate authorities for any criminal action that is determined by authorities to be appropriate.

Sexual Harrassment Policy

Harrassment on the basis of sex is illegal, and a violation of Title VII of the Civil Rights Act of 1964, as amended. The following procedure is established whereby alleged sexually harrassed faculty, staff and students may lodge a complaint immediately and confidentially:

1. You must present your complaint in written form within five (5) working days of the alleged incident to the Dean of Student Services; you must include the specific grievance/complaint and specific remedies sought.
2. The Dean has five (5) working days in which to investigate and respond in written form.
3. If not satisfied, you may appeal within five (5) working days to the Student Appeals Committee who must respond in writing within five (5) working days.
4. If you are not satisfied with this result, an appeal may be made within five (5) working days to the Vice Chancellor, who will hear the complaint and render a decision within ten (10) working days.

Privacy Rights of Students

You may request to examine the school records pertaining to you. The College keeps the following types of records or information:

1. Original application for enrollment
2. Admissions document
3. Advising notes

4. Disciplinary actions
5. Documentation for special accommodations (Office of Disability Services)

These records are kept in the Office of Student Services. Your written request to look at the records will be granted within a reasonable period of time.

Copies of your grades will be provided upon written request, providing your financial account is clear and all admission documents are on file.

Data from your records cannot be released without your consent in writing, except to the following:

1. School personnel who need information
2. Your application for financial aid at another college
3. Accrediting organizations
4. Research studies for developing tests, administering student aid and improving instruction
5. Oral communications not based on educational records
6. Protection of health and safety to others
7. State and Federal authorities

Directory information is usually released to anyone on an as-needed basis. If you do not want directory information released, you must advise the Registrar's Office in writing, at the beginning of each semester. If you want information released to any person, business, or organization, you should submit a written request to the Registrar's Office or sign a release form for the Placement Office. Confidential information related to disabilities can only be released if a student and a minor student's parent or guardian signs a release form.

Directory information includes:

- a) Name, address, telephone number, email address and advisor
- b) Major field of study and official school activities
- c) Degrees and awards
- d) Cossatot Community College of the University of Arkansas Privacy Policy is in compliance with the Family Education Rights and Privacy Act (FERPA) of 1974.

Student Grievance Procedures

It is CCCUA's belief that most problems can best be resolved with personal discussion. If you have a complaint about the way things are being handled at CCCUA, please try to discuss your feelings with your Instructor, Advisor, or Counselor. However, as a part of due process, the following steps should be used in any formal complaint or grievance:

1. You must present your complaint in written form within five (5) working days of the alleged incident to the Dean of Student Services; you must include the specific grievance/complaint and specific remedies sought.
2. The Dean has five (5) working days in which to investigate and respond in written form.
3. If not satisfied, you may appeal within five (5) working days to the Student Appeals Committee who must respond in writing within five (5) working days.
4. If you are not satisfied with this result, an appeal may be made within five (5) working days to the Vice Chancellor, who will hear the complaint and render a decision within ten (10) working days.

Accommodations for special needs are on an as-needed, individual basis. Interpreters, readers, note-takers, etc., can be made available to assist in the hearing and appeals process. Please contact the Counselor/ADA coordinator to request accommodations.

Student Grade Appeal Procedure

1. If you believe an error in a grade has occurred, you should formally initiate a review of the grade no later than three (3) weeks after the beginning of the next semester (fall or spring).
2. It will be your responsibility to verify with the instructor the accuracy of the recorded grade book scores and the listed grade as the first step in the process. If the issue is not satisfactorily resolved, the formal appeal process is to be initiated at this point.

Formal Appeal Process

If the grade differences have not been resolved through discussion with the instructor, and the student seeks additional mediation, the student, in the first three (3) weeks of the semester, must initiate the appeal process by the following procedures:

1. The student must submit a letter requesting a review to the appropriate Division Chair, with a copy to the instructor and the Vice Chancellor. The Division Chair has the responsibility to confer with the instructor concerning the documentation of the grade for its completeness and accuracy. The Division Chair will notify the student in writing of the grade status within ten (10) days of receiving the student's request.
2. If the student wishes to make further appeals, the student must request, in writing, a formal review by mid-term. This review will be conducted by the Student Appeals Committee.
3. At the hearing, the instructor and the student may both make individual presentations, and the Appeals Committee may ask questions and seek clarification. A final written decision will be provided by the Committee and, in the event of a grade change, the final grade will be recorded by the Registrar as directed by the Vice Chancellor. This procedure shall be completed by the end of the semester in which the grade is appealed.

Student Appeals Committee

The Student Appeals Committee exists to review and make recommendations regarding matters of student grievances/appeals. The Committee meets only by actual need. The members include the Dean of Student Services, Dean of Business Services or designee, two faculty members, and the President of the Student Senate or a designee.

Financial Aid Appeals Committee

The Financial Aid Appeals Committee will hear appeals related to financial assistance for students. Members of this committee include the Dean of Business Services, the Vice Chancellor/Dean of Academics, Dean of Student Services, the President of the Student Senate or a designee, and an Instructor/Advisor. Meetings of this committee are called as needed.

College Publications

Students either receive copies of the school catalog/handbook upon enrollment at Cossatot Community College-UA, or can access the Catalog on the College's website, www.cccua.edu. It is the student's responsibility to be aware of rules, regulations, fees, standards of progress, transfer credit, etc. published in this Catalog. Ignorance of College procedure is not an excuse for not following procedures. Contact Disability Support Services for alternate format.

GENERAL INFORMATION

Inclement Weather

In the event that the weather is so severe that the College feels that life and property may be in danger, classes may be cancelled until weather and road conditions improve. Announcements regarding a school closing will be made over the following radio stations: : De Queen KDQN -92.1, Mena KENA 102.1, Glenwood KWXE 104.5, Broken Bow KKBI 106.1, Idabel KBEL 96.7, and KNAS 105.5. Nashville, and on KATV, Channel 7. Announcements will be made in a timely manner. Persons with hearing impairments may arrange for personal contacts with the Disability Support Counselor.

Parking/Traffic Regulations

While it is the responsibility of the College to provide parking spaces to each staff member and student, it is not the college's responsibility to provide such spaces within a few paces of the entrances of building. Therefore, parking illegally includes parking in a handicapped place without proper display, at any loading/unloading zone, on the campus lawns, and parking astride spaces, which prevents another person from using a space.

To insure that parking spaces are properly and legally used, the maintenance department will have a wheel lock to attach to improperly or illegally parked vehicles. In order to have the wheel lock removed from the vehicle the individual responsible for the illegally parked vehicle will pay a fee of \$5.00 for the first offense, \$10.00 for the second offense, and loss of the privilege of parking on campus for the third offense. In cases where the person has parked in a handicapped zone and is fitted with the wheel lock, the local police will be contacted to issue a formal citation, which will require a court appearance, and a substantial fine.

All fines must be paid before degrees or certificates are issued, transcripts are released, grades are released, or students are allowed to register for another semester. All fines must be paid in the business

office or at the reception desk at extension sites. A receipt will be given and must be maintained as proof of having paid the fine.

Student Insurance

State agencies in Arkansas are not allowed, by law, to carry comprehensive automobile insurance. Cossatot Community College-UA does, however, have a \$10,000 student accident policy. In the event of an accident on a College-sponsored activity, students will be covered up to \$10,000 according to the provisions of this policy. The student or the student's personal health insurance, not Cossatot Community College-UA, will be responsible for any unpaid balances. Contact the Dean of Business Services immediately following any incident.

Campus Security

The sites of CCCUA are monitored by staff members during day and night classes. In addition, the police routinely drive by and check the facilities during evening hours. Any incident viewed as threatening should immediately be reported to a College administrator or other college representative. The College representative will either handle the situation appropriately or contact the local police. In either event, an incident report should be filed within 24 hours. This report will be maintained by the Director of Physical Plant, and will contain a copy of the police report if one has been filed. In the event of a medical emergency, please dial 911.

Contact these agencies for information concerning registered sex offenders: De Queen City Police, 870-642-2213, Nashville City Police, 870-845-3434, Ashdown City Police, 870-898-5640 and the Arkansas State Police at Hope, 870-777-4641.

The following statistics provide detailed information on the number and type of crimes which occurred on the CCCUA campus, as reported to College officials (a complete report may be accessed at <http://ope.ed.gov/security>):

Campus Security Report

	Number of Incidents				Crime	
	99-00	00-01	01-02	02-03	97-98	98-99
Assault	0	0	0	0	0	0
Burglary	7	0	2	0	0	0
Crime	97-98	98-99	99-00	00-01	01-02	02-03
Liquor & Drug Violations	0	0	0	0	0	0
Murder	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0
Sexual Assault*	-	-	-	-	0	0
Vehicle Theft	0	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0	0

* Statistics for this category were not compiled prior to January 1, 2001.

Job Placement Statistics

Degree	Graduates Employed / Continuing Ed.			
	May '02	May '02%	May '03	May 02%
A.A. Degree*	15	100%	28	7%
A.G.S. Degree	1	100%	0	0%
A.G.T. Degree	—	—	2	100%
A.A.S. Degrees				
Accounting	—	—	1	100%
Administrative Assistant	1	100%	3	60%
Agri-Business	—	—	1	100%
Automotive Service Tech.	2	50%	0	0%
Business Management	1	100%	1	100%
Computer Applications	3	33%	1	50%
Computer Info. Systems	3	33%	3	50%
Environmental & Safety	1	0%	1	100%
Industrial Maint. Technol.	1	100%	—	—
Medical Assisting	0	0%	2	50%
Sales and Marketing	1	100%	—	—
Technical Certificates				
Collision Repair	0	0%	0	0%

Computerized Accounting	2	50%	—	—
Practical Nursing	19	84%	17	
Residential Construction	1	100%	2	100%
Retail Marketing	1	100%	0	0%
Secretarial/Word Processing	0	0%	0	0%

Certificates of Proficiency

Child Development	0	0%	0	0%
Emergency Medical Tech.	0	0%	3	27%
English as a 2 nd Lang. Instr.	12	92%	1	100%
Medical Transcription	2	50%	4	25%
Small Engine Repair	0	0%	0	0%
Welding	0	0%	—	—

*This degree encompasses general studies required at 4-year institutions during the student's first two years of study.

Graduation Rate: 2000 Cohort = 25%

Student Activities

The Cossatot Community College-UA staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insight. The faculty seeks to provide an environment in which students may become self-disciplined, self-reliant, and socially sensitive individuals. All student organizations have faculty sponsors.

The following student organizations are currently active at the College:

Phi Theta Kappa (PTK). Phi Theta Kappa is an international honor society recognizing academic achievement at two-year colleges. Phi Theta Kappa not only provides academic recognition but also provides assistance to students transferring to four-year institutions.

Amnesty International: This is a CCCUA branch of the international organization Amnesty International (AI). AI is a worldwide movement of people who campaign for internationally recognized human rights.

Arkansas Licensed Practical Nursing Association (ALPNA): The ALPNA is designed to promote awareness and professionalism among students in the Practical Nursing program. As members of ALPNA, students exchange views with other students in similar programs at other colleges and participate in scheduled activities throughout the year.

Baptist Collegiate Ministries. Sponsored by Southern Baptist Churches and associations, and recognized on more than 30 Arkansas campuses, the Baptist Collegiate Ministry is the largest Christian organization of college and university students in the United States. It is a fellowship of Christian students who desire to grow as disciples, and a ministry and service organization reaching out to students and faculty of Arkansas' colleges and universities. It was established to encourage fellowship for students in a Christian atmosphere, to encourage Bible study and the practice of its teachings, to organize students for service and ministry projects, and to offer guidance as students face crises and make critical life choices, training them for a life of leadership.

Drama Club. This club meets monthly, and is an organization to promote interest in the dramatic and performing arts.

Journalism Club. The Journalism Club provides students with an opportunity to develop and showcase their writing skills. A student newsletter is published by this organization.

SkillsUSA/Vocational Industrial Clubs of America (VICA). The purpose of SkillsUSA/VICA clubs is to help students training in technical fields develop social and leadership skills. Activities which enhance the development of these skills will be conducted by the club's members and advisors. The activities may include events between technical colleges and between students, such as parliamentary procedure and troubleshooting contests.

