The TDD is telephone equipment which allows users to communicate by text messages which are sent by each party, using the equipment's built-in keyboard. CCCUA provides separate seven-digit lines for use by people who need non-voiced telephone access. Each of the CCCUA campuses (De Queen, Nashville and Ashdown) has a separate line for TDD operations.

The following are TDD numbers for the three CCCUA campuses:

De Queen 870-584-4667
Nashville 870-451-9577
Ashdown 870-898-2009

A statewide telecommunications relay called AR Relay Services is also available. This service allows a TDD user and a traditional telephone user to communicate through the telephone network using a Communication Assistant who relays information between the parties. Contact AR Relay Services: 711 or 800-285-1131.

Contact the ADA Coordinator or Academic Disabilities Services Counselor at the TDD numbers above, or via regular voice telephone: 870-584-4471 or 800-844-4471.
2008-2009 CATALOG

C O S S A T O T

C O M M U N I T Y

C O L L E G E

O F T H E U N I V E R S I T Y O F A R K A N S A S

183 Hwy. 399, De Queen, AR 71832
1558 Hwy 371 West, Nashville, AR 71852
1411 N. Constitution Ave., Ashdown, AR 71822
800-844-4471 / 870-584-4471  http://cccua.edu
AR Relay Services: 711

ACCREDITATIONS:
Higher Learning Commission Of The
North Central Association of Colleges and Schools,
30 North LaSalle St., Ste. 2400, Chicago, Il 60602-2504 / (312) 263-0456
Accredited May 1, 1998
Association of Collegiate Business Schools and Programs

APPROVED BY:
Arkansas Association of Student Financial Aid Administration
Arkansas Department of Workforce Education
Arkansas State Board of Cosmetology
Arkansas State Board of Nursing
Arkansas State Department of Education
Arkansas State Board
National Automotive Technician Education Foundation (NATEF)
State Approving Agency for Veteran’s Training
U.S. Department Of Education
National Career Center for Educational Research (NCCER)

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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, 800-844-4471 V or Arkansas Relay 711 / 800-285-1121 TDD. 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. Communication venues include, but are not limited to, CCCUA email, USPS, written announcements, oral announcements, web statements, and Blackboard announcements.
If you are reading this catalog and handbook, you are obviously interested in college. 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 growing in facilities, programs, staff, and student enrollment. But more important, it has a constantly-changing vision of what a college should be in the 21st Century.

At CCCUA, 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, because not everyone can take the same path to a degree or certificate.

For example, we have a very vigorous Internet program of courses and degrees, a substantial Interactive Television instructional program, and skills programs and degrees that are directly aligned to the workforce needs of Arkansas and the nation. We have courses and programs to offer students who need short term “in and out” training to upgrade their skills or to get a better job.

Because preparing you for the job market is what we are ultimately here for, Cossatot Community College has 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 at De Queen, Nashville, or Ashdown.

As a prospective student or returning student, I urge you to visit our website (http://cccua.edu) and explore all the possibilities that await you. There, you will be able to contact all the Faculty and Staff, find the college catalog, and get a course schedule. You can even apply for admission.

As a prospective or continuing student, you will find many answers to your life goal questions at CCCUA. You will also find a friendly, caring staff who will take time to answer questions and help you get the most out of college. You will find we are not rigidly formal - our doors are always open, and every employee knows that students come first, provided they ask for help - we can’t anticipate everything you might need. You can count on a group of professionals who desire to help you achieve your goals. You will work for every grade, but they will also help you. The staff has high expectations of you, but they will guide you to reach your fullest potential. 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:
Association of Collegiate Business Schools and Programs - ACBSP
American Association of Community Colleges - AACC
American Society for Training and Development - ASTD
American Technical Education Association - ATEA
Arkansas Association of Higher Education and Disability - ARKAHEAD
Arkansas Association for Developmental Education - ArkADE
Arkansas Association of College and University Business Officers - AACUBO
Arkansas Association of Collegiate Registrars and Admissions Officers - ArkACRAO
Arkansas Association of Student Financial Aid Administrators - AASFAA
Arkansas Association of Two-Year Colleges - AATYC
Association for Career and Technical Education – ACTE
Arkansas Institutional Research Organization (AIRO)
Chamber of Commerce- DeQueen / Sevier County, Little River County and City of Nashville, City of Dierks
Council of North Central Two-Year Colleges - CNCTYC
Council for Opportunities in Education – COE
Council for Resource Development - CRD
Higher Learning Commission of the North Central Association of Colleges and Schools - HLC-NCA
National Automotive Technical Education Foundation - NATEF
Automotive Service Excellence - ASE
National Association of College and University Business Officers - NACUBO
National Association of Student Financial Aid Administrators - NASFAA
National HEP/CAMP Association
National Safety Council – ArklaTex Chapter
National Orientation Directors Association - NODA
Rural Community College Alliance
Southern Association of College and University Business Officers - SACUBO
National Alliance of Concurrent Enrollment Partnership (NACEP)
National Academic Advising Association (NACADA)
National Career Center for Educational Research (NCCER)
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COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS
FALL 2008 SEMESTER CALENDAR

AUGUST 2008
4-26 Monday-Tuesday Campus Connect Registration for All Students (4:00 p.m. on 26th)
4 Monday Division Chairs Return to Work
11 Monday Faculty Return to Work
12-13 Tuesday- Wednesday Faculty/Staff In-Service
18-19 Monday-Tuesday Registration & Testing- All Sites 9:00 a.m. – 6:00 p.m.
25 Monday Classes begin
26 Tuesday Last day to Register 4:00 p.m.

SEPTEMBER 2008
1 Monday Labor Day Holiday – No Classes
8 Monday Last Day to Drop and Receive 100% Tuition Refund by 4:00 p.m.
9 Tuesday 11th Class Day/ADHE Census Date
18-19 Monday-Tuesday Registration & Testing- All Sites 9:00 a.m. – 6:00 p.m.

OCTOBER 2008
1 Wednesday Last day to turn in “Application To Graduate” Form to Registrar’s office.
20-21 Wednesday-Wednesday Campus Connect Registration for All Student (4:00 p.m. on 21st)
6 Tuesday Faculty Return to Work
6 Tuesday Staff/Faculty In-service
12-13 Monday- Tuesday Registration & Testing- All Sites 9:00 a.m. – 6:00 p.m.

NOVEMBER 2008
1 Saturday Priority Deadline for Spring Pell and SEOG
Nov 17-Dec 12 Monday- Friday Campus Connect Spring Pre-Registration for All Students (4:00 p.m. on 12th)
Nov 20-21 Thursday- Friday Spring Pre-registration for All Students, All Sites: 8-6 Thursday; 8-4:30, Friday
Nov 21 Friday Last day to drop with a “W”
Nov 26 Wednesday Thanksgiving holidays begin at 5:00 p.m.

DECEMBER 2008
1 Monday Classes Resume
8-11 Monday – Thursday Finals: Follow special test schedule
12 Friday Graduates’ grades due by 9:00 a.m.
13 Saturday Commencement: 2:00 p.m.
15 Monday Semester grades due by 10:00 a.m.
16 Tuesday Faculty’s last work day for fall
19 Friday Staff last work day for fall

SPRING 2009 SEMESTER CALENDAR

NOVEMBER 2008
Nov 17-Dec 12 Monday- Friday Campus Connect Spring Pre-Registration for All Students (4:00 p.m. on 12th)
Nov 20-21 Thursday- Friday Spring Pre-registration for All Sites: 8:00 a.m. – 6:00 p.m. (Thursday), 8:00 a.m. – 4:00 p.m. (Friday)

JANUARY 2009
5 Monday Staff/Division Chairs Return to Work
7-21 Wednesday-Wednesday Campus Connect Registration for All Student (4:00 p.m.on 21st)
6 Tuesday Faculty Return to Work
6 Tuesday Staff/Faculty In-service
12-13 Monday- Tuesday Registration & Testing- All Sites 9:00 a.m. – 6:00 p.m.

FEBRUARY 2009
2 Monday Last Day to Drop and Receive 100% Tuition Refund by 4:00 p.m.
3 Tuesday 11th Class Day/ADHE Census Date
6 Friday Last day to change “I” grades from Fall term
17 Tuesday Spring Pell Disbursement

MARCH 2009
2 Monday Last day to turn in “Application to Graduate” Form to Registrar
16-20 Monday-Friday Mid-semester grades- Check Campus Connect for grades
23-27 Monday-Friday Spring Break – No classes

APRIL 2009
15 Wednesday Priority Deadline Summer Pell and SEOG
13- May 15 Monday-Friday Campus Connect Summer and Fall Pre-Registration for All Students (4:00 p.m. on 15th)
16-17 Thursday-Friday Summer/Fall Pre-registration 8:00 a.m. – 6:00 p.m. (Thursday), 8:00 a.m. – 4:30 p.m. (Friday)
17 Friday Last day to drop class with a “W”

MAY 2009
1 Friday Priority Deadline for Fall Pell and SEOG
11-14 Monday-Thursday Finals: Follow special test schedule
15 Friday Graduates’ Grades Due by 9:00 a.m.
16 Saturday Commencement: 2:00 p.m.
18 Monday Semester Grades Due by 10:00 a.m.
19 Tuesday Faculty Last work Day
25 Monday Memorial Day Holiday: Campus Closed

SUMMER 2009 SEMESTER CALENDAR

MAY 2009
22-28 Friday-Thursday Campus Connect Registration for All Students (4:00 p.m. on 28th)
26-27 Tuesday-Wednesday Registration & Testing- All Sites Tuesday: 9:00 a.m.-5:00p.m. Wednesday: 9:00 a.m.-4:00 p.m.
28 Thursday Last day to register for summer 4:00 p.m.

JUNE 2009
1 Monday Classes begin
4 Thursday Last Day to Drop and Receive 100% Tuition Refund by 4:00 p.m.
5 Friday 5th Class Day/ADHE Census Date
19 Friday Summer Pell Disbursement

JULY 2009
3 Friday Independence Day Holiday Observed: Campus Closed
6 Monday Last day to change “I” grades From spring semester.
9 Thursday Last day to drop with a “W” by noon
24 Friday Last day of class for summer.
27 Monday Final grades due by noon to Student Services.
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.

Statement of Core Values
  · We believe in the humanity of each individual, and that no one has the right, in word or deed, to lower the existence of another human being.
  · We believe each student should have the opportunity to excel to his/her full potential to acquire skills for the workplace, and to enrich herself/himself through general education to become more understanding and tolerant of human differences.
  · We believe the College exists as a community of learners for the community of citizens.
  · We believe the College is more than a post-secondary institution, and should always be striving to use the campus and the staff to solve community problems.
  · We believe integrity, honesty, perseverance, patience, kindness, justice, and faith in one’s personal efforts are hallmarks to which the College shall always strive toward and help our students to achieve these values.
  · We believe a rural college must be comprehensive in its curriculum, open to the varying academic differences and past experience of our constituents, and through superior service and mastery of teaching, we shall help students to help themselves become the individuals they strive to be.

Vision Statement

Cossatot Community College of the University of Arkansas is an institution esteemed by the communities it serves for producing quality graduates, collaborating in economic development activities and participating in the education of our citizens.

CCCUA, a superbly developed campus and two developed centers, is taking the college to the communities it serves. It is convenient for the current workforce, the unemployed, and those seeking new skills.

CCCUA has a flexible, tenacious staff of risk takers who seek new and improved means to deliver comprehensive curricula and services to its constituents. Curricula that is up-to-date and structured with diverse learning patterns to meet the needs of its students. Services are provided with commitment, compassion, and caring.

CCCUA enjoys the diversity of its student populations and welcomes all students for the region, state, the nation, and the world.

Philosophy Statement

Cossatot Community College of the University of Arkansas’ institutional philosophy is related to all facets of the college community life and functions. The philosophy is eclectic, dynamic, and functional. It is based on sound philosophical concepts and solid human relations principles. These concepts and principles are summarized in the following statements:

1. All humankind has value and is worthy.
2. All of our actions are focused upon the understanding that all humankind is capable of growth, change, and development to a higher quality of life.
3. All humankind is capable of learning.
4. The working/learning environment of the institution is based upon positive approach to problem solving.
5. The working/learning environment of the college while positive and supportive, is one of helping each person stretch their capabilities to new heights.
6. The activities and actions of the college in maintaining excellence in our endeavors is based upon empirical and measurable end results.
7. To achieve the greatness that is expected at the college, calculated risks must be taken, all of which are not successful.
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.

Distance Education

As we go through life, we all think of the things that might have been. At the top of many people’s list is education. Education has changed from the days of “bricks and mortar”. Nowadays, education is mobile, exciting, and affordable; especially when you can attend an accredited institution like Cossatot Community College of the University of Arkansas. Back in the “brick and mortar” days of higher learning, it was almost impossible for full-time employees, mothers of two, or perhaps those without dependable transportation to earn a degree.

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 of distance education that are used at CCCUA include: Internet, Audio-Visual interactive television, and streaming video and audio.

CCCUA has many special procedures and policies that apply only to on-line education, so it always best to consult a current course schedule and an advisor to ensure you are prepared for the courses in which you enroll. Alternative formats are available upon request by calling the Office of Disability Support at 800-844-4471 or AR Relay Services 711.

CCCUA also requires that all on-line students who live within 60 miles of a CCCUA campus site take proctored exams on that CCCUA campus. Students living outside the 60 miles radius must secure suitable exam proctors in their area.

CCCUA also has the credentials from the Higher Learning Commission, the Association of Collegiate Business Schools and Programs, and the Arkansas Department of Higher Education authorizing the offering the Associate of Arts, Associate of General Studies, and the Associate of Applied Science – Business Management and the Associate of Applied Science – Medical Assisting degrees totally on-line.

CERTIFICATIONS AWARDED

Cossatot Community College of the University of Arkansas 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 ensuring equal academic access.

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. Students may view transferable courses at http://acts.adhe.edu

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

ASSOCIATE OF ARTS IN TEACHING

(Grades P-4 and 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 P-4 or 4-8. * The 4-8 programs specialize in either Math/Science or Language Arts/Social Studies.

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:

- Automotive Technology
- Business:
- Accounting
- Administrative Assistant
- Agri-Business
- Business Management (also available on-line)
- Criminal Justice: Law Enforcement

http://cccua.edu
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.”

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for the admissions and degree requirements.

1. What is ACTS?
The Arkansas Course Transfer System (ACTS) is postsecondary education resource service that provides comparable course information to facilitate student transfer within Arkansas public colleges and universities. The ACTS database contains faculty-generated comparable course information for a number of courses offered at public institutions in Arkansas. Comparable courses within ACTS are guaranteed to transfer for full credit to any Arkansas public institution.

2. How does ACTS benefit students?
ACTS provides information regarding guaranteed transfer of courses between Arkansas public institutions. ACTS is beneficial for students, parents, and academic advisors because it provides accurate, up-to-date comparable course information for educational planning and informed decision-making.

3. What is the definition of ‘comparable’?
A comparable course is defined within ACTS as a course that meets student learning outcomes criteria as determined by faculty across the state. For example, Course “A” is comparable to Course “B” if and only if “A” and “B” both satisfy all course requirements with respect to course content. When a comparable course is offered by a sending and receiving institution, it will transfer for full credit.

4. What if the course I am seeking to transfer is listed in ACTS as “No Comparable Course”?
“No Comparable Course” means that at this time the course is not comparable to the ACTS course index and does not meet all course requirements for transfer; therefore, course transferability is not guaranteed. Please contact the transfer officer at the school you desire to attend to determine if the course will transfer.

5. How were faculty chosen to serve on the faculty course review teams?
All faculty who served on the course review teams were nominated by their institutions and appointed by majority vote of the Executive Council of Presidents and Chancellors of the Arkansas Higher Education Coordinating Board as outlined by Act 672 of 2005.

6. Who determined the criteria for course transfer?
Act 672 of 2005 specified that the criteria for course transferability would be determined by faculty transfer teams according to discipline. Twenty-two faculty teams composed of two-year college and four-year university faculty met by disciplines to determine course transferability criteria. These faculty transfer teams established course descriptions and learning outcomes for their disciplines.

7. What is meant by ACTS Course Index Number and Name?

ACTS Course Index Number and ACTS Course Index Name were assigned to courses by the faculty course review teams during the design phase of ACTS. The ACTS Course Index Numbers are all four upper case letters followed by four numbers. The first number indicates whether it is generally considered a freshman (1000) or sophomore (2000) course. The last number indicates the minimum number of credit hours for the course. Institution course numbers are not affected by the ACTS course number and show considerable variation.

8. If I received a failing grade for a course, will it still transfer?
Transfer of courses is guaranteed for all successfully completed courses meeting transfer criteria as determined by the faculty course review teams. Course transfer is only guaranteed when a student earns/receives an “A,” “B,” or “C” for the course; students earning/receiving a “D” for a course listed in ACTS should contact the receiving transfer officer to determine if the course may be transferred.

9. Will more courses be included in the future?
It is expected that additional freshman and sophomore level courses will be added to ACTS in the future.

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:

Agriculture:
- Agri Management*
  (*pending approval of ADHE)

Business:
- Secretarial/Word Processing
- Computerized Accounting
- Collision Repair Technology
- Cosmetology
- Practical Nursing
- Residential Construction Technology
- Criminal Justice: Law Enforcement and Crime Scene Investigation
- Radio/Television Broadcasting

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/Computerized Controls
- Engine Performance
- Engine Repair / Climate Control.
- Child Development
- Computer Aided Design and Drafting
- A+ Certificate
- Criminal Justice: Law Enforcement and Crime Scene Investigation
- Emergency Medical Technician (EMT)
- English as a Second Language Education
- Medical Transcription
- Small Engine Repair
- Welding
- Drywall*
- Framing*
- Cabinet Making*

(*pending approval of ADHE)

## Tuition and Fees

| In-District (Sevier, Howard & Little River Co.) | Per credit hour | $45 |
| Out-of-District, In-State, Per credit hour | $55 |
| Out-of-State, Per credit hour | *$165 |
| Internet Courses, Per credit hour, out of service area | **$80 |
| LPN to RN Transition | $70 |
| International Rate (add 8% Administrative Fee) | $165 |

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

** $15 Distance Education Fee per course required.

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

## Tuition Waivers

Act 678 of 1975 provides for free enrollment in academic credit courses for all Arkansas residents aged 60 or above upon proof of age, provided a completed waiver form is on file with the Financial Aid Office. Textbooks and class materials are not included in this waiver.

It is also the policy of the Board of Visitors of CCCUA that active military and honorably discharged veterans and eligible dependents receive a 50% waiver on tuition only. Contact the CCCUA Financial Aid Office for specific details on eligibility.

All Tuition Waiver forms are available in Financial Aid Office or on the CCCUA website. All forms must be completed before the end of each semester.

## Fees

Fees are assessed as follows:

### Required Registration Fees
- Registration Fee (per semester) ........................................ $ 25
- Assessment/Testing Fee (per semester) ......................... $ 25
- Library Fee (per semester) ........................................ $ 10
- MIS/Infrastructure Fee (per credit hour; per semester) ...... $ 5

### Program/Service-Specific Fees
- Fine Art Fee (per course) ........................................... $ 20
- Computer/Business Laboratory Fee (per course) .......... $ 20
- Distance Education Fee (per course) .......................... $ 15
- EMT Lab Fee (per course) ......................................... $ 15
- EMT Liability Insurance (per course) ......................... $ 75
- Graduation Fee .................................................. $ 30
- Additional Degrees or Certificates ............................ $ 10
- Interactive Video Use Fee (maximum 3 courses/semester) $ 20
- Cosmetology Lab Fee (per semester) ......................... $1000
- Medical Assisting Lab Fee (per semester) .................. $ 25
- Medical Assisting Insurance (per year) ....................... $ 15
- LPN Lab fee (per semester) ................................... $ 50
- LPN Liability Insurance (annual fee) ......................... $ 25
- LPN Supply fee (annual fee) .................................. $100
- LPN Testing Fee (per semester) ............................... $ 65
- RN Lab Fee (per semester) ................................... $ 50
- RN Liability Insurance (annual fee) ......................... $ 25
- RN Supply Fee (annual fee) ...................................... $100
- RN Testing Fee (per semester) ................................ $ 65
- RN Material Fee (per semester) .............................. $ 75
- Physical Education Fee (per course) .......................... $ 15
- Science Lab Fee (per course) .................................. $ 20
- Career-Technical Laboratory Fee (max. 4 courses/sem.)  $ 15
- EMT Lab Fee (per course) ...................................... $ 50
- Welding Supply Fee (Welding I only) ......................... $ 150
- Distance Education Fee (per course) ........................ $ 20

* Office of Workforce Development and Continuing Education only

## Student Account Information

1. All student accounts must be paid or have concrete payment arrangements made by the first day of classes. Payment arrangements include payment by cash, check, money order, or credit card. The college accepts Visa, MasterCard, and Discover. Payment arrangements also include completed and approved (awarded) financial aid of all types. Those who have not completed and been approved for financial aid by the first day of class will either pay in full or set up payment plan arrangements. (See Payment Plan Information below.)

2. Students who do not make concrete payment arrangements before the census date must be dropped from classes in accordance with the Arkansas Department of Higher Education reporting requirements.

3. Students who enroll with a payment plan must have those plans paid off by the end of the semester. If these accounts become delinquent, they will be turned over to the State of Arkansas for garnishment of their state income tax and / or turned over to the collection agency for recovery. Finance charge and / or collection fees may be assessed on these overdue accounts.

4. Students who owe a balance from a previous semester will be prohibited from enrolling for courses at the college until the debt is satisfied.

5. Transcripts, degrees, certificates, and grades will not be issued to any student who has an overdue balance at the college.

6. Students with overdue balances are ineligible for work-study, student employment, extra-help, or any other part-time or full-time position with the college until their indebtedness is resolved. The Personnel Office will do the records check on all former students who apply for employment at the college to determine if there is any unresolved indebtedness to the college.
PAYMENT PLAN *

CCCUA has made available to students an Automatic Online Payment Plan. This plan can be accessed by logging onto the cccua.edu website and clicking on the “e-Cashier” logo at “Payment Options Online” or through a link from CampusConnect. 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 Automatic Online 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. To participate:

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

* Payment Plan and Institutional Refund Policy are not available to Cosmetology students due to the unique fee and course structure of the program.

INSTITUTIONAL REFUND POLICY

CCCUA gives a 100% refund to students who drop by the 10th class day of the fall and spring semesters and by the 4th day of the summer semester. After these days, there is no refund available. Class days are counted from the 1st day classes begin through all weekdays, excluding weekends. (For example, if classes began on a Tuesday, then four days of that week are counted, skip the weekend, and then five days of the following week are counted. Then the 10th class day would be the next Monday.)

Students who are receiving VA Benefits, will receive a prorata refund based on the total length of the course. This is in compliance with VA Regulations.

CCCUA complies with Arkansas Act 85 for activated military personnel and will adjust accordingly depending upon the choice of the activated student. Federal Refund Policy (see pg. 28)

ADMISSIONS PROCEDURES

ADMISSIONS POLICY

CCCUA seeks to meet the needs of the public by providing an “open door” entrance policy which states that students are required to have a high school diploma, GED equivalency certificate, or home-schooled certificate showing an ACT score of 19 in each subject area or equivalent in an ASSET or Compass test. Those who do not meet the entrance requirements will be advised into courses to help them meet those requirements. Students with disabilities may request assistance from the Coordinator of Disability Support Services to access appropriate accommodations.

STUDENT ADMISSION PROCEDURE

1. Complete and return an application form, obtained online at http://cccua.edu or from the Admissions Office by mail:
   - Office of Admissions
   - Cossatot Community College of the Univ. of Ark.
   - P.O. Box 960
   - De Queen, Arkansas 71832
   - Alternative formats are available upon request by calling the Office of Disability Support at 800-844-4471 or AR Relay Services voice-1-800-285-1121 or TDD-1-800-285-1131.

2. Provide proof of graduation from high school, or equivalency certificate (GED), or if home-schooled provide proof of ACT scores of 19 or above in each subject area and a home-school transcript.

3. Have an official transcript from all previous high school and college(s) mailed or faxed by the granting institution to CCCUA; hand-carried transcripts will not be accepted. The transcript must be legible. Students, who have earned a bachelor’s degree or higher, are not required to provide high school transcripts or GED information, but must provide official college/university transcripts. Transfer students who have college-level work in reading, English composition, and/or college algebra by a score of 2.0 on a 4.0 scale shall be exempt from providing/taking placement test for reading, English, and mathematics. Transcripts from institutions outside the US, must be translated into English and certified as to correctness of translation.

4. Provide proof of TWO (2) immunizations against measles (rubeola) and ONE (1) immunization against rubella and (1) immunization against mumps. Students solely taking online courses who are not attending any on-campus classes are not required to provide proof of immunization.

5. Take placement tests as required. CCCUA accepts ACT or SAT, ASSET and COMPASS. ASSET and COMPASS are administered at CCCUA. Some courses require specific test scores before enrolling.

6. For Financial Aid purposes, the Admissions Packet is not complete without ALL of the above documents in the student’s file.

Students wishing to return to CCCUA after an absence of one semester or longer (not including summer terms) must submit a new application for readmission, and provide official college transcripts from all colleges they have attended since last attending 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 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.

SPECIAL ADMISSION REQUIREMENTS

FOR HIGH SCHOOL STUDENTS

CONCURRENT ENROLLMENT

Students who have completed the eighth grade, and meet admission standards of CCCUA may be allowed to enroll in concurrent college courses. Requirements for concurrent enrollment include:

1. Complete CCCUA Application
2. An official high school transcript showing a cumulative GPA of at least 2.0 on a 4.0 scale;
3. Placement test (ACT, ASSET, COMPASS, PLAN or EX-
PLORE) scores which meet the established minimums;
4. Student’s signature on Concurrent Enrollment form;
5. High school counselor or principal’s signature on Concurrent Enrollment form;
6. Parent or guardian’s signature on Concurrent Enrollment form;
7. Permission from the CCCUA Division Chair of Student Services; and
8. Payment arrangements of all tuition and fees are made with the Business Office.

Students concurrently enrolled must maintain a 2.0 GPA in CCCUA classes. Failure to achieve a 2.0 GPA will result in the student being barred from enrollment in additional CCCUA classes until after graduation from high school.

