Greetings!

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 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

183 College Drive, 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

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 TDD numbers: De Queen 870-584-4667, Nashville 870-951-9577, and Ashdown 870-898-2009. 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.

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Kathy Beavert Ronny Woods
Jay Dooley Bill Gregory
John Hearn Mike Martin
Robert Martinez Shirley Pearce

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American Society for Training and Development - ASTD
American Technical Education Association - ATEA
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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
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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
Rural Community College Alliance
Recording for the Blind and Dyslexic
Southern Association of College and University Business Officers - SACUBO
National Alliance of Concurrent Enrollment Partnership (NACEP)
National Academic Advising Association (NACADA)

800-844-4471
# CCCUA CATALOG AND STUDENT HANDBOOK 2009 - 2010

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Why should I complete my AA/AAS degree at Cossatot?

Many students have asked the question, “Should I finish my associate’s degree, or just transfer over to the university and work on my bachelor’s?”

Your individual circumstances and goals often determine how and when you can complete an Associate’s degree, and some have options that allow you to finish it at a four-year institution. Even so, there are five really good reasons why you should complete your Associate’s degree at CCCUA before moving on – or up.

**Program Articulation.** The most popular, obvious, publicized, and well-considered reason to obtain an Associate’s degree is to complete a program and then successfully transfer courses and credits to a university. Most community colleges now have articulation agreements with universities that allow Associate’s degree completers to transfer specific courses and programs nearly seamlessly. The Arkansas Course Transfer System (ACTS, at http://acts.adhe.edu/) can tell you exactly which CCCUA courses will transfer to other Arkansas schools.

**Terminal Work Force Program Completion.** The value of a skills-rich Applied Science degree (A.A.S.) should never be underestimated. What an excellent gateway to a brighter economic future! Many A.A.S. degree programs have affiliations with external accrediting and professional organizations which help strengthen their courses of study, leading to immediate employability for completers. Whether you choose nursing, heavy equipment operation, truck driving, computing — or dozens of other programs — the career benefits of such a degree should not be overlooked, even if you hold a baccalaureate or graduate degree in other academic fields.

**A Rung on the Ladder to Personal Success.** Your Associate’s degree can serve a very important psychological purpose: it’s an important academic milestone, especially if you’re the first in your family to attend college. Many students complete bachelor’s and graduate degrees later because they completed an associate’s degree first, proving to themselves they had the tenacity, ability, and “right stuff” to succeed in college. By completing an Associate’s degree, you can take pride in your accomplishment and project a future filled with other academic successes.

**Future Career Plans.** You might like college so much you want to work at one. Holding an Associate’s degree might help you land a job at a college like CCCUA. When a community college district screening group or committee looks at your résumé and notices that you hold an AA, AS, or AAS, they may recognize that your experience within the community college culture enriches your application.

**Immediate Career Advancement.** If you already have a job - and many community college students do - the Associate’s degree can mean a promotion, an increase in pay, or supervisory experience. An Associate’s degree is a college degree and is often held in high esteem by employers. What’s more, its impact on lifetime earnings has been well-documented.

Many students like you aren’t familiar with the maze of curriculum requirements or programs, certificates, and degrees that are available. You should know that the people in our Student Services and Financial Aid offices are dedicated to helping you navigate that maze. At first, you might not have come to CCCUA to complete a degree program, but you should know that an Associate’s degree can be a very positive and valuable possession.
## FALL 2009 SEMESTER
### AUGUST, 2009
- **3-25**: Monday-Tuesday, Campus Connect Registration for All Students (4:00 p.m. on 25th)
- **3**: Monday, Division Chairs Return to Work
- **11**: Tuesday, Faculty Return to Work
- **11-12**: Tuesday-Wednesday, Faculty/Staff In-Service
- **17-18**: Monday-Tuesday, Registration & Testing - All Sites 9:00 a.m. – 6:00 p.m.
- **18**: Tuesday, RN students begin classes
- **24**: Monday, Classes begin
- **25**: Tuesday, Last day to Register 4:00 p.m.

### SEPTEMBER, 2009
- **4**: Friday, Last Day to Drop and Receive 100% Tuition Refund by 4:00 p.m.
- **7**: Monday, Labor Day Holiday – No Classes
- **8**: Tuesday, 11th Class Day/ADHE Census Date
- **18**: Friday, Last day to change “I” grades from summer term.
- **22**: Tuesday, Fall Pell Disbursement

### OCTOBER, 2009
- **1**: Thursday, Last day to turn in “Application To Graduate” Form to Registrar’s office.
- **2**: Friday, “Early Grades” - End of six weeks

### NOVEMBER, 2009
- **1**: Sunday, Priority Deadline for Spring Pell and SEOG
- **16-Dec 11**: Monday-Friday, Campus Connect Spring Pre-Registration for All Students (4:00 p.m. on 11th)
- **19-20**: Thursday-Friday, Spring Pre-registration for All Students, All Sites: 8-6; Thursday; 8-4:30, Friday
- **20**: Friday, Last day to drop with a “W”
- **25**: Wednesday, Thanksgiving holidays begin at 4:00 p.m.
- **30**: Monday, Classes Resume