Student Senate. Participation in Student Government at Cossatot Community College-UA is encouraged and the Student Senate serves as a liaison between students and administration and provides a voice for student concerns and recommendations in many areas, including student policy. The Senate holds regularly-scheduled meetings and plans various activities for all CCCUA students.

ORGANIZATION ACTIVITIES

Any organized activities of student organizations will be approved by the Dean of Student Services. Classroom time will not be used for extracurricular activities. Fundraising activities for student organizations will be planned so they will not interfere with academic objectives and, where possible, will supplement the same.

Services for Students with Special Needs

Students who need disability information may contact the Disability Support Coordinator by calling or visiting the College. Students may be required to present documentation of disability. Accommodations provided for qualified individuals will be based on need and college resources. It is the responsibility of the student to contact the Disability office as early as possible so that time is sufficient to properly provided assistance.

Job Placement Services

Job placement services are provided for the College's graduates. For more information about placement services, contact the Placement Office at the Ashdown Extension Site.

FACILITIES

De Queen Campus

The campus of Cossatot Community College - UA in De Queen is divided into ten separate buildings and areas. These buildings contain approximately 60,000 square feet, and are completely air-conditioned, with the exception of the Trade and Industry shops and the warehouse. Modern equipment, as well as the latest in teaching and audiovisual technology, are available to students. As the need arises and funds become available, the facilities are expanded and improved.

The Pilgrim-Cossatot Learning Center in De Queen is sponsored jointly by the College and Pilgrim's Pride, and offers classes in English as a Second Language and Adult Basic Education. An additional Adult Education Center is located at 104 South Fifth Street in De Queen.

Nashville Extension Site

An extension center is located at 415 N. Fourth Street in Nashville, Arkansas, which provides office and classroom space for a variety of credit and non-credit classes and special projects. This building has two fully equipped computer labs. Tyson Foods, Inc. provides space for Adult Education classes and computer literacy classes at its Nashville location.

Ashdown Extension Site

The Ashdown Extension of Cossatot Community College of the University of Arkansas is the College's newest facility. Located at 1411 N. Constitution Avenue on US Highway 71 North, this 53,640 sq. ft. facility houses numerous programs for the College and the community it serves. It has four large lecture classrooms, a computer lab, a Computer Repair/CISCO lab, an Interactive video classrooms, an Electrical Apprenticeship classroom, a Welding lab, and a Hydraulics/Pneumatics classroom.

Also housed at this facility are the Workplace Education Center, Cooperative Extension Service, and an Arkansas Workforce Center to assist area residents in finding jobs and in getting the training required to get better jobs. The Spotlight Business Accelerator for Entrepreneurs (SBAE), a small-business incubator program, is also located at the Ashdown Extension.

Kimball Library

The Kimball Library is designed to function as a study and research center for the College. The materials for study and research include books, periodicals, and videos, which are selected to support the curriculum and to serve the instructional needs of students and faculty. The library at the Nashville site has a selection of books and magazines available for student use.

The Kimball Library is open to all Cossatot Community College-UA students and staff, and to any resident of Arkansas. Tours and instruction in the use of the Library are given to groups on request. Individual assistance is provided as needed.

The Library is open Monday through Friday; hours may vary, and will be posted. Students are encouraged to use these facilities for research or pleasure reading.

The Kimball Library is now a member of ARKLINK, the statewide book circulation program for Colleges and Universities. It allows students, faculty and staff to check out books from eighteen colleges and universities throughout the state of Arkansas. Information is available at the Circulation Desk.

A.I.M. CENTERS

The A.I.M. (Academic Improvement and Mentoring) Center for Cossatot Community College-UA is a federally-funded grant program of the Department of Education under the TRIO umbrella of services known as Student Support Services (SSS).

To receive assistance, students must be:

1. Enrolled or accepted for enrollment at CCCUA
2. Low-income students who are:
 - a. first generations college students
 - b. students with disabilities
 - c. evidencing academic need

CCCUA is funded to serve 210 students per year and two thirds of these participants must be 1. disabled or 2. potential first generation or 3. from low-income families, while one-third of disabled students must also be low income. Program applications are available from any AIM Center personnel.

The A.I.M. Center staff offers a friendly environment so participants can study, search for a career, or receive tutoring assistance in any course that is offered by CCCUA. Tutoring hours are flexible, so both day and night students have the opportunity to receive this assistance.

CCCUA ASSESSMENT/TESTING CENTER

The Assessment Center is located in the upper level of the Kimball Library on the De Queen campus, with mini-centers at Nashville and Ashdown. The testing center is open Monday through Friday in De Queen and at various times in Nashville and Ashdown. Also a mobile unit is available for on-site testing in the College's service area.

Instructor, ASSET, COMPASS, GED, CLEP, CAAP, SAGE, TABE, and other assessments are available.

GED and TABE assessments are available in English and Spanish.

The Assessment/Testing Center provides assessments for Business and Industry through the Department of Continuing Education and the Workforce Investment Act through the Workforce Center.

Persons needing special testing accommodations must contact the Disability Support Office for proper documentation.

FINANCIAL AID

The financial aid staff can help determine if a student may be eligible to apply for financial assistance and can help guide the student through the application process. However, students must take responsibility for financing their education. In determining financial need, consideration is given to the amount of money the student and parent(s) can contribute toward educational expenses as well as the cost of attending college.

There are several general eligibility requirements that must be met in order to receive federal financial aid. Other sources of aid may also apply these requirements:

1. Evidence of financial need as determined by the federal government.
2. Be a U.S. Citizen, or an eligible non-citizen.
3. Have a high school diploma or a High School Equivalency Certificate (GED).
4. Not owe a refund on a federal grant or be in default on a federal educational loan.
5. Be registered with the Selective Service (if required).
6. Meet admissions requirements.
7. Enrollment in a certificate- or degree-seeking program that meets the federal requirements for financial aid.
8. Meet all satisfactory academic standards as stated in the Financial Aid Satisfactory Academic Progress Policy.

DEADLINES FOR FINANCIAL AID APPLICATIONS:

Institutional Scholarships	May 1
Pell Grant:	
Fall Semester (Priority Deadline)	May 3
Spring Semester (Priority Deadline)	November 3
Summer Semester Deadline	April 15

SEOG:

Fall Semester
Spring Semester
Arkansas Student Assistance Grant (SAG)

May 3
November 3
April 1

HOW TO APPLY

The Free Application for Federal Student Aid (FAFSA) is the application for all federally-funded programs (Pell, SEOG, and Federal Work Study) and the Arkansas State Assistance Grant and is available at www.fafsa.ed.gov. Once the application has been completed, the student will receive a Student Aid Report (SAR) which will be used to determine eligibility for the programs mentioned above. Forms are available in the Financial Aid Office, AIM Centers, and offices in Nashville and Ashdown. Assistance with the application process for persons with disabilities may be made by contacting the Disability Support Coordinator.

TITLE IV/PELL GRANT PROGRAM

The Federal Pell Grant Program is designed to assist eligible students in their postsecondary education. The Pell Grant provides a foundation of financial aid to help defray the costs of education. All undergraduate students are eligible to apply for Pell Grant assistance. Student eligibility is based on financial need, and is determined by a formula that is applied consistently to all applications.

FEDERAL POLICY - RETURN OF TITLE IV FUNDS

The Higher Education Amendments of 1998 require a refund calculation for all students who receive Title IV and certain state student aid at a post-secondary institution of higher education who withdraw during a payment period (semester). The length of time during which a refund must be calculated is up to 60 percent of the payment period.

The new calculation states that a student earns aid based on the period of time the student remains enrolled. Unearned Title IV funds, other than work study, must be repaid by the student.

The return of Title IV funds applies if the student withdraws up through the 60% point in a semester. The Title IV funds that must be included are Pell Grants, Supplemental Educational Opportunity Grants (SEOG), and other Title IV programs.

If it is determined that funds must be returned to a federal aid program, the funds must be returned in the following order:

1. Pell Grant
2. SEOG Grant
3. Other Title IV Aid Programs

For additional information, contact the Financial Aid Office.

Students receiving other forms of aid and scholarships will have their refund calculated using UA-Cossatot Community College's refund policy, unless the scholarship/grant stipulates differently.

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

This program makes funds available to qualified students who have the greatest need, as determined by the Financial Aid office. A limited amount of funds are available for this program: therefore, the funds are awarded based on students exhibiting need.

FEDERAL WORK STUDY

This program provides employment opportunities to assist students in earning the funds necessary to meet the cost of postsecondary education. Eligibility is restricted to those students having need, as determined by the Financial Aid Office. Hours of work will be determined by each department at the beginning of each academic year. Checks are disbursed on the fifteenth and the last working day of each month.

ARKANSAS STATE ASSISTANCE GRANT

The purpose of the Arkansas State Assistance Grant is to provide students with an opportunity to pursue a degree in an Arkansas institution of higher education. Applicants must be residents of Arkansas, must demonstrate financial need on the basis of the Free Application for Federal Student Aid, and must be making financial aid satisfactory academic progress. (see section below)

ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP

The Arkansas Academic Challenge Scholarship (AACS) is for graduating seniors attending an Arkansas college or university. If the student graduated prior to December 31, 2000, and is receiving tuition costs,

he/she may now receive funding to pay mandatory fees as well. Students graduating after 12/31/00 who are selected as recipients, may receive \$2,500 annually, for up to four years. To qualify for an AACS, the student must have maintained a minimum high school grade point average and scored at a certain level on their ACT or SAT exams. There are also financial need requirements, and the student must certify that they are drug-free and pledge to stay that way. They must apply by June 1 of the calendar year in which they graduate from high school.

ARKANSAS TECHNICAL CAREERS STUDENT LOAN FORGIVENESS PROGRAM

The Arkansas Technical Careers Student Loan Forgiveness Program is designed to provide financial assistance to individuals who complete technical education programs that lead to employment in high-demand technical fields in Arkansas. Persons who qualify for the program may be eligible for student loan forgiveness of up to \$2,500.00 per year for up to four years.

More information can be obtained from the Department of Workforce Education at (501) 682-1500 or by visiting the Department's web site at <http://www.work-ed.state.ar.us>. School counselors and the financial aid office with designated technical education programs can also provide information.

FINANCIAL AID SATISFACTORY PROGRESS POLICY

Students who have applied for Federal Financial Aid funds are required to make satisfactory academic progress. Progress will be reviewed at the end of each semester. Progress must be demonstrated each semester regardless of whether or not a student previously received aid.

Students enrolled in developmental courses are allowed a maximum of 30 attempted developmental credit hours to remain on federal aid.

The first semester a student fails to complete the Financial Aid Satisfactory Progress Policy as outlined below he/she will be placed on financial aid probation and may receive financial aid. A student will remain on financial aid probation unless the appeals committee approves the probation appeal. The second semester a student fails to complete the policy as outlined below he/she will be on financial aid suspension. If a student is suspended from financial aid he/she must attend one or more semesters without financial aid until the required standard is met. Students are considered to be making satisfactory progress if they:

1. Are admitted and enrolled in a degree or certificate-granting program, or enrolled in a course of study that is directly transferable toward completion of a baccalaureate or professional degree. Full-time enrollment is required for some aid programs. Some courses/programs are not eligible for financial aid. Student's official enrollment status will be determined on the census date each semester.

2. **QUALITATIVE ELIGIBILITY-CUMULATIVE GRADE POINT AVERAGE**

Students must maintain a cumulative grade point average consistent with CCCUA's graduation standards to receive financial aid. Students who are suspended because of failure to maintain the minimum GPA are not making satisfactory academic progress. **The minimum cumulative grade point required at CCCUA is a 2.00. NOTE:** Reinstatement to class by the Academic Dean does not reinstate a student into the Financial Aid Programs.

3. **QUANTITATIVE ELIGIBILITY-CREDIT HOURS**

Federal regulations require that students complete a course of study within 150% of the time allotted for the program. A student may receive financial aid until the student completes an associate degree and/or accumulates a maximum of 105 credit hours, whichever occurs first.