MINIMUM SCORES FOR CONCURRENT ENROLLMENT:

TO ENROLL IN COMMUNICATIONS OR TECHNOLOGY* CLASSES:
ACT Reading ................................................................. 19 or
ASSET Reading ........................................................... 43 or
COMPASS ................................................................. 82 or
EXPLORE ................................................................. 14 or
PLAN ........................................................................... 17

AND
ACT English ...................................................................... 19 or
ASSET Writing ............................................................. 45 or
COMPASS ................................................................. 75 or
EXPLORE ................................................................. 14 or
PLAN ........................................................................... 17

(Although it is not required, it is recommended that you provide an ACT Math score or an ASSET Intermediate Algebra score, or a COMPASS Math 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:
ACT Reading ................................................................. 19 or
ASSET Reading ........................................................... 43 or
COMPASS ................................................................. 82 or
PLAN Reading ............................................................ 15
EXPLORE Reading ......................................................... 15

AND
ACT Math ........................................................................ 19 or
ASSET Intermediate Algebra ........................................... 39 or
COMPASS ................................................................. 41
PLAN Math ...................................................................... 17
EXPLORE Math ............................................................. 15

*NOTE: Some technology classes have special 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 at 1-800-844-4471.

*To enroll in all other courses i.e. speech, health, etc., Reading ACT 19, ASSET 43

SPECIAL ADMISSION REQUIREMENTS FOR PERSONS 60+
It is the policy of the Board of Visitors of CCCUA to adhere to Arkansas Act 678 of 1975 that any Arkansas resident sixty

(60) years of age or older shall have tuition and fees waived. All admission requirements still apply. A waiver form must be obtained from the Financial Aid office prior to completing the registration process.

TRANSFER ADMISSION FROM OTHER INSTITUTIONS
Students wishing to enroll at CCCUA after attending another institution will be required to provide all admission documents as required by CCCUA’s admission policy. Students must be in good standing at previous institution as CCCUA honors other institutions’ probation/suspension policies; therefore, students on suspension or probation from another institution may not be allowed to enroll at CCCUA, or may 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.

PROGRAMS WITH SPECIAL ADMISSION PROCEDURES

Practical Nursing See pages 38-39
Registered Nursing See pages 40-41
Emergency Medical Technician See page 38
Cosmetology See page 35

ADDITIONAL ADMISSION INFORMATION

ACADEMIC CLEMENCY
Recognizing that students may need a second chance, or essentially an opportunity to start over academically, CCCUA 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 (See Note 2). In order to qualify for academic clemency:

1. A student must not have been enrolled in any institution of higher education for at least 3 years prior to the request.
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 are accepted until all admission documentation is completed, and there is no outstanding debt.

NOTE 1: Having been granted academic clemency at another institution does not preclude a student requesting academic clemency at CCCUA.

NOTE 2: 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.

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 maintained continuous enrollment, and meets all requirements within five (5) years of initial enrollment.

http://cccua.edu
Curriculum Information

Curriculum guidelines are provided in the catalog for students to follow while enrolled at CCCUA. Each plan specifies the general education and other requirements necessary for completion. For graduation, students must have a cumulative grade point average of 2.0 (Associate of Arts in Teaching require a cumulative GPA of 2.65 and passing score on Praxis I exam) in order to receive a degree or certificate from the College. Students not meeting this requirement will not be allowed to graduate until proof of successful completion is provided to the Registrar. LPNs and RNs also require higher than 2.0 to graduate. All MAS courses must be passed with 2.0 in order to graduate with Certificate of Proficiency in Medical Transcription and Associate of Applied Science in Medical Assisting degrees.

Developmental and/or preparatory courses will 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).

College Student ID and Email

Upon admission to CCCUA, students will be issued a student ID number and a student email account. The ID number is used to access CampusConnect for registration, schedules, grades, unofficial transcripts, and financial aid information. The student ID number is the basis for student log-on to campus computers and for the campus email account.

The campus email account will be used to deliver important information regarding pre-registration, financial aid data, lacking document information, graduation, transfer information, or other information that is vital for the students to know. It is important that you check this email account often for updates.

Assessment / Academic Placement

First-time students or students enrolling in math or English courses will need to provide ACT, SAT, ASSET, or COMPASS test for placement in certain courses. An ACT score of 19 in math, English, and reading is required to enroll in college-level courses. SAT placement tests, if taken before 01 April 1995 requires 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. (For non-Concurrent students only)

<table>
<thead>
<tr>
<th>ACT Writing</th>
<th>Score</th>
<th>Enroll In</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 or Below</td>
<td>Essential English</td>
<td></td>
</tr>
<tr>
<td>15-18</td>
<td>Developmental Writing</td>
<td></td>
</tr>
<tr>
<td>19 or Above</td>
<td>Composition I</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACT Reading</th>
<th>Score</th>
<th>Enroll In</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 or Below</td>
<td>College Reading</td>
<td></td>
</tr>
<tr>
<td>19 or Above</td>
<td>No reading course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSET Writing</th>
<th>Score</th>
<th>Enroll In</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 or Below</td>
<td>Essential of English</td>
<td></td>
</tr>
<tr>
<td>37-44</td>
<td>Developmental Writing</td>
<td></td>
</tr>
<tr>
<td>45 or Above</td>
<td>Composition I</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSET Reading</th>
<th>Score</th>
<th>Enroll In</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 or Below</td>
<td>College Reading</td>
<td></td>
</tr>
<tr>
<td>43 or Above</td>
<td>No reading course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSET Numeric Skills</th>
<th>Score</th>
<th>Enroll In</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 or Below</td>
<td>Essential Math</td>
<td></td>
</tr>
<tr>
<td>43 or Above</td>
<td>Introduction to Algebra</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSET Elementary Algebra</th>
<th>Score</th>
<th>Enroll In</th>
</tr>
</thead>
<tbody>
<tr>
<td>48 or below</td>
<td>Introduction to Algebra</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSET Intermediate Algebra</th>
<th>Score</th>
<th>Enroll In</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 or below</td>
<td>Intermediate Algebra</td>
<td></td>
</tr>
<tr>
<td>39 or Above</td>
<td>College Algebra</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compass Writing</th>
<th>Score</th>
<th>Enroll In</th>
</tr>
</thead>
<tbody>
<tr>
<td>37 or Below</td>
<td>Essential English</td>
<td></td>
</tr>
<tr>
<td>38 – 74</td>
<td>Developmental Writing</td>
<td></td>
</tr>
<tr>
<td>75 or Above</td>
<td>Composition I</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compass Reading</th>
<th>Score</th>
<th>Enroll In</th>
</tr>
</thead>
<tbody>
<tr>
<td>81 or Below</td>
<td>College Reading</td>
<td></td>
</tr>
<tr>
<td>82 or Above</td>
<td>No reading course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compass Pre-Algebra</th>
<th>Score</th>
<th>Enroll In</th>
</tr>
</thead>
<tbody>
<tr>
<td>43 or Below</td>
<td>Essential Math</td>
<td></td>
</tr>
<tr>
<td>44 or Above</td>
<td>Introductory Algebra</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compass Algebra</th>
<th>Score</th>
<th>Enroll In</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 or Below</td>
<td>Introductory Algebra</td>
<td></td>
</tr>
<tr>
<td>22 – 40</td>
<td>Intermediate Algebra</td>
<td></td>
</tr>
<tr>
<td>41 – 99</td>
<td>College Algebra</td>
<td></td>
</tr>
</tbody>
</table>

Students are strongly encouraged to take placement exams before enrolling at CCCUA. Before enrolling in any other classes, whether or not it is in English or Math, 'undeclared' students will be required to provide placement scores to the Registrar’s office. Some programs require placement testing prior to enrolling in that program. These are identified on the program pages.

Students who believe that their placement score in a given subject area does not accurately reflect their abilities may elect to be retested. Students will be allowed to retest if one of the following conditions exists:

1. Performance on the placement assessment was significantly influenced by factors other than ability.
2. Significant change in the student’s ability has occurred.
3. Verifiable learning disorder was not made known during the original assessment.
4. Student’s placement score falls short of the required range by no more than the number of points indicated below:

ASSET – 5 points
Compass – 10 points
A. Students may request retesting anytime following the initial testing.
B. Students who desire to retest and who meet one of the four conditions listed above must complete the retesting Request Form and submit it to the Testing Coordinator to be considered for retesting.
C. Upon retesting the second time, students who fail to place into the desired coursework must enroll in the appropriate course based on their best placement score to date.
D. Students may test a third time only after providing proof of at least 10 hours of tutoring preparation and agreeing to pay for the test.***
E. All placement testing should be completed by the first day of classes.

Special Note: Students who have previously earned non-productive grades (D or F) in developmental courses may request retesting for the purpose of gaining entrance into the next course in a sequence of courses. However, a placement score which places a student in the next course will have no effect on the student’s transcripted grade(s). Students desiring to improve their grades in any course must re-enroll in and successfully complete the course.

***There is a $10 retesting fee***
If a student is required to take developmental (GSTD) class or classes, a grade of “C” or better must be attained to satisfy the placement requirement before a student moves forward. Persons with documented disabilities may request accommodations through the Office of Disability Services.

**ALTERNATIVE FORMATS**
Alternative formats and environments for testing are available for eligible persons with special needs related to disabilities. Some prior notice for scheduling and availability of special technology and staff may be required. Persons with documented disabilities may request accommodations through the Office of Disability Services at 800-844-4471 or 584-4471

**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 weekly through one of the following: phone, fax, email, paper submission, or other means. Students may be dropped from a class by the instructor for poor attendance. Students who wish to withdraw from a course MUST sign a Drop Form which is available at any of the three campuses or online at http://cccua.edu/forms/index.htm and return the signed form to Student Services by snail mail, fax, and scanned document attachment or in person to any of the three campus sites prior to the deadline. 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 official documentation and submitted to the Registrar upon returning to school. Documentation of medical or other unusual circumstances may be presented to the student’s instructors if necessary. It is the instructor’s right to accept or deny any documentation not specifically listed.

a. Special note for students with disabilities: For consideration to receive disability accommodations, contact the Disability Support Services office.
b. Special note for VETERANS: Veterans who request an emergency leave of absence will have their benefits terminated as of the last day of attendance.
c. 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 is required by law to determine if the F’s were given for nonattendance or for academic reasons. If the F’S were for nonattendance, the Financial Aid Office will determine whether the student is obligated to return any Title IV funds that they have received. Please refer to the Federal Policy - Return of Title IV Funds in the Financial Aid section of this catalog.

**ADDITION AND DROPPING 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.

A student may drop a class prior to the Census Date without penalty or payment required by accessing CampusConnect and following the procedures for Add / Drop. After the 10th class day for the fall and spring semester and the 4th class day for the summer semester, a drop form must be obtained by either contacting one of the three CCCUA locations, accessing forms from the web site at http://cccua.edu or email studentservices@cccua.edu to receive a form. Specific programs may drop students for attendance or low academic achievement without the student signature.

**WITHDRAWAL FROM COLLEGE**
Students are academically and financially responsible for all classes in which they enroll. Students who register for classes via CampusConnect registration process or through Student
Services, will be charged for, and will receive grades from, those classes unless the withdrawal/drop procedure is followed. The procedure includes reporting the intention to withdraw to their instructor(s), the appropriate grant office (if necessary), the Registrar, and the Financial Aid Office, through the use of the DROP FORM in order that proper documentation is placed in your permanent record.

Students withdrawing during the official “Drop” period will receive a “W” on their transcript; students withdrawing after the “Drop” period will receive a grade of “F” or their earned grade on their transcript. It is the student’s responsibility to obtain and complete the official “Drop” 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, handson 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 1113 would be a Freshman level course valued at 3 hours credit. The two middle numbers help CCCUA to identify the course (see below).

**ENGL 1113**

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

**College Level Examination Program – CLEP**

In accordance with the recommendations of the American Council on Education, Cossatot Community College of the University of Arkansas accepts the results of the College Level Examination Program (CLEP), for specific subject exams, and grants credit within established limitations. A student must complete at least twelve (12) scheduled hours of college level coursework in residence prior to placing CLEP coursework on CCCUA transcript. For more information concerning CLEP testing, contact the Assessment/Testing Center. Contact the Registrar’s office to determine which CLEP exam to take in order to receive credit at CCCUA. For consideration to receive disability testing accommodations, contact the Disability Services office.

**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 will arrange with the Division Chair to take SPD 2002 Portfolio Development. The Division Chair 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 and Division Chair. A maximum of 15 hours is available for experiential credit.

**Advanced Placement (AP) 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 CCCUA. 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.

**Course Load**

The suggested load for a student during a regular term (fall or spring) is fifteen to eighteen semester hours, although twelve semester hours is considered full-time for federal financial aid programs. Generally, nineteen (19) 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 nineteen 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. Students are 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 (Associate of Arts in Teaching require a cumulative GPA of 2.65 and passing score on Praxis I exam). Grades of “D” generally will not be accepted for transfer. The Medical Assisting and Practical Nursing programs require a student to attain no grade below “C” (76%) in coursework and clinical settings to meet graduation requirements. Registered Nurse Transition Program requires 78% in course work and clinical setting 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, the 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.

**Auditing Courses**

In order to audit a course, a student must meet 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 provided via CampusConnect, provided the student is not on academic or financial hold.

The following grading system is used to evaluate students:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Rating</th>
<th>%age Points</th>
<th>Calculated in GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>93-100%</td>
<td>4 yes</td>
</tr>
<tr>
<td>B</td>
<td>Above Standard</td>
<td>85-92%</td>
<td>3 yes</td>
</tr>
<tr>
<td>C</td>
<td>Meets Standard</td>
<td>76-84%</td>
<td>2 yes</td>
</tr>
<tr>
<td>D</td>
<td>Below Standard</td>
<td>65-75%</td>
<td>1 yes</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>&lt;=64%</td>
<td>0 yes</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>N/A</td>
<td>no</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>N/A</td>
<td>no</td>
</tr>
<tr>
<td>N</td>
<td>No Grade</td>
<td>N/A</td>
<td>no</td>
</tr>
</tbody>
</table>

AU: Audit N/A no
TR: Transfer 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.

**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:

\[
\text{GPA} = \frac{\text{Total Quality Points earned}}{\text{Total Semester Credit Hours Pursued}}
\]

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).

**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 Grade 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 Academic Dean. 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. (see page 22)
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 Academic Dean. This procedure shall be completed by the end of the semester in which the grade is appealed.
ACADEMIC PROBATION/SUSPENSION
A student must have a cumulative grade point average of not less than 2.0 to avoid being placed on academic probation (a 2.0 cumulative grade point average is required for graduation; AA- Teaching requires a cumulative GPA of 2.65). 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 may not be allowed to enroll at CCCUA, or may 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. Students who have completed their first degree or certificate requirements may earn a second one by completing the requirements for the second degree or certificate. (For specific guidelines, please read the information found under “Application to Graduate” in the GRADUATION INFORMATION area of this catalog.)

IN-TRANSFER STUDENTS
A student may transfer to CCCUA 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
Students must complete at least 40% of all course work (or 18 semester credit hours, whichever is greater) for a certificate or degree through CCCUA. 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.

Students planning to transfer from CCCUA to another college and pursue a degree should be aware that courses taken at CCCUA toward a Certificate or an Associate of Applied Science Degree are designed for employment purposes and may not transfer to four-year institutions. Students needing transferable credits should consult with their advisor before enrolling.

Grades of “D” are considered passing, 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. Students may also refer to the Arkansas Course Transfer System (ACTS) website: http://acts.adhe.edu.

Documentation for students who have received disability accommodations at Cossatot Community College of the University of Arkansas are not “transferable”. The student must contact the transfer institution for information concerning their disability services requirements.

ARTICULATION AGREEMENTS
CCCUA, 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.

CCCUA has entered into specific agreements with additional individual colleges; these agreements are on file and available in the Student Services Office.

STATEWIDE 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 SCH
(B) Arts and Humanities (including 3 semester hours Survey of literature)
(C) Speech 3 SCH
(D) College Algebra (or above) 3 SCH
(E) Natural Science (Lab/Bio/Phys Sci) 8 SCH
(F) Social Sciences* (including 3 semester hours in U.S. History or Government AND 3 semester hours in Western Civilization)
(G) Health/Physical Education 2 SCH
TOTAL: 46 SCH**

*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. Students may also refer to the Arkansas Course Transfer System (ACTS) http://acts.adhe.edu
ACADEMIC ACCESS SERVICES
for students with needs for accomodations for disabilities

What We Do:
- Determine eligibility for services
- Work with you to develop plans for accommodations
- Develop confidential files for required documentation
- Provide academic and personal counseling.

What You Do:
- Meet with coordinator to request assistance
- Bring required documentation
- Develop plan with Coordinator
- Follow your Plan!

To document a disability, you must provide the College with information from an evaluation by a licensed or certified professional in the field of your disability. In general, the information should be from an evaluation done within the past three years. The information must:
- Give a clear statement of your disability, date of evaluation and the disability’s effects on your ability to function;
- Give a description of the diagnostic criteria and test used;
- Describe any treatments, medications or assistance currently prescribed;
- Give an outline of the expected progression of your disability over time;
- Make recommendations related to your academic endeavors;
- List the credentials of the diagnosing professional;
- Other information as required.

An individual with a “disability” is defined by the Americans with Disabilities Act (ADA) and Section 504 as a person who:
1. Has a physical or mental impairment which substantially limits a major life activity;
2. Has a record or history of such an impairment; or
3. Is regarded as having such an impairment.

SERVICES OFFERED:
- Course selection
- Early registration
- Facilities access
- Extended time for exams
- Note takers
- Interpreters
- Readers
- Textbook adaptations
- Testing adaptations
- Career guidance
- and more!

All information is kept confidential unless released by the signature of the student and/or his/her parent or guardian. The College’s services are provided by staff who have specialized knowledge about challenges which may become barriers to education at the college level. Each student who requests assistance will receive confidential and respectful service. “ABLE-ness”

Etiquette: always put the person first by acknowledging their able-ness!
GRADUATION INFORMATION

Graduation Requirements

Students who complete the requirements a program of study as prescribed by CCCUA 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 and Medical Assisting programs require at least a “C”), and the student’s cumulative GPA must be at least 2.0 (AA- Teaching requires a cumulative GPA of 2.65 and a passing score on the PRAXIS I test) in order to graduate. A grade of less than “C” will generally not transfer to another institution. Students who meet all requirements, even though they do not “plan” to walk in graduation that semester, will be charged the graduation fee and will receive the appropriate degree for which they are eligible.

Students who do not participate in the graduation exercises that are held in December and May will be required to wait 30 days after the last day of the semester to receive their diploma/certificate. The certificate will be delivered to the closest available campus for pickup or the student may contact the Registrar for proper postage amount for mailing.

Graduation Policy – RN Transition Program

Student must have successfully completed all courses with a grade of “C” or better, 76% for general education courses and 78% for nursing courses. Upon completion, the student’s status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

The student MUST achieve a score at or above the current national passing average on the final comprehensive ERI exam to complete the requirements for RNSG 2318: Nursing Process II. The student will be allowed to take the final comprehensive ERI exam a total of three times. Should the student not achieve the required score after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be allowed to sit for the NCLEX-RN. The student will need to reapply to the program and request re-admittance.

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.

Graduate Testing

Collegiate Assessment of Academic Proficiency (CAAP)

CCCU requires that all students with a transfer degree (Associate of Arts, Associate of Arts in Teaching, Associate of Arts in Science, and Associate of General Studies) are required to take the CAAP test prior to graduation. Students graduating with Associate of Arts in Teaching areas must take and pass the Praxis I test before graduation. Students will not graduate or obtain transcripts if these requirements are not met. Testing dates and times are posted during the fall and spring, and summer semesters. Testing accommodations for persons with disabilities are arranged through contact with CCCUA Disability Support Services for proper documentation.

Eligible to Graduate But Want to Continue at CCCUA

Any student who is eligible to graduate and required to take the CAAP exam, but fails to take the CAAP exam, will not be permitted to take any further classes at the College until a written counseling report by the appropriate Division Chair is provided to the Academic Dean that demonstrates a legitimate reason for an additional certificate or degree. The Registrar will provide a list of these students to the Financial Aid Office as well as to the appropriate Division Chair and the Academic Dean. Upon review of the counseling report, the Academic Dean will notify the Registrar, Financial Aid Office, and Division Chair of the outcome.

Honor Student Designations

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 a cumulative grade point average of 3.50 to 3.74 are recognized as honor students at graduation and have such noted on their transcripts and certificates or degrees.

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

E. Summa Cum Laude - Students who have a cumulative grade point average of 3.90 to 4.00 are 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 CCCUA, 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 disciplinary action and prosecution under State laws.

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. There is a no-tolerance policy of students engaging in such acts as terrorism, stealing, disrupting classes, disturbing normal College operations, gambling, profanity, verbal or physical threat or abuse, and possession of firearms and other dangerous weapons. Any of these, 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 the 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, the Counselor, and the appropriate Division Chair or Dean of Academics to resolve the issues leading to the dismissal. Re-entry will be dependent upon the collective agreement of counseling session participants, whether the course is being offered at that time, and the availability of space in the classroom.

STUDENT PERSONNEL USE OF COMPUTERS AND THE INTERNET

Cossatot Community College of the University of Arkansas 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 campus sexually explicit written materials, graphics, or pictorial images that are of a pornographic nature as determined by contemporary standards of the community.

A student who intentionally violates this policy will face disciplinary action by the appropriate Dean and may be dismissed from the College. 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. (Also see College Policy 530.)

I. GENERAL PRINCIPLES

A. This policy governs the use of computers, networks, and other computing resources at Cossatot Community College of the University of Arkansas. These resources are provided by the College to enhance its mission of teaching, research, and public service and to provide access to local, national, and international facilities in achieving these goals. The College is committed to computing and network systems that effectively meet the needs of its users.

B. Individuals who are granted computing accounts or who use computing resources at the College accept the responsibilities that accompany such access. Each user is expected to use College accounts and resources for educational, research, or administrative purposes; except as otherwise provided in this policy, activities unrelated to these purposes are prohibited. Use of computing resources in violation of the regulations set forth in this policy will be reviewed through established College procedures for student and employee misconduct. Restrictions imposed on usage of computer and network systems may be challenged through the same procedures.

C. The College is committed to intellectual and academic freedom in connection with its computing and network resources. Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is a privilege, much like access to books in the library, and requires that individual users act responsibly. Use of computing and network resources should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system
security mechanisms, the right to personal privacy, and to the right of individuals to freedom from intimidation and harassment.


II. ADMINISTRATION OF COMPUTING RESOURCES

A. Privacy of Electronic Files
1. Users do not own accounts on College computers but are granted the privilege of exclusive use of their accounts. Use of College computing resources for storage or transmission of data does not alter any ownership interest of the user in that data. Users are entitled to privacy regarding their computer communications and stored data.

2. College officials will access electronic files, including e-mail files according to the following list (non-inclusive):
   A. The user consents in writing to such access.
   B. There is a valid search warrant or court order, or a request for electronic records that are open to public inspection under the Arkansas Freedom of Information Act.
   C. There exists an emergency situation in which the physical safety and/or well-being of person(s) may be affected or College property may be damaged or destroyed. Responsibility for authorizing access rests with the Director of DISS, Vice Chancellor, or Chancellor.
   D. There exist reasonable grounds to believe that a violation of law or College policy is occurring or has occurred. Access will take place only after a reasonable effort has been made to obtain consent. Responsibility for authorizing access rests with the Director of DISS, Vice Chancellor, or Chancellor.
   E. Access is necessary for maintenance of computers, networks, data, and storage systems. Authorized personnel may routinely monitor and log usage data. In all cases, the privacy rights of users shall be protected to the greatest extent possible.

III. USE OF COMPUTING RESOURCES

A. In General
   This section does not cover every situation involving the proper or improper use of College computing resources; however, it does set forth some of the responsibilities that a person accepts if he or she chooses to use those resources. The purpose of this section is to establish rules for the benefit of all users and encourage responsible use of computing resources.

B. USE WITHOUT AUTHORIZATION PROHIBITED
   1. No one shall (a) connect with or otherwise use any College computer, or modem without proper authorization; (b) assist in, encourage, or conceal any unauthorized use, or attempted unauthorized use, of any College computer or modem; or (c) misrepresent his or her identity or relationship to the College to obtain access to computing resources.

2. Users shall use only those computing and network resources that have been authorized for their use and must identify computing work with their own names or an approved means of identification so that responsibility for the work can be determined and users contacted, if necessary.

C. ACCOUNTS
   1. Users shall use their accounts for the purposes for which they are established.

   2. Users shall not subvert restrictions associated with their accounts such as levels of access.

   3. No one shall give any password for any College computer or network to any unauthorized person, nor obtain any other person’s password by any unauthorized means. Users are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing passwords or otherwise. Users should take advantage of system-provided protection measures to prevent such access. Users are required to logoff when done using computer or network resources.

D. SECURITY AND RELATED MATTERS
   1. No one shall (a) knowingly endanger or compromise the security of any College computer, network facility, or other computing resource or willfully interfere with others’ authorized computer usage, (b) attempt to circumvent data protection schemes, uncover security loopholes, or decrypt secure data; (c) modify or reconfigure or attempt to modify or reconfigure any software or hardware of any College computer or network facility, no matter where located, or to interfere with others’ legitimate use of any such computing resource.

   2. No one shall attempt to access, copy, or destroy programs or files that belong to other users or to the College without prior authorization, nor shall anyone use College computing resources for unauthorized monitoring of electronic communications.

   3. No one shall create, run, install, or knowingly distribute a computer virus, Trojan Horse, or other surreptitiously destructive program, e-mail, or data via any College computer or network facility, regardless of whether demonstrable harm results.

   4. Users shall not place confidential information in computers without protecting it appropriately. The College cannot guarantee the privacy of computer files, e-mail, or other information stored or transmitted by computer; moreover, the College may access such information in accordance with Part II of this policy.

   5. Users shall not knowingly or recklessly perform any act that will interfere with the normal operation of computers, terminals, peripherals, or networks and shall not intentionally waste or overload computing resources.

E. INTELLECTUAL PROPERTY
   No one shall copy, install, use, or distribute through College computing resources any photographs, logos, images, graphics, graphic elements, audio, video, software, html markup, data files, or other information in violation of U.S. copyright, trademark, or
patent laws or applicable licensing agreements. It is the user’s responsibility to become familiar with the terms and requirements of any such laws or agreements. This subsection does not apply to any material that is in the public domain.