### DECEMBER, 2009
- **4**: Friday, Cosmetology classes end
- **5**: Saturday, RN program classes end
- **7-10**: Monday – Thursday, Finals: Follow special test schedule
- **11**: Friday, Graduates’ grades due by 9:00 a.m.
- **12**: Saturday, Commencement: 2:00 p.m.
- **14**: Monday, Semester grades due by 10:00 a.m.
- **15**: Tuesday, Faculty’s last work day for fall
- **18**: Friday, Staff last work day for fall

## SPRING 2010 SEMESTER
### NOVEMBER, 2009
- **16-Dec 11**: Monday-Friday, Campus Connect Spring Pre-Registration for All Students (4:00 p.m. on 11th)
- **19-20**: Thursday-Friday, Spring Pre-registration for All Sites: 8:00 a.m. – 6:00 p.m. (Thursday), 8:00 a.m. – 4:30 p.m. (Friday)

### JANUARY, 2010
- **4**: Monday, Staff/Division Chairs Return to Work
- **5**: Tuesday, Faculty Return to Work
- **5**: Tuesday, Staff/Faculty In-service
- **6-20**: Wednesday-Wednesday, Campus Connect Registration for All Students (4:00 p.m. on 20th)
- **11-12**: Monday-Tuesday, Registration & Testing - All Sites 9:00 a.m. – 6:00 p.m.
- **18**: Monday, Campus Closed Dr. King Day
- **19**: Tuesday, Classes Begin
- **20**: Wednesday, Last day to register 4:00 p.m.

### FEBRUARY, 2010
- **1**: Monday, Last Day to Drop and Receive 100% Tuition Refund by 4:00 p.m.
- **2**: Tuesday, 11th Class Day/ADHE Census Date
- **5**: Friday, Last day to change “I” grades from Fall term
- **16**: Tuesday, Spring Pell Disbursement
- **26**: Friday, “Early Grades” – End of Six Weeks

### MARCH, 2010
- **1**: Monday, Last day to turn in “Application to Graduate” Form to Registrar
- **22-26**: Monday-Friday, Spring Break – No classes

### APRIL, 2010
- **1**: Thursday, Foundation & Institutional Scholarship Deadline for Fall 2010
- **12-May 14**: Monday-Friday, Campus Connect Summer & Fall
Pre-registration for all students (4:00PM on 14th)

15 Thursday, Priority Deadline Summer & Fall Pell grants

15-16 Thursday-Friday, Summer/Fall Pre-registration, 8AM-6PM Thurs, 8AM-4:30PM Fri

16 Friday, Last day to drop classes with a “W”

**MAY, 2010**

1 Saturday, Priority Deadline for Fall Pell and SEOG

10-13 Monday-Thursday, Finals: Follow Special Test Schedule

13 Thursday, Cosmetology classes end

14 Friday, Graduates’ Grades Due by 9:00 a.m.

15 Saturday, Commencement: 2:00 p.m.

17 Monday, Semester Grades Due by 10:00 a.m.

18 Tuesday, Faculty Last Work Day

21-June 3 Monday-Thursday, Campus Connect Registration for All Students (4:00p.m. June 3)

31 Monday, Memorial Day Holiday: Campus Closed

**SUMMER 2010 SEMESTER CALENDAR**

**MAY, 2010**

1 Saturday, Priority Deadline for Fall Pell and SEOG

21-June 3 Monday-Thursday, Campus Connect Registration for All Students (4:00p.m. on June 3)

24 Monday, Cosmetology classes begin

31 Monday, Memorial Day Holiday: Campus Closed

**JUNE, 2010**

1-2 Tuesday-Wednesday, Registration & Testing- All Sites: Tuesday: 9:00 a.m.-5:00p.m.; Wednesday: 9:00 a.m.-4:00p.m.

3 Thursday, Last day to register for summer 4:00 p.m.

7 Monday, Classes begin

10 Thursday, Last Day to Drop and Receive 100% Tuition Refund by 4:00 p.m.

11 Friday, 5th Class Day/ADHE Census Date

25 Friday, Summer Pell Disbursement

**JULY, 2010**

5 Monday, Independence Day Holiday Observed: Campus Closed

9 Friday, Last day to change “I” grades from spring semester.

15 Thursday, Last day to drop with a “W” by noon

30 Friday, Last day of class for summer

**AUGUST, 2010**

2 Monday, Final grades due by noon to Student Services.

13 Friday, Cosmetology classes end
Mission and Purposes

We built ticket booths for 3 counties

Excited Childcare kids in the Ashdown Parade
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 himself/herself 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 well-developed system of three strategically located campuses, 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 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 population and welcomes all students from the region, state, 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 of 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.
CCCUA CATALOG AND STUDENT HANDBOOK 2009 - 2010

Through Distance Education, CCCUA 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.

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
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)

Information in this catalog is deemed accurate at the time of printing. The College reserves the right to change, without notice, any charges, courses, or regulations given in this Catalog, or to make changes as necessary in order to better carry out its mission or the college policies of the Board of Visitors, or applicable State or Federal laws. Alternative formats of catalog information may be received by contacting Student Services at 800-844-4471.
DEGREES/CERTIFICATES 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 DEGREES

Associate of Arts (This degree may be completed on-site or entirely on the Internet.)

Associate of Arts in Teaching (Grades P-4 and 4-8)

Associate of Science

Associate of General Studies (This degree may be completed on-site or entirely on the Internet.)

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.”

ASSOCIATE OF APPLIED SCIENCE DEGREE AREAS:

Automotive Technology

Business:
- Accounting
- Administrative Assistant

Business Management (This degree may be completed on-site or entirely on