All semester hours count whether or not a student received aid during the semester. All hours attempted includes repeated courses, F's, W's, I's and audits.

A student must successfully complete and pass the hours of credit indicated below.

Student Enrollment Status	Credit Hours Attempted Per Semester
Full time (12 hours & up)	must complete & pass 9 hours
Three-Quarter & Half-Time (6-11 hours)	must complete & pass 6 hours
Below Half-Time (1-5 hours)	must complete & pass all hours

When a student is suspended from federal aid, he/she must bring in an up-to-date transcript and request reinstatement after the satisfactory progress standard is reached.

Transfer Students: Transcripts from previous colleges will be evaluated in the same manner s CCCUA transcripts. Transfer student that have an associate degree or 105 credit hours attempted will not receive financial aid. Student not meeting the cumulative GPA and semester hours attempted will be placed on financial aid probation.

Students who are placed on probation or suspended may submit a written appeal to the Financial Aid Office if extenuating circumstances exist (illness of student, death of a family member, etc.). Appeal forms are available in the Financial Aid Office. Appeals must be submitted within 30 days from the date semester grades are mailed. The Financial Aid Appeals Committee who will issue the final decision will review appeals.

This policy is distributed on the Application for Financial Aid to every student who receives financial aid.

SCHOLARSHIPS

As a student at Cossatot Community College-UA, you may be eligible to apply for a variety of scholarships. A list is found in the Financial Aid Office and at each Extension Site.

For other scholarships available from agencies and organizations in the United States, please contact the College librarian or A.I.M. Center for information.

Many scholarships become available on short notice. Contact the Financial Aid Office for additional information on scholarship criteria.

OTHER ASSISTANCE

Financial assistance is also available from different sources, such as WIA, Rehabilitation Services, the Bureau of Indian Affairs, or the Department of Veterans Affairs. The Financial Aid Officer, Counselor, or WIA Coordinator at the College will be able to assist students with determining eligibility for these or other programs. Useful web sites include: www.ed.gov/prog_info/SFA/StudentGuide and FAFSA on the Web at www.fafsa.ed.gov.

DRUG-FREE SCHOOL POLICY

In order to maintain a Drug-Free College, information is kept available about the dangers of drug abuse, the availability of counseling, and the penalties for violations (see Appendices A-C). An information center is located in the Kimball Library containing pamphlets that deal with these topics. Additional information is available in the form of videos and special programs that may be scheduled throughout the year.

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The purpose of this policy is to implement these statutory requirements. Catalog Appendices A-C outline federal penalties for trafficking.

Under no circumstances will alcoholic beverages, controlled substances/illicit drugs, or persons under the influence of alcohol or controlled substances/illicit drugs be permitted on school premises. Drug and alcohol abuse counseling is available from the following agency:

Southwest Arkansas Counseling & Mental Health Center
312 West Collin Raye Drive
De Queen, Arkansas 71832
(870) 584-7115

Compliance with the requirements of this policy is mandatory.

Any violation of this regulation will result in the violator's expulsion from school. Law enforcement officials will be called for possible prosecution by appropriate federal, state, or local law enforcement agencies.

Programs dealing with substance abuse prevention will be scheduled periodically and made available to all students. CCCUA is an active member with ACDEC and sponsors activities emphasizing smart choices. The College also participates in the Core Alcohol and Drug Abuse Survey, sponsored by the Center for Alcohol and Other Drug Studies.

Additionally, all buildings at Cossatot Community College-UA are designated as "smoke-free" environments; smoking areas are designated outside the buildings.

TUITION AND FEES

In-District (Sevier and Howard Counties), Per credit hour	***\$42
Out-of-District, In-State, Per credit hour	\$50
Out-of-State, Per credit hour	*\$150
Internet Courses, Per credit hour, out of service area	**\$80

International Rate (add 8% Administrative Fee)\$150

* Waiver, if applicable, for citizens of McCurtain Co. OK, and Bowie Co. TX.

** \$10 Distance Education Fee per course required.

*** Practical Nursing Certificate capped at 21 hours per semester

Tuition Waiver

Act 678 of 1975 provides for tuition-free enrollment in academic credit courses for all Arkansas residents aged 60 or above on a “space available” basis in existing classes upon proof of age. Textbooks, class materials, and fees are not included in this waiver. Tuition Waiver forms are available in Student Services, and must be filled out prior to Registration.

Fees

Fees are assessed as follows:

Non-refundable Fees

Registration Fee (all students; per semester – Non Refundable) \$ 23

Technology Fee (all students; per semester – Non-Refundable) \$ 15

Assessment/Testing Fee (all students; per semester – Non-Refundable) \$20

Library Fee (all students; per semester – Non-Refundable)\$10

Program/Service-Specific Fees

Art Fee (per class) \$ 15

Computer/Business Laboratory Fee (per course) \$ 15

Distance Education Fee

(per course - Internet Out-of-Service Area Excluded)..... \$ 10

EMT Lab Fee (per class) \$ 50

EMT Liability Insurance (per class) \$ 75

Environmental Lab Fee (per class) \$ 50

Graduation Fee (per each certificate or degree awarded) \$ 15

Cap and Gown Rental fee..... \$ 10

Interactive Video Use Fee (maximum 2 courses/semester)..... \$ 15

Late Registration Fee \$ 10

Medical Assisting Lab Fee (per semester) \$ 25

Medical Assisting Insurance (per semester) \$ 15

Nursing Lab fee (per semester) \$ 50

Nursing Liability Insurance (annual fee) \$ 25

Nursing Supply fee (annual).....\$100

Nursing Testing Fee (per semester) \$ 65

Physical Education Fee (per activity class) \$ 15

Schedule Change Fee (per student request) \$ 5

Science Lab Fee (per course) \$ 15

Technical Laboratory Fee (max. 4 courses per semester) \$ 15

Welding Lab Fee (per course)\$100

Welding Supply Fee (Welding I only) \$ 75

PAYMENT PLAN

CCCUA has made available to students the FACTS Tuition Management Plan. This plan can be accessed by logging onto the cccu.edu website and clicking on the ‘e-Cashier’ logo at “Payment Options Online”. Students may set up their own payment plan online at their convenience. Students must be aware of deadlines and set up their payment arrangements in a timely manner to avoid being dropped from the classes they have chosen. The FACTS payment plan is for tuition and fees only. Books and other bookstore items cannot be put on the payment plan. Changes to a student’s schedule may result in the adjustment of the payment amount.

- o Students must have a checking or savings account, or a credit card.
- o There is a \$35.00 set-up fee to use the FACTS Payment Plan.
- o Payments are drafted on the 5th (fifth) of each month until the account is paid in full.

SPECIAL NOTES:

1. Students who owe tuition and/or fees from a previous semester will be prohibited from enrolling at CCCUA until the debt is satisfied.
2. Student accounts that are delinquent will be turned over to the State of Arkansas for garnishment of their state income tax refund.
3. Student accounts that are unpaid or inactive may also be turned over to a collection agency and listed with the credit bureau. Finance charges will be assessed on overdue accounts.
4. Transcripts, degrees, certificates or grades will **NOT** be issued to any student who has an overdue balance at CCCUA. Students with overdue balances are ineligible for work-study, student employment or extra help positions through the College until their indebtedness to the College is resolved.
5. The Personnel Office shall do a records check on all former students who apply for employment at the College to determine if there is an unresolved indebtedness to the College.

INSTITUTIONAL REFUND POLICY

A pro-rata refund based on the total length of course will apply to students who are veterans. Refunds of tuition are made according to the following schedule:

Regular Term	Summer Term	Refund	Through 10th
Class Day Through 4th Class Day	100%*	After 10th Class Day	Class Day
After 4th Class Day	None	* except non-refundable fees	

BOOKSTORE REFUNDS

Refunds may be made for books, at the discretion of the Bookstore Manager and under the following conditions:

1. The amount paid for the book will be refunded if the class does not make or if classes are dropped. Students have ten (10) days from the first day of class to return unwanted/unneeded books. Refunds will be processed after the Census Date (11th class day Spring/Fall, 5th class day Summer).
2. Exchanges will be made on books received erroneously. The bookstore must be notified within two (2) days of the first class meeting.
3. Refunds will be made on books containing publisher or printing errors. As soon as these are discovered, the item should be returned to the bookstore for an exchange.
4. Book Buy Back is at the end of the Fall and Spring semesters. Signs are posted at all three (3) sites.

**ANY BOOK RETURNED FOR REFUND OR EXCHANGE
MUST NOT BE WRITTEN IN OR ABUSED IN ANY WAY.**

**REFUNDS WILL NOT BE ISSUED FOR SOFTWARE PACKAGES
ON WHICH THE SEAL HAS BEEN BROKEN.**

**THIS REFUND POLICY IS ALSO IN EFFECT
FOR INTERNET CLASSES.**

ALL REFUNDS MUST BE ACCOMPANIED BY A RECEIPT.

WORKFORCE DEVELOPMENT

The Department of Workforce Development and Continuing Education of CCCUA offers credit and non-credit classes, seminars and short-term workshops upon demand, in addition to customized training for business and industries. These offerings are presented on CCCUA sites and other locations, which are mutually convenient for students and instructors. Periodically, certain class offerings are presented as Special Topics Courses, in which participants receive college credit.

CCCUA offers Continuing Education Units (CEU's) for classes that meet the requirements. Certificates and transcripts will be issued upon request. Special fees apply to CEU's.

Transcripts and/or tests are not required for some non-credit community service courses. Accommodations for persons with documented disabilities are provided as appropriate and may be requested by contacting the Office of Disability Services.

Non-Credit Courses

All classes at CCCUA may be taken as non-credit courses, provided that all regular tuition and fees are paid. A special application must be obtained from the Continuing Education office and completed in order to take classes in this manner.

Apprenticeship Programs

An apprenticeship is a partnership between an employer and an employee Apprenticeship Programs

An apprenticeship is a partnership between an employer and an employee during which the employee, an apprentice, learns an occupation. An apprentice literally earns while he/she learns.

An apprenticeship covers all aspects of the occupation. In addition to on-the-job training, apprentices spend a specified amount of time studying theory and practical application in the classroom. On-the-job training allows apprentices to learn by doing while classroom-related training prepares the apprentice to take on more difficult tasks.

Upon successfully completing a registered apprenticeship program, apprentices are presented with a certificate of completion. This certificate signifies the accomplished apprentice's readiness to continue their career.

Apprenticeship Programs offered at CCCUA include:

ELECTRICAL APPRENTICESHIP

This training focuses on the installation, alterations, additions and/or repairs of electrical systems, conductors and assorted materials and equipment within the commercial, industrial and residential electrical industry.

CARPENTRY APPRENTICESHIP

During the term of Carpentry Apprenticeship Program apprentices receive instruction and experience in all branches of the carpentry field. Subjects studied include foundations, framing, roofs, exterior mill work, interior wall coverings, floors, stairs, and other miscellaneous subjects associated with the carpentry.

PLUMBING APPRENTICESHIP

Plumbing occupations assemble and install gas, steam, plumbing, HVAC/Refrigeration services and related fixtures, pipes and fittings in structures using pipe-cutting and pipe-threading tools, welding equipment, plus other pipe-fitting tools and equipment.

QUALIFICATIONS FOR APPRENTICESHIP

Apprentices must...

1. Be at least 18 years of age.
2. Be employed and under the supervision of a licensed tradesman in the field in which he/she is studying.
3. Attend at least 160 hours training each year in an approved apprenticeship program to advance.
4. Be physically able to perform job duties.
5. Register with the U.S. Department of Labor as an apprentice.
6. Have a high school diploma, GED, or be in the process of acquiring one.
7. Abide by program standards set forth by the Southwest Arkansas Apprenticeship Committee for the related field of study.

Special Tuition Rates apply to each apprenticeship program. For additional information, or to register, contact the Office of Workforce Development and Continuing Education at 800-844-4471.

CONTINUING EDUCATION

NOTE: ALL HOURS ASSOCIATED WITH CONTINUING EDUCATION COURSES ARE CONTACT HOURS.

Computer Applications

Keyboarding.

Harness the keyboarding skills you need to use your computer efficiently. Learning is fun and easy using drills for speed and accuracy control, centering, tabulation, and formatting of basic letters and business documents. 15 HRS

Computer Concepts and Windows.