F. USER COMMUNICATIONS
1. Users assume full responsibility for messages that they transmit through College computers and network facilities.
2. No one shall use the College’s computing resources to transmit fraudulent, defamatory, or obscene messages, or any material prohibited by law.
3. No one shall use the College’s computing and network resources to: (a) annoy, harass, threaten, intimidate, terrify, or offend another person by conveying offensive language or images or threats of bodily harm to the recipient or the recipient’s immediate family; (b) repeatedly contact another person to annoy or harass, whether or not any actual message is communicated, and the recipient has expressed a desire for the contact to cease; (c) repeatedly contact another person regarding a matter for which one does not have a legal right to communicate (such as debt collection), once the recipient has provided reasonable notice that he or she desires such contact to cease; (d) disrupt or damage the academic, research, administrative, or related pursuits of another person; or (e) invade the privacy, academic or otherwise, of another person or threaten such an invasion.
4. Users shall comply with this policy as well as the regulations and policies of newsgroups, lists, and other public forums through which they disseminate messages.
5. Users shall not (a) initiate or propagate electronic chain letters; (b) engage in spamming or other indiscriminate mass mailings to newsgroups, mailing lists, or individuals; (c) forge communications to make them appear to originate from another person, e.g., spoofing; or (d) engage in resource-intensive activities unrelated to College functions, e.g., online role playing games (RPGs), listening to internet radio stations, connecting to any peer-to-peer file sharing network, etc.

G. PRIORITY IN USE OF COMPUTING FACILITIES
1. In College libraries and general-access computer labs, or in any other environment in which users must share computing resources, priority shall be given to users engaged in activities directly related to the College’s mission, e.g., completing course assignments or engaging in research. The libraries and computer labs may adopt regulations to implement this policy and to encourage cooperation among users of the same equipment.
2. Use of electronic messaging systems for non-course work is not permitted in libraries and general-access computer labs when others are waiting to use the equipment.

IV. Enforcement of Sanctions
A. System administrators are responsible for protecting the system and users from abuses of this policy. Pursuant to this duty, system administrators may (1) formally or informally discuss the matter with the offending party, (2) temporarily revoke or modify access privileges, or (3) refer the matter to the appropriate disciplinary authority.
B. Any violation of this policy may result in the revocation or suspension of access privileges. Imposition of such a sanction is within the discretion of the DISS or the appropriate academic or administrative unit.
C. Any violation of this policy is misconduct for purposes of the student code of conduct, the College personnel policies and may be punished accordingly.
D. Any offense that violates local, state, or federal laws may result in immediate loss of College computing and network privileges and may be referred to the appropriate College disciplinary authority and/or law enforcement agencies.

STUDENT ACADEMIC INTEGRITY
Cheating is:
Academic cheating is anything you do to make it appear that someone else’s work is your own, or allowing someone else to copy your work and submit it as his or her own. It can include sharing another’s work, copying answers on an exam or homework assignment, buying a research or creative paper, paying someone else to do your work for you, obtaining copies of exams, homework assignments, and notes and using them in place of doing your own work, etc.

If a student is found to have cheated (other than strict plagiarism) the student will be subject to one of the following consequences:
I. Receiving a ZERO on the assignment/exam
II. Removal from the course with the grade of “F”
III. Removal from program of study
IV. Removal from the institution

Plagiarism is:
Like cheating, plagiarism is also implying that another person’s work is your own. Plagiarism is a form of cheating.
If a student is found to have strictly plagiarized please see the CUMULATIVE ACTIONS for this offense.

Definition of plagiarism:
1. Buying a paper from a research service or term paper mill, or turning in a paper from a free term paper website.
2. Turning in another student’s work without that student’s knowledge.
3. Turning in a paper written by any person other than the student.
4. Copying a paper from a source text without proper acknowledgement.
5. Cutting and pasting materials from an Internet source without proper acknowledgement.
6. Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.
7. 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 any time, 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 for plagiarism:
First offense - Student is required to redo the paper and receive
counseling regarding plagiarism. Points awarded are left to the discretion of the instructor. Only students with papers qualifying as plagiarism under definitions 5, 6 and 7 are eligible to meet this step.

Second offense - Student will receive a “0” on the paper, and another counseling session. Only papers qualifying as plagiarism under definitions 5, 6 and 7 are eligible to meet this step.

Third offense - Student will receive an “F” in the course. Third offense students with papers qualifying as plagiarism under definitions 5, 6 and 7 are eligible to meet this step.

Papers meeting definitions 1 through 4 will automatically fall into this category, bypassing first and second offense remedial steps.

Fourth offense - Student will be suspended from attending CCCUA. Fourth offense students with papers meeting definitions 5, 6 and 7 are eligible to meet this step. Second offense students with papers meeting definitions 1 through 4 will enter this category.

**SEXUAL HARASSMENT POLICY**

Harassment 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 harassed 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 Academics; you must include the specific grievance/complaint and specific remedies sought.
2. The Dean of Academics 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 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, grades and progress reports
4. Electronic media

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:

- Name, address, telephone number, email address, and advisor
- Major field of study and official school activities
- Enrollment status
- Degrees and awards
- Cossatot Community College of the University of Arkansas’ Privacy Policy complies with the Family Education Rights and Privacy Act (FERPA) of 1974, as amended.

**STUDENT GRIEVANCE PROCEDURES – NON-GRADE ISSUES**

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 Academics; you must include the specific grievance/complaint and specific remedies sought.
2. The Dean of Academics 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 Chancellor, who will hear the complaint and render a decision within ten (10) working days.

***It is the sole responsibility of the student to keep up with required coursework during this process. Any penalties normally assessed during a student’s absence will also be applied during the appeals process. This includes but is not limited to: missed absences, tardies, late exam penalties, etc.***

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 APPEALS COMMITTEE**

The Student Appeals Committee exists to review and make recommendations regarding matters of student grievances and/
or grade appeals. The Committee meets only by actual need. The members include the Dean of Academics, Dean of Business Services or designee, two faculty members, one chosen by the student and one by the College, and a Student 4 Student representative or a designee.

College Publications
Students either receive copies of the school catalog/handbook upon enrollment at CCCUA, or can access the Catalog on the College’s website, http://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 Office of Disability Services for an alternate format.

General Information
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 $20.00. In cases where the person has parked in a handicapped zone and is fitted with the wheel lock, the individual responsible for the illegally parked vehicle will pay fine of $100.00 to have the wheel lock removed.

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
By law, state agencies in Arkansas are not allowed to carry comprehensive automobile insurance. CCCUA does 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 CCCUA, will be responsible for any unpaid balances. Contact the Dean of Business Services immediately following any incident.

Campus Security
The sites of CCCUA have the local police routinely drive by and check the facilities. Any incident viewed as threatening should immediately be reported to a College administrator or other college representative immediately. 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 Vice Chancellor of Facilities, 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**

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<thead>
<tr>
<th>Crime</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Murder</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
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<td>0</td>
<td>0</td>
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<td>Sex Offenses</td>
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<tr>
<td>Vehicle Theft</td>
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<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Job Placement Services**

Limited job placement services are provided for the College’s graduates. For more information about placement services, contact the Placement Office by calling 1-800-844-4471.

**Job Placement Statistics**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Graduates</th>
<th>Employed</th>
<th>Graduates</th>
<th>Employed</th>
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</thead>
<tbody>
<tr>
<td>A.A. Degree*</td>
<td>24</td>
<td>12%</td>
<td>30</td>
<td>85%</td>
</tr>
<tr>
<td>A.G.S. Degree</td>
<td>2</td>
<td>1%</td>
<td>3</td>
<td>60%</td>
</tr>
<tr>
<td>A.A.S. Degrees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>5</td>
<td>4%</td>
<td>2</td>
<td>50%</td>
</tr>
<tr>
<td>AG Business</td>
<td>1</td>
<td>100%</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>Automotive Service Tech.</td>
<td>1</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Business Management</td>
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<td>50%</td>
<td>3</td>
<td>66%</td>
</tr>
<tr>
<td>Computer Info. Systems</td>
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<td>0%</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>General Technology</td>
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<td>0%</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>6</td>
<td>1%</td>
<td>5</td>
<td>40%</td>
</tr>
<tr>
<td>Collision Repair</td>
<td>2</td>
<td>100%</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>Practical Nursing</td>
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<td>17%</td>
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<td>0%</td>
</tr>
<tr>
<td>Residential Construction</td>
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<td>0%</td>
<td>2</td>
<td>0%</td>
</tr>
<tr>
<td>Secretarial/Word Processing</td>
<td>0</td>
<td>0%</td>
<td>1</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Certificates of Proficiency**

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Pct</th>
<th>Pct</th>
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</thead>
<tbody>
<tr>
<td>A+ Comp. Repair, CCNA/CISCO 4</td>
<td>75%</td>
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<tr>
<td>Child Development</td>
<td>0%</td>
<td>5%</td>
</tr>
<tr>
<td>Emergency Medical Tech.</td>
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<td>40%</td>
</tr>
<tr>
<td>English as a 2d Lang. Instruction9</td>
<td>100%</td>
<td>6</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>3</td>
<td>33%</td>
</tr>
<tr>
<td>Welding</td>
<td>3</td>
<td>0%</td>
</tr>
</tbody>
</table>

*This degree encompasses general studies required at 4-year institutions during the student’s first two years of study.
** Program completes in December of each year.

Graduation Rate: 2004 Cohort = 13%
4-year average Student-Right-to-Know Completion or Graduation Rate Calculation (Total Completers within 150%/Adjusted Cohort) is 19%.

**Enrollment Headcount:**

<table>
<thead>
<tr>
<th>Fall 2007</th>
<th>Spring 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>1213</td>
<td>1262</td>
</tr>
</tbody>
</table>

**Student Activities**

The Cossatot Community College of the University of Arkansas’ 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. All student organizations listed are 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. Meetings are held monthly, watch for signs with specific details.

**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:** 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.

**Students for Students Action Committee (Students4Students)**

Students4Students Action Committee (formerly Student Senate) will allow the students on all campuses better representation in recommending policies, procedures and activities that directly affect them; and to promote leadership and entrepreneurial ideas for better citizenship.

- Each county campus will have a staff person assigned by the Chancellor to provide leadership and to act as a liaison for the Students4Students Action Committee to the Administrative Council.
- Students4Students Action Committee is made up of 7 people from each county campus for a total of 21 persons. With each county campus having three representatives on the Tri-County Students4Students Action Committee.
- Each County Students4Students Action Committee will hold meetings at times and intervals that will best suit the needs of that campus.
- All Tri-County Students4Students Action Committee meet-
ings will be held twice a semester to set the calendar for that academic year and to coordinate activities between campuses. The meetings will be held at a regularly scheduled time during the day in the AV room so that all campuses may participate.

**Organization Activities**

Any organized activities of student organizations will be placed on the calendar by the Division Chair 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, whenever possible, will supplement the same.

**Services for Students with Special Needs**

Students who need disability information may contact the Disability Services Counselor 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 provide assistance. Call the Office of Disability Support at 800-844-4471 or AR Relay Services 711.

**Facilities**

**Sevier County Campus (map, pg. 86)**

The campus for Cossatot Community College of the University of Arkansas is located in De Queen. This campus is divided into ten separate buildings and areas containing approximately 98,000 square feet. Our classrooms and lab spaces are well equipped and maintained, and our Trade and Industry shops and lab spaces feature industry standard equipment and training. CCCUAs campus houses the Fire Training Center, a satellite of the Arkansas Fire Academy at Camden. Computer equipment and internet labs for research and distance education students, as well as audiovisual classrooms and 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 919 E. Vandervoort Street in De Queen and various other sites in Sevier and Howard counties. For a complete listing of Adult Ed sites, contact the Adult Education Department at 1-800-844-4471.

**Howard County Campus (map, pg. 91)**

A new extension center of Cossatot Community College of the University of Arkansas awaits students in Howard County. The new facility rests on 35 acres, and is located at 1558 Highway 371 West near Nashville, Arkansas. The 40,500 square foot facility opened for fall 2006 classes, and offers business, nursing, truck driving, and technical programs as well as general education coursework. In addition, there is also classroom and lab space for a variety of non-credit classes, Adult Basic Education, and numerous special projects. Dodson Street, the Housing Authority, and the City of Dierks also provide space for Adult Education classes and computer literacy classes in Nashville.

**Little River Campus (map, pg. 91)**

The Little River County Campus of Cossatot Community College of the University of Arkansas is located at 1411 N. Constitution Avenue in Ashdown, AR. This 53,640 sq. ft. facility houses numerous programs for the College and the community. It has four large lecture classrooms, a computer lab, a Computer Repair/ITCO lab, two Interactive video classrooms, and an Electrical Apprenticeship classroom/training room.

Also housed at this facility are the Workplace Education Center, Little River County 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.

**Kimball Library**

The Evelyn and Ray Kimball Library has material for study and research which include books, periodicals (magazines and newspapers), media (videos and maps), and academic databases that serve the instructional needs of Cossatot Community College of the University of Arkansas’ students and the faculty and staff.

Kimball Library is open to all CCCUA students, faculty / staff, and community users. The De Queen Library is open Monday through Friday; hours may vary by semester, and are posted at both the Sevier County Campus and the Howard County campus. Individual assistance, along with class / group presentations, is available from the library staff.

Kimball Library’s online library catalog is available at: http://www.youseemore.com/cccua which also gives you access to the online library resources or academic databases. This is available 24 hours a day, 7 days a week, with an active 14 digit barcode and current student ID number available from any library staff member. The library resources are also accessible from the CCCUA homepage at http://www.cccua.edu from the drop down menu, Current students or Distance Education. Academic databases currently available are: EBSCOHost; Encyclopedia Britannica; FirstSearch; Gale Discovering Collection; Grolier Encyclopedia; Reference Suite by Facts on File; SIRS; ProQuest; American History; World History; Medline Plus and PubMed. Contact the library staff or go to your closest Kimball Library location for further assistance.

**Cccua Daycare**

It is the purpose of the Cossatot Community College of the University of Arkansas Child Development and Safety Center at the De Queen site and Child Development Center at the Ashdown campus to serve as a quality child care center for CCCUA students to enroll their children while continuing to pursue their educational goals.

We also serve as a laboratory learning environment for students enrolled in the Early Childhood courses at the college.

The Child Development Centers accept child care assistance vouchers from the Department of Health and Human Services, Pell grant reimbursements, Career Pathways, and other applicable agencies. The Centers participate in the Special Nutrition Program.

The Centers are currently open from 7:30 a.m. to 5:30 p.m. Monday through Friday. Applications are available at the Child Development Center or in the Financial Aid Office of the CCCUA campus. The Centers are licensed by the State of Arkansas, Department of Health and Human Services, Division of Child
Care and Early Childhood Education, Child Care Licensing Unit. The Centers are licensed to serve children ages six weeks to preschool-aged children.

Both Centers have well trained staff and a variety of special features for the children.

**CCCU Assessment/Testing Center**

The Assessment Center is located in the Donn Allison Technology Building at the Sevier County Campus, in Room 100 at the Nashville Campus, and in Room 124 at the Ashdown Campus. The Testing Centers are open Monday through Thursday from 8:00 a.m. until 7:00 p.m. and Friday from 8:00 a.m. until 4:00 p.m. in De Queen and Nashville. The Testing Center at Ashdown is open on Tuesday and Thursday from 12:00 p.m. to 7:00 p.m. and on Wednesday from 8:00 a.m. to 2:00 p.m.

The types of testing provided by the Center include:

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

B. GED and TABE assessments are available in English and Spanish and consistent with State regulations are at no charge to the participants. Special arrangements apply for testing. Contact your local adult education center for more details.

C. Business and Industry testing and assessment 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.

**TLC – The Learning Center – Tutoring Program**

The Learning Center is a free resource and tutoring center provided by CCCUA to help students achieve their academic goals. These services are available at all three campuses. Each site is equipped with a computer lab. Students do not need to make appointments to use the Learning Center. Scheduled appointments are encouraged for students needing ongoing help, or when a specific time frame is necessary. Online tutoring is also available through TLC. This option is often recommended by instructors for the convenience of our online students. The Learning Center also has a lending library of text books to lend on a first come, first serve basis each semester.

**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, the Expected Family Contribution (EFC).

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 and have all admission documents on file with Student Services.
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** April 1
- **Pell Grant:**
  - Fall Semester (Priority Deadline) May 1
  - Spring Semester (Priority Deadline) November 1
  - Summer Semester Deadline April 15
- **SEOG:**
  - Fall Semester May 1
  - Spring Semester November 1

(If Financial Aid Deadline falls on a weekend, Financial Aid office will process applications turned in by 4:30 pm on the following Monday.)

**How to Apply for Title IV Grants**

The Free Application for Federal Student Aid (FAFSA) is the application for all federally-funded programs (Pell, SEOG, Academic Competitive Grant, and Federal Work Study) and Arkansas Academic Challenge Workforce Investment Grant. The application is available at [www.fafsa.ed.gov](http://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, 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.
**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 need.

**Federal Work Study**

This program provides employment opportunities to assist students in earning the funds necessary to meet the cost of post-secondary 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.

**Academic Competitive Grant**

The Academic Competitiveness Grant (ACG) is a Title IV program designed for students that have completed rigorous programs of study in high school. The student requirements are:
- Student must be a U.S. citizen
- Federal Pell Grant recipient
- 1st or 2nd year student in a two year degree program and enrolled full time

CCCUA FAO will use the regulations defined by the Department of Education (DOE) for this program. The Registrar will evaluate perspective student’s high school transcripts to determine eligibility.

**Arkansas Academic Challenge Scholarship**

The Arkansas Academic Challenge Scholarship (AACS) is for graduating seniors attending an Arkansas college or university. 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. Visit [www.arkansasschallenge.com](http://www.arkansasschallenge.com) to apply.

**GO! Opportunities Grant**

Available to Arkansas high school graduates as well as those who pass the GED. GO! Opportunities Grant provides $1,000/year for full-time (at least 12 credit hours in the first semester and 15 hours per semester thereafter) Arkansas students who are entering their freshmen year of college, and $500/year for part-time students (at least six credit hours). For detail and application requirements visit [www.adhe.edu](http://www.adhe.edu)

**Workforce Improvement Grant**

The Workforce Improvement Grant is a state funded grant that assist non-traditional students, those at least 24 years old. The program’s goal is to help those students returning to school who have financial need but might not be eligible for assistance from traditional state and federal programs. Workforce Improvement Grant awards up to $2000 annually to students at least 24 years old. Awards are based on financial need. Students apply using the Free Application for Federal Student Aid. Awards are made by the institutions and students may be enrolled part time.

**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](http://www.work-ed.state.ar.us). School counselors and the financial aid office with designated technical education programs can also provide information.

**College Assistance Migrant Program (CAMP)**

CAMP is a federally funded program designed to provide an opportunity for students of migrant families to attend college. CCCUA's CAMP program recruits students from Arkansas and assists them in successfully completing the first year of college through services such as academics and scholarship advising, tutoring, counseling, career planning, health services, and cultural experiences. To see if you are eligible for CAMP you must meet the criteria. Call the CAMP office at 1-800-844-4471 for more information.

Para información en español, por favor llamar al 1-800-844-4471 y preguntar por Corrina Soto.

**Career Pathways**

Career Pathways is a grant-funded program that provides financial and instructional assistance to adults with minor children for their educational and career training needs. Career Pathways is need based with its participants falling at or below 200% of the poverty level. Students that are on public assistance may also qualify for the program. Career Pathways offers assistance with tuition, fees, books, transportation, childcare, vision and hearing aids, LD testing, drug testing and physicals as well as any other required materials for courses. This assistance is available for college, adult education and technical certificate seeking students.

PLEASE NOTE: Career Pathways is funded on a year-to-year basis, so please check with the Career Pathways office at 1-877-790-2323 for program availability.

**Scholarships**

As a student at CCCUA, you may be eligible to apply for a variety of scholarships. Scholarships are posted on our website and are available at all three sites.

For other scholarships available from agencies and organizations in the United States, please contact the College librarian or review the websites listed in the Financial Aid Office 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.
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 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 CCCUA refund policy, unless the scholarship/grant stipulates differently.

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 that receive all “F’s” for the semester are suspended from Financial Aid. The 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 11th day of enrollment 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 2.00.

NOTE: Reinstatement to class by the admissions/adjustment committee 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 include repeated courses, F’s, W’s, I’s and audits.

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

   * Full time student (12 hours & up) must complete and pass 9 hours.
   * Three-Quarter & Half time students (6-11 hours) must complete and pass 6 hours.
   * Below half-time students (1-5 hours) must complete and pass all hours attempted.

   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 as CCCUA transcripts. Transfer students that have an associate degree or 105 credit hours attempted will not receive financial aid. Students 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 posted. The Financial Aid Appeals Committee who will issue the final decision will review appeals.

FINANCIAL AID APPEALS PROCESS

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 posted. The Financial Aid Appeals Committee’s decision is final.

This policy is mailed to each student along with their award letter.

FINANCIAL AID APPEALS COMMITTEE

The Financial Aid Appeals Committee will hear appeals related to financial assistance for students. Members of this committee include the, the Dean of Business Services, Vice Chancellor/Dean of Academics, Division Chair of Student Services Student4Stu-
dent or a designee, and an Instructor/Advisor. Meetings of this committee are called as needed.

**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.

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.

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 CCCUA are designated as “smoke-free” environments; smoking areas are designated outside the buildings.

**COSSATOT BOOKSTORE**

**TEXAS BOOK COMPANY**

The CCCUA Bookstore is located in the Donn Allison Technology Building on the Sevier County Campus. Store hours are 8:00am to 5:00 pm., Monday - Thursday, 8:00 a.m. – 12:00 p.m. on Friday. Call for extended hours during registration and the first week of classes. You can visit our website at www.cccuabookstore.com.

**Refund and Return policy is as follows:**

1. The Cossatot Community College of the University of Arkansas Bookstore shall grant a full refund for textbooks during the first five (5) days of the fall and spring semester classes, with a receipt. Thereafter, a full refund will ONLY be given through the twelfth (12th) class day with a receipt AND a drop form. A cash register receipt must accompany all refunds or exchanges.
2. During summer sessions, returns will be granted through the 5th day of classes.
3. Study Guides, test preparation manuals and software are non-refundable.
4. All other merchandise may be returned within three (3) days of purchase with a receipt. New materials must be returned in original condition. Shrink-wrapped items may be returned for refund if unopened.
5. Refunds are not allowed during the week prior to or during finals.

As a service to our students, we buy books all year round. The best prices, however, are offered during finals week.

**BUYBACK POLICY:**

**THE FOLLOWING CRITERIA DETERMINE THE PRICES PAID FOR TEXTBOOKS:**

1. At the end of the semester, the bookstore will pay up to ½ (one-half) of the purchase price for required textbooks in resalable condition which are needed for the upcoming semester.
2. Textbooks which are not needed for the upcoming semester or books in excess of the instructors expected needs will be purchased at prices that are published in the textbook buying guide.
3. Textbooks with water damaged, excessive staining, pages that are wrinkled or stuck together will not be bought.
4. Study guides/workbooks must be clean with all pages intact.

http://cccua.edu
The cover must be intact, and the spine must not have any damage in order for us to buy the book.

COLLABORATIONS FOR 4-YEAR DEGREES

All students must meet admission requirements of the accepting institutions

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

1. UA-Fayetteville - Bachelor’s of Science in Education (Human Resources). For more information contact at Phil Gerke 1-479-575-4690 or log on to www.uark.edu/misc/vaed/hrd/index.html
2. Franklin University, for Bachelor’s and Master’s degree. For application and program requirements go to web site www.alliance.franklin.edu.
3. SAU – Various upper level/graduate courses in Business and Education, including BSE in P-4 Education and Agribusiness Articulation. CCCUA contact is Robbie McKelvy rmckelvy@cccua.edu. For more information contact SAU admissions at 1-800-332-7286 or Education department chair at 870-235-5161 or log on to www.saumag.edu.
4. SAU Tech/Arkansas Fire Academy at Camden in Fire Science. http://www.sautech.edu (Click on Fire Academy)
5. AS/BS through UAMS/AHEC-Southwest in Radiologic Technology. For more information log onto their website at http://rpweb.uams.edu/AHEC/SW/
6. Bachelor’s degree in Business Management from UALR (fully on-line) is available for students who complete an Associate of Arts with an emphasis in Business. CCCUA contact is Barbara Lacefield, blacefield@cccua.edu or log on to http://cba.ualr.edu/management/managementonline.htm
7. HSU BSE for grades 4 – 8 Education with Math / Science Specialization. Contact: Robbie McKelvy at rmckelvy@cccua.edu.

TRANSFER PROGRAMS

PRE-LAW

Students wishing to enter the legal profession must transfer to a four year institution to complete a baccalaureate degree. Because there are no institutions in the state that offer a degree in pre-law studies, students are urged to pursue degrees that will best prepare them for a rigor of law school. The most recommended courses of study focus on writing, political science, business and social sciences. The below listed elective courses are highly recommended for students with intentions of entering a pre-law course of study. Check with your four year institution prior to registering for these electives to verify that they will transfer.

Choose at least 2:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2993</td>
<td>Creative Writing</td>
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<tr>
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</tr>
<tr>
<td>PHIL 2003</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>BUS 2103</td>
<td>Business Law</td>
</tr>
</tbody>
</table>

AGRI-BUSINESS TRACK

THROUGH SOUTHERN ARKANSAS UNIVERSITY

Students wishing to pursue the Agri-Business Degree to be completed at Southern Arkansas University need to complete the Associate of Arts Degree WITH the following guidelines:

Must Take the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>HIST 2023</td>
<td>US History Since 1876</td>
</tr>
<tr>
<td>HIST 1013</td>
<td>Western Civilization Since 1700</td>
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<tr>
<td>ECON 2003</td>
<td>Macroeconomics</td>
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<tr>
<td>BIOL 1024</td>
<td>General Botany/lab</td>
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<td>CHEM 1014</td>
<td>General Chemistry/lab</td>
</tr>
<tr>
<td>CHEM 1024</td>
<td>University Chemistry</td>
</tr>
<tr>
<td>SPAN 1014</td>
<td>Elementary Spanish</td>
</tr>
<tr>
<td>ACCT 2113</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACCT 2123</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>AGRI 1001</td>
<td>Agriculture Orientation</td>
</tr>
<tr>
<td>AS 1004/1001</td>
<td>Introduction to Animal Science</td>
</tr>
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PRE-ENGINEERING

Pre-engineering requires a select program of coursework which vary depending on the four-year university engineering program you choose. It is recommended that you work with your advisor to plan courses based on the chosen transfer university’s program of study. All programs currently accept Calculus I, Composition I and II, University Physics, American Government and a Fine Art.

ASSOCIATE OF ARTS

63-65 HRS. (ALSO AVAILABLE COMPLETELY ON-LINE)

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>SPD 1003</td>
<td>Success Strategies (first semester)</td>
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<tr>
<td>ENGLISH/COMMUNICATIONS</td>
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</tr>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENGL 1123</td>
<td>Composition II</td>
</tr>
<tr>
<td>SPCH 1113</td>
<td>Speech</td>
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<tr>
<td>HUMANITIES/FINE ARTS</td>
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<tr>
<td>ENGL 2213</td>
<td>World Literature to 1650</td>
</tr>
<tr>
<td>ENGL 2223</td>
<td>World Literature since 1650</td>
</tr>
<tr>
<td>MATH 1023</td>
<td>College Algebra</td>
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Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>FA 2003</td>
<td>Introduction to Fine Arts-Art OR</td>
</tr>
<tr>
<td>FA 2013</td>
<td>Introduction to Fine Arts Music</td>
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<tr>
<td>SOCIAL SCIENCES</td>
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<td>PSCI 2003</td>
<td>American Government</td>
</tr>
<tr>
<td>HIST 2023</td>
<td>US History from 1876 OR</td>
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<tr>
<td>HIST 1013</td>
<td>Western Civilization Since 1700 OR</td>
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Choose two electives (6 hours):

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>PSYC 2003</td>
<td>General Psychology</td>
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SCIENCEs

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SCIENCEs
ASSOCIATE OF ARTS DEGREE

FAST TRACK

This plan is designed for those students who have the required scores to begin in college level work. It is fast paced, so please make sure that you have the necessary time and organizational skills to complete this program.

To qualify for the fast track plan, the student must meet the following requirements: High School Diploma or GED; ACT Scores of 19 or above in Math, English, and Reading; or ASSET Scores of at least 45 in Writing, 43 in Reading, and 39 on the Intermediate Algebra; or COMPASS Scores of at least 41 in Algebra, 75 in Writing, and 82 in Reading.

Summer Session (June – July) 13 hrs.

- SPD 1101 Fast Track Orientation
- ENGL 1113 Composition I
- MATH 1023 College Algebra
- ENGL 1123 Composition II (July)
- Elective (3 hrs.)

Fall Session (August – December) 19 hrs.

- ENGL 2213 World Literature to 1650
- HIST 2013 US History to 1876 OR HIST 2023 US History Since 1876
- BIOL Biological Science Requirement
- PSCI 2003 American Government
- FA 2003 Introduction to Fine Arts – Art OR FA 2013 Introduction to Fine Arts – Music
- Elective (3 hrs.)

Spring Session (January – May) 17 hrs.

- ENGL 2223 World Literature since 1650
- HIST 1003 Western Civilization to 1700 OR HIST 1013 Western Civilization Since 1700
- PHED Physical Education Requirement
- Elective (3 hrs.)

Summer Session (June - July) 12 hrs.

- SPCH 1113 Principles of Speech
- HS 1403 Personal & Community Health

Students in the AAT program must maintain a cumulative GPA of at least 2.65 and successfully pass the Praxis I exam as a requirement for graduation.

A.A.T. MIDDLE SCHOOL MATH/SCIENCE TRACK 64 HRS.

STUDENT DEVELOPMENT

- SPD 1003 Success Strategies (first semester)

ENGLISH/COMMUNICATIONS

- ENGL 1113 Composition I
- ENGL 1223 Composition II
- SPCH 1113 Speech

HUMANITIES/FINE ARTS

- ENGL 2113 American Literature I
- ENGL 2123 American Literature II
- ENGL 2213 World Lit to 1650
- ENGL 2223 World Lit since 1650
- FA 2003 Introduction to Fine Arts-Art OR FA 2013 Introduction to Fine Arts Music

MATHEMATICS

- MATH 1023 College Algebra

SOCIAL SCIENCES

- PSCI 2003 American Government
- HIST 2013 US History To 1876
- HIST 2023 US History Since 1876
- HIST 1003 Western Civilization To 1700
- HIST 1013 Western Civilization Since 1700
- GEOG 2003 Introduction To Geography
- PSYC 2003 General Psychology

SCIENCES

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

EDUCATION

- EDUC 2001 Educational Observation
- EDUC 2013 Technology for Teaching

Students in the AAT program must maintain a cumulative GPA of at least 2.65 and successfully pass the Praxis I exam as a requirement for graduation.
Students in the AAT program must maintain a cumulative GPA of at least 2.65 and successfully pass the Praxis I exam as a requirement for graduation.

Pre-K to 4th Grade

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 Literature to 1650 OR
ENGL 2223 World Literature since 1650
FA 2003 Introduction to Fine Arts-Art OR
FA 2013 Introduction to Fine Arts Music

Mathematics

MATH 1023 College Algebra
MATH 2003 Number Systems
MATH 2013 Geometry for Elementary Teachers

Social Sciences

PSCI 2003 American Government

Science

Biol 1014 General Biology/lab
PHYS 2024 Physical Science/lab

Physical Education

PHED Physical Education (1 credit hour)

Education

EDUC 2003 Introduction To Education
EDUC 2001 Educational Observation
EDUC 2003 Technology for Teaching
EDUC 2103 Child Growth and Development

Students in the AAT program must maintain a cumulative GPA of at least 2.65 and successfully pass the Praxis I exam as a requirement for graduation.

Associate of Science

63-65 Hrs.

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 Literature to 1650 OR
ENGL 2223 World Literature since 1650
FA 2003 Introduction to Fine Arts-Art OR
FA 2013 Introduction to Fine Arts Music

Mathematics

MATH 1023 College Algebra

Social Sciences

PSCI 2003 American Government

Science

Six hours from the following (8 in same field: Life Science or Physical Science):

Biol 1014 General Biology/lab
Biol 1024 General Botany/lab
Biol 1034 General Zoology/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 Chem/lab
PHYS 2044 College Physics/lab
GEOL 1004 Geology/lab
ASTR 1014 Introduction to Astronomy/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) Courses used for Science or Math requirements above will not count as electives. Social Sciences will not count as electives.

Elective (_____ credit hrs)

Associate of General Studies

63 Hrs.

(Also available completely on-line)

Student Development (4 hours)

SPD 1003 Success Strategies (first semester)
SPD 2001 Employment Strategies (last sem.)
DIVISION OF TECHNOLOGY

The Division of Technology provides certificates and Associate of Applied Science degrees designed to prepare the student for the workforce immediately upon successfully completing the program at the College. The following is the list of the certificates and degrees the Division provides:

CERTIFICATES OF PROFICIENCY (19 AREAS)

NOTE: Certificates of Proficiency are NOT eligible for Title IV/Pell grants.

- Automotive
- Brakes, Suspension, & Steering
- Drive Train Specialist
- Engine Performance
- Engine Repair & Climate Control
- Electrical/Electronic Systems
- Child Development Associate
- Computer Aided Design and Drafting
- ESL Education
- Information Technology: A+ Certificate
- Crime Scene Investigation (with CJI)
- Law Enforcement Administration (with CJI)
- Small Engine Repair
- Welding
- Framing*
- Drywall*
- Cabinet Making* (*pending approval from the ADHE)

TECHNICAL CERTIFICATES (5 MAJORS)

- Collision Repair
- Cosmetology
- Crime Scene Investigation (with CJI)
- Law Enforcement Administration (with CJI)
- Residential Construction Technology
- Radio/TV Broadcasting
- Agriculture* (*pending approval from the ADHE)

ASSOCIATE OF APPLIED SCIENCE DEGREE (6 MAJORS)

- Automotive Service Technology
- Information Technology
- Crime Scene Investigation (with CJI)
- Law Enforcement Administration (with CJI)
- Residential Construction Technology
- Radio/TV Broadcasting
- Agriculture* (*pending approval from the ADHE)

CHILD DEVELOPMENT

Certificate of Proficiency (12 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) credential. The courses cover 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 credentialing through the Council following completion of the 12 SCH of coursework, demonstrating competence in a licensed child care program and being observed by an advisor.
in this setting, completing a professional resource file, parent opinion questionnaires, and applying to complete a written and oral assessment administered by the Council. 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.

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.

ASSOCIATE OF APPLIED SCIENCE/
Early Childhood Education (62 Hrs.)
General Core Requirements (35 SCH)

STUDENT DEVELOPMENT

ENGLISH/COMMUNICATIONS

SOCIAL SCIENCES

SCIENCE

TECHNOLOGY

ELECTIVE

TECHNICAL CORE (27 Hrs.)

AUTOMOTIVE TECHNOLOGY

DEPARTMENT

Certificates of Proficiency

Certificate of Proficiency

Brakes, Suspension, and Steering (7 Hrs.)

Drive Train Specialist (7 Hrs.)

Certificate of Proficiency:

Electrical/Electronic Systems (7 Hrs.)

Certificate of Proficiency:

Engine Performance (7 Hrs.)

Certificate of Proficiency:

Engine Repair & Climate Control (7 Hrs.)

Certificate of Proficiency:

AUTOMOTIVE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE (60 HRS.)

General Education Core (22 Hrs.)

Specialty Education Core (38 Hrs.)

COLLISION REPAIR

Technical Certificate (42 Hrs.)

The Collision Repair Department at Cossatot Community College of the University of Arkansas is ASE (Automotive Service Excellence) certified through NATEF. The program sets forth the basic principles of automotive collision repair on frame/body and uni-body designs. The automobile-body professional repairs damaged car bodies and body parts according to repair manuals.
This course trains students in estimating, metalworking, sanding, painting, aligning frames, and installing glass. Training also includes procedures to remove upholstery, accessories, electrical and mechanical window-and-seat operating equipment and trim, to gain access to vehicle body and fenders. Students must complete Essential Math with a “C” or higher or show scores on ASSET or ACT indicating proficiency in this area.

General Core Requirements: 7 Hrs.
   — SPD 1003 Success Strategies (first semester)
   — ENGL 1113 Composition I
   — SPD 2001 Employment Strategies (last sem.)

Specialty Core Requirements: 35 Hrs.
   — COL 1102 Technical Welding
   — COL 1106 Basic Metal Repair
   — COL 1204 Body and Frame Alignment
   — COL 1407 Painting
   — COL 1505 Color Matching
   — COL 1603 Repair of Plastics and Adhesives
   — COL 1608 Repair Mech. & 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

INFORMATION TECHNOLOGY
Certificate of Proficiency
Associate of Applied Science Degree
Certificate of Proficiency
A+ Certificate (11 Hrs.)
Provides the necessary skills for entry-level positions in the computer repair/maintenance fields. Prepares the student to test for the A+ certification.
   — IT 2004 Basic Microcomputer Repair I
   — IT 2014 Basic Microcomputer Repair II
   — BUS 1003 Microcomputer Applications

INFORMATION TECHNOLOGY
Associate of Applied Science (61-62 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 Core Requirements (25 hours)
   — SPD 1003 Success Strategies (first semester)
   — SPD 2001 Employment Strategies (last sem.)
   — ENGL 1113 Composition I
   — ENGL 1123 Composition II OR
   — ENGL 1133 Technical Writing
   — SPCH 1113 Speech
   — MATH 1023 College Algebra
   — MATH 2023 Introduction to Statistics

Technical Core Requirements (36/37 Hours)
   — IT 1003 Intro. to Information Technology
   — IT 1013 Internet Fundamentals
   — IT 1203 Principles of Web Design
   — IT 2114 Linux Administration
   — IT 2004 Basic Microcomputer Repair I
   — IT 2014 Basic Microcomputer Repair II
   — IT 1103 Networking I
   — IT 2993 Internship (last sem.)

Choose one of the following:
   — IT 1304 Fundamentals of Programming C#
   — IT 1314 Fundamentals of Programming JAVA
   — IT 1324 Server / Website Scripting
   — IT 1403 Introduction to GIS

Choose two of the following:
   — IT 1113 Networking II
   — IT 2123 Computer Security
   — IT 2103 Server Administration

COSMETOLOGY
Technical Certificate (45 hrs.)
The Cosmetology course is designed to provide students with the theoretical and practical instruction required as a pre-requisite to qualify for licensure examination by the Arkansas State Board of Cosmetology. The primary purpose of the course is to train the student in the basic manipulative skills, safety judgments, proper work habits, desirable attitudes, and appreciation necessary for positions as a Cosmetologist. Students will be trained in hygiene and sanitation (80 clock hours), physiotherapy, hairdressing (1000 clock hours), manicuring (100 clock hours), aesthetics (100 clock hours), salesmanship and shop management (50 clock hours), and shop deployment (50 clock hours). Eligibility for the Cosmetology program requires either a high school diploma or GED. Enrollment is limited to full-time only; part-time enrollment is not permitted. Eligible students are accepted on a first come/first serve basis. There are no prerequisites for the program, however students must score at least 54 on Compass Reading to be admitted. Special payment requirements and semester calendars exist. Contact the Division Chair for Academic Public Services at 1.800.844.4471 ext. 121 for details. Students may transfer the equivalent of up to 15 credit hours from other cosmetology programs into the CCCUA program.

General Core Requirements: 3 hours
   — SPD 1003 Success Strategies

Technical Core Requirements
Semester One:
   — COS 1101 Hygiene and Sanitation I
   — COS 1109 Hairdressing w/ Lab I
   — COS 1121 Related Science I
   — COS 1131 Manicuring I
   — COS 1141 Aesthetics I
   — COS 1151 Salesmanship, Shop Management and Shop Deployment I

Semester Two:
   — COS 1201 Hygiene and Sanitation II
   — COS 1209 Hairdressing w/ Lab II
   — COS 1221 Related Science II
   — COS 1231 Manicuring II
   — COS 1241 Aesthetics II

3 Credit hours  Social Science Elective
___MNG 2813 Small Business Management OR
___BUS 1003 Microcomputer Applications

http://cccu.edu
CRIMINAL JUSTICE: LAW ENFORCEMENT AND CRIME SCENE INVESTIGATION

CCCUA has an agreement with the Criminal Justice Institute to offer Certificates of Proficiency, Technical Certificates, and Associate of Applied Science degrees in Law Enforcement and Crime Scene Investigation. If you have been through the Police Academy, then the programs through CJI are what you need. However, if you are just beginning your college career or you are a mid-career student, then you will need to begin working on your general education hours. The college is in the process of meeting with four-year universities to arrange articulation agreements for a Bachelor’s degree in Criminal Justice.

FIRE SCIENCE

ASSOCIATE OF APPLIED SCIENCE (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 Sevier County 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. The application for SAU-Tech is found at www.sautech.edu.

Academic Core 18 Hrs.

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<td>HIST 2023</td>
<td>U.S. History Since 1876</td>
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<tr>
<td>IT 1003</td>
<td>Intro. to Information Technology</td>
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Courses listed below MAY be available from CCCUA. Consult CCCUA Fire Science instructor for details.

Technical Required Core 18-19 Hrs.

<table>
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<tr>
<th>Course</th>
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<tr>
<td>FS 1123</td>
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<tr>
<td>FS 1133</td>
<td>Firefighter II</td>
</tr>
<tr>
<td>FS 2123</td>
<td>Driver/Operator</td>
</tr>
<tr>
<td>FS 1023</td>
<td>Strategy &amp; Tactics</td>
</tr>
<tr>
<td>FS 2003</td>
<td>Hazardous Materials Operations</td>
</tr>
<tr>
<td>FS 2013</td>
<td>EMS First Responder OR</td>
</tr>
<tr>
<td>FS 2026</td>
<td>Emergency Medical Technician</td>
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Courses listed below MAY ONLY BE AVAILABLE FROM Southern Arkansas University-Tech/AFA. Consult CCCUA Fire Science instructor for details.

Technical Electives 26-27 Hrs.

<table>
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<tr>
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<tbody>
<tr>
<td>FS 1003</td>
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<tr>
<td>FS 1033</td>
<td>Fire Prevention</td>
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<td>FS 1103</td>
<td>Company Officer I</td>
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<td>FS 1113</td>
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<td>FS 1203</td>
<td>Building Construction</td>
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<td>FS 1213</td>
<td>Fire Service Rescue</td>
</tr>
<tr>
<td>FS 2013</td>
<td>EMS First Responder</td>
</tr>
<tr>
<td>FS 2033</td>
<td>Company Officer II</td>
</tr>
<tr>
<td>FS 2103</td>
<td>Fire Instructor Methodology</td>
</tr>
<tr>
<td>FS 2113</td>
<td>Fire Inspection Principles</td>
</tr>
<tr>
<td>FS 2153</td>
<td>Fire Investigation I</td>
</tr>
<tr>
<td>FS 2143</td>
<td>Firefighter Safety</td>
</tr>
<tr>
<td>FS 2163</td>
<td>Fire Service Leadership</td>
</tr>
<tr>
<td>FS 2163</td>
<td>Fire Service Leadership</td>
</tr>
<tr>
<td>FS 2043</td>
<td>Fire Administration I</td>
</tr>
<tr>
<td>GS 1021</td>
<td>Portfolio Development</td>
</tr>
</tbody>
</table>

GENERAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE (67 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 career goal which is accomplished by completing the General Academic Core (19 hours), a Technical major (24 hours), and the Technical Support Option (24 hours). The Technical Support portion may be completed with two 12-hour, or one 24-hour option. This program will help the student develop a coherent degree plan, providing quality training in multiple technology fields and in support courses contributing directly to the career objective.

General Academic Core (19 SCH)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPD 1003</td>
<td>Success Strategies (first semester)</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
</tr>
<tr>
<td>BUS 1003</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>MATH 1023</td>
<td>College Algebra (for IT) OR</td>
</tr>
<tr>
<td>GSTD 0433</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>3 hours Social Science Elective</td>
<td>Employment Strategies (last sem.)</td>
</tr>
<tr>
<td>MNG 2813</td>
<td>Small Business Management</td>
</tr>
</tbody>
</table>

Technical Major (24 hours in one field) / Technical Support Option (24 hours in one or two other technical areas. Some courses require completion of prerequisite courses prior to enrollment.)

AUTOMOTIVE TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1104</td>
<td>Engine Repair</td>
</tr>
<tr>
<td>AST 1203</td>
<td>Automot. Electr./Electron. Systs. I</td>
</tr>
<tr>
<td>AST 1003</td>
<td>Automotive Brake Systems</td>
</tr>
<tr>
<td>AST 1103</td>
<td>Automotive Climate Control</td>
</tr>
<tr>
<td>AST 1704</td>
<td>Steering and Suspension</td>
</tr>
<tr>
<td>AST 2304</td>
<td>Automot. Electr./Electron. Systs. II</td>
</tr>
<tr>
<td>AST 2203</td>
<td>Engine Performance I</td>
</tr>
<tr>
<td>AST 2304</td>
<td>Engine Performance II</td>
</tr>
<tr>
<td>AST 2503</td>
<td>Manual Transmissions/Drive Line</td>
</tr>
<tr>
<td>AST 2804</td>
<td>Automatic Transmission/Transaxle</td>
</tr>
</tbody>
</table>

COLLISION REPAIR TECHNOLOGY CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 1102</td>
<td>Tech Welding</td>
</tr>
<tr>
<td>COL 1106</td>
<td>Basic Metal Repair</td>
</tr>
<tr>
<td>COL 1204</td>
<td>Body &amp; Frame Alignment</td>
</tr>
</tbody>
</table>
**COL 1407**  Painting  
**COL 1505**  Color Matching  
**COL 1603**  Repair of Plastics/Adhesives  
**COL 1608**  Repair Mech./Electr. Components

**Cosmetology - see pg. 35**

**Information Technology Core**

- **IT 1003**  Intro. to Information Technology  
- **IT 1304**  Fundamentals of Programming C#  
- **IT 1314**  Fundamentals of Programming JAVA  
- **IT 1013**  Internet Fundamentals  
- **IT 1203**  Principles of Web Design  
- **IT 2004**  Basic Microcomputer Repair I  
- **IT 2014**  Basic Microcomputer Repair II  
- **IT 2123**  Computer Security  
- **IT 1103**  Networking I  
- **IT 2103**  Server Administration  
- **IT 2993**  Internship

**Small Business Management Elective Options**  
*(may be used as one 12-hour minor)*

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

**Welding Technology**  
*(may be used as one 12-hour minor)*

- **INT 1123**  Blueprint Reading  
- **INT 2343**  Welding I  
- **INT 2354**  Welding II  
- **INT 2363**  Welding III  
- **INT 2372**  Welding IV

*Portfolio Development (credit for work experience) may be awarded up to 15 SCHs.*

**Residential Construction Technology**

**Technical Certificate (29 Hrs.)**

The Technical Certificate will provide the student with a broad training of skills needed in residential construction. These Certificates of Proficiency will prepare the student for specific skills used in the industry. Each class is taught by a trained professional with multiple years of experience in that field. These classes are open to everyone. Some credit may be given for work experience! Students must complete College Reading, Developmental Writing, and Essential Math courses with a “C” or higher or show scores on ASSET or ACT indicating proficiency in these areas.

**General Core Requirements: 4 Hrs.**

- **SPD 1003**  Success Strategies  
- **SPD 2001**  Employment Strategies

**Specialty Core Requirements: 25 Hrs.**

- **BLD 1003**  Construction Fundamentals  
- **BLD 1203**  Plans, Elevations, Blueprints  
- **BLD 1004**  Framing  
- **BLD 1204**  Drywall  
- **BLD 1303**  Finishing  
- **BLD 1304**  Cabinetry  
- **BLD 1404**  Concrete

---

**Certificate of Proficiency**

**Framing (7 hrs.)**

- **BLD 1003**  Construction Fundamentals  
- **BLD 1004**  Framing

**Certificate of Proficiency**

**Cabinetmaking (7 hrs.)**

- **BLD 1003**  Construction Fundamentals  
- **BLD 1304**  Cabinetry

**Certificate of Proficiency**

**Drywall (7 hrs.)**

- **BLD 1003**  Construction Fundamentals  
- **BLD 1204**  Drywall

*Pending approval of the Arkansas Department of Higher Education, these Certificates of Proficiency will be offered as part of the regular core curriculum, in the same timeframes, with special classes being offered.*

**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.

- **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.

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

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DIVISION OF BUSINESS & AGRICULTURE

TECHNICAL CERTIFICATE (3 MAJORS)

ASSOCIATE OF APPLIED SCIENCE DEGREE (3 MAJORS)

The Business program at Cossatot Community College of the University of Arkansas provides students with the broad educational background required for positions in the business profession. The program provides specialized training 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, and Business Management.

CCCUA offers a Technical Certificate in Agriculture as well as a unique Associates of Arts degree (see pg. 29) which will transfer to Southern Arkansas University’s Agriculture-Business program. GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores are required prior to enrolling in any Business or Agriculture course.

BUSINESS & AGRICULTURE

TECHNICAL CERTIFICATES

AGRICULTURE (37 HOURS)*

Program graduates will be prepared for farm/ranch management.

**Pending approval of the Arkansas Higher Education Coordinating Board

**Prerequisites: GSTD 0103 – College Reading or appropriate placement score and GSTD 0253 – Developmental Writing or appropriate placement score.

Business-Agriculture SAU Transfer Program
Refer to Associate of Arts Transfer Programs on Page #?

COMPUTERIZED ACCOUNTING (28 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.

General Core Requirements: 7 Hrs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPD 1003</td>
<td>Success Strategies</td>
</tr>
<tr>
<td>SPD 2001</td>
<td>Employment Strategies</td>
</tr>
</tbody>
</table>

Business Core Requirements: 9 Hrs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1003</td>
<td>Microcomputer Applications**</td>
</tr>
<tr>
<td>BUS 1113</td>
<td>Business Math with Applications**</td>
</tr>
</tbody>
</table>

Specialty Core Requirements: 12 Hrs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 1001</td>
<td>Agriculture Orientation</td>
</tr>
<tr>
<td>AS 1004</td>
<td>Introduction to Animal Science (classroom)</td>
</tr>
<tr>
<td>AS 1001</td>
<td>Introduction to Animal Science (lab)</td>
</tr>
<tr>
<td>AGRI 1003</td>
<td>Farm Management</td>
</tr>
<tr>
<td>AGRI 2003</td>
<td>Internship</td>
</tr>
</tbody>
</table>

Agriculture Electives – 15 hours selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 1103</td>
<td>Forestry</td>
</tr>
<tr>
<td>AGRI 1203</td>
<td>Beef Production</td>
</tr>
<tr>
<td>AGRI 1303</td>
<td>Poultry Production</td>
</tr>
<tr>
<td>AGRI 1403</td>
<td>Pasture Management</td>
</tr>
<tr>
<td>AGRI 1503</td>
<td>Feeds &amp; Feeding</td>
</tr>
<tr>
<td>AGRI 1603</td>
<td>Soil Science</td>
</tr>
<tr>
<td>AGRI 1703</td>
<td>Pest Management</td>
</tr>
<tr>
<td>AGRI 1803</td>
<td>Principles of Agronomy</td>
</tr>
<tr>
<td>AGRI 1903</td>
<td>Natural Resources and Conservation</td>
</tr>
<tr>
<td>AGRI 1113</td>
<td>Principles of Horticulture</td>
</tr>
<tr>
<td>INT 2343</td>
<td>Welding I</td>
</tr>
</tbody>
</table>

SECRETARIAL-WORD PROCESSING (25 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.