Great for beginners, this class is designed to make the PC a more productive and enjoyable part of your life. Learn how a hard drive functions, the importance of RAM and processors, and even ergonomics!

After these important basics, learn how to work with a mouse, about WordPad and Paint programs, how to navigate around the Desktop, and about the primary functions of file management. 12 HRS

THE COMPLETION OF “COMPUTER CONCEPTS AND WINDOWS” OR EQUIVALENT EXPERIENCE IS RECOMMENDED FOR THE FOLLOWING APPLICATIONS:

Welcome to the Internet.

Welcome to the Internet is the easy, fun way to learn the World Wide Web and email! You will learn to go from the most basic World Wide Web browsing skills to shopping online safely and securely, sending and receiving email messages, sending email attachments, fighting against spam (junk email messages); plus advanced skills like using instant messaging and sharing photos. 12 HRS

Office XP Essentials.

Learn basic functions in the 2002 version of Word, Excel, Access, and PowerPoint. Each lesson is designed to build skills and confidence. Topics include: WORD 1) Creating and Editing Business Letters; 2) Creating a Memorandum and Press Release; EXCEL 3) Creating and Editing a Simple Worksheet; 4) Expanding on the Basics; ACCESS 5) Creating Tables and Entering Data; POWERPOINT 6) Creating and Delivering a Presentation. 12 HRS

Word 2002: Level 1.

Prepare for success in the workplace with this real-world, project-based course. This course is designed for students with little or no knowledge of Microsoft Word. Take it alone, or combine it with *Word 2002: Level 2* to prepare for the core level Word 2002 MOUS exam. Topics include: 1) Creating and Editing Business Letters; 2) Creating a Memorandum and Press Release; 3) Professional Writing and Editing Tools; 4) Creating a Simple Report; 5) Margins and Lists; 6) Creating a Flyer; and 7) Working with Tables. 12 HRS

Word 2002: Level 2.

A continuation of WORD 2002: Level 1. Topics include: 1) Creating Personalized Letterhead and Envelopes; 2) Newsletter Style Columns; 3) Creating an Employee Policy Manual; 4) Internet Integration: Online Collaboration; 5) Web Integration: Posting an Online Resume; 6) Mail Merge. 12 HRS

Word 2002: Level 3.

A continuation of WORD 2002: Level 2. Topics include: 1) Advanced Table Techniques; 2) Desktop Publishing; 3) Creating a Research Paper; 4) Macros and Forms; 5) Integration: Workgroup Collaboration. 12 HRS

Excel 2002: Level 1.

Learn what the experts are using with this real-world, project-based course. This course is designed for students with little or no knowledge of Microsoft Excel. Take it alone, or combine it with *Excel 2002: Level 2* to prepare for the core level Excel 2002 MOUS exam. Topics include: 1) Creating and Editing a Simple Worksheet; 2) Expanding on the Basics; 3) Powerful Features and Automated Tools; 4) Dates, Text Features, and Restructuring Worksheets; 5) Financial Modeling and Absolute Cell References; 6) Creating an Impact with Charts; and 7) Working with Large Spreadsheets. 12 HRS

Excel 2002: Level 2.

This course is a continuation of *Excel 2002: Level 1*. Topics include: 1) Introducing Templates and Graphics; 2) Financial Functions and Goal Seeking; 3) Tracking the Status of a Project; 4) Internet Integration: Online Collaboration; 5) Working with Multiple-Sheet Workbooks; 6) Lookup Functions, Custom Templates, and Auditing Tools; and 7) Web Integration: Posting an Online Workbook. 12 HRS

Excel 2002: Level 3.

This course is a continuation of *Excel 2002: Level 2*. Topics include: 1) Macros and VBA; 2) Databases; 3) PivotTables, Styles, and Outlines; 4) Advanced Formatting and Analysis Tools; 5) Workgroup Collaboration. 12 HRS

Access 2002: Level 1.

Prepare for success in the workplace with this real-world, project-based course. This course is designed for students with little or no knowledge of Microsoft Access. Take it alone, or combine it with *Access 2002: Level 2* to prepare for the core level Access 2002 MOUS exam. Topics include: 1) Creating Tables and Entering Data; 2) Forms and Reports; 3) Getting Answers with Queries; 4) Relationships, Hyperlinks, and Customizing Objects. 12 HRS

Access 2002: Level 2.

This course is a continuation of *Access 2002: Level 2*. Topics include: 1) Form Customization and Advanced Controls; 2) Subforms and Calculated Controls; 3) Importing Data and Customizing Reports; 4) Switchboards, Macros, and Command Buttons; 5) Integration with Word, Excel, and the Web. 12 HRS
PowerPoint 2002.

PowerPoint is a presentation graphics program that allows you to easily develop dynamic presentations. Whether you are developing a one-on-one presentation for your supervisor or a sophisticated presentation for a large group, PowerPoint provides the tools to make your presentation a success. Topics include: 1) Creating and Delivering a Presentation; 2) Clip Art, Transitions, and Animation; 3) Drawing: Organization, and Presentation Tools; and 4) Integration and Powerful Tools. 12 HRS

Outlook 2002.

Prepare for success in the workplace with this real-world, project-based course. This course is designed for students with little or no knowledge of Microsoft Outlook. Topics include: 1) Introducing Outlook 2002; 2) Sending and Receiving Email; 3) Working with Contacts; 4) Using the Calendar; 5) Tasks and Notes. 12 HRS

Professional Development

Workplace Spanish for Customer Service®

Learn to communicate, simply but effectively, with your Spanish-speaking customers! It's easier than you think—no grammar, no alphabet to memorize, no rules to study. Just learn key phrases and terms for customer service professionals, and with the help of your instructor and our easy-to-use manual and audio CD, you'll master Spanish pronunciation and be able to engage in short conversations on topics such as: meeting and greeting customers, service expressions, time and timing, as well as other customer service terminology including answering questions, giving directions, phone calls, taking applications, and more. No prior Spanish experience necessary. *Also available: Workplace Spanish for Human Resources, Manufacturing, and Supervisors.* 20 HRS

Grant Writing Basics.

This workshop is ideal for anyone interested in securing funds for their city, county, or organization. Participants will explore topics including strategic planning, organization, steps and procedures to follow, and resource development. 6 HRS

Child Care Orientation Training (CCOT).

CCOT is designed for persons who have had little or no previous child care training or are returning to the field after a period of absence. This course, which is accepted for annual training requirements for child care providers, includes ten modules: Childcare as a Profession, Child Growth and Development, Developmentally Appropriate Practice, Children's Health, Handling Emergencies, Children's Safety, Guiding Children, Communicating, Observation/Assessment/Accountability, and Human Diversity. Those who complete the class satisfactorily will be named in the "Arkansas Early Childhood Letter," receive a certificate of completion, and will have satisfied one of two requirements for CDA scholarship eligibility. *This course, funded through a grant to the University of Arkansas from the Federal Child Care and Development Block Grant, are FREE of charge to all participants.* 20 HRS

Caregiver Certificate program

The Caregiver Certificate (CC) program offers professional development training for caregivers who have received the 20-hour Child Care Orientation Training (CCOT) certificate and/or for graduates of the Child Development Associate (CDA) training. The CC program, which consists of six 15-hour classes, offers many benefits to participants including 90 hours of specialized training FREE of charge, opportunity for professional development, interaction with other caregivers, a certificate of completion for each course, a Caregiver Certificate upon completion of all six CC Courses (90 clock hours) and a FREE training manual. *These courses, funded through a grant to the University of Arkansas from the Federal Child Care and Development Block Grant, are FREE of charge to all participants and may be taken in any order upon successful completion of CCOT and/or Child Development Associate (CDA) training.*

Health and Safety Training.

This course consists of eight units of instruction: Promoting Children's Health, Preventing Disease, Managing Illness, Child Maltreatment, Preventing Injuries, Nutrition, Food Safety, and The Health of the Caregiver. 15 HRS

Guidance and Behavior Management.

This course provides child care professionals with skills and knowledge needed to promote positive behavior, set up an environment that prevents problem behaviors and use effective skills and techniques for dealing with all children. This course includes five units: Knowledge Base, Indirect Guidance, Misbehavior, and Problem Solving. 15 HRS
Creative Activities.

This course enables child care professionals to develop creative activities that are designed to aid children in their cognitive (intellectual), language, physical, social and emotional development. This course includes five units of instructions: Creative Play, Art, Language and Dramatic Play, Music and Movement, and Math and Science. 15 HRS

Child Development: Birth to Three.

Training includes instruction in development, developmentally appropriate practice, and inclusion. Upon completion of this course, child care professionals will have the skills and techniques required to care for infants and toddlers and provide a safe and stimulating environment. 15 HRS

Child Development: Three to Five.

This course consists of six units of instruction: Concepts in Child Development, The Three Year Old, The Four Year Old, The Five Year Old, Developmentally Appropriate Practice, and Inclusion. Child Care professionals practice skills and techniques required to take care for preschoolers within a safe and stimulating environment. 15 HRS

Child Development: Five to Eight.

School age children have unique developmental needs and require a different approach to teaching and supervising. Instruction on development, developmentally appropriate practice and inclusion are included. 15 HRS

Forklift Safety: An Operator Training Program.

Use *Forklift Safety* to satisfy OSHA's 20 CFR Section 1910.178(1) "formal instruction" requirements. This training program focuses on three critical areas: the forklift itself, surrounding hazards, and general safety rules. Your forklift operators will get information about everything from pre-operational inspections to the center-of-gravity triangle, to proper steering, handling, and refueling and other equipment, products, and people. Upon successful completion students receive a completion for classroom and operational training. This course *does not* teach an operator how to operate a forklift; it provides the required OSHA safety training for forklift operators. 4 HRS

OSHA Training: Respirators.

This course will provide the training as required by OSHA (29 CFR 1910.134). All employees/employers who use respirators must have this training. 3 HRS

Hazardous Waste Operations and Emergency Response Refresher (HAZWOPER)

This re-certification program is mandatory for anyone who has previously received certification in order to remain current with the OSHA standards. This training is mandated so that all persons at the scene of a HAZ-MAT incident are trained in basic recognition and identification of hazardous materials and to obtain annual continuing education hours in updating these skills and knowledge. 8 HRS

Basic Blueprint Reading.

This course is designed to provide an introduction to blueprint reading. Participants will develop the basic skills needed to interpret various types of working drawings for engineering and manufacturing processes. Emphasis is placed on basic engineering drawings. 12 HRS

Spanish for Healthcare Providers (6 courses).

This series of courses focuses on the needs of healthcare providers to communicate with Spanish speaking patients. This class is formatted in 6 sessions ranging from beginning to advanced. Each session is twelve hours in length.

Small Business Development

Small Business Training Program.

What can a small amount of time and dedication bring you? It can bring a key to open the door to your business future. The SBT, an enterprise of CCCUA and the De Queen/Sevier County Chamber of Commerce, provides this course that is geared toward those who are interested in starting their own business. At completion of the training, participants will have learned the basics of starting a small business, and how to write a business plan. 24 HRS

Small Business Owner's Retirement Plan.

When you own a small business, your job is your future. Owning your own business can be one of the most rewarding things you'll ever do, but it also presents a variety of unique financial and investment challenges. A business retirement plan, like any other investment, should fit the specific needs and objectives of your business retirement plan options and the benefits of each. Learn what small-business owners should consider when choosing a business retirement plan. Learn about tax savings, flexibility, and funding for the business owner, and the benefits of business retirement plans. 2 HRS

REFER TO THE AchieveGlobal AND COMPUTER APPLICATION OFFERINGS. FOR ADDITIONAL TRAINING OPPORTUNITIES TO GROW YOUR BUSINESS

Allied Health

Nursing Assistant Training Program.

This seventy-five hour training program provides training in all aspects of Nursing Assisting. Students receive classroom instruction as well as sixteen hours of supervised practical training in a nursing facility. This class can be taken for credit or as a non-credit class. Student successfully completing the training program will receive a Certificate of Completion, and will be eligible to sit for the written exam for State certification. 59 CLASS HRS/16 CLINICAL HRS

EMT Basic Refresher.