General Core Requirements: 7 Hrs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPD 1003</td>
<td>Success Strategies (first semester)</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
</tr>
<tr>
<td>SPD 2001</td>
<td>Employment Strategies (last sem.)</td>
</tr>
</tbody>
</table>

Business Core Requirements: 9 Hrs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1113</td>
<td>Business Math with Applications</td>
</tr>
<tr>
<td>BUS 1003</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>BUS 2023</td>
<td>Business Communications</td>
</tr>
</tbody>
</table>

Specialty Core Requirements: 9 Hrs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1503</td>
<td>Machine Transcription</td>
</tr>
<tr>
<td>BUS 2233</td>
<td>Spreadsheets</td>
</tr>
<tr>
<td>BUS 2603</td>
<td>Administrative Office Procedures</td>
</tr>
</tbody>
</table>

ASSOCIATE OF APPLIED SCIENCE DEGREES*

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

CCCUA’s three (3) Associate of Applied Science Degrees have the same General core and Business core Course Requirements as follows:

ACCOUNTING (65 HOURS)

Academic Core Requirements (26 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPD 1003</td>
<td>Success Strategies (first semester)</td>
</tr>
<tr>
<td>SPD 2001</td>
<td>Employment Strategies (last sem.)</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENGL 1123</td>
<td>Composition II</td>
</tr>
<tr>
<td>SPAN 1014</td>
<td>Elementary Spanish I</td>
</tr>
<tr>
<td>SPCH 1113</td>
<td>Speech</td>
</tr>
<tr>
<td>MATH 1023</td>
<td>College Algebra</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective (3 SCH)</td>
</tr>
</tbody>
</table>
Choose one from the following:

- GEOG
- PSCI
- HIST
- PSCY
- SOC
- ECON 2003 Macroeconomics OR
- ECON 2103 Microeconomics

**Business Core Requirements (30 hours)**
- BUS 1003 Microcomputer Applications
- BUS 1113 Business Math with Applications
- ACCT 2113 Accounting Principles I
- BUS 2023 Business Communications
- BUS 1503 Human Relations/Supervision
- BUS 2103 Business Law
- MNG 2623 Marketing
- MNG 2813 Small Business Management
- BUS 2133 Database
- BUS 2233 Spreadsheets

**Accounting Core (9 hours)**
- ACCT 2133 Accounting Applications
- ACCT 2123 Accounting Principles II
- ACCT 2143 Computer Applications/Accounting

**Administrative Assistant Core (9 hours)**
- BUS 1103 Machine/Medical Transcription
- BUS 2603 Administrative office Procedures
- BUS 2043 Desktop Publishing / Basic Web Page

**Business Management Core (9 hours)**
- MNG 2313 Principles of Management
- MNG 2113 Retail Management
- MNG 2093 Internship
DIVISION OF NURSING & ALLIED HEALTH

Certificate of Proficiency (2 areas)
Technical Certificate (1 area)
Associate of Applied Science (2 majors)

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 cognitive and practical skills to pass this program. Students must have an ACT score of 19 in Reading and English or take the ASSET/COMPASS test in the following areas: reading 43/82, and writing 45/75. 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.

MEDICAL TRANSCRIPTION

Certificate of Proficiency (15 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, 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.

Practical Nursing

Technical Certificate (53 Hrs.)

NOTE: Application Deadline:

Day Program - March 1st each year
Evening Program - August 31st each year

Practical Nursing Admission Requirements

The Practical Nursing Program offers two educational formats for students. An 11-month day program that begins in August and ends in June and an 18-month evening program that begins in January and ends in June of the following year. Students successfully completing the Practical Nursing Program 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. The Division Chair of Nursing & Allied Health at Community College-UA answers all questions concerning eligibility for the Practical Nursing program at 800-844-4471 ext 147.

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 determination is made 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 reevaluated after each course.

To meet the requirements of the Arkansas State Board of Nursing, the Practical Nursing Programs will follow a special calendar, and class days will be different from those followed by students in other programs. Regular class days will be 5-6 hours each; clinical days will be 8-12 hours each.

Entrance Requirements – Practical Nursing

Applicants must be high school graduates or have equivalency certification (GED), and take the Nurse Entrance Test (NET). Students are selected based on admission exam scores, prerequisite grades (76%) and questionnaire results.

Selected students must pass a physical examination, criminal background checks, and continue to pass random drug screen(s) throughout the year. Students must receive all required immunizations prior to entering program. 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 Reading, Writing, and Math or take the ASSET/COMPASS test in the following areas: reading 43/82, writing 45/75, and math 43/44. 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 application submission deadline is for the day program is March 1st of each year. The application deadline for the evening program is August 31st of each year. Students not selected must submit a new application each year.

Re-Admission Candidates

Re-admission into the program will be considered on a space available basis and determined by the college. A student who fails or leaves the program for any reason may be permitted one opportunity to re-enroll (regardless of which semester).

Transfers

Due to differences in nursing curriculum in other nursing programs, Cossatot will not accept transfer credit for previously taken Practical Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

Graduation Policy – Practical Nursing

Students must have successfully completed all courses with a grade of "C" or better. Upon completion, the student’s status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

The student MUST achieve a score at or above the current national passing average on the final comprehensive ERI exam (CAT) to complete the requirements for LPN 1307

40

800-844-4471
Medical Surgical Nursing III. The student will be allowed to take the final comprehensive ERI exam a total of three times. Should the student not achieve the required score after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be allowed to sit for the NCLEX-PN. The student will be given an incomplete grade “I” on LPN 1307 Medical Surgical III until the student can provide documentation of a credible PN comprehensive review course and re-take the CAT with a score at or above the current national passing average. The student will need to reapply to the program and take the final semester again.

**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 of the University of Arkansas:

**Pre-Requisite Requirements**

- **SPD 1003** Success Strategies (first semester)
- **MAS 1803** Basic Human Anatomy & Physiology (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

**Medical Assisting**

**Associate of Applied Science (61 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.

**General Education Core (16 hours)**

- **SPD 1003** Success Strategies (first semester)
- **ENGL1113** Composition I
- **ENGL1123** Composition II
- **MATH 1023** College Algebra
- **PSYC2003** General Psychology
- **SPD 2001** Employment Strategies (last sem.)

**Technical Core Requirements (46 hours)**

- **BUS 1003** Microcomputer Applications
- **BUS 2013** Spreadsheets
- **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** Basic Radiology
- **MAS 1703** Medical Transcription
- **MAS 1803** Basic Human Anatomy & Physiology
- **MAS 2053** Co-op Internship

**Registered Nursing**

(LP/LPTN/LVN to RN Transition)

**RN Transition Program Admission Requirements**

This program is a 12-month program that combines classroom instruction with clinical experiences. Six LPN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a nontraditional delivery format of nursing theory by interactive video. The following institutions are members of the ARNEC program: Arkansas State University (ASU-N) – Newport, Black River Technical College (BRTC) – Pocahontas, Cossatot Community College of the University of Arkansas (CCCUA) – DeQueen, Ozarka College (OC) – Melbourne, South Arkansas Community College (SACC) – El Dorado, and the University of Arkansas Community College at Morrilton (UACCM).

The program will serve a minimum of twenty students at each of the six distance learning sites. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 PM and clinical time will take place on weekends. This program was designed to meet the needs of working LPNs/LPTNs/LVNs.

This program meets the requirements of the Arkansas State Board of Nursing. Graduates of the program receive an Associate of Applied Science degree which prepares them to take the NCLEX-RN (the Registered Nurse licensing examination). Due to the strenuous nature of the nursing curriculum, the admitting institution reserves the right to determine eligibility of any student to enroll or continue in the nursing program. Eligibility is determined by the faculty’s evaluation of the student’s ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

**Entrance Requirements**

Applicants must show proof of:

- Completion of an ARNEC program application packet
- Graduation from a State Board approved technical/practical nursing program
- Possess a valid, unencumbered LPN/LPTN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of “C” or better
- A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall required general education courses.
- An official high school transcript (or GED completion transcript)
- Official transcripts from all colleges attended
- All classes are taught in the English language, making it

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necessary that students are able to read, speak, write, and comprehend the English language proficiently. All international students and students who speak English as a second language must pass a Test of English as a Foreign Language (TOEFL).

- Taking the LPN GAP (General Achievement Profile) exam
- Drug screen (per admitting institution protocol)

Students will be ranked and selected based on required general education course GPA and LPN GAP (comprehensive exam scores). **Students must comply with the admission requirements set forth by the admitting institution in addition to the ARNEC requirements.**

### Acceptance

Applicants that are selected for admission must notify the ARNEC institution that they will be attending to verify and accept placement. Upon acceptance into the program, the student must provide the following:

- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
- Current PPD Skin Test or Chest X-ray
- Verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed.
- Applicants may lack one of the required general education courses by August 31st. All required general education courses must be completed by the time the nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.
- Select applicants must take and pass a medical math competency exam with a 90% pass rate. Applicants will have three chances to successfully pass the exam by November 15th. A practice test will be provided to the applicant prior to testing.
- After the math competency exam has been successfully passed, the selected applicants must complete and pass the background check. An instruction sheet will be provided to the applicant (approximately a $39.00 cost).

Applicants selected for admission will receive a letter of acceptance into the program by mid-October, and will need to provide the admitting institution a written letter stating that they are accepting the invitation and will enroll in the program. This letter can be emailed to the program chair, faxed, or brought to the nursing department in person. If the student chooses to email or fax their letter of acceptance, they should follow up by calling the nursing department to make sure it was received. In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

### Academic Progression

In order to progress in the nursing curriculum, the student must meet the following criteria:

- The student must maintain a 2.0 “C” (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest “C” grade) to progress.

The student is advised to make a passing score on the Education Resources, Inc.’s (ERI) scheduled tests. If the student fails a test, then the student should remediate and take the test until a successful average is passed. See Graduation Policy below to review the ERI test that must be passed for program completion.

### Re-admission Candidates

Re-admission into the program will be considered on a space available basis only. Re-admission will be decided by the admitting institution. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution’s appeal procedures.

### Transfers

Due to differences in nursing curriculum in other nursing programs, ARNEC will not accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

### Advanced Placement of Students

Refer to the Advanced Placement of Students policy in the admitting college’s catalog.

### Note to All Applicants

ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.

### Graduation Policy

Students must have successfully completed all general education courses and all nursing courses with a grade of “C” or better. Upon completion, the student’s status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

**To complete graduation requirements, the student MUST achieve a score at or above the current national passing average on the final comprehensive ERI exam to complete the requirements for RNSG 2318: Nursing Process III.** The student will be allowed to take the final comprehensive ERI exam a total of three times. Should the student not achieve the required score after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be allowed to sit for the NCLEX-RN. The student will be given an “I” for an incomplete grade while they remediate the following spring semester. The student will be given three more opportunities to pass a final comprehensive ERI exam. Should the student not pass after all six attempts, the student will be given a failing grade and will not be allowed to sit for the NCLEX-RN.

Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LPTN/LVN to RN Transition program does NOT automatically enable the student to sit for the NCLEX-RN. This is determined by the Arkansas State Board of Nursing.
ASSOCIATE OF APPLIED SCIENCE (69 HRS.)
NOTE: There is a special application and deadline for this program.

ARNEC REGISTERED NURSING
CURRICULUM 2008-2009
(INCLUSIVE OF PRE-REQUISITES)

Pre-Requisite Requirements (33 Hrs.)

- ENGL 1113 Composition I
- ENGL 1123 Composition II
- GSTD 0433 Intermediate Algebra (or a higher (math)
- MAS 1223 Medical Math
- PSYC 2003 General Psychology
- PSYC 2033 Developmental Psychology
- BIOL 2003 Nutrition and Diet
- BIOL 2064 Anatomy & Physiology I
- BIOL 2074 Anatomy & Physiology II
- BIOL 2094 General Microbiology
- BUS 1003 Microcomputer Apps. (or equivalent)

*To transfer BIOL 2064 A&PI and BIOL 2074 A&PII must be
taken at the same institution with approval per RN program.

Core Requirements (33 Hrs.)

- RNSG 2119 Nursing Process I
- RNSG 2123 Nursing Practicum I
- RNSG 2216 Nursing Process II
- RNSG 2313 Nursing Practicum II
- RNSG 2318 Nursing Process III
- RNSG 2323 Nursing Practicum III
- RNSG 2311 NCLEX-RN Preparation

MEDICAL RADIOGRAPHY/
RADIOLOGIC IMAGING SCIENCES

PRE-REQUISITES FOR A.S./B.S. THROUGH UAMS,
AHEC-SOUTHWEST-TEXARKANA

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 contact William M. Pedigo, M.P.A., R.T. (R), R.D.M.S., Director, Radiologic Technology, 300 E. 6th Street, Texarkana, AR 71854, (870)779-6029 or (870) 779-6054, or pedigowilliamm@uams.edu 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 Science degree. Additional advanced courses are required for the Bachelor of Science degree. Any grades less than a “C” will not be accepted, and students must maintain an overall GPA of 2.0.

Science (current- within past 7 years): 8 Hrs.
- BIOL 2064 Anatomy & Physiology I
- BIOL 2074 Anatomy & Physiology II

Computer Science: 4 Hrs.
- BUS 1003 Microcomputer Applications

English/Communications: 9 Hrs.
- ENGL 1113 Composition I
- ENGL 1123 Composition II
- SPCH 1113 Principles of Speech

Math (current-within past 7 years): 3 Hrs.
- MATH 1023 College Algebra

Social Science/History: 9 Hrs.
- PSYC 2003 General Psychology
- SOC 2003 Sociology
- HIST 2013 US History to 1876 OR
- HIST 2023 US History Since 1876 OR
- PSCI 2003 American Government

Additional core requirements for the Bachelor of Science that may be obtained either prior to or concurrent with the professional program are:

Humanities/Fine Arts: 6 Hrs.
- PHIL 2003 Philosophy OR
- ENGL 2213 World Literature I OR
- ENGL 2223 World Literature II
- FA 2003 Introduction to Fine Arts: Art OR
- FA 2013 Introduction to Fine Arts: Music

Social Science/History: 6 Hrs.
- HIST 1003 Western Civilization to 1700
- HIST 1013 Western Civilization since 1700

http://cccuau.edu
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. OD denotes On Demand. Any courses offered through CCCUA may be delivered via Internet instruction.

All course descriptions are in alphabetical order according to their course code.

ACCOUNTING (ACCT)

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, Balance Sheet, and Statement of Cash Flows. This course will emphasize the use of accounting information for business management. The recognized set of accounting standards known as Generally Accepted Accounting Principles (GAAP) will be emphasized throughout the course. (3 SCH) Prerequisites: GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores.

ACCT 2123 Accounting Principles II (S)
This course is a continuation of Accounting Principles I, with special emphasis given to GAAP recording and reporting, and partnership and corporate equity transactions. Financial statement analysis, incremental analysis and capital budgeting, and cost-volume-profit will also be covered in this course. The course also introduces students to managerial accounting concepts, including job order and process costing, and 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 (AGRI)

AGRI 1001 Agriculture Orientation (F, S)
A series of lecture dealing with agriculture as a profession and with the various possible majors and job opportunities. (1 SCH)

AGRI 1003 Farm Management (F, S)
This course provides the introduction to agricultural business, including a survey of the role and characteristics of agriculture businesses in our economic system. Basic concepts concerning price determination, profit maximization, and resource use will be emphasized. The use of business principles as applied to the production and marketing decisions made by managers of agricultural firms will be demonstrated.

AGRI 1103 Forestry (S)
This course covers the elements and techniques of woodland management including the planning, developing, protection, and usage of forests. Other topics will include aesthetics, wildlife, recreation, environmental well being, employment opportunities, and consumer products.

AGRI 1203 Beef Production (F,S)
This course is designed to provide information on current production and management practices with beef cattle. Systems of beef production, including breeding, feeding, and management of commercial and purebred cattle under regional conditions will be covered.

AGRI 1303 Poultry Production (F,S)
This course provides a study of the various aspects involved in producing and marketing of chickens, turkeys and other poultry.

AGRI 1403 Pasture Management (S)
This course involves planning, planting, and maintaining pastures for forage crops. Study includes plants, soils, climates, diseases, as well as economic implications involved in pasture management.

AGRI 1503 Feeds and Feeding (F)
This course introduces principles of animal nutrition, composition, as well as the digestibility of feeds, balanced rations, and the feeding of farm animals.

AGRI 1603 Soil Science (F,S)
This course covers the classification and properties of soils – physical, biological, and chemical. It will cover the effects on soils by fertilizers and other treatments, planned or unplanned.

AGRI 1703 Pest Management (S)
This course introduces basic principles of pest management as they relate to vertebrate animals, insects, plant diseases, and weeds. Selected pests will be studied with emphasis on current management approaches and alternative pest control.

AGRI 1803 Principles of Agronomy (F)
This course provides production principles of field crops and horticulture crops with emphasis on harvesting, economics, varieties, disease and pest
control, planting and harvesting methods, cultural practices, irrigation and weed control.

AGRI 1903 Natural Resources and Conservation (F)
This course will study the conservation and multiple use of renewable natural resources, including water, forest, range, wildlife and recreation, history of forest and range use, and its present status.

AGRI 1903 Principles of Horticulture (S)
Basic principles underlying the propagation, production and handling of horticultural crops are taught in this course. Topics of discussion will range from in-door houseplants to commercial production of fruit and nut trees, vines, and berries.

AGRI 2003 Internship (OD)
An application of the materials learned in class with “real world experiences.” Arrangements for internships will be coordinated by the program advisor. Prerequisite: Taken in final semester and/or with instructor’s approval.

AUTOMOTIVE SERVICE TECHNOLOGY (AST)

AST 1104 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, and service, flushing, and recycling of antifreeze. The student will also perform cylinder head inspection, removal and replacement and service as well as vale train diagnosis and service. Engine block diagnosis, disassembly, inspection, machining, and reassembly are covered in this course. (6 SCH - 3 Lec, 9 Lab).

AST 1203 Automot. 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 are battery design, construction, and testing, along with charging and starting system diagnosis and repair. (4 SCH - 3 Lec, 6 Lab).

AST 1003 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. Also covers 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 SCH - 3 Lec., 6 Lab).

AST 1103 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 SCH: 3 lec., 6 lab)

AST 1704 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 SCH: 3 Lec., 6 Lab)

AST 2304 Automotive Electrical/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 SCH - 2 Lec., 6 Lab.).

AST 2203 Engine Performance I
The student utilizes basic test instruments as well as hand held testers and console oscilloscopes in testing the condition of the engine. This course also covers computerized engine controls, diagnosis, and repair using scan tools and other testers common to automotive repair. (5 SCH: 3 Lec., 6 Lab)

AST 2304 Engine Performance II
Covers electronic ignition systems, including distributor-less 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 SCH: 3 Lec., 6 Lab)

AST 2503 Manual Drive Train and Axles
Covers the drive train on a vehicle with a standard transmission/transaxle. Areas covered include clutch, transmission/transaxle diagnosis, and repair. Driveshaft and ½ shaft are also covered as well as rear axle and 4WD component diagnosis and repair. (5 SCH: 3 Lec., 6 Lab)

AST 2804 Automatic Transmission/Transaxle
A brief review of gear theory and the introduction of the planetary gear set and continues with
### ART (ART)

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<td>Drawing I (OD)</td>
<td>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)</td>
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<tr>
<td>ART 1023</td>
<td>Drawing II (OD)</td>
<td>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)</td>
</tr>
<tr>
<td>ART 1063</td>
<td>Ceramics I (OD)</td>
<td>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)</td>
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<td>ART 2033</td>
<td>Painting I (OD)</td>
<td>A basic course for beginners and more experienced students. Techniques of using watercolors will be explored. An additional 3 hours of studio time is required — time TBA. (3 SCH)</td>
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### ANIMAL SCIENCE (AS)

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<tr>
<td>AS 1001</td>
<td>Introduction to Animal Science (Lab Portion) (F, S)</td>
<td>This course is the lab component to AS 1004 (1 SCH) Must be taken with AS 1004</td>
</tr>
<tr>
<td>AS 1004</td>
<td>Introduction to Animal Science (Classroom Portion) (F, S)</td>
<td>This course will focus on the importance of animal and poultry production and management of livestock, poultry and their products. (4 SCH) Must be taken with AS 1001</td>
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### ASTRONOMY (ASTR)

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<td>ASTR 1014</td>
<td>Introduction to Astronomy (OD)</td>
<td>This course is an introductory course in which students will learn about the process of science by studying the various methods by which we have learned our place in the cosmos. Students will study specific examples of the kinds of observations which can be made and the inferences drawn from them. Examples will emphasize how we have obtained our knowledge of the universe and the certainty of various parts of the knowledge. The lab course will enable students to do projects which involve a variety of activities in data acquisition and analysis which tie concepts discussed in the classroom to real-world experiences. Prerequisites: GSTD 0433 Intermediate Algebra (4 SCH – 1 Lab)</td>
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### BIOLOGY (BIOL)

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<tr>
<td>BIOL 1014</td>
<td>General Biology (F, S)</td>
<td>A lecture and laboratory class designed to include the basic life functions of organisms. Emphasis will be on cell biology, genetics, and ecology. Prerequisites: GSTD 0103 College Reading, GSTD 0253 Developmental Writing or appropriate placement scores (4 SCH — 3 Lec., 2 Lab)</td>
</tr>
<tr>
<td>BIOL 1024</td>
<td>General Botany (OD)</td>
<td>This course is an introductory survey of the plant kingdom. Topics include fundamental structure and function of plants and their economic importance, plant reproduction, the scientific method, photosynthesis, genetics, and ecology. Lab required. Not appropriate for Biology or Health Science majors (4 SCH — 3 Lec., 2 Lab)</td>
</tr>
<tr>
<td>BIOL 1034</td>
<td>General Zoology (OD)</td>
<td>A survey of the major animal phyla, including lecture and laboratory involving classification, morphology, and ecology (4 SCH — 3 Lec., 2 Lab)</td>
</tr>
<tr>
<td>BIOL 2003</td>
<td>Nutrition and Diet (F/S)</td>
<td>The fundamental principles of human nutrition and diet; emphasizes normal nutrition as a basis for making diet adaptations in disease (3 SCH)</td>
</tr>
<tr>
<td>BIOL 2064</td>
<td>Anatomy and Physiology I (S) *</td>
<td>The first in a two-course series dealing with the study of the structures and functions that make up the body. This course covers cells, tissues, skin, bones, and muscles. Prerequisite: BIOL 1014 General Biology OR MAS 1803 Basic Human Anatomy and Physiology OR completion of an LPN program. Anatomy and Physiology I &amp; II must be taken at the same institution in order to guarantee transfer to other Arkansas colleges or universities. (4 SCH — 3 Lec., 2 Lab)</td>
</tr>
<tr>
<td>BIOL 2074</td>
<td>Anatomy and Physiology II (F) *</td>
<td>The continuation of BIOL 2064. This course covers the brain and nervous system, the heart and circulation, hormone regulation, and human reproduction. Prerequisite: a grade of C or better in BIOL 2064. Anatomy and Physiology I &amp; II must be taken at the same institution in order to guarantee transfer to other Arkansas colleges or universities. (4 SCH — 3 Lec., 2 Lab)</td>
</tr>
<tr>
<td>BIOL 2094</td>
<td>General Microbiology (F)</td>
<td>A lecture and laboratory introduction to the classification, morphology, metabolism, and general characteristics of microorganisms, with an emphasis on pathogens. Prerequisite: BIOL 1014 General Biology OR MAS 1803 Basic Human Anatomy and Physiology OR completion of the LPN program.</td>
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### RESIDENTIAL CONSTRUCTION (BLD)

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<tr>
<td>BLD 1003</td>
<td>Construction Fundamentals (OD)</td>
<td>Orientation to the general construction trade along with an overview of different types of building materials used in the construction field, including lumber, sheet materials, adhesives, fas-</td>
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teners, engineered wood products, and structural steel. Basic worker safety and a supervisor or manager’s obligation to ensure a safe workplace will be emphasized. We will discuss the causes and results of accidents and the dangers of rationalizing risk, as well as introducing common job-site hazards and protection such as lockout/tagout, personal protective equipment (PPE). Math skills, as needed in the construction trade, will be taught in the course. (3 SCH - Note: Almost exclusively lecture)

BLD 1004 Framing
Describes the procedures for laying out and framing walls, ceilings, roofs, floors with include; roughing-in door and window openings, construction corners, and partition Ts, bracing walls and ceiling, and applying sheathing. (4 SCH - 2 Lec / 6 shop)

BLD 1204 Drywall
Describes the various types of gypsum drywall, their uses, and the fastening devices and methods used to install them. Contains detailed instruction for installing drywall on walls and ceiling using nails, drywalls screws, and adhesive. Also covers fire and sound-related walls along with methods used to finish and patch drywall. (3 SCH - 1 lec / 6 shop)

BLD 1303 Finishing
Covers the siding used in residential construction and the installation procedures, including wood, metal, vinyl, and cement board siding. Also included is different types of trim used in finish work with a focus on the proper method for selecting, cutting, and fastening trim to provide a professional finished appearance. (3 SCH - 1 lec / 6 shop)

BLD 1304 Cabinetry
Provides detailed instruction for the selection and installation of base and wall cabinets and countertops and introduces the materials, tools, and methods used in cabinetmaking. Practice projects help the trainee learn the various joining techniques used by cabinetmakers, while providing practice on stationary power tools. Two complete cabinet projects used in past SkillsUSA national competitions are also provided. (4 SCH - 2 lec / 6 shop)

BLD 1404 Concrete
The properties, characteristics, and uses of cement, aggregates, and other materials that when mixed together, form different types of concrete. Covers procedures for estimating concrete volume and testing freshly mixed concrete, as well as methods and materials for curing concrete. The use of different types of reinforcing materials will be covered. (4 SCH - 2 Lec / 6 shop)

BUSINESS (BUS)

BUS 1003 Micro Computer Applications (F, S)
This course will give students the basic skills required to operate word processors and spreadsheets. Students will be exposed to presentation software and database software. Students will learn the basics of database software. 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.
Prerequisites: GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (3 SCH)

BUS 1103 Machine/Medical Transcription (S)
The Medical Transcription course for Certificate of Proficiency in Medical Transcription and the Associate of Applied Science in Medical Assisting majors is designed 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 exerITes (e.g., 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, BUS 1003 Microcomputer Applications.

The Machine Transcription course for Technical Certificate in Secretarial/Word Processing and the Associate of Applied Science/ Administrative Assistant majors provides training in the transcribing of documents to be mailed from recordings using computer word processing software. Prerequisites: BUS 1003 Microcomputer Applications and co-requisite ENGL 1113 Composition I. (3 SCH)

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 exposes students to business statistics and data presentation, to include grouped and ungrouped data. Prerequisites: GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (3 SCH)

BUS 1503 Human Relations/Supervision (F, S)
This course will introduce the student to concepts and practices that lead to successful human rela-
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 and listening skills, psychological principles, and employment skills involved in effective business communications. Special attention will be given to advanced Word Processing skills. Prerequisite: ENGL 1113 Composition I, BUS 1003 Micro Computer Applications (3 SCH)

BUS 2053 Desktop Publishing and Web Graphic Design (S)
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. Students will also learn the basics in designing, developing, and maintaining a web page and web sites as it applies to e-business. Prerequisite: BUS 1003 Micro Computer Applications (3 SCH)

BUS 2103 Business Law (F, S)
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. Prerequisites: GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (3 SCH)

BUS 2123 Databases (S)
This course includes learning the background of, designing, and maintaining electronic databases in the workplace. Special attention will be given to the most popular database programs available. Prerequisites: BUS 1003 Micro Computer Applications (3 SCH)

CDD 1003 Computer Aided Drafting and Design I (OD)
Topics to be covered include commands, system controls, coordinates, layer systems, repeating commands, object text manipulation, dimensioning, and visibility of hidden lines. Prerequisite: INT 1123 Blueprint Reading. (3 SCH)

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 SCH)

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 modification, drawing lines, shapes, and geometric objects using multiple lines and curves, 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 SCH)

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 SCH)

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 SCH)
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 SCH)

CHEMISTRY (CHEM)
CHEM 1014 General Chemistry I (F)

This is a survey course introduction Chemistry as it applies to the real world. Includes basic topics of scientific method, measurement, state of matter, atomic structure, periodic table, chemical properties, and chemical reactions. Appropriate for general education. Lab required. Prerequisites: GSTD 0433 Intermediate Algebra or above, GSTD 0103 College Reading, GSTD 0253 Developmental Writing or appropriate placement scores (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 or higher (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)

COL 1207 Body and Frame Alignment

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

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

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

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

COL 1610 Repair of Mechanical and Electrical Components

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)

COSMETOLOGY (COS)
COS 1101 Hygiene and Sanitation I

This course instructs students in sanitation, sterilization, hygiene, lighting and ventilation. Students will have hands on experience in performing general sanitation duties. (1 SCH)

COS 1107 Hairdressing w/lab I

A course in scalp massage, cleaning, shampooing, cutting, clipping, singeing, dying, tinting, bleaching, perming, brushing, combing curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair. (9 SCH)

COS 1121 Related Science I

This course is designed to give students a depth of understanding in the sciences related to the field. Those sciences include: physiotherapy or cosmetricity (pertaining to electricity used in cosmetology), physiology and histology anatomy, dermatology, mycology and osteology. (1 SCH)

COS 1131 Manicuring I

A course in the construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage. (1 SCH)
COS 1141  Aesthetics I
A course in the skin, various kinds of facial massage, cosmetics, packs, and the art of makeup, eyebrow arching, eyebrow and eyelash dying. (1 SCH)

COS 1151  Salesmanship, Shop Management and Shop Deportment I
This course relates to the necessary skills of courtesy, neatness and professional attitude in meeting the public, and a strong focus on entrepreneurship. (1 SCH)

COS 1201  Hygiene and Sanitation II
This course instructs students in sanitation, sterilization, hygiene, lighting and ventilation. Students will have hands on experience in performing general sanitation duties. (1 SCH)

COS 1209  Hairdressing w/lab II
A course in scalp massage, cleaning, shampooing, cutting, clippering, singeing, dyng, tinting, bleaching, perming, brushing, combing curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair. (9 SCH)

COS 1221  Related Science II
This course is designed to give students a depth of understanding in the sciences related to the field. Those sciences include: physiotherapy or cosmeticity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology. (1 SCH)

COS 1241  Aesthetics II
A course in the skin, various kinds of facial massage, cosmetics, packs, the art of makeup, eyebrow arching, eyebrow and eyelash dying. (1 SCH)

COS 1151  Salesmanship, Shop Management and Shop Deportment II
This course relates to the necessary skills of courtesy, neatness and professional attitude in meeting the public, and a strong focus on entrepreneurship. (1 SCH)

COS 2301  Hygiene and Sanitation III
This course instructs students in sanitation, sterilization, hygiene, lighting and ventilation. Students will have hands on experience in performing general sanitation duties. (1 SCH)

COS 2309  Hairdressing with lab III
A course in scalp massage, cleaning, shampooing, cutting, clippering, singeing, dyng, tinting, bleaching, perming, brushing, combing curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair. (9 SCH)

COS 2321  Related Science III
This course is designed to give students a depth of understanding in the sciences related to the field. Those sciences include: physiotherapy or cosmeticity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology. (1 SCH)

COS 2311  Manicuring III
A course in the construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage. (1 SCH)

COS 2341  Aesthetics III
A course in the skin, various kinds of facial massage, cosmetics, packs, the art of makeup, eyebrow arching, eyebrow and eyelash dying. (1 SCH)

COS 2351  Salesmanship, Shop Management and Shop Deportment III
This course relates to the necessary skills of courtesy, neatness and professional attitude in meeting the public, and a strong focus on entrepreneurship. (1 SCH)

CRIMINAL JUSTICE (CRJU)
CRJU 1103  Introduction to Criminal Justice (OD)
This course acquaints the student with the general organization, dynamics, and concepts impacting the theory, practice and administration of the criminal justice system. The course prepares students to meet the requirements of the basic levels of state and national certification. (3 SCH)

EARLY CHILDHOOD EDUCATION (ECE)
ECE 1103  Child Care Practicum I (F/S)
This course is designed to provide a lab experience in the childcare program under the supervision of the program staff and is based on the educational requirements preparatory to the CDA (Child Development Associate) credentialing program governed by the Council for Early Childhood Professional Recognition. The course will help CDA students complete their professional resource file related to candidate’s work, collect parent opinion questionnaires as feedback for the candidate in their current classroom, be observed by program staff using the CDA Assessment Observation Instrument while working with children and families as the primary caregiver, and prepare for the oral and written exam to be administered by a council representative. Co-Requisites: GSTD 0253 Developmental Writing or appropriate placement scores and ECE 1133 Curriculum Development for Childcare Programs (3 SCH)

ECE 1113  Child Development (F/S)
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)

**ECE 1123** Program Management for Child Care Programs (F/S)

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. Covers types of childcare programs and unique characteristics of each. Examination of administrative styles and roles needed for childcare 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)

**ECE 1133** Curriculum Development for Child Care Programs (F/S)

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 for ages 2 to 8 years. Co-Requisites: GSTD 0253 Developmental Writing or appropriate placement scores and ECE 1103 Practicum I (3 SCH)

**ECE 1143** Child Guidance (S)

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

**ECE 1183** Health, Safety and Nutrition (S)

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. 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)

**ECE 1223** Infant/Toddler Curriculum. (F)

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 (0-2 years of age). (3 SCH)

**ECE 1243** Family Involvement (M)

Covers the diversity of experience, values, and functioning found in today’s family. The course strengthens the ability and develops important communications skill and techniques to support families. Students learn the value and necessity of developing a partnership between parents and the childcare teacher and / or center. (3 SCH)

**ECE 1283** Special Needs Children (F)

A survey of the most frequent kinds of disabilities likely to be encountered in childcare. 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)

**ECON**

**ECON 2003** Macroeconomics (F, S)

Topics include methods of economics, performance measures of the economic system, interest rates, inflation, employment, monetary, and fiscal policy. Prerequisites: GSTD 0103 College Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (3 SCH)

**ECON 2103** Microeconomics (F, S)

Introduction to microeconomic analysis, concentrating on consumer choice, firm production and pricing in different market structures, resource demand, the public sector, and externalities. Prerequisites: GSTD 0103 College Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (3 SCH)

**EDUC**

**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 and 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)

**EDUC 2013** Technology for Teaching (S,F)

This course provides students with an overview of the technology that can enhance teaching and learning. Students will be taught basic multimedia approaches and uses of various Spreadsheets in the educational setting. Course is designed for teaching majors. Pre-requisites EDUC 2003 and EDUC 2001 (3 SCH)
**EMERGENCY MEDICAL TECHNICIAN (EMS)**

**EMS 1107  Emergency Medical Technician (OD)**
A 150-hour course that prepares students to sit for the Arkansas and National EMT examinations. Contains both lecture and hands-on teaching. Prerequisite: ACT scores: of 19 in English and Reading, or ASSET scores: reading 43, and writing 45. (7 SCH)

**ENGLISH (ENGL)**

**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 Grade of “C” or better (3 SCH)

**ENGL 1133  Technical Writing (S)**
Concentrates on correctness and style of written technical communication. Includes work in proposal writing, graphics, and technical research techniques. Prerequisites: ENGL 1113 Composition I and BUS 1003 Micro Computer Applications. (3 SCH)

**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 Neoclassicism and the Age of Enlightenment. Prerequisite: ENGL 1123 Composition II. (3 SCH)

**ENGL 2123  American Literature II (OD)**
American Literature course covering American literature from the Romantic period through Modernism. The course emphasizes the development of American literature as a unique form of literature affected by the American cultural, geographic, and historical influences. Prerequisite: ENGL 1123 Composition II. (3 SCH)

**ENGL 2213  World Literature to 1650 (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 since 1650 (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, screen plays, and poetry. Prerequisite: ENGL 1113 Composition I (3 SCH)

**ENGLISH AS A SECOND LANGUAGE EDUCATION (ESL)**

**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)

**FINE ART (FA)**

**FA 2003  An Introduction to Fine Arts: Art (F, S)**
This course presents art as a part of our heritage. It includes basic terms, and the characteristics of style and periods of familiarization with art equipment and process. Designed to develop an appreciation of fine art as well as understand the nature and function of the visual art and forms used in various works. Students will learn art vocabulary, evaluate selected works and become familiar with visual elements and principles of design as well as important roles of art in various cultures and the history of art. Prerequisite: GSTD 0103 College Reading, GSTD 0253 Developmental Writing or appropriate placement scores (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
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 SCH)

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 SCH)

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 SCH)

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 fire ground with confidence and competence. A good course for new or inexperienced firefighters entering the career field. (9 SCH)


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

FS 2013 EMS First Responder (OD)

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

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 SCH)

FS 2033 Company Officer II (OD)

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

FS 2103 Fire Instructor Methodology (OD)

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

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 SCH)

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 SCH)
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 SCH)

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 SCH)

GEOLOGY (GEOL)
GEOL 1004 Geology (OD)
An examination of the basic concepts of physical geology, mineralogy, and land forms, modifications of the earth’s surface by internal and external processes. The course includes examination of the Earth’s interior, magnetism, minerals, rocks, landforms, structure, plate tectonics, geological processes, and resources. Lab required. GSTD 0103 College Reading, GSTD 0253 Developmental Writing or appropriate placement scores (4 SCH: 3 Lec, 2 Lab)

GEOGRAPHY
GEOG 2003 Introduction to Geography (F, S)
Introduces 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. College-level reading and writing skills are needed to prepare required papers. (3 SCH)

GENERAL STUDIES (GSTD)
GSTD 0103 College Reading (F, S)
This course will enable students to use appropriate strategies to improve their reading comprehension and vocabulary. This course is required for students who have an ACT Reading score of 18 or below, an ASSET Reading score of 42 or below or a Compass score of 81 or below. This course must be passed with a grade of “C” or better to enroll in ENGL 1113. (3 SCH)

GSTD 0113 Developmental ESL I (OD)
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 (OD)
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 or Compass score of 37 or below. This course must be passed with a “C” or better to enroll in GSTD 0253. (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, an ASSET score of 37-44 or Compass score of 38-74, 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, a score of 43 on the ASSET Numerical Test, a Compass Pre-Algebra score of 44 or above, or an ACT score of 14-15. (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 or below on ASSET Elementary Algebra Test, a score of 16-18 on the ACT Math Test, or a Compass Algebra score of 22-40. (3 SCH)

HISTORY (HIST)
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 carries 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)

**HONORS COURSES (HONS)**

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.

**HEALTH AND SAFETY (HS)**

**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)

**INFORMATION TECHNOLOGY (IT)**

**IT 1003 Introduction to Information Technology (F, S)**

An introduction to the broad field of information technology, including computer and Internet basics, digital electronics and file management, computer networks and security, e-commerce, digital media, information systems, programming and the computer industry. Prerequisite: none (3 SCH)

**IT 1103 Networking I (F, S)**

This is an introductory networking course for students majoring in Information Technology or computer science who have no previous networking experience. Subject material includes network terminology, standards, hardware, media, architecture, and protocols. Local-area networks (LANS), wide-area networks (WANS), and the OSI model are studied in detail. Students are introduced to routers and router programming, and to network (IP) addressing schemes. Course helps students prepare for the CompTIA Network + and the CCNA examinations. No pre-requisites; but college level reading skills are highly recommended

(3 SCH)

**IT 1013 Internet Fundamentals (F, S)**

This course provides the student seeking a degree in Information Technology with an introduction to the worldwide computer network. The course uses a hands-on approach to teach the history and capabilities of the Internet. Students are provided the following instruction: how the Internet works as a network; about multimedia on the Internet; and Internet security. Prerequisite: GSTD 0253 Developmental Writing and GSTD 0103 College Reading or equivalent placement scores. (3 SCH)

**IT 1133 Networking II (F, S)**

A continuation of course material offered in IT 1103 Networking I. Contact focuses on initial router configuration, IOS software management, routing protocols, TCP/IP, and access control lists (ACLs). Course helps students prepare for the CompTIA Network + and the CCNA examinations. Pre-requisites: IT 1003 Networking I (3 SCH)
IT 1203  **Principles of Web Design (F, S)**

This course is designed to introduce common methods and techniques used when designing for the Web. Using a practical, hands-on approach, students will learn how to create graphics and pages that are enhanced and optimized for the Web. The course content is designed to provide students with the basic skills and practical applications of HTML 4.1, page structure and layout, accessibility, typography, navigation, image formatting, color selection and Cascading Style Sheets (CSS1 & CSS2). Various Web and graphic design software solutions will be introduced throughout the course, including, Adobe Photoshop CS2, Adobe ImageReady, Macromedia Fireworks, Macromedia Flash, and Macromedia Dreamweaver. Prerequisites: GSTD 0253 Developmental Writing and GSTD 0103 College Reading or equivalent placement scores. (3 SCH)

IT 1304  **Fundamental of Programming C# (S)**

This is an introductory programming course for students majoring in computer science or computer information systems who have no previous programming experience. Using the C# language, this course teaches the students how to plan and create well-structured C# 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. (4 SCH – 1 Lab) SUGGESTED CO-REQUISITES (IF NOT PREVIOUSLY TAKEN): BUS 1003 Micro Computer Applications; MATH 1023 College Algebra; MATH 2023 Introduction to Statistics

IT 1314  **Fundamentals of Program JAVA (F)**

This is an introductory programming course for students majoring in computer science or computer information systems who have no previous programming experience. Using the Java Language, this course teaches the students how to plan and create well-structured Java applications and applets from the bottom up using Object Oriented Programming concepts. (4 SCH – 1 Lab). SUGGESTED CO-REQUISITES (IF NOT PREVIOUSLY TAKEN): BUS 1003 Micro Computer Applications; MATH 1023 College Algebra; MATH 2023 Introduction to Statistics

IT 1324  **Server / Website Scripting (S)**

This is an introductory programming course for students majoring in Computer Information Systems who have no previous programming experience with server / website scripting. Using the most popular languages, this course teaches the student how to plan and create well – structured programs. (4 SCH – 1 Lab). SUGGESTED CO-REQUISITES (IF NOT PREVIOUSLY TAKEN). BUS 1003 Micro Computer Applications; MATH 1023 College Algebra; MATH 2023 Introduction to Statistics

IT 1403  **Introduction to Geographic Information Systems (F, S)**

A Geographic Information Systems (GIS) is a computer-based processing tool used to manage and analyze spatial information. This course introduces students to the theory and techniques of GIS including spatial data capture, management and analysis, and cartographic output. Emphasis is placed on the use of technical analysis and software in order to provide student with skills and a conceptual base on which they can build further expertise in GIS. This course is especially useful for Geography, Environmental Science, Economics, and land-use planning majors. Prerequisites: GSTD 0253 Developmental Writing and GSTD 0103 College Reading or equivalent placement scores (3 SCH)

IT 2004  **Basic Microcomputer Repair I. (F, S)**

This hands-on course provides the student with basic computer hardware and operating system knowledge, with a focus on the necessary skills to install, build, upgrade, configure, troubleshoot, optimize, diagnose, and perform preventative maintenance duties on a personal computer. Additional instruction includes a brief introduction to the decimal, binary, and hexadecimal number systems used by personal computers, an overview of basic electrical theory, support for mobile devise and peripheral components, and working in a networked environment. The course content helps prepare the student to successfully pass the CompTIA A + Essentials exam. Prerequisites: GSTD 0253 Developmental Writing, GSTD 0103 College Reading, or equivalent placement scores. Prerequisites: IT 1003 Introduction to Information Technology, or consent of instructor. (4 SCH – 1 Lab).

IT 2014  **Basic Microcomputer Repair II (S)**

Students will learn to apply skills learned in IT 2004 Basic Microcomputer Repair I to each of three professional PC technician working scenarios, including: working with a high level of face-to-face client interaction, working in a remote-based environment, and working in an environment where hardware related activities are stressed. The course content helps prepare the students to successfully pass any of the three remaining CompTIA A+ exams (220-602, 220-603, and 220-604) required for current A+ certification. Prerequisites IT 2004 Basic Microcomputer Repair I (4 SCH – 1 Lab).

IT 2103  **Server Administration (S)**

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 certification. SUGGESTED CO-REQUISITES (IF NOT PREVIOUSLY TAKEN): IT 2014 Basic Microcomputer Repair II; IT1103 Networking I. 800-844-4471
IT 2114  Linux Administration (S)  
This course prepares the student to be a Linux server administrator. Via hands-on experience, the student will learn the basic administration practices including how to install, configure, operate, troubleshoot, upgrade, and maintain a Linux based server. SUGGESTED CO-REQUISITES (IF NOT PREVIOUSLY TAKEN): IT 1103 Networking I. (4 SCH – 1 Lab)

IT 2123  Computer Security (S)  
This course provides students a comprehensive overview of network security. The course content provides for preparation for CompTIA’s Certification Exam. SUGGESTED CO-REQUISITES (IF NOT PREVIOUSLY TAKEN): IT 1103 Networking I. (3 SCH)

IT 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)

WELDING (INT)
INT 1123  Blueprint Reading (OD)  
Develops 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 SCH)

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 Lec., 6 lab) Co-requisite: INT 1123 Blueprint Reading and INT 2343 Welding I (4 SCH).

INT 1973  Special Topics in Welding  
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 (F)  
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 SCH — 6 hrs Lab).

INT 2354  Welding II - SMAW (F)  
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 SCH — 1 Lec., 6 Lab)

INT 2363  Welding III — MIG (S)  
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 SCH — 1 Lec., 4 Lab)

INT 2372  Welding IV — TIG (S)  
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 SCH — 6 hrs Lab)

JOURNALISM (JOUR)
JOUR 2003  Journalism I (OD)  
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. Pre-requisite: ENGL 1113 Composition I (3 SCH)

JOUR 2013  Copy Editing (OD)  
Editing class that enhances 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 (OD)  
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)

LICENSED PRACTICAL NURSING (LPN)  
NOTE: Courses are taught in a specific order. Prior courses are prerequisites.

LPN 1101  Nursing I  
Includes personal development and communication skills, as well as vocational relationships (responsibilities with the patient, family, and
LPN 1112  Basic Nursing Principles and Skills
Includes fundamental principles, skills, and attitudes needed to give good nursing care. (12 SCH)

LPN 1143  Nursing of Mothers/Infants
Includes nursing care in prenatal, labor, delivery, postpartum, and neonatal periods. (3 SCH)

LPN 1153  Nursing of Children
A study of the patient from infancy through adolescence. (3 SCH)

LPN 1202  Pharmacology I
Includes history and demonstration of drugs. Proper dosages, side effects, contraindication, and observations after administration are also taught, along with mathematics skills needed. (2 SCH)

LPN 1206  Medical/Surgical Nursing I
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 SCH)

LPN 1213  Medical Surgical Nursing II
A continuation of LPN 1206 Medical Surgical Nursing I. (13 SCH)

LPN 1302  Pharmacology II
A continuation of LPN 1202 Pharmacology I. (2 SCH)

LPN 1307  Medical Surgical Nursing III
A continuation of LPN 1213 Medical Surgical Nursing II. (7 SCH)

LPN 1402  Nutrition
Includes principles of good nutrition in all age groups. Therapeutic diets for various illnesses are taught. (2 SCH)

LPN 1602  Mental Health.
The study of basic mental health issues in a nursing setting. (2 SCH)

MEDICAL ASSISTING (MAS)
MAS 1106  Medical Laboratory I (By Cohort Demand)
An introduction to basic laboratory techniques. Laboratory orientation, safety, and urinalysis are covered as well as hematological tests performed in the physician’s office. Aseptic techniques will be covered as well as care and use of instruments and sterilization techniques. Knowledge and performance of quality control, blood chemistry/analysis, microbiology, immunology/serology, specimen processing, cell counts, SED rates, and tests for anemia will be covered. (6 SCH)

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. Prerequisite: scores of 19 on the ACT/English and Reading, or 43 on the ASSET/Reading test, or GSTD 0103 Developmental Reading. (3 SCH)

MAS 1206  Medical Laboratory II (By Cohort Demand)
Teaches the student hands-on skills and procedures. Topics covered will include communication skills, documentation for a physician’s office, obtaining a medical history, vital signs assessment, examination room techniques, specimen collection, bandaging, and operation of electrocardiogram (EKG). Proficiency in phlebotomy will be gained. (6 SCH.)

MAS 1223  Medical Math (By Cohort Demand)
Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include: interpretation of drug labels, syringe types, conversions, roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, and proper documentation of medications as well as the Six Rights of Medicationadministration and military time.

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. 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.)

MAS 1453  Medical Terminology (F,S,M)
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 SCH.)

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, and 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. Prerequisites: GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (3 SCH.)

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, differ-
ence between illness and disease, and the meaning of the term “Holistic Health.” Prerequisite: MAS 1803 Basic Human Anatomy & Physiology. Prerequisite: scores of 19 on the ACT/English and Reading, or 43 on the ASSET/Reading test, or GSTD 0103 Developmental Reading. (3 SCH.)

MAS 1603 Basic Radiology (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. Prerequisites: GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (3 SCH.)

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. Suggested to take with: MAS 1453 Medical Terminology (3 SCH; 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 SCH)

MATHEMATICS (MATH)
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 2003 Number Systems (F)
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 manipulative 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 (S)
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 (OD)
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 (OD)
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)

MANAGEMENT (MNG)
MNG 2093 Internship (OD)
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)
This course applies 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. Prerequisites: GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (3 SCH)

MNG 2313 Principles of Management (S)
Concepts, principles, and practices necessary for effectively managing an organization in a dynamic environment. Prerequisites: GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (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 contributes to the profitable functioning of business. Prerequisites: GSTD 0103
Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (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. Prerequisites: GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores.

**Music (MUS)**

**MUS 2003 Public School Music (OD)**
This course is a study of music fundamentals, and methods and materials used by the classroom teacher for elementary school music. Principally for elementary education majors (3 SCH)

**Philosophy (PHIL)**

**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)

**Physical Education (PHED)**

**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) (for Non-Healthcare Providers)**
This course is designed for a lay rescuer. Theory and skills include: American Heart Association (AHA), Heartsaver for adult, child, and infant CPR. The AHA Heartsaver First Aid portion is intended for immediate First Aid giver to a victim of an illness or injury before professional medical help arrives (1 SCH)

**Physical Science (PHYS)**

**PHYS 2024 Physical Science (F, S)**
This course presents the understanding of the facts, methods, and significance of the physical sciences. Course includes topics in physics, chemistry, weather, earth science, and astronomy. This is an algebra-based course and it is strongly recommended that the student should have completed Introductory Algebra with a C or better. Prerequisites: GSTD 0103 College Reading, GSTD 0253 Developmental Writing, GSTD 0423 Introductory Algebra or higher, or appropriate placement scores (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 Intermediate Algebra (4 SCH — 3 Lec, 2 Lab)

**Political Science (PSCI)**

**PSCI 2003 American Government (F, S)**
Introduces 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 nation’s 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 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. (3 SCH)

**Psychology (PSYC)**

**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. Prerequisites: GSTD 0103 College Reading, GSTD 0243 Essential English or appropriate placement scores. (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)

**Registered Nursing (RNSG)**

**RNSG 2119 Nursing Process I**
This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to ARNEC’s goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. The student’s fundamental knowledge base will evolve by introducing knowledge, assessment
and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. This course also explores the legal, ethical, and social issues related to the Registered Nursing role. Basic pharmacology and fundamental nursing theory, and medical math skills will be reviewed to prepare students for subsequent semesters.

This course also provided lecture content for the age group involving the newborn through adolescence (pediatrics). The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development interviewing skills, physical and behavior observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content. (9 Cr, 9 hrs/wk Lec.).

Prerequisite: Admission to the ARNEC program. Co-requisite: RNSG 2123

RNSG 2123 Nursing Practicum I

This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG 2119. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration, pediatric client care, and medical/surgical client care. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention, and evaluation of their client. Curriculum concepts and comprehension are carried out per clinical application. (3 Cr., 9 hrs/wk Practicum) Prerequisite: Admission to the ARNEC program. Co-requisites: RNSG 2119

RNSG 2126 Nursing Process II

This first part of this course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing family, newborn, and women’s health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, family planning, female cancers, and general women’s health care. The second part of this course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness-illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas. (6 Cr., 8 Lec.) Prerequisite: RNSG 2119, RNSG 2123 Co-requisite: RNSG 2213

RNSG 2213 Nursing Practicum II

This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women’s health. Students also use their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning. Students will engage in the clinical application of concepts covered in RNSG 2216, demonstrating progressive mastery and independence in Registered Nursing practice. (3 Cr., 9 hrs/wk Practicum.) Prerequisite: RNSG 2119, RNSG 2123 Co-requisite: RNSG 2216

RNSG 2318 Nursing Process III

This course builds upon the previous instruction and incorporates higher level nursing care critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function for clients with complex healthcare needs related to all body systems. The student will learn basic are methodology for clients in emergency (including bioterrorism preparedness), critical care, surgical are, and acute care and long-term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. Prerequisite: RNSG 2216, RNSH 2213 Co-Requisite: RNSG 2311, RNSG 2323

RNSG 2323 Nursing Practicum III

This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Students will engage in the clinical application of concepts covered in RNSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse. (3 Cr., 9 hrs/wk Practicum) Prerequisite: RNSG 2216, RNSG 2213, Co-requisite: RNSG 2318, RNSG 2311.
RNSG 2311 NCLEX-RN Preparation
This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review the student on what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse. (1 Cr., 1 hr/wk lecture) Prerequisites: RNSG 2216, RNSG 2213, Co-requisite: RNSG 2318, RNSG 2323.