This EMT refresher class meets the requirements for the continued certification of Emergency Medical Technicians. 24 HRS

Critical Incident Stress Training.

This training will focus on the effects of critical incident stress and the potential damaging effects of unmanaged cumulative stress. Emergency personnel are especially encouraged to complete the training including those in communications, rescue and recovery, hospital emergency, medical, fire law enforcement and industrial emergency teams. 16 HRS

BLS Healthcare Provider CPR Course.

This is designed to meet the needs of healthcare professionals who respond to cardiac and respiratory emergencies. Course content includes adult and pediatric CPR, foreign-body airway obstruction, and two-rescuer CPR. The course contains new information on barrier devices, stroke, and automated external defibrillation, including new algorithm for use of automated external defibrillators. The course follows American Heart Association guidelines. *Note: Course completion cards are issued by American Heart Association.* 8 HRS

CPR: Infant, Child and Adult.

This course will train individuals to recognize and treat life-threatening emergencies, including cardiac arrest in infant, child, and adults. *Note: Certification may be obtained through the American Red Cross or American Heart Association.* 8 HRS

CPR: Adult.

This course will train individuals to recognize and treat life-threatening emergencies, including cardiac arrest in adults. *Note: Certification may be obtained through the American Red Cross or American Heart Association.* 4 HRS

CPR: Infant and Child.

This course will train individuals to recognize and treat life-threatening emergencies, including cardiac arrest in infant and children. *Note: Certification may be obtained through the American Red Cross or American Heart Association.* 4 HRS

First Aid Basics.

People need to know what to do in an emergency before medical help arrives. Since you may be faced with an emergency in your lifetime, it's important that you know how to recognize and care for victims of illnesses and sudden injuries. *Note: Certification is obtained through the American Red Cross.* 4 HRS

Bloodborne Pathogens: Occupational.

Exposure to another person's blood and body fluids could lead to the contraction of a fatal disease. Protect yourself, your patients, and your co-workers. Know the primary health risks associated with exposure to bloodborne pathogens, how to use protective equipment, procedures to minimize exposure, and basic administrative compliance in adhering with company policy and mandatory written exposure plans. 2 HRS

Death Scene Response.

Death is a part of life as we know, but how do you, as the EMT, deal with the situation. Identify the various conclusive signs of death while developing techniques to protect potential crime scenes. You will also discover effective techniques for informing and comforting grieving family members. 4 HRS

Fire and Safety

Training

Protection-Incipient Fire Brigade.

Basic Introduction to Industrial Fire Protection meets the minimum standards set forth by OSHA 1910 Sub Part L and NFPA 600. Covers fire brigade organization, theory of combustion, use of 1-inch hose and related equipment. Includes how to use an Incident Command System. 16 HRS

Industrial Portable Fire Extinguishers.

Covers the inspection, use and maintenance requirements of portable fire extinguishers, theory and classification of fire, selecting proper extinguishers, and the use and limitations of extinguishers. 8 HRS

Industrial Protective Equipment.

Covers the use, care, and maintenance of protective clothing including helmet, coat, trousers, gloves, alert systems, and self-contained breathing apparatus. Includes practical step-by-step and hands-on training with assigned equipment. 16 HRS

Hazardous Materials Awareness Level.

This course addresses the objectives of OSHA 1910.120/EPA 311 and NFPA 472. Subject areas covered are the recognition and identification of hazardous materials, common workplace hazards, working with the emergency operations plan, and the Incident Command System. 8 HRS

Hazardous Materials Operations Level.

The course addresses the objectives of OSHA 1910-120/EPA 311 and NFPA 472. Subject areas addressed are: safe response to a hazardous material release in a defensive mode, chemical/biological definitions, use of an Incident Command System, use of the local emergency response plan, and protective clothing. 24 HRS

Hazardous Materials Technician Level.

This course addresses the objectives of OSHA 1910.120/EPA 311 and NFPA 472. It covers: chemical terms and definitions, monitoring equipment, personal protective equipment, plugging, patching, containment and confinement of hazardous materials. Training on rail, highway vehicle accidents, and the use of local emergency operation plans and the Incident Command System. 40 HRS

Industrial Incident Management.

This course covers the use of an Incident Command System during emergency operations within the industry. It is designed for supervisors and managers with the added responsibility of managing fire brigades and hazardous material emergencies. Tabletop activities will reinforce the information received by the participants. 16 HRS

Confined Space Industry.

Exceeds OSHA 1910.146 Permit Entry Required Confined Space. This course is designed to help the participants learn the hazards inherent in confined spaces. Subjects included are lock-in-tag-out systems, proper identification of hazards, air sampling techniques and instrumentation, equipment requirements, and special rigging techniques. 24 HRS

CPR for Fire Service Personnel.

Designed to teach students how to render CPR to unconscious victims who are not breathing or have no heart beat. Content is governed by the current methodology of the American Heart Association. 16 HRS

Industrial First Responder.

The course covers emergency care of the injured, stabilization and packaging of patients, rescue procedures, CPR, and human anatomy. 40 HRS

Industrial Firefighting Techniques (Interior).

Covers fire behavior, initial attack procedures, use of fire hose and related equipment for total fire extinguishments, protective equipment including self contained breathing apparatus and the use of an Incident Command System. 40 HRS

Industrial Flammable Liquid Fire Control.

Covers flammable liquid fire behavior, techniques for the control of flammable liquid fires, use of the appropriate foaming agents, water application for fire control, and the use of the Incident Command System. 16 HRS

Refresher Courses:

Industrial Fire Brigade. 16 HRS
Hazardous Material Technician. 16 HRS
Hazardous Material Operations. 8 HRS
Incident Command. 8 HRS
Confined Space. 16 HRS

AchieveGlobal Training

AchieveGlobal training, formerly known as Zinger Miller, offers a highly interactive format featuring practical skill application, small-group exercises, real-life examples and videos. Whether you are an individual seeking skills for success in the workplace or an organization wanting to provide training that will motivate and prepare your employees to succeed, AchieveGlobal training is the effective solution you have been looking for.

What It Takes to Succeed: The Basic Principles.

This module addresses basic job responsibilities, gives participants a sense of their place in the organization and their impact on others, and sets the stage for skills modules to follow. 2 HRS

Getting the Information You Need.

This module helps participants listen actively, ask clarifying questions and verify what they hear—especially when taking on a new assignment or being trained in a new task. Activities help participants apply a step-wise process in a range of situations involving co-workers and managers. 2 HRS

Speaking With Confidence.

This module helps participants see that clear verbal communication is a critical part of their jobs. It provides a simple process for expressing ideas and information, and helps participants handle nervousness and other potential barriers. Applications include informing others of changes affecting them, suggesting improvements and training co-workers. 2 HRS

Positive Responses to Change.

This module addresses the need to understand and make the most of changes on the job. Participants use a four-step process called FLEX to create positive and flexible responses that improve their long-term success in the organization. 2 HRS

Defusing Emotionally Charged Situations.

This module helps participants examine the consequences of allowing emotions to negatively affect their actions and learn techniques for defusing tense situations. 2 HRS

Helping Your Team Work.

This module helps participants understand the impact of their actions on others, the power and personal rewards of teamwork and the habits of effective team players. In lively interactive exercises, participants learn and apply a simple set of daily actions that promote positive relationships and coordinated team efforts. 2 HRS

Managing Life Outside Work: Handling Emergencies and Resisting Temptations.

This module helps participants develop plans for coping with a range of issues and events that can make it hard to meet their employers' minimum requirements. It focuses on practical techniques for dealing with emergencies ("my car broke down") and resisting temptations ("my friend offered me a free ticket to the game this afternoon"). 2 HRS

The Leader in Each of Us.

This module explores and defines the leadership behaviors common to each individual, regardless of his or her role in the organization. 4.25 HRS

The Basic Principles for a Collaborative Workplace.

This module presents a set of guidelines for day-to-day interactions—The Basic Principles that put the organization's shared values into action. 3 HRS

Personal Strategies for Navigating Change.

This module develops personal strategies for navigating change and for dealing effectively with difficult transitions. 3.5 HRS

Managing Your Priorities.

This module guides participants in handling competing priorities, improving communication and mastering the complex interactions and hand-offs required to get a job done. 4 HRS

Influencing for Win-Win Outcomes.

This module presents techniques for communicating ideas with a results-oriented focus and for building a network of support that can turn ideas into reality. 4.25 HRS

Moving From Conflict to Collaboration.

This module provides techniques for transforming conflict, a by-product of today's more collaborative work environments, into positive outcomes. 4 HRS

Proactive Listening.

This module helps participants enhance their listening skills and provides instruction on how to seek, process, and apply important information. 2.5 HRS

Expressing Yourself: Presenting Your Thoughts and Ideas.

This module provides a proven process for planning, organizing and delivering results-oriented messages in situations ranging from informal discussions to formal presentations. 4.75 HRS

Handling Emotions Under Pressure.

This module helps participants learn how to take charge in difficult circumstances and move discussions toward recovery in a calm, objective manner. 4 HRS

Coaching: Bringing Out the Best in Others.

This module provides participants with techniques for guiding and motivating their peers toward reaching higher levels of performance. 3.75 HRS

Giving and Receiving Constructive Feedback.

This module instructs participants on how to get information to the right people at the right time, bring problems to the forefront and build strong working relationships that foster ongoing learning and mutual respect. 4 HRS

Giving Recognition.

Helps participants acknowledge the accomplishments of peers, managers and suppliers in meaningful, appropriate ways. 2.25 HRS

Moving the Organization Forward: Defining Your Team's Contribution.

This module provides a process that leaders can use for presenting the organization's big-picture goals and encouraging team participation in the development of plans to support business goals. TIME VARIES

Identifying Work Priorities and Setting Verifiable Goals.

This module delivers a common sense approach that helps employees prioritize work and set goals for highest return and payoff. TIME VARIES

Gaining Commitment to Preset Goals.

This module provides participants a process for building a compelling case, uncovering concerns, creating commitment and gaining agreement for action on goals that employees had a minimal role in establishing. TIME VARIES

Correcting Performance Problems.

This module helps participants get individual performance back on track while building motivation for continuous improvement. TIME VARIES

Conducting a Collaborative Performance Review.

This module provides a process for conducting positive, forward-looking performance evaluations that manage expectations, feature open communication and foster the development of plans for continuous improvement. TIME VARIES

The Team Advantage.

Participants examine why organizations move to teams and discuss the challenges and rewards of team membership. They explore different kinds of teams, their new role as team members, and ways they can contribute to the development of teams in their organization. This training is ideal for individual contributors and team players. This class is ideal for individual contributors. 3.5 HRS

The Basic Principles of Teamwork.

Participants discover a set of shared values team members can use to work together more effectively. They discuss risk taking, learning from mistakes, information sharing and dealing with change, in relationship to The Basic Principles. 4 HRS

Keeping Your Team on Course: Tools and Techniques.

Participants learn ways to keep the team on course and explore why course management is everyone's responsibility. They learn 12 tools and techniques—including the Team Formation Checklist, Balancing the Team's Workload, Listening for a Win-Win, Avoiding Groupthink and Recognizing Milestones—to guide

performance through a variety of situations. This training is ideal for supervisors, managers, team leaders and team members. 4 HRS

Playing a Vital Role in Team Decisions.

Participants discuss the active participation required of team members in the team's decision-making process and discover a win-win approach for defining the best course of action. They practice with a series of decision-making steps that help them move through the decision-making process, determine the expected outcome of that process and identify the resources and information others will need to support the team's decision. This training is ideal for team members. 4 HRS

Developing Team Plans.

Participants learn a sound, flexible-planning process for the smooth and efficient coordination of team tasks. They use the process to analyze assignments and projects, develop well thought-out plans, anticipate obstacles and seek alternatives for handling contingencies. This training is ideal for team leaders, team members, supervisors, and managers. 4 HRS

Raising Difficult Issues With Your Team.

Participants learn a critical team skill: handling situations that impede the team's progress. Some issues are difficult to raise—especially those that result from another team member's actions. This module helps participants raise difficult issues with team members in a sensitive and honest manner and build trust for strong, positive working relationships. This training is ideal for team leaders and team members. 4 HRS

The Challenge of Team Leadership.

Participants examine the reasons organizations are moving toward teams and the special challenges this shift poses. They analyze the forces moving them toward teams in their organization and discover how their own approach to leadership must evolve as a result. With this analysis, leaders develop a personal plan to reshape their roles for more effective results. This training is ideal for middle managers, entry-level managers, supervisors, and team leaders. 3.75 HRS

Building a Foundation of Trust.

Participants learn what to say and do to elicit the best efforts from team members in a world of fast-changing markets, frequent organization upheaval and increasing employee diversity. They explore how The Basic Principles can help them create the sense of trust teams need to be creative, take risks and try new approaches at each stage in the team's development. This training is ideal for middle managers, entry-level managers, supervisors and team leaders. 4 HRS

Launching and Refueling Your Team: Tools and Techniques.

Participants explore the special care and feeding all teams need at various times throughout their existence. The 14 tools and techniques leaders can use to get their teams started and keep them on track include topics such as preparing a mission statement, setting goals, evaluating progress, learning from mistakes, celebrating success and disbanding a team. This training is ideal for middle managers, entry-level managers, supervisors, team leaders, and team members. 3.75 HRS

Expanding Your Team's Capabilities.

Participants learn the necessity of empowering teams to handle tasks and responsibilities once reserved for supervisors and managers. They master the skills needed to decide when teams are ready to take on management or supervisory tasks, prepare teams for their new tasks, and develop a context for team ownership and flawless execution. They also explore ways to "step back in" when necessary. This training is ideal for middle managers, entry-level managers, and supervisors. 4 HRS

Helping Your Team Reach Consensus.

Participants explore when and how to use consensus as a decision-making method. They practice guiding a team through the consensus process to reach agreement and gain commitment. This training is ideal for middle managers, entry-level managers, supervisors, team leaders, and team members. 4 HRS

Making the Most of Team Differences.

Participants learn how different people's approaches can lead to conflicts that impede team progress. They learn how different points of view can improve the quality and effectiveness of teamwork and develop the skills to acknowledge differences openly and positively to make the team more productive. This training is ideal for middle managers, entry-level managers, supervisors, team leaders, and team members. 4 HRS

Forward Thinking.

Participants learn to create a viable, adaptable organization through awareness activities and skill-building exercises. A key focus is on helping teams anticipate changes and gain a broader view of factors affecting

the business in an environment where learning faster than the competition is critical. This training is ideal for middle managers, entry-level managers, supervisors, team leaders, and team members. 4 HRS

Personal Enrichment Courses

Defensive Driving.

This 4-hour National Safety Council course trains drivers in collision prevention techniques. In teaching these techniques, the course also promotes an attitude of mutual understanding, courtesy, and cooperation on the road. This course is ideal for drivers seeking lower insurance premiums, an increase his/her awareness of safe driving techniques, and drivers assigned to attend by the court system. No other driver improvement course has a higher rate of success in reducing the severity and frequency of collisions for its graduates and no other course is so widely used by courts, municipalities, schools, business and industry, government, and the general public for driver improvement. 4 HRS

Sign Language: Level 1.

This course introduces the basics of sign language and is designed for students who have little or no knowledge of sign language. Readiness for learning will be approached via visual gestural communication techniques leading to basic conversational skills in sign language. *Also available: Sign Language levels 2-4.* 12 HRS

Fly-Fishing: Basic.

Basic Fly-Fishing is an introductory course for bass and trout fly-fishing. Learn how to choose and assemble a well-balanced fly-fishing outfit, including fly rod, fly-reel, fly-line leader and fly. Develop proven fly-fishing techniques that will help you catch fish on a fly. Learn proactive fly-casting and find fly-fishing opportunities close to home, including Texas, Arkansas, and Oklahoma. Learn what fish eat and how to match the hatch. Knot tying practice and demonstration, plus much more will help you get started in a new and exciting outdoor sport. 12 HRS

Photography.

Cameras don't take good pictures; people do. You can take beautiful pictures if you just know a few simple rules. This class focuses on helping you to take the best pictures possible for that special upcoming event or vacation. The course will include discussion of the Rule of Thirds, triangular compositions, eye movement, and negative space, as well as such essential topics as using your flash, film speed, and lighting. 6 HRS

Watercolor Painting.

This course is a basic course for both the beginner and more experienced artists. Various watercolor techniques, composition, and much more will be explored. 16 HRS

Introduction to Drawing.

This class covers figure-drawing exercises, while focusing on still life drawing. An emphasis is placed on shading, the use of light, and contrast. Students' use of material and building self-confidence is of major importance. 24 HRS

Introduction to Pastel Drawing.

During the first session, students will become familiar with materials and study shadows and light while using charcoal and real still-life image. Following sessions will include the use pastels, and working from a still life, human figure and photograph. Participants will also view slides and talk about different techniques using pastels. 24 HRS

Introduction to Floral Design.

Learn the basic concepts of floral design through individual projects, including centerpieces, wreaths, etc. Participants will gain a feel for color and proportion while learning to give their creations a professional look. 12 HRS

Intermediate Floral Design.

This class is a continuation of "Introduction to Floral Design." Participants will learn advanced concepts of floral design. 12 HRS

Creative Memories.

Are your pictures stuck away in a box or old photo album? Put your life together in pictures and create a lasting treasure for yourself and your family. 6 HRS

Introduction to Cake Decorating.

You can be proud of the cakes you decorate! Learn border and icing techniques along with making flowers and much more. 10 HRS

Intermediate Cake Decorating.

Learn advanced cake decorating techniques. This course is a follow-up to “Introduction to Cake Decorating.” 10 HRS

Basic Car Care.

Do you want to save money by performing basic maintenance tasks yourself or have more confidence when choosing someone to perform these tasks? This course will acquaint you with basic services that are necessary to maintain a modern vehicle. Topics include changing oil and filters, checking fluid levels, evaluating the condition of a battery, performing tire maintenance, and inspecting belts, hoses, and brakes.

8 HRS

Self Defense.

Learn pressure points, control tactics and many other defenses against a variety of attacks in this totally hands-on class. 24 HRS

Country Line Dance.

Line dancing is fun! Blend exercise with recreation and meet new people while learning the latest line dances. 24 HRS

Traveling Alone in America.

Whether traveling across town or across the country, for business or pleasure, this is a “must attend.” This workshop covers safety in parking garages, hotels, on the highway, planning a safe trip and much more. 1 HR

Estate Planning.

Why is estate planning important? What happens to an estate upon death? How do Living Trusts work? Learn about wills that work. 2 HRS

Tax-Free and Government Investing.

Hear the reasons to invest in government securities! Learn why you should own government securities and bonds. Learn about the different types of government securities and bonds, and learn how to track government securities. 2 HRS

Fixed and Rising Income.

Learn the best ways to build rising income in your portfolio. Hear which investments are best for protecting your income, and learn how to attain your financial goals. 2 HRS

Investing Basics.

Whether you are starting your career or getting ready for retirement, now is the time to take control of your money - it's the only way you can build your financial future. The problem is getting started. You probably have mortgage payments, general living expenses, car payments and family vacations to worry about. Does it seem as though you have little left from your paycheck? Do you keep putting off saving and investing until tomorrow? Take control of your financial future today. Learning the basics of investing is an important first step. 9 HRS

Smart Women Finish Rich.

Smart Women Finish Rich is an educational seminar that provides you with seven steps to help you achieve financial security and fund your dreams. If you act upon these simple steps to improve the quality of your financial life, you will be well on your way to a fuller, richer life! You will learn how to put your money where your values are, figure out where you stand financially, discover the power of the Lattee Factor, build financial “baskets” for your retirement, security and your dreams, plus much more! 2 HRS

Retirement Planning: You Can't Afford To Wait.

Traveling across the country in an RV? Playing Golf? Or just enjoying more play time with your grandchildren? Most of us spend a great deal of time planning how we'll enjoy our retirement years. Unfortunately, not as many of us spend time preparing financially. This single session seminar will help you take that first step toward making your retirement dreams a reality. 2 HRS

Introduction to the Choctaw Language.

Do your part to ensure the survival of the Choctaw Language! In addition to studying the language in this class, you will get instruction in the culture of the Nation. 32 HRS

**Additional Classes
Offered on Request.**

ONLINE COURSES AVAILABLE: EXPERIENCE EDUCATION TO GO®

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

How to Get Started

1. Visit our Online Instruction Center at: www.ed2go.com/ccua
2. Click the **Orientation** link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course. *This step is critical!* You cannot access your course until you complete orientation.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with the name and password you provided during orientation.

Requirements

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may require additional software or have other requirements that are NOT listed in this publication. Before registering for any course, go to our Online Instruction Center and read the complete course requirements for that course.

Start Your Own Business

Start Your Own Home-Based Business.

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Learn to Buy and Sell on eBay.

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Start Your Own Consulting Practice.

Find out how you can earn income by sharing your training or knowledge with others.

Growing Plants for Fun and Profit.

An industry professional teaches you everything you need to prosper in the backyard nursery business.

Publish It Yourself: How to Start Your Own Publishing Business.

Convert manuscripts into income by producing and selling books like the pros.

Creating a Successful Business Plan.

Turn your business ideas into a solid plan for financing and long-term success.

Business Planning for the Retired.

Master the basics of business planning and overcome the challenges of starting a business later in life.

Accounting

Accounting Fundamentals.

Demand for skilled accountants currently exceeds supply. Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Introduction to QuickBooks.

Learn how to quickly and efficiently gain control over the financial aspects of any business.

Business

Administration

Fundamentals of Supervision and Management.

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Understanding the Human Resources Function.

Learn to handle basic human resource functions to ensure the best possible results.

Also available:

Administrative Assistant Fundamentals

Employment Law Fundamentals

Hire Smart!

Mastery of Business Fundamentals

Introduction to Business Analysis
Building an Ethical Business
Construction Business Management
Project Management Fundamentals
Customer Service Fundamentals
Six Sigma: Total Quality
Manufacturing Fundamentals
Supply Chain Management
Purchasing Fundamentals
Distribution & Logistics Management
Effective Selling
Managing Technical Professionals
...and many more!

Career Development

Hidden Market Job Search Strategies.

Learn to market yourself as the solution to any employer's staffing problem.

Achieving Success with Difficult People.

Create more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

Leadership.

Gain the respect and admiration of others, exert more control over your destiny, and enjoy greater success.

Stress S.O.S. for Women.

Learn to handle the stressors unique to women by strengthening your foundation of mental, physical, and spiritual health.

Work Yourself Happy.

Design a life that makes you happy by learning how you can use work to express yourself, share your interests and talents, and find direction and fulfillment.

Also available:

Get Funny!
Resume Writing Workshop
Merrill Reem Speed Reading
High-Powered Communication
Effective Business Writing

Start a New Career

Get Paid to Travel.

Start a new and exciting career as a professional tour director.

Become a Veterinary Assistant.

An experienced veterinarian will help you prepare for a new career caring for animals in a veterinary office, hospital, or even your home.

Your Screenwriting Career.

Learn how to write and sell professional-quality screenplays from a Hollywood veteran.

Becoming a Grant Writing Consultant.

Increase your income while working from home by starting a grant writing consulting business.

Songwriting Success.

A professional songwriter and recording artist teaches you how to generate extra income by selling the songs you write.

Marketing Tools for Actors.

A working casting director teaches you effective strategies to market yourself locally for film and television work.

Introduction to the Game Industry.

Leading game designer prepares you for a career in game development and design.

Writing Courses

Writeriffic: Creativity Training for Writers.

Banish writer's block forever with these tricks from the published writer's toolbox.

The Craft of Magazine Writing.

Obtain the skills and inspiration you need to get published.

Fundamentals of Technical Writing.

Learn the skills you need to succeed in the well-paying field of technical writing.

Grammar Refresher.

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

The Keys to Effective Editing.

If you aspire to be an editor, this course will teach you the fundamentals for both fiction and nonfiction.

Pleasures of Poetry.

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.

Write Like a Pro.

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

Languages

Speed Spanish.

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Beginning Conversational French.

Discover how easy it can be to learn common words and phrases for both leisure and business.

Health

Medical Terminology: A Word Association Approach.

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Become a Veterinary Assistant.

An experienced veterinarian will help you prepare for a new career caring for animals in a veterinary office, hospital, or even your home.

Introduction to Natural Health and Healing.

Learn how to promote wellness, balance, and health in all aspects of your daily life.

Certificate in Gerontology.

(26 contact hours) If you're a health care professional, this program will prepare you to meet the needs of our rapidly aging population.

Personal Finance

Debt Elimination Techniques That Work.

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

Buy or Lease Your Car Like a Pro.

An experienced car salesman teaches you how to get the ultimate deal on your next new car, saving yourself thousands.

Stocks, Bonds, and Investing: Oh, My!

Learn how to make wise investment decisions so that you can live comfortably through your retirement.

Personal Finance.

Protect your assets and discover how best to achieve all your financial goals.

Grant Writing

A to Z Grant Writing.

Learn how to research and develop relationships with funding sources, organize campaigns, and prepare proposals.

Advanced Grant Proposal Writing.

Gain a full understanding of the criteria funders use to determine whether your proposal gets funded or rejected.

Also available:

Becoming a Grant Writing Consultant

Law

Evidence Law.

Prepare for a career as a law clerk or legal secretary by learning how to help attorneys gather and evaluate evidence and prepare cases for trial.

Introduction to Criminal Law.

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Paralegal Certificate Program.

Prepare for a career as a paralegal by learning legal terminology, processes, and law basics (course 1 of 6). **Also available: *Paralegal Certificate Programs 2-6.***

Laws of the Business Jungle.

Business lawyer teaches tactics that will save you legal fees and help your business survive and thrive. Develop your ability to wisely negotiate contracts, leases, and other legal entanglements.

Test Prep

GED Preparation.

Want to pass the GED? This course will help you develop the skills you'll need.

Also available:

GMAT Preparation

GRE Preparation

SAT/ACT Preparation

LSAT Preparation

A+ Certification Prep

Network+ Certification Prep

MCSE Certification Prep

Courses for Teachers

The Classroom Computer.

Learn how to use the classroom computer to increase learning and motivate students.

Solving Classroom Discipline Problems.

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Using the Internet in the Classroom.

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

Enhancing Language Development in Childhood.

Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

Understanding Adolescents.

Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

Basic Computer

Literacy

Keyboarding.

Use the computer program FasType for Windows to learn the basic skills of touch-typing.

Introduction to the Internet.

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, net research, email, the newsgroups, blogging, and more.

Introduction to Windows XP.

Learn how Windows XP makes it easy to work with text, photos, sound, music, and video. This course covers all the basic skills you'll need to operate your computer.

Windows File & Disk Management.

Learn to organize and maintain your hard disk so you can quickly and effortlessly find, delete, rename, move, and copy files.

Computer Skills for the Workplace.

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Working With Your OS X iMac and Macintosh.

Your iMac, Macintosh, or PowerBook comes out of the box with everything you could ever need in a computer. This course will show you how to use it all.

101 Tips and Tricks for the iMac and Macintosh.

An experienced instructor shows you how to become a more productive Mac user.

Computer Applications

Introduction to Microsoft Word.

Learn how to create and modify letters, memos, reports, flyers, and other types of documents with the world's most popular word processor. *Also available: Intermediate Microsoft Word and Advanced Microsoft Word.*

Introduction to Microsoft Excel.

If you work with numbers, you need to know Excel. Discover how to quickly and efficiently set up fully formatted worksheets to automate any type of number-crunching. *Also available: Intermediate Microsoft Excel.*

Introduction to Microsoft Access.

Learn how to store, locate, print, and automate access to all types of information. *Also available: Intermediate Microsoft Access.*

Introduction to PowerPoint .

Create dazzling slide presentations with multimedia, charts, outlines, graphs, clip art, and hypertext links. *Also available: Intermediate PowerPoint..*

Introduction to Publisher.

Create brochures, news-letters, and Web sites with ease using Microsoft's powerful publishing tool.

Introduction to QuickBooks.

Learn how to quickly gain control over the financial aspects of your business.

Using AppleWorks 6.

Learn expert techniques and time-saving tips for creating documents, images, spread-sheets, databases, and slide shows with this powerful program.

Publishing/Graphics

Photoshop for the Absolute Beginner.

Learn how to get started with Photoshop from a patient and helpful instructor.

Also available:

Introduction to Photoshop

Intermediate Photoshop

Digital Photography

Discover Digital Photography.

An informative introduction to the fascinating world of digital photography equipment.

Digital Photography OUTPUT!

Master the art of digital image file management. You'll learn how to edit and crop out unwanted portions of your photos, resize them, adjust their colors, add special effects, print at the highest possible quality, email digital photos to friends and family, and use them to create cards or electronic photo albums.

Secrets of Better Photography.

Learn tips and tricks to help you take better photographs. You'll learn the basic technology that all cameras use, and you'll receive helpful information on exposure and lighting. You'll also explore strategies for taking excellent photos in all types of situations.

Mastering Digital Photography: Photographing People.

Expert shows you how to take beautiful pictures of adults, children, and babies. Become proficient in portrait and action photography, and gain expertise in filling your photographs with imagery, setting moods, and creating themes.

Web Design/ Programming

Creating Web Pages.

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Achieving Top Search Engine Positions.

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Introduction to Dreamweaver.

Harness the broad range of capabilities Macromedia Dreamweaver brings to Web development. *Also available: Imaging for the Web with Fireworks.*

Creating Web Graphics with Paint Shop Pro 8.

Learn to create, edit, and optimize stunning Web images, icons, logos, backgrounds, animation, and more.

Introduction to Flash.

Learn how to develop rich and interactive Web media from a pair of top Flash developers.

Java for the Absolute Beginner.

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Also available: Introduction to Java 2 and Intermediate Java 2.

Introduction to XML.

Gain valuable and marketable experience with one of the most popular and important of all emerging Web technologies.

JavaScript Web Programming.

Learn how to spiff up your Web pages with mouseovers, popups, alerts, scrolling messages, forms, and more.

Intro to JSP Programming.

Become proficient in the programming language that powers today's top sites.

Also available:

Introduction to ASP Programming

CGI Programming for the Web

Web Programming with ColdFusion

Troubleshooting/ Networking

Introduction to PC Troubleshooting.

Learn to decipher and solve almost any problem with your PC. Work step-by-step through both typical and advanced hardware and operating system problems.

Creating a Home or Small Office Network.

Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents.

Introduction to Networking.

Workers with networking skills are in high demand. Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Computer Programming

Introduction to Visual Basic.

Begin your programming career by mastering one of the most popular development tools in the world.

C++ for the Absolute Beginner.

Learn to program in C++, even if you have no prior programming experience! Learn Object-Oriented techniques, how to create windows and forms, and more.

Also available:

Introduction to the Game Industry

Graphics Programming with OpenGL
Introduction to Perl Programming
Project Management @ e-Speed
User Requirements Documents
Intro to Database Development
Introduction to SQL
Introduction to Oracle
Introduction to Sybase

KIDS' COLLEGE

Kids' College has been an annual event since 1996. The event geared toward children grades 2 – 5 completed, is conducted at CCCUA's De Queen, Nashville, and Ashdown sites during the months of June and/or July. Participants get a glimpse into the college environment as enjoy a variety of age-appropriate activities that cultivate a renewed excitement in learning. Students are also honored at a graduation ceremony in which their family and friends get to share in their accomplishments. Contact the Continuing Education Office for more information.

PARTNERSHIP FOR SMALL BUSINESS DEVELOPMENT

The Office of Workforce Development is in partnership with the De Queen/Sevier, Howard, and Little River county Chambers of Commerce to provide services and training for small businesses. The college and the county chambers co-sponsor special events and training sessions designed to enhance the skills of small business owners and their employees, and to increase sales at small businesses by creating events that bring customers into the community.

The Office of Workforce Development also has co-sponsorship agreements with the Southern Arkansas University and Henderson State University Small Business Development Centers (SBDC). The Arkansas Small Business Development Center is part of a national network of more than 1000 small business development center offices, the largest small business assistance program in the United States. The Southern Arkansas University and Henderson State University SBDCs operate as subcenters of the ASBDC.

Administration, Faculty and Staff

Adams, Frank G, Chancellor, *M.A., Eastern IL Univ. Ed.S., IN State Univ.*

Adams, Janet, Center Coordinator, *B.A., Dakota Wesleyan Univ.*

Archer, Marilyn B, Director of Library Services, *M.L.S., Emporia State Univ.*

Ayers, Andra, Personnel

Barentine, Edie, SSS Counselor/Disabilities Support, *M.S., East Texas State Univ.*

Barnes, Kathy, Mobile Computer Lab Instructor, *A.A.S., CCCUA*

Bartholomew, Shirley, Administrative Assistant to the Chancellor, *A.A.S., CCCUA*

Battiest, Annette, Custodial Shift Supervisor

Bell, Lilly, Upward Bound Secretary

Bentley, Crystal, Life Sciences, *MSNS, Delta State University*

Billingsley, Cathy, Administrative Assistant, Adult Education, *A.A.S., CCCUA*

Black, Jennifer, Resource Assistant, Adult Education, *B.A., Henderson State Univ.*

Blackwell, David, Director of Information System Support, *(MCSE), A.A.S., CCCUA*

Borum, Fred, Business, *M.Ed., Central State Univ.*

Bowden, Kristin, Vice Chancellor/Dean of Academics, *M.A., Univ. of Central AR*

Brand, Laura, Physical Science, Art, *M.A., M.B.A., Governors State Univ.,*

Burt, Keith, Student Records/Reporting, *A.A.S., CCCUA*

Cobb, Kay, Dean of Student Services/Director TRIO, M.S., *UALR, M.S.B.A., Texas A&M-Texarkana*

Cole, Steve , Division Chair, Adult and Distance Education, Sec. Voc. Center Site Director, *M.B.A., Texas A&M Univ.-Texarkana*

Coleman, Tammy, Coordinator, Continuing Education , *A.G.S., CCCUA*

Copeland, Thomas, Upward Bound Coordinator, *M.L.A., Henderson State Univ., Arkadelphia, AR*

Cowling, Nancy, Admissions Advisor

Dagenhart, Genia, Financial Aid, *A.A.S. Business, CCCUA*

Dangerfield, Teresa, Associate Director, Upward Bound, *B.S., Henderson State Univ.*

Davis, Bruce, Collision Repair, *A.S.E. Certification - Master's Level, A.A.S., CCCUA*

Davis, Steve, DISS Special Trainer/Instructor, *A.A.S., CCCUA*

Dickerson, Kim, Division Chair/Director of Nursing & Allied Health, *B.S.N., Oklahoma City Univ.*

Duren, Randy DISS/Secondary Vocational Instructor, *A.A.S., CCCUA*

Earnest, Pat, Connection Director/Sec. Voc. Center Site Director, *M.S., East Texas State Univ.*

Elliott, Donald, Applications Programmer, *B.S., National Univ.*

Fleming, Jim, Director of Physical Plant, *B.S., Kansas State Univ.*

Franklin, Bruce, History, Spanish, *M.A., Southeastern Oklahoma State Univ.*

Fulgium, Amanda, Receptionist/Financial Aid, *A.A.S., CCCUA*

Ganous, Kim Practical Nursing, *B.S.N., Univ. of Central Arkansas, M.A., Webster Univ.*

Guffey, Becky, Office Manager, Ashdown, *A.A., Eastern Oklahoma State College*

Hammond, Denise, Financial Aid Director, *B.S.B.A., Henderson State Univ.*

Hargrove, Tony, CIS Instructor, *A.A.S., CCCUA, (CCNA), (CCAI), A+ Certification*

Harwell, Jackie, AIM Center Coordinator, *M.S.E., Reading Specialist, Henderson State Univ.*

Higginbotham, Milton, Ashdown Site Director, S.B.A.E. Coordinator, *M.S.B.A., Texas A&M Univ.-Texarkana*

Higginbotham, Maurice, Child Care, *BSE. Univ of AR-Fayetteville*

Holiday, Rebecca, Ashdown Receptionist/Placement Coordinator

Humphry, Dawn, Adult Education, *B.S.E., Henderson State Univ.*

Johnson, Charlotte, Dean of Business Services, *M.P.A., Louisiana Tech Univ.*

Johnson, Judy, Assistant to the Vice Chancellor / Academic Dean

Kerst, Marjorie, Administrative Secretary Allied Health, *A.G.S., A.A., CCCUA*

Kinkade, Mike, Dean of Planning, Nashville Site Director, *M.S.B.A., Texas A&M Univ.-Texarkana*

Kirkpatrick, Laurie, Instructor, Adult Education, *B.S.E., Henderson State Univ.*

Lacefield, Barbara, Director of Workforce Development, *B.A.A.S., Texas A&M Univ.-Texarkana*

Lowery, Jan, Medical Assisting, *B.S.M.T., U of A for Medical Sciences, Little Rock*

McCoskey, Bessie L, Workplace Education Center/Ashdown, *Tech. Cert, CCCUA*

McJunkins, Steve, Residential Construction Technology, *B.S.B.A., Henderson State Univ.,*

McKelvy, Robbie, Division Chair, Univ. Transfer/Developmental Education, *M.S., East Texas State Univ.*

Martin, Amanda, Administrative Assistant, Project LEEP, *B.S., Arkansas Tech Univ.*

Mendoza, Eduardo, Associate Director, *S.S.S., M.S.I.S., Texas A&M Univ.-Texarkana*

Morris, Brenda, Institutional Research/Registrar, *B.A.A.S., Texas A&M Univ.-Texarkana*

Morris, Tammy, Custodial Grounds Worker

O'Neal, Rene, Bookstore Manager/Purchasing Agent

Park, Donald, Business, *M.S., Univ. of IL*
 Pickens, Katy, Accountant, *B.B.A., Henderson State Univ.*
 Plunk, Kelly, Secretary, Accounts Receivable, *A.A.S., CCCUA*
 Rebsamen, Rick, Achievement Coordinator/Instructor, *B.A., Univ. of Arkansas at Little Rock*
 Riddle, Laura, Spanish, Music, *M.M.E., Univ. of Northern Colorado*
 Riley, Mark W., Director of Marketing/PR, *M.A., Webster Univ.*
 Ritter, Ann, Instructor, Adult Education, *Ed.D., Vanderbilt Univ.*
 Sander, Pamela, Practical Nursing, *B.S.N., East Central Univ.*
 Stephens, Sonya, English, Social Science, *M.S.I.S., East Texas State Univ.*
 Stokes, Jimmy, Data Entry Specialist, Computer Information Systems *AAS, CCCUA*
 Stringfellow, Monte, Maintenance Supervisor
 Taylor, Bill, Division Chair, Business and Agriculture, *M.B.A., Univ. of AR- Fayetteville, C.P.A., American Institute of Certified Public Accountants*
 Taylor, Karen, Counselor, *M.S., Henderson State Univ.*
 Taylor, Karen J, Project LEEP Coordinator, *M.S., Univ. of Central AR*
 Thibodeau, Sunni, English/Journalism, *M.S.I.S., Texas A&M Univ., Texarkana*
 Tody, Deedy, Coordinator/Instructor, Success Center, *B.S.I.S., Texas A&M Univ.-Texarkana*
 Tornabene, James, Fire Training Coordinator
 Walters, Jackie, Accounting Technician
 Watson-Baker, Sylvia, Upward Bound Coordinator, *B.S., Southeastern Oklahoma State Univ.*
 Wells, Shirley, Payroll Services Specialist
 Westmoreland, Rebecca, CIS, *M.S., Texas A&M Univ.-Texarkana, (MOUS) Master Inst., (CCNA), (CCAI)*
 Whisenhunt, Faye, Student Support Services Activities Coordinator, *BAAS, Texas A&M Univ.-Texarkana*
 Wilkerson, Carolyn, Account Supervisor
 Wiley, Sharon, Secretary, Nashville Campus
 Wilson, Tommy, Maintenance, *Certificate of Proficiency, CCCUA*
 Wright, Jackie, History, Allied Health, *A.O.N., B.S.E., Univ. of Arkansas, Fayetteville, M.S.I.S., Texas A&M-Texarkana*
 Wright, Michael L., Mathematics, *M.S., East Texas State Univ.*
 Young, Brenda, Fiscal Coordinator, *Technical Certificate: Computerized Accounting, CCCUA*
 Youngblood, Noel, DISS, Computer Information Systems *AAS, CCCUA*

People To See

Wondering “Who do I see about ...?” These people can answer your questions and help get your academic career started.

DE QUEEN CAMPUS

870-584-4471

ADMISSIONS

Nancy Cowling	Kay Cobb
Keith Burt	Brenda Morris
Jimmy Stokes	

TUITION, FEES, PAYMENT PLAN

Carolyn Wilkerson	Kelly Plunk
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**FINANCIAL AID
& SCHOLARSHIPS**

Denise Hammond
Genia Dagenhart

ASSET TESTING

Jan Adams Grover Hill

CONCURRENT ENROLLMENT

See Your High School Counselor
Dean of Student Services

CHANGE OF MAJOR

Keith Burt Jimmy Stokes

GRADES

Your Instructor
Appropriate Division Chair

BOOKSTORE

Rene' O'Neal

DROPPING COURSES

Your Instructor
Jimmy Stokes Keith Burt

WITHDRAWAL FROM SCHOOL

Your Instructor
Jimmy Stokes

ABSENCES

Your Instructor

TRANSCRIPTS

Jimmy Stokes Keith Burt

TRANSCRIPT EVALUATION

Your Advisor
Keith Burt

DISABILITY INFORMATION

Eddie Barentine

LIBRARY

Marilyn Archer

NASHVILLE EXTENSION SITE

870-845-2454

Sharon Wiley, Front Office
Mike Kinkade, Site Director
Jackie Harwell, AIM Center
Rick Rebsamen, Achievement Ctr.

ASHDOWN EXTENSION SITE

870-898-4733

Becky Guffey, Site Manager
Rebecca Holiday, Front Office/Placement
Milton Higginbotham, SBAE Manager
Gina Duncan, WEC Coordinator
Bess McCoskey, WEC
Glenda Carr, WEC

COLLEGE PARTNERS

Arkansas Workforce Center

Sammie Borum, Director

Lisa Russell, Department of Human Services Case Manager

Effie Klitz, Robert Mabrey, Juvenile Officer

Kim Smith, WIA

FREQUENTLY PHONED

American Indian Center of Arkansas 800-441-4513 / 501-666-9032

AR RELAY SERVICES TDD 800-285-1131

Arkansas Vocational Rehabilitation Services 870-773-2807

FAFSA (filing student financial aid) www.fafsa.ed.gov

FAFSA (aid status) www.ed.gov/studentaid / 800-433-3243

IRS (copy of your tax return) 800-829-1040: ask for LTR 1722 DO.

Veterans' Affairs 888-442-4551 / atlrpo@vba.va.gov (Required Information: Name, SSN, VA Claim #)

Workforce Investment Act (WIA) 870-584-4471 Ext. 141

ACADEMIC CALENDAR 2004-2005

FALL SEMESTER

AUGUST, 2004 -

- 2 Monday, Confirm Fall 2004 Pre-registration- all sites, 8:00 a.m. – 6:00 p.m.
- 3 Tuesday, Confirm Fall 2004 Pre-registration- all sites, 8:00 a.m. – 6:00 p.m.
- 4 Wednesday, Confirm Fall 2004 Pre-registration- all sites, 8:00 a.m. – 4:00 p.m.
- 12-13 Thursday-Friday, De Queen Registration & Testing, 9:00 a.m. – 6:00 p.m.
- 16 Monday, Nashville Registration & Testing, 10:00 a.m. – 6:00 p.m.
- 17 Tuesday, Ashdown Registration & Testing, 10:00 a.m. – 6:00 p.m.
- 18 Wednesday, Late Registration, 8:00 a.m. – 4:30 p.m.
- 19 Thursday, Late Registration, 8:00 a.m. – 12 noon
- 23 Monday, Classes begin

SEPTEMBER, 2004

- 6 **Monday, Labor Day Holiday – College Closed**
- 7 Tuesday, 11th Class Day/ADHE Census Date
- 17 Friday, Last day to change “I” grades from summer term.
- 21 Tuesday, Fall Pell Disbursement

OCTOBER, 2004

- 1 Friday, Last day to turn in “Application To Graduate” form to Registrar’s office
- 25-29 Monday- Friday, Mid-term grades – See your instructor

NOVEMBER 2004

- 1 Monday, Priority Deadline for Spring Pell and SEOG
- 18 Thursday, Spring Pre-registration for Current Students, 8:00 a.m. – 6:00 p.m.
- 19 Friday, Spring Pre-registration for New and Current Students: 8:00 a.m. – 6:00 p.m.; Last day to drop with a “W”
- 24 Wednesday, Thanksgiving holidays begin at 5:00 p.m.
- 29 Monday, Classes Resume

DECEMBER, 2004

- 6-9 Monday – Thursday, Finals: Follow special test schedule
- 10 Friday, Grades due by 9:00 a.m. for graduates
- 11 Saturday, Commencement: 2:00p.m.
- 13 Monday, Semester grades due by 10:00 a.m.
- 14 Tuesday, Confirmation deadline

SPRING SEMESTER

JANUARY, 2005

- 6-7 Thursday-Friday, De Queen Registration & Testing, 9:00 a.m. – 6:00 p.m.
- 10 Monday, Nashville Registration & Testing, 10:00 a.m. – 6:00 p.m.
- 11 Tuesday, Ashdown Registration & Testing, 10:00 a.m. – 6:00 p.m.
- 12 Wednesday, Late Registration, 8:00 a.m. – 4:30 p.m.
- 13 Thursday, Late Registration, 8:00 a.m. – 12 noon
- 17 **Monday, College closed – Dr. King Day**
- 18 Tuesday, Classes Begin

FEBRUARY, 2005

- 1 Tuesday, 11th Class Day/ADHE Census Date
- 4 Friday, Last day to change “I” grades from Fall term
- 15 Tuesday, Spring Pell Disbursement

MARCH, 2005

- 1 Tuesday, Last day to turn in “Application, to Graduate” form to Registrar;
- 14-18 Monday-Friday, Spring Break – No classes
- 21-25 Monday-Friday, Mid-semester grades- see your instructor

APRIL, 2005

- 1 Friday, Deadline Fall SAG
- 15 Friday, Deadline Summer Pell
- 21 Thursday, Summer/Fall Pre-registration for Current Students 8:00 a.m. – 6:00 p.m.
- 22 Friday, Summer/Fall Pre-registration for New and Current Students: 8:00 a.m. – 6:00 p.m.
- 22 Friday, Last day to drop class with a “W”

MAY, 2005

- 2 Monday, Priority Deadline for Fall Pell/ Priority Deadline for Fall SEOG
- 9-12 Monday-Thursday, Finals: Follow special test schedule
- 14 Saturday, Commencement: 2:00 p.m.
- 17 Tuesday, Confirmation deadline
- 24 Tuesday, Summer '05 De Queen Registration & Testing, 9:00 a.m. - 5:00 p.m.
- 25 Wednesday, Summer '05 Nashville Registration & Testing, 10:00 a.m. - 5:00 p.m.
- 26 Thursday, Summer '05 Ashdown Registration & Testing- Last day to Enroll for Summer, 10:00 a.m. - 5:00 p.m.
- 30 **Monday, Memorial Day Holiday: Campus Closed**
- 31 Tuesday, Summer '05 Classes begin

SUMMER SEMESTER

JUNE, 2005

- 6 Monday, 5th Class Day/ADHE Census Date
- 15 Wednesday, Priority Deadline for Fall Pell
- 20 Monday, Summer Pell Disbursement

JULY, 2005

4 Monday, Independence Day Holiday Observed: College Closed

8 Friday, Last day to change "I" grades from spring semester; Last day to drop with a "W" by noon.

22 Friday, Last day of class for summer.

AUGUST, 2005

1 Monday, Confirmation deadline for Fall 2005. Pre-registration - all sites, 8:00AM - 6:00 PM.