**Small Engine Repair (SER)**

**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 SCH — 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 SCH — 1 Lec., 4 Lab)

**Sociology (SOC)**

**SOC 2003 Introduction to Sociology (F, S)**
This course 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. Prerequisites: GSTD 0103 College Reading, GSTD 0243 Essential English or appropriate placement scores. (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. Prerequisites: GSTD 0103 College Reading, GSTD 0243 Essential English or appropriate placement scores. (3 SCH)

**Spanish (SPAN)**

**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. A “Challenge Exam” is available for students who passed high school Spanish or for whose native language is Spanish. Credit would be given for the course upon successful completion of the exam. Students must enroll in the course to be eligible for the exam. (4 SCH — 3 Lec., 2 Lab)

**SPAN 1024 Elementary Spanish II (OD)**
Continuation of SPAN 1014. Prerequisite: SPAN 1014. (4 SCH — 3 Lec., 2 Lab)

**Speech (SPCH)**

**SPCH 1113 Principles of Speech (F, S)**
This course teaches 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)

**Student Personal Development (SPD)**

**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)**
A course designed to increase students’ success in college by assisting students in obtaining the knowledge and skill necessary to reach their educational objectives. This course is required for all technical and degree-seeking students and should be taken within the first two semesters. (3 SCH)

**SPD 1111 Honors Orientation (Fast Track) (OD)**
This is a course designed to be part of the Fast-Track AA program. It will help students become familiar with all aspects of the campus and improve their chances of success in reaching their education objectives.

**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. Pre-Requisites: SPD 1003 Success Strategies (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 to provide verifiable documentation of such 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.

**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
ANCILLARY PROGRAMS

COLLEGE CONNECTION

College Connection is a Technical Preparatory Associate Degree program that combines a minimum of two years of secondary and two years of postsecondary education, leading to an associate degree or a technical certificate or an apprenticeship or the completion of the first two years of a four-year program. College Connection provides technical preparation in one or more specific occupational fields (Agriculture, Business, Family and Consumer Science, Marketing, Health, or Technical and Industrial) and builds students’ competencies in mathematics, science, and communications through a sequential course of study that leads to placement in employment in their career choice. If interested in College Connection, contact your local high school counselor or the College Connection Director at Cossatot Community College of the University of Arkansas.

SECONDARY CAREER CENTER

Cossatot Community College of the University of Arkansas, in conjunction with local high schools and the DeQueen-Mena Educational Cooperative, offers high school students the opportunity to get a head start on a degree and career. Secondary students may enroll in technical classes that will count as credit toward high school graduation as well as credit toward an associate’s degree or technical certificate. To obtain the most current course offerings, contact your high school counselor or the CCCUA Secondary Career Center Site Director prior to the beginning of each semester at 1-800-844-4471 ext 271. Students enrolled in the Secondary Vocational Program must maintain a cumulative GPA of 2.0 at CCCUA to continue taking college credit courses.

UPWARD BOUND

Upward Bound, 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 first generation and low-income status and 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

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 COMPASS 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 CRITERIA

Persons eighteen (18) years of age or older, who are not enrolled in public schools, may enroll in Adult Education at CCCUA. The State requires adult education students to be assessed for grade equivalency in math, reading, and language 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 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 Sevier County Campus at 870-584-4471 ext. 114.

ARKANSAS GED SCORE REQUIREMENTS

Arkansas requires passing the Official GED Practice Test before taking 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. Disability accommodations requests must be made through the Testing Site director by calling CCCUA Sevier County Campus.

GENERAL EDUCATION TESTING

CCCUA is a General Education Test Site for administering the GED test. Students who successfully complete the test battery at the 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.

OTHER ADULT EDUCATION PROGRAMS

ENGLISH AS A SECOND LANGUAGE

The Adult Education Department offers free English classes for those who want to learn how to speak, read, and write in English. ESL classes are offered at Cossatot East Adult Education (DQ), Pilgrim-Cossatot Learning Center (DQ), 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 student(s) about community services.

ASSET/COMPASS 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 students to be better prepared to pass the COMPASS or ASSET test.

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 either in order to 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. **Disability accommodations requests must be made through the Adult Education Department.**

**GRADUATION INFORMATION – ADULT EDUCATION**

Graduation is held in May and December of each year. CCCUA Adult Education program averages about 60 GED graduates each year.

**WORKFORCE DEVELOPMENT**

The Department of Workforce Development and Continuing Education of CCCUA offers a wide selection of 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 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 at 800-844-4471 or AR Relay Services voice-1-800-285-1121 or TDD-1-800-285-1131.

**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 Workforce Development and Continuing Education office, Student Services or extension sites, and completed in order to take classes in this manner.

**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.

Apprenticeships cover 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
- Construction Technology Apprenticeship
- Plumbing Apprenticeship

**Other apprenticeship programs are started on demand.**

**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.**

**KIDS’ COLLEGE**

Kids’ College has been an annual event since 1996. The event is geared toward children who have completed grades 2-5, 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 they share in the 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 County, Howard County, 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 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
CONTINUING EDUCATION
COURSE OFFERINGS

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 will make the PC a more productive and enjoyable part of your life. Our real world, project-based approach to education will help you grasp concepts—not just read about them—and prepare you for success at home and in the workplace. Learn the basics of running programs, creating word processing documents and drawings, and saving your work. The course also includes instruction on the basic skills of accessing online help and file managements. 6 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 Vista Essentials
Learn basics functions in the 2007 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 2007: Level 1
In this course, you will work with Word 2007, a powerful word processing program that allows you to do much more than just type documents. Word 2007: Level 1

In this course, you will work with Word 2007, a powerful word processing program that allows you to do much more than just type documents. You will begin by opening Word and reviewing the new Ribbon interface. You will then open, navigate through, and close Word documents. Next you will create your own documents and search Help for when you need more information. Throughout these lessons, you will learn to create and enhance business letters, memoranda, reports, and press releases. Important topics in this unit include using Word’s spelling checker and grammar checker, the AutoCorrect feature, the Format Painter, and drag and drop. You will end this unit by working with mail merge. Note: These courses may be broken into four parts for each level. 6 HRS

Word 2007: Level 2
In this course, you will work with intermediate Word skills. You will create, sort, format, merge, and perform calculations in tables. You will work with section breaks, columns, WordArt, clip art, and themes. You will also create custom Building Blocks. You will create a promotional brochure. Topics introduced include setting page orientation and size, working with shapes, picture editing, inserting and formatting SmartArt, and formatting the page background. You will create a research paper that includes footnotes and endnotes, headers and footers, and captions and a table of figures. You will also use Word’s built-in templates, and you will even create your own template. 6 HRS

Word 2007: Level 3
In this course, you will organize a long document with a table of contents, an index, headers and footers, and cross-references. You will use Track Changes. You will add comments to a document, send a document for review via email, and combine documents from multiple reviewers. You will add a password to a document and apply editing restrictions, combine reviewed documents without Track Changes, and use the Highlighter. You will create and edit macros and forms. You will share and secure content by providing compatibility, using the Document Inspector, controlling document access, and applying digital signatures. Finally, you will integrate Word with other Office applications and web pages. 6 HRS

Excel 2007: Level 1
In this course, you will work with Excel 2007, a powerful spreadsheet application. The focus of this course is basic skills. You will begin by reviewing the new Office Ribbon interface. Then you will enter and edit data, select cells and ranges, print worksheets, create formulas and functions, and format cell contents. By the end of this course, you will be well prepared for the topics introduced in Microsoft Excel 2007: Level 2. Note: These courses may be broken into four parts for each level. 6 HRS

Excel 2007: Level 2
In this course, you will sort worksheet rows, freeze headings, and split worksheet windows. You will set print options. You will insert art; draw, move, size, rotate, and add styles; and create SmartArt. You will use Office templates and create custom templates. You will lock and unlock cells, apply worksheet protection, set a password, and attach a digital signature. You will copy and move worksheets, copy formatting between worksheets, and use linked formulas. You will create hyperlinks to areas within the workbook and to other documents. You will create and format tables, add calculation formulas, and sort and filter table data. Finally, you will hide detail data using the outline and grouping commands. By the end of this course, you will be well prepared for the topics introduced in Microsoft Excel 2007: Level 3. 6 HRS

Excel 2007: Level 3
In this course, you will work with advanced Excel features. You will create and format PivotTable and PivotCharts, and create...
macros to automate routine tasks. You will use the PMT and FV functions, as well as Goal Seek, Solver, the Analysis ToolPak, and the Scenario Manager. You will use 3-D cell references and use the HLOOKUP, VLOOKUP, and IF functions. You will consolidate data from detail worksheets and group worksheets. You will use Data Validation and Conditional Formatting. You will create data tables and trendlines. You will set up project folders, insert comments into workbooks, and prepare to send a workbook as an email attachment. You will create shared workbooks and use the change history tracking feature. Finally, you will deal with compatibility issues and integrate Excel with other Office programs. 6 HRS

**Access 2007: Level 1**

In this course you will explore Microsoft Access 2007. You will open, navigate, and close database objects; view forms and reports; and look at queries. You will add records to a table using the datasheet and a form and use a database to sort, delete, edit, and filter records. You will design and create your own database, generate reports, create queries, and build a table from an Excel worksheet. You will create tables using Table Design View, append records to a table, work with queries and wizards, and learn about database management. Finally, you will modify table structures, set Lookup fields and field properties, and analyze and document a database. Note: These courses may be broken up into four parts for each level. 6 HRS

**Access 2007: Level 2**

In this course, you will build on the skills you acquire in Microsoft Access 2007: Level 1. You will learn the principles of designing a relational database and work with relationships. You will examine and edit database objects, create split forms, and identify object dependencies. You will use multiple tables, set criteria, sort and limit results, perform calculations, and create crosstab, unmatched, and duplicate queries. You will continue your study of forms by customizing input forms using Form Design View, modifying form controls, creating multiple item forms, and printing forms. Finally, you will use Report Design View as you create and modify reports, perform calculations on reports, generate labels, and print reports. 6 HRS

**Access 2007: Level 3**

In this course, you will create advanced and select queries, parameter queries, calculated fields in queries, and run action queries. You will set relationship join properties and add a subform, create a main form using a subform, add calculated controls to forms, and disable and lock form fields. You will import reports into databases, add subreports to main reports, create reports from subreports, number report items, create calculated controls on subreports, and analyze report performance. You will customize the database interface and set security options. You will set database options. Finally, you will integrate Access with Word, Excel, and Outlook. 6 HRS

**PowerPoint 2007: Level 1**

In this course, you will work with PowerPoint 2007, an intense graphics presentation application that is deceptively easy to use. You will begin by navigating through the PowerPoint window, using document themes, and reviewing the new Ribbon interface. Then, you will create your own slide show, add slides, and create bulleted lists. By the end of the first lesson, you will deliver a presentation! Next, you will work with design concepts: copying text and objects, setting character spacing, rearranging slides, and more. You will work with clip art, animation, and sound to give your presentations more punch and excitement. Finally, you will place an Excel workbook into a PowerPoint presentation. Note: These courses may be broken up into four parts for each level. 6 HRS

**PowerPoint 2007: Level 2**

In this course, you will build on the skills you acquired in Microsoft PowerPoint 2007: Level 1 to enhance your presentations. First you will check the spelling throughout your presentation. You will add speaker notes to help you remember important items when in front of an audience. You will add slide headers and footers. You will insert multimedia content, including audio and video, and configure your presentation to run automatically as if on autopilot. Finally, you will use tables to aid in the placement of data and customize PowerPoint’s built-in document themes and color schemes. Important topics include adding and printing speaker notes, inserting multimedia, defining rehearsed timings, working with tables, and customizing document themes. 6 HRS

**PowerPoint 2007: Level 3**

In this course, you will build on the skills you acquired in Microsoft PowerPoint 2007: Level 1 and Microsoft PowerPoint 2007: Level 2. You will connect multiple presentations and save a presentation as a web page. You will then share your presentation with reviewers and exchange notes and comments. Next, you will transport your presentation and supporting files to another computer via a CD or a USB drive. Finally, you will share your presentation with users of earlier PowerPoint versions and integrate PowerPoint with other Office 2007 applications. 6 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 Banking, Building & Fire Inspectors, City & County Government, Commercial Construction, Firefighters & EMS, Golf Course Superintendents, Health Care, Home Builders & Contractors, Hospitals & Nurses, Human Resources, Landscapers, Manufacturing, Pharmacists, Police Officers, Realtors & Landlords, Restaurants Retailers & Supermarkets, Supervisors, Teachers & School Administrators, Travelers & Tourists, and Utility Companies. 12 HRS

**Beginning Grantwriting**

Beginning Grant Writing is the ideal course for individuals in local governments, hospitals, and other community organizations who seek funds for special projects. This course teaches students how to assess needs for funding and research grant opportunities via the web and other sources such as the Federal Register. Topics include how to write a needs section, measurable objectives, plan of operation, evaluation plan, and a budget narrative. Students will also receive a resource guide that will aid them in the grant writing process. 12 HRS
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. 10 HRS

CAREGIVER CERTIFICATE PROGRAM

The Caregiver Certificate (CC) program offers professional development training for caregivers who have received the 10-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. 10 HRS

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

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

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

ARKANSAS EARLY CHILDHOOD HANDBOOK COURSE

This 45-hour course offers child care professionals: instruction in the use of the AECE Framework Handbook for Three and Four Year Old Children, curriculum planning and activities, and assessment and observation in the preschool classroom, a FREE participant manual, a FREE text and training materials, an opportunity for professional development and interaction with other child care professionals, a certificate of completion, and Continuing Education Units (CEUs). Participants may choose to take one or more of the classes and they may be taken in any order.

ARKANSAS EARLY CHILDHOOD HANDBOOK FOR THREE AND FOUR YEAR OLD CHILDREN: INTRODUCTION

This covers the following topics: Overview of the AECE Framework Handbook, The AECE Framework and Curriculum Development, Knowing Children: Theory and Research, Knowing Children: Child Development, and Preparing the Environment. 15 HRS

ARKANSAS EARLY CHILDHOOD HANDBOOK FOR THREE AND FOUR YEAR OLD CHILDREN: CURRICULUM PLANNING AND ACTIVITIES

This covers the following topics: Reviewing the AECE Framework Handbook, Developing Topics of Study, Planning Activities, Engaging Families, and Involving Communities. 15 HRS

ARKANSAS EARLY CHILDHOOD HANDBOOK FOR THREE AND FOUR YEAR OLD CHILDREN: OBSERVATION AND ASSESSMENT

This covers the following topics: Reviewing the AECE Framework Handbook, Assessment and Curriculum, Observation and Written Records, Checklists, Using the Developmental Rating Scale, Portfolios and Storage, and Sharing Assessment. 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 TRAINING

http://cccua.edu
Critical Incident Stress Training

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/Seyer 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

Allied Health

Nursing Assistant Training Program

This ninety-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. 74 CLASS/LAB/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 defibrillators, 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

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 blood borne 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. Designed to help 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**
Teaches 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**
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 their role in the organization. 4.25 HRS
The Basic Principles for a Collaborative Workplace
This course 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 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 & 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 / 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 & 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 examine 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 & Refueling Your Team: Tools & 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: 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. 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. 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. 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

**American 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

**Introduction to Welding**

This course is designed to fit the needs of the farmer-rancher, home owner, and hobbyist. Emphasis will be placed on the basic welding principles and safety in the workplace at all times. 10 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

**Introduction to Watercolor Painting**

Painting can be a fun and relaxing hobby. This course will explore the various watercolor painting techniques. Students will gain knowledge of this exciting new hobby through demonstration exercises and hands-on experience. Among the many skills, topics such as mixing colors to add variety and interest to artwork will be addressed, as well as painting from observation. 8 HRS

**Introduction to 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 of 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 Pastel 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 Floral Design**

This course introduces the student to the exciting world of Floral Design! Topics include how to make different types of bows, treatment and care for various types of flowers, vertical, horizontal, and crescent designs, and wiring and taping techniques. Students will gain hands-on experience in designing and making their own bouquets, corsages, and boutonnieres! 12 HRS

**Intermediate Floral Design**

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

Cake Decorating, Level 1
 Learn to prepare and decorate beautiful and mouthwatering cakes, just like the professionals in this 10-hour course. You will learn icing, border, and flower making techniques, along with the proper tools required for cake decorating and their purpose. The basic rules of cake decorating will also be discussed as well as potential job and business opportunities available to using this valuable new skill. 10 HRS

Cake Decorating, Level 2
 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 a repair person? This course acquaints you with basic services necessary to maintaining a modern vehicle, including 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 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 with which to worry. 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 Latté 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

MORE COURSES OFFERED UPON REQUEST! HAVE A COURSE SUGGESTION OR WOULD LIKE TO USE YOUR SPECIAL SKILL TO TEACH? CONTACT THE OFFICE OF WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION TODAY!

ONLINE COURSES: BROUGHT TO YOU BY EDUCATION TO GO!

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/cccua
 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 have additional requirements. Please visit our Online Instruction Center for more information.
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Requirements
All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses have additional requirements. Please visit our Online Instruction Center for more information.

ONLINE COURSE DESCRIPTIONS

THE INTERNET
Introduction to the Internet
Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more.
Achieving Top Search Engine Positions
Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines
Introduction to Microsoft Outlook 2003
Harness the communication and information management power of Microsoft Office Outlook 2003.
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 eBay Drop Off Store
Turn people’s unwanted items into a lucrative source of income by starting an eBay drop off store.

WEB PAGE DESIGN
Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.
Creating Web Pages II
Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.
Introduction to CSS and XHTML
Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.
Designing Effective Websites
Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.
Introduction to Dreamweaver 8
Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.
Introduction to Flash 8
Learn how to create exciting interactive animations from a working Flash designer and author.
Introduction to Microsoft FrontPage 2003
Find out how FrontPage makes it easy to create and upload professional Web sites without programming.
Achieving Top Search Engine Positions
Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.
Introduction to Flash MX 2004
Learn to quickly create dynamic, entertaining, and interactive Web sites with Flash MX 2004.

WEB GRAPHICS & MULTIMEDIA
Introduction to CorelDRAW X3
Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.
Introduction to FreeHand MX
Harness the power of Freehand MX to create stunning logos, brochures, book covers, flyers, Web graphics, and more.
Introduction to Flash 8
Learn how to create exciting interactive animations from a working Flash designer and author.
Introduction to Flash MX 2004
Learn to quickly create dynamic, entertaining, and interactive Web sites with Flash MX 2004.
Imaging for the Web Using Fireworks MX 2004
Tap into the power of Fireworks MX 2004 to create dynamic Web graphics.
Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be!
Imaging for the Web Using Fireworks MX
Tap into the power of Fireworks MX to create dynamic Web graphics.
Creating Web Graphics with Photoshop CS3
Learn how to use Photoshop to create graphics for the Web.

WEB & COMPUTER PROGRAMMING
Introduction to ASP.NET
Learn how to create powerful, interactive, community-based Web sites with ASP.NET.
Introduction to PHP and MySQL
Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.
Introduction to JSP Programming
Become proficient in the programming language that powers many of today’s top Web sites.
Introduction to Java Programming
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.
Introduction to Alice 2.0 Programming
Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.
Introduction to C++ Programming
Learn to program in C++, even if you have no prior programming experience!
Introduction to C# Programming
Learn the fundamentals of computer programming with the new C# programming language.
Intermediate C# Programming
Learn to write Graphical User Interface programs in the C# Programming Language.
Introduction to Perl Programming
Learn a programming skill that will make you a more valuable Web developer or system administrator.

http://cccua.edu
Introduction to VBA
Learn to use VBA and Microsoft Word to create your own document automation solutions.

Introduction to Visual Basic 2005
Experienced programmer and teacher shows you how to create Windows applications using Visual Basic 2005.

Intermediate Visual Basic 2005
Discover how to write VB programs that can access and modify a database.

Introduction to Visual Basic .NET
Experienced programmer and teacher shows you how to create Windows applications using Visual Basic .NET.

 Intermediate Visual Basic .NET
Gain in-demand skills writing turnkey Windows programs that access and modify business databases.

Basic Computer Literacy

Introduction to Windows Vista
Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

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, search engines, email, and more.

Introduction to Windows XP
Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

Introduction to Linux
Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

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 2007
Learn how to create and modify documents with the world’s most popular word processor.

Introduction to Microsoft Excel 2007
Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Introduction to Microsoft Word 2003
Learn how to create and modify documents with the world’s most popular word processor.

Intermediate Microsoft Word 2003
Take advantage of Word 2003’s publishing capabilities to create eye-catching documents.

Advanced Microsoft Word 2003
Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

Introduction to Microsoft Excel 2003
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Intermediate Microsoft Excel 2003
Work faster and more productively by learning to use some of Excel 2003’s most powerful tools.

Advanced Microsoft Excel 2003
Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

Introduction to Microsoft Access 2003
Learn how to store, locate, print, and automate access to all types of information.

Intermediate Microsoft Access 2003
Learn to solve real-world business problems with Microsoft Access 2003.

Introduction to Microsoft PowerPoint 2003
Learn to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web.

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Learn how to design professional-looking diagrams with Microsoft Visio 2003.

Introduction to Microsoft Project 2003
Experienced project manager reveals how to use the world’s most popular tool for planning, implementing, and controlling projects.

Introduction to Microsoft Outlook 2003
Harness the communication and information management power of Microsoft Office Outlook 2003.

Introduction to QuickBooks 2007
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Introduction to QuickBooks 2005
Learn how to quickly and efficiently gain control over the financial aspects of your business.

QuickBooks 2007 for Contractors
Learn how to use the Premier Contractor Edition of QuickBooks 2007 to run your contracting business more efficiently.

QuickBooks 2006 for Contractors
Harness the power of QuickBooks Premier Contractor Edition for increased success in the contracting business.

Performing Payroll in QuickBooks 2007
Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

Introduction to Crystal Reports 10
Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports.

Introduction to Microsoft Publisher 2003
Enhance your image by learning to create stunning brochures, newsletters, and other publications.

Graphic Design

Design Projects for Adobe Illustrator CS2
Practice while you learn the fundamentals of Adobe Illustrator CS2 with useful design projects.

Introduction to CorelDRAW X3
Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

Introduction to Photoshop CS2
Learn how to use Photoshop to fix and process photos and create original images.
Intermediate Networking
Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.

DATABASE MANAGEMENT & PROGRAMMING

Introduction to Database Development
An experienced professional guides you through a structured approach to database design and development.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Oracle
Learn how to use the Oracle database management system to plan, organize, and manage your data.

Intermediate Oracle
Learn how to write powerful and flexible PL/SQL programs.

Introduction to Microsoft Access 2003
Learn how to store, locate, print, and automate access to all types of information.

Intermediate Microsoft Access 2003
Learn to solve real-world business problems with Microsoft Access 2003.

Introduction to Crystal Reports 10
Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports.

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Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

Introduction to PHP and MySQL
Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

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Leading game designer prepares you for a career in game development, design, and production.

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An experienced developer teaches you how to use discovery and documentation to meet or exceed customer expectations.

Introduction to Alice 2.0 Programming
Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

Introduction to C++ Programming
Learn to program in C++, even if you have no prior programming experience!

Introduction to C# Programming
Learn the fundamentals of computer programming with the new C# programming language.

Intermediate C# Programming
Learn to write Graphical User Interface programs in the C# Programming Language.

Introduction to Perl Programming
Learn a programming skill that will make you a more valuable Web developer or system administrator.

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Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.
Introduction to Visual Basic 2005
Experienced programmer and teacher shows you how to create Windows applications using Visual Basic 2005.

Intermediate Visual Basic 2005
Discover how to write VB programs that can access and modify a database.

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Experienced programmer and teacher shows you how to create Windows applications using Visual Basic .NET.

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Prepare for the CompTIA A+ exam and begin a rewarding career in the fast-growing PC repair field (course 3 of 3).

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Begin a well-paying career as a project manager by preparing to take--and pass--the PMP certification exam.

PMP Certification Prep 2
Prepare to take--and pass--the Project Management Institute’s PMP certification exam.

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Prepare to pass Microsoft exam 70-270: Installing, Configuring, and Administering Microsoft Windows XP Professional.

Digital Photography & Digital Video
Making Movies with Windows XP
Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment.

Secrets of Better Photography
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

Photoshop Elements 5.0 for the Digital Photographer
Master the secrets of correcting digital photos and bring out the best in all your photographs!

Photoshop Elements 5.0 for Digital Photographer II
If you already know the basics of Photoshop Elements 5.0 for Windows, it’s time to learn the advanced features!

Photoshop CS3 for the Digital Photographer
Learn how to use Adobe’s Photoshop CS3 to edit and enhance your photographic images.

Photoshop CS2 for the Digital Photographer
Unleash the full potential of Photoshop CS2 to edit and enhance your digital photographs.

Photographing People with your Digital Camera
Learn to take beautiful pictures of adults, children, and babies.

Introduction to Photoshop CS2
Learn how to use Photoshop to fix and process photos and create original images.

Introduction to Photoshop CS3
Learn how to use Photoshop CS3 to fix and process photos and create original images.

Intermediate Photoshop CS2
Learn the secrets of professional image editing from a 2006 nominee to the Photoshop Hall of Fame.

Photoshop Elements 4.0 for the Digital Photographer
Learn to edit and correct digital images to repair deficiencies and bring out the best in all your photographs.

Photoshop Elements 4.0 for Digital Photographer II
Master the most advanced features of Photoshop Elements 4.0 for Windows and take your photo editing skills to the next level!

Photoshop Elements 3.0 for the Digital Photographer
Learn to edit and correct digital images to repair deficiencies and bring out the best in all your photographs.

Photoshop Elements Projects
Take your Photoshop Elements skills to the next level by working through 12 hands-on projects.

Introduction to Macromedia Director MX 2004
Director skills are in high demand. Learn to create learning applications, demos, games, interactive Web sites, and more.

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.

Speed Spanish II
Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency.

Speed Spanish III
Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.

Instant Italian
Learn Italian from the comfort of your home in this fun and enjoyable online course.

Beginning Conversational French
Discover how easy it can be to learn common words and phrases for both leisure and business.

Writing for ESL
Learn how to write in English more effectively to succeed in college and at work.

Grammar for ESL
If English is your second language and you’re headed to college, this course will teach you the principles of grammar and structure you’ll need to succeed.

An Introduction to Teaching ESL/EFL
Learn how to be an effective English language teacher from an expert in the field.
Beginning Braille Transcription
Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind.

Intermediate Braille Transcription
Learn Literary Braille and prepare for the Library of Congress Braille Transcriber’s Certification exam.

Writing & Publishing

Beginning Writer’s Workshop
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.

Romance Writing Secrets
Learn how to write and sell romance novels from a veteran romance author.

Writing for Children
Published children’s author shows you how to touch the hearts of children by creating books for them.

Mystery Writing
Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

Write Fiction Like a Pro
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

Advanced Fiction Writing
Explore advanced fiction writing techniques with a published novelist.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox.

Writeriffic 2: Advanced Creativity Training for Writers
This advanced writing course will increase your creativity—whether you’re writing for personal satisfaction or to launch a career.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Writing for ESL
Learn how to write in English more effectively to succeed in college and at work.

The Craft of Magazine Writing
If you’re a determined new writer, this class will provide you with the skills you need to get published.

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing.

Writing Great Technical Documents
Learn how to write great technical documents from an award-winning technical writer.

Introduction to Adobe FrameMaker 7.1
If you want to succeed as a technical writer, you need to learn FrameMaker, the gold standard for publishing technical documentation.

The Keys to Effective Editing
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

Business Marketing Writing
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted.

Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

Beginner’s Guide to Getting Published
Published writer shows you how to give yourself the credibility you need to get your books and articles published.

Travel Writing
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

Your Screenwriting Career
Learn how to write and sell professional-quality screenplays from a Hollywood veteran.

Creating a Sense of Place
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

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.

Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project.

Introduction to Journaling
Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

Publish It Yourself: How to Start and Operate Your Own Publishing Business
Convert manuscripts into income by producing and selling books like the pros.

Forensic Science for Writers
Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

Introduction to Internet Writing Markets
A professional writer shows you how to make money writing on the Internet.

Resume Writing Workshop
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business.

Entertainment Industry

Introduction to the Game Industry
Leading game designer prepares you for a career in game development, design, and production.

Marketing Tools for Actors
A working casting director teaches you powerfully effective strategies to market yourself locally for film and television work.

Theme Park Engineering
Get a behind-the-scenes look at your favorite theme parks and meet the person who engineers their top attractions.

http://cccua.edu
Get Funny!
Learn how to use humor to speak more effectively, write better, and increase your popularity.

Your Screenwriting Career
Learn how to write and sell professional-quality screenplays from a Hollywood veteran.

Music Made Easy
Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director.

**Grant Writing & Nonprofit Management**

**Creating Your Own Nonprofit**
Industry veteran shows you how to take a nonprofit business from vision to reality.

**Introduction to Nonprofit Management**
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors.

**Marketing Your Nonprofit**
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Get Grants!
Learn how to develop successful, fundable grants from experts in the field.

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business.

Start Your Own Business

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success.

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.

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business.

Start and Operate 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.

Publish It Yourself: How to Start and Operate Your Own Publishing Business
Convert manuscripts into income by producing and selling books like the pros.

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer.

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business.

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Start Your Own Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others.

Caring for Children
Prepare for a rewarding career as a child care professional by learning how to keep children safe, healthy, happy, and communicative.

Beginning Braille Transcription
Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind.

Intermediate Braille Transcription
Learn Literary Braille and prepare for the Library of Congress Braille Transcriber’s Certification exam.

Start Your Own eBay Drop Off Store
Turn people’s unwanted items into a lucrative source of income by starting an eBay drop off store.

Sales & Marketing

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales.

Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Business Marketing Writing
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted.

Principles of Sales Management
Master the art of managing sales teams from a sales management professional.

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business.

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs.

Accounting

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.
Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success.

Introduction to Microsoft Excel 2003
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Intermediate Microsoft Excel 2003
Work faster and more productively by learning to use some of Excel 2003’s most powerful tools.

Advanced Microsoft Excel 2003
Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

Introduction to Microsoft Excel 2007
Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Introduction to QuickBooks 2007
Learn how to quickly and efficiently gain control over the financial aspects of your business.

QuickBooks 2007 for Contractors
Learn how to use the Premier Contractor Edition of QuickBooks 2007 to run your contracting business more efficiently.

QuickBooks 2006 for Contractors
Harness the power of QuickBooks Premier Contractor Edition for increased success in the contracting business.

Performing Payroll in QuickBooks 2007
Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

Performing Payroll in QuickBooks 2006
Discover the secrets to effortlessly setting up and processing your payroll.

Business Administration

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Project Management Applications
Experienced project manager teaches you tricks of the project management trade.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Fundamentals of Supervision and Management II
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Administrative Assistant Applications
Gain the skills and knowledge you’ll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results.

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Mastery of Business Applications
Learn what all MBAs know--without going to the trouble of getting an MBA!

Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Total Quality Fundamentals
Learn the basics of total quality management.

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

Purchasing Fundamentals
Improve your company’s bottom line by mastering the fundamentals of purchasing.

Purchasing Applications
Become a more effective member of your company by learning to apply advanced purchasing concepts.

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work.

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs.

Distribution and Logistics Management
Learn how to improve your company’s distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

Supply Chain Management Applications
Become more valuable to your organization by learning to improve company processes.

High Speed Project Management
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Successful Construction Business Management
Gain a powerful and permanent advantage over the competition by learning how to practice expert business management.

Principles of Sales Management
Master the art of managing sales teams from a sales management professional.

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field.

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

PMP Certification Prep 1
Begin a well-paying career as a project manager by preparing to take--and pass--the PMP certification exam.

PMP Certification Prep 2
Prepare to take--and pass--the Project Management Institute’s PMP certification exam.

Test Prep
GED Test Preparation
Want to pass the GED? This course will help you develop the skills you’ll need to succeed.
Prepare for the GED Language Arts, Writing Test
Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test.

Prepare for the GED Math Test
Master the skills you’ll need to successfully pass Test 5 in the GED test series.

SAT/ACT Preparation - Part 1
Master the reading, writing, English, and science questions on the ACT and new SAT.

SAT/ACT Preparation - Part 2
Master the math questions on the ACT and new SAT.

GRE Preparation - Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2).

GRE Preparation - Part 2
Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2).

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT.

Grammar for ESL
If English is your second language and you’re headed to college, this course will teach you the principles of grammar and structure you’ll need to succeed.

LSAT Preparation - Part 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

LSAT Preparation - Part 2
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).

PERSONAL DEVELOPMENT

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly.

Merrill Ream Speed Reading
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Listen to Your Heart, and Success Will Follow
Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Communicating Like a Leader
Learn to become a great communicator and improve your chances for professional success.

Achieving Success with Difficult People
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director.

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Goodbye to Shy
Become more confident in social, professional, and romantic situations.

High Powered Communication
Master the five critical factors of highly effective communication used by all skilled communicators.

Get Funny!
Learn how to use humor to speak more effectively, write better, and increase your popularity.

Individual Excellence: Secrets of Career Success
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Introduction to Journaling
Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

Twelve Steps to a Successful Job Search
World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

Everyday Math
Gain confidence in your basic math skills and start using math to your advantage.

Resume Writing Workshop
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

Skills for Making Great Decisions
Learn how to make excellent everyday decisions from an experienced counselor and life coach.

PERSONAL FINANCE & WEALTH BUILDING

Real Estate Investing
Build and protect your wealth by investing in real estate.
Debt Elimination Techniques That Work
Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

Building Wealth
Certified financial planner shows you how most wealthy people build their fortunes.

Where Does All My Money Go?
Learn how to get control of your money once and for all.

Personal Finance
Protect your assets and discover how to best achieve all your financial goals.

Stocks, Bonds, and Investing: Oh, My!
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step-by-step how to research and value stocks.

Introduction to Stock Options
Learn how stock options can protect your portfolio and help you profit in any type of market.

Health Care, Nutrition, & Fitness

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.

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.

Become a Veterinary Assistant II: Canine Reproduction
Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

Become a Veterinary Assistant III: Practical Skills
Learn the practical skills you’ll need to be a valuable veterinary assistant or educated pet owner.

Luscious, Low-Fat, Lightning-Quick Meals
Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life.

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Outdoor Survival Techniques
Learn the essential skills you will need to survive in a remote or stranded condition.

Assisting Aging Parents
Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

Legal Nurse Consulting
Begin a new career by helping attorneys understand and resolve medical cases and claims.

Personal Enrichment

Genealogy Basics
Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.

Film Literacy
Gain an appreciation of the filmmaker’s art. Be able to read between the frames to find deeper meaning in any filmed story.

Luscious, Low-Fat, Lightning-Quick Meals
Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

Wine Appreciation for Beginners
Master the secrets of wine appreciation and never be intimidated by a wine steward again.

Goodbye to Shy
Become more confident in social, professional, and romantic situations.

The Magic of Hypnosis
Learn to use hypnotic suggestion on yourself and others with amazing results.

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Achieving Success with Difficult People
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Merrill Ream Speed Reading
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

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Assisting Aging Parents
Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

Skills for Making Great Decisions
Learn how to make excellent everyday decisions from an experienced counselor and life coach.

Child Care & Parenting

Caring for Children
Prepare for a rewarding career as a child care professional by learning how to keep children safe, healthy, happy, and communicative.

Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer.

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.

Guiding Kids on the Internet
Gain confidence and experience so you can help your children discover all the Internet has to offer.

Art, History, Psychology, & Literature
Film Literacy
Gain an appreciation of the filmmaker’s art. Be able to read between the frames to find deeper meaning in any filmed story.

Music Made Easy
Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Enjoying European Art Online
An introduction to the most important works of European art, with a wealth of commentary and interesting historical information.

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be!

Math, Philosophy, & Science
Theme Park Engineering
Get a behind-the-scenes look at your favorite theme parks and meet the person who engineers their top attractions.

Everyday Math
Gain confidence in your basic math skills and start using math to your advantage.

Introduction to Algebra
Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Law & Legal Careers
Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Workers’ Compensation
Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

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.

Introduction to Criminal Law II
Step inside the day-to-day world of detectives, prosecutors and defense attorneys with this in-depth look at criminal procedure.

Evidence Law
Prepare for a career as a law clerk or legal secretary by learning how to helpbusy attorneys gather and evaluate evidence and prepare cases for trial.

Real Estate Law
Learn the basics of real estate law, including investing, title searching, and mortgages.

Winning Strategy for the Courtroom
Learn what it takes to win in civil court from an attorney who has won hundreds of cases.

Legal Nurse Consulting
Begin a new career by helping attorneys understand and resolve medical cases and claims.

Constitutional Law: Bill of Rights
Learn about the fundamentals of Constitutional Law, with emphasis on the Bill of Rights.

Paralegal Preparation 1
Prepare for a career as a paralegal by learning legal terminology, processes, ethics, and the basics of tort and contract Law (course 1 of 6).

Paralegal Preparation 2
Prepare for a career as a paralegal by learning how to prepare and analyze legal documents (course 2 of 6).

Paralegal Preparation 3
Prepare for a career as a paralegal by learning how to gather evidence and conduct interviews and investigations (course 3 of 6).

Paralegal Preparation 4
Prepare for a career as a paralegal by learning about legal authority and how to conduct research (course 4 of 6).

Paralegal Preparation 5
Prepare for a career as a paralegal by learning about legal writing, appellate procedures, and the use of computers in a law office (course 5 of 6).

Paralegal Preparation 6
Prepare for a career as a paralegal by learning about advocacy, how to administer a law office, and job hunting techniques (course 6 of 6).

LSAT Preparation - Part 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

LSAT Preparation - Part 2
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).

Health Care Continuing Education
Certificate in Gerontology
(40 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Certificate in Complementary & Alternative Medicine
(27 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

Certificate in Spirituality, Health, and Healing
(36 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Certificate in End of Life Care
(26 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

Certificate in Growth and Development Through the Lifespan
(31 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.
Certificate in Legal and Ethical Issues in Nursing  
(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Certificate in Issues in Oxygenation  
(32 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

Certificate in Pain Assessment and Management  
(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Certificate in Perinatal Issues  
(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

Courses for Teaching Professionals

Solving Classroom Discipline Problems  
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Survival Kit for New Teachers  
Veteran instructor shares the secrets for success in your first years of teaching.

Ready, Set, Read!  
A learning specialist shows you how to raise a successful reader and writer.

Teaching Science: Grades 4-6  
Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Teaching Math: Grades 4-6  
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

The Creative Classroom  
Enrich your teaching talents and encourage your students’ creative thinking as you learn to turn your classroom into a creative classroom.

Differentiated Instruction in the Classroom  
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

Integrating Technology in the K-5 Classroom  
Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

An Introduction to Teaching ESL/EFL  
Learn how to be an effective English language teacher from an expert in the field.

The Classroom Computer  
Learn how to use the classroom computer to increase learning and motivate students.

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.

Microsoft Excel 2003 in the Classroom  
Discover the many ways Microsoft’s powerful mathematic and analytic tool can help you and your students.

Microsoft Word 2003 in the Classroom  
Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Microsoft PowerPoint 2003 in the Classroom  
Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

Big Ideas in Little Books  
Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

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 success in your professional and personal life.

Creating Web Pages  
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Speed Spanish  
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

A to Z Grant Writing  
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

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.

Guiding Kids on the Internet  
Gain confidence and experience so you can help your children discover all the Internet has to offer.
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Echevarria, Jamie, Childcare Instructor

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Hawthorne, Fonda, Coordinator Small Business/Community Development/LR C of C

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Johnson, Judy, Administrative Assistant for Vice Chancellor / Academic Dean

Kerst, Marjorie, Maintenance Department Secretary, A.G.S., A.A., CCCUA

Kinkade, Mike, Vice Chancellor of Facilities/Dean-Howard Co. Campus, M.S.B.A., Texas A&M-Texarkana

Kirkpatrick, Laurie, AdEd Academic Workplace Supv/CP Employability Coordinator, B.S.E., Henderson State University, M.Ed, U of A – Fayetteville

Kutak, Mark, Automotive Instructor, A.G.S., Central Texas College, Killeen, TX

Lacefield, Barbara, Division Chair of Business, Agriculture, Workforce, and Contining Education B.A.A.S., M.S., Texas A & M - Texarkana

Martin, Angela, LPN Instructor, BSN, UAMS-Little Rock; ADN, Texarkana Comm. College

McCoskey, Bess, Workplace Education Center Administrative Assistant, A.A.S., CCCUA

McCullough, Christy, Financial Aid Secretary

McFadden, Curt, Custodial Worker - Howard County Campus
Opened in 1976, the Sevier County campus of CCCUA has seen numerous additions and expansions over the course of its history. It now comprises eleven buildings located on the west side of the city of De Queen.
CCCU Sevier Co. Campus at De Queen
Walter J. Leeper Administration Building

**STUDENT SERVICES**
- 215 Fin. Aid Asst.
- 211 Fin. Aid Asst.
- 209 Acad. Advisor
- 212 Dir. of Fin. Aid
- 208 Registrar
- 213 Counslr

**BUSINESS OFFICE**
- 223 Accounts Payable & Purchasing
- 224 Vice Chan. Business
- 226 Payroll
- 227 Personnel

**ADMINISTRATION**
- 123 WIA
- 124 Fac. Ofc.
- 125 Fac. Ofc.
- 126 Fac. Ofc.
- 127 Fac. Ofc.

**RAMP**
- 105 IT Director
- 106 Division Chair
- 107 Asst. to Vice Chancellor
- 108 Vice Chancellor
- 110 Asst. to Chancellor
- 111 Chancellor
- 112 Board Room
- 116 Marketing/PR
- 117 Grant Writer
- 118 File Room
- 206 Student Records
- 205 Placement
- 204 Dean of Stu.Svcs.
- 203 Mail Room
- 202 Women's Rest Room
- 201 Men's Rest Room
- 200 Records Scanning

**To CBldg.**
- To C Building
- To Tech. Ctr./Library

**B9-12 and the corridor of C Building are the De Queen campus designated SAFE ROOMS in the event of a tornado.**
B9-12 are the De Queen campus designated SAFE ROOMS in the event of a tornado.
B9-12 and the hallway of C Building are the De Queen campus designated SAFE ROOMS in the event of a tornado.
The Internet Lab in the Library is the designated SAFE ROOM in the event of a tornado.

The Internet Lab in the Kimball Library is the De Queen campus designated SAFE ROOM in the event of a tornado.
HOWARD COUNTY CAMPUS
Opened in July of 2006, the Howard County Technology Center is just west of the York-Gary Chevrolet dealership and across from the Howard County Fairgrounds. This 40,000 square-foot facility has TV and radio studios, an extension of the Kimball Library, and space for university transfer courses, vocational instruction and industrial development classes, including Residential Construction, Welding and Cosmetology.

ASHDOWN, ARKANSAS
1411 N. Constitution Ave.

LITTLE RIVER COUNTY CAMPUS
Opened in 2001, the Little River County Campus is located at 1411 N. Constitution Ave. (Highway 71 N) just north of downtown Ashdown. This 53,000 square-foot facility has two AV classrooms, training space for the Electrician’s Apprentice and Computer Repair programs, and houses the University of Arkansas Extension Service office. A Civic Center with seating for 300 will be added in 2008.
### APPENDIX A - Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>CSA</th>
<th>Penalty</th>
<th>Quantity</th>
<th>Drug</th>
<th>Quantity</th>
<th>Penalty</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; II</td>
<td>Not less than 5 years. Not more than life.</td>
<td>Not less than 5 years. Not more than 40 years.</td>
<td>Methamphetamine</td>
<td>100 gm or more or 1 kg or more</td>
<td>Not less than 10 years. Not more than life.</td>
<td>10-99 gm mix</td>
<td>100-999 gm mix</td>
</tr>
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<td></td>
<td>If death or serious injury, not less than life.</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td>Heroin</td>
<td>1 kg or more mix</td>
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<td>Fine of not more than $4 million individual; $10 million other than individual.</td>
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</table>

### APPENDIX B - Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>CSA</th>
<th>Drug</th>
<th>Quantity</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Others 2</td>
<td>Any</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years. Not more than life. Fine $1 million individual. $5 million not individual.</td>
<td>Not more than 30 years. If death or serious injury, life. Fine $2 million individual. $10 million not individual.</td>
</tr>
<tr>
<td>III</td>
<td>All</td>
<td>Any</td>
<td>Not more than 5 years. Fine not more than $250,000 individual. $1 million not individual.</td>
<td>Not more than 10 years. Fine not more than $500,000 individual. $2 million not individual.</td>
</tr>
<tr>
<td>IV</td>
<td>All</td>
<td>Any</td>
<td>Not more than 5 years. Fine not more than $250,000 individual. $1 million not individual.</td>
<td>Not more than 6 years. Fine not more than $500,000 individual. $2 million not individual.</td>
</tr>
<tr>
<td>V</td>
<td>All</td>
<td>Any</td>
<td>Not more than 1 year. Fine not more than $100,000 individual. $250,000 not individual.</td>
<td>Not more than 2 years. Fine not more than $200,000 individual. $500,000 not individual.</td>
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</tbody>
</table>
## APPENDIX D1 - Controlled Substances - Uses and Effects

<table>
<thead>
<tr>
<th>Drugs CSA Schedule</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence Physical / Psychological</th>
<th>Tolerance Developed?</th>
<th>Duration (Hours)</th>
<th>Method of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
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<tbody>
<tr>
<td><strong>STIMULANTS</strong></td>
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<tr>
<td>Cocaine (II)</td>
<td>Coke, Flake, Snow, Crack</td>
<td>Local Anesthetic</td>
<td>Possible / High</td>
<td>Yes</td>
<td>1-2</td>
<td>Sniffed, smoked, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increase in body temperature, hallucination, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
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<tr>
<td>Amphetamines (II)</td>
<td>Biphetamine, Delcobase, Desoxyn, Obetrol</td>
<td>Attention deficit disorders, weight control</td>
<td>Possible / High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, inject</td>
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<td></td>
<td></td>
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<tr>
<td>Methylenidate (II)</td>
<td>Ritalin</td>
<td>Attention deficit disorders</td>
<td>Possible / High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, inject</td>
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<td></td>
<td></td>
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<tr>
<td>Other stimulants (II, III)</td>
<td>Adipex, Cylert, Diderx, Ionamin, Mellat, Plagine, Sanorex, Tenuate, Prelu-2</td>
<td>Weight control</td>
<td>Possible / High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, inject</td>
<td></td>
<td></td>
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</table>
## APPENDIX D2 - Controlled Substances - Uses and Effects

<table>
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<tr>
<th>Drugs CSA Schedule</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence Physical / Psychological</th>
<th>Tolerance Developed?</th>
<th>Duration (Hours)</th>
<th>Method of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
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<td>HALLUCINOGENS</td>
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<tr>
<td>LSD (I)</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None/Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer, more intense &quot;trip&quot; episodes, psychosis, possible death</td>
<td>Withdrawal syndrome not reported</td>
</tr>
<tr>
<td>Mescaline &amp; Peyote (I)</td>
<td>Mesc Buttons, Cactus</td>
<td>None</td>
<td>None/Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amphetamine Variants (I)</td>
<td>2-5 DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB</td>
<td>None</td>
<td>Unknown/Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td></td>
<td></td>
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<tr>
<td>Phencyclidine (II)</td>
<td>PCP, Angel Dust, Hog</td>
<td>None</td>
<td>Unknown/High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Phencyclidine Analogues (I)</td>
<td>PCE, PCPy, TCP</td>
<td>None</td>
<td>Unknown/High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
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<tr>
<td>Other Hallucinogens</td>
<td>Buloterine, Ibogaine, DMT, DET, Psilocyn</td>
<td>None</td>
<td>None/Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Smoked, oral, injected, sniffed</td>
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<tr>
<td>CANNABIS</td>
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<tr>
<td>Marijuana (I)</td>
<td>Pot, Grass, Reefer, Thai Sticks, Acapulco Gold</td>
<td>None</td>
<td>Unknown/Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, Oral</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
<td>Fatigue, paranoia, possible psychosis</td>
<td>Insomnia, hyperactivity and decreased appetite occasionally reported</td>
</tr>
<tr>
<td>Tetrahydro-Cannabinol (THC) (I, II)</td>
<td>THC, Marinol</td>
<td>Cancer chemotherapy</td>
<td>Unknown/Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, Oral</td>
<td></td>
<td></td>
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<tr>
<td>Hashish (I)</td>
<td>Hash</td>
<td>None</td>
<td>Unknown/Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, Oral</td>
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<td></td>
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</tr>
<tr>
<td>Hashish Oil</td>
<td>Hash oil</td>
<td>None</td>
<td>Unknown/Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, Oral</td>
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</tr>
<tr>
<td>NARCOTICS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Opium (II, III, IV)</td>
<td>Dover's Powder, Paregoric, Parepectolin</td>
<td>Analgesic, Antidiarrheal</td>
<td>High / High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, Smoked</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, terrors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Morphine (II, III)</td>
<td>MS-Cotin, Roxanol, Rosanol-SR</td>
<td>Analgesic Antitussive</td>
<td>High / High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked, injected</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX D4 - Controlled Substances - Uses and Effects

<table>
<thead>
<tr>
<th>Drugs CSA Schedule</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence Physical / Psychological</th>
<th>Tolerance Developed?</th>
<th>Duration (Hours)</th>
<th>Method of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NARCOTICS (CONT'D)</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Codeine</td>
<td>Tylenol w/codeine, Empirin w/codeine, Robitussin A-C</td>
<td>Analgesic, Antitussive</td>
<td>Moderate / Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Heroin (I)</td>
<td>Diacetylmorphine, Horse, Smack</td>
<td>None</td>
<td>High / High</td>
<td>Yes</td>
<td>3-6</td>
<td>Injected, sniffed, smoked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydromorphone (II)</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High / High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Meperidine (Pethidine) (II)</td>
<td>Denerol</td>
<td>Analgesic</td>
<td>High / High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Methadone (II)</td>
<td>Dolophine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High / High-Low</td>
<td>Yes</td>
<td>12-24</td>
<td>Oral, injected</td>
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<tr>
<td>Other Narcotics (II, III, IV)</td>
<td>Numorphan, Percodan, Percocet, Tylox, Tussionex, Fental, Darvon, Iomotil, Talwin 2</td>
<td>Analgesic, Antidiarrheal, antitussive</td>
<td>High-Low / High-Low</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td></td>
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</tr>
</tbody>
</table>

## APPENDIX D5 - Controlled Substances - Uses and Effects

<table>
<thead>
<tr>
<th>Drugs CSA Schedule</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence Physical / Psychological</th>
<th>Tolerance Developed?</th>
<th>Duration (Hours)</th>
<th>Method of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEPRESSANTS</strong></td>
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<td></td>
</tr>
<tr>
<td>Choral Hydrate (IV)</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate / Moderate</td>
<td>Yes</td>
<td>5-8</td>
<td>Oral</td>
<td>Sturred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Barbiturates (II, III, IV)</td>
<td>Amytal, Butisol, Florinal, LOTASE, Nembutal, Secodan, Tuinal, Phenobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasic agent</td>
<td>High - Moderate / High - Moderate</td>
<td>Yes</td>
<td>1-16</td>
<td>Oral</td>
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<tr>
<td>Benzodiazepines (IV)</td>
<td>Equanil, Ativan, Dalmane, Diazepam, Librium, Valium, Xanax, Sorax, Tranxene, Vertran, Versed, Halax, Paxon, Restoril</td>
<td>Antianxiety, anticonvulsant, sedative, hypnotic</td>
<td>Low / Low</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methaqualone (I)</td>
<td>Quaalude</td>
<td>Sedative, hypnotic</td>
<td>High / High</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
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<tr>
<td>Glutethimide (II)</td>
<td>Doriden</td>
<td>Sedative, hypnotic</td>
<td>High / Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
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<tr>
<td>Other depressants</td>
<td>Miltown, Valerid, Placydil</td>
<td>Antianxiety, hypnotic</td>
<td>Moderate / Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
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</table>
### FALL 2008 Class Planner

<table>
<thead>
<tr>
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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>8-9:20</td>
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<tr>
<td>9:30-10:50</td>
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<tr>
<td>11-12:20</td>
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<tr>
<td>12:30-1:50</td>
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<tr>
<td>2-3:20</td>
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<td>3:30-4:50</td>
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<td>4:30-5:50</td>
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<tr>
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<td>7-10P</td>
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</table>

### SPRING 2009 Class Planner

<table>
<thead>
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<th>Wednesday</th>
<th>Thursday</th>
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<tr>
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<tr>
<td>4:30-5:50</td>
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<tr>
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<td>6-9P</td>
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<tr>
<td>7-10P</td>
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</tbody>
</table>
The TDD is telephone equipment which allows users to communicate by text messages which are sent by each party, using the equipment's built-in keyboard. CCCUA provides separate seven-digit lines for use by people who need non-voiced telephone access. Each of the CCCUA campuses (De Queen, Nashville and Ashdown) has a separate line for TDD operations.

The following are TDD numbers for the three CCCUA campuses:
De Queen 870-584-4667  Nashville 870-451-9577  Ashdown 870-898-2009

A statewide telecommunications relay called AR Relay Services is also available. This service allows a TDD user and a traditional telephone user to communicate through the telephone network using a Communication Assistant who relays information between the parties. Contact AR Relay Services: 711 or 800-285-1131.

Contact the ADA Coordinator or Academic Disabilities Services Counselor at the TDD numbers above, or via regular voice telephone: 870-584-4471 or 800-844-4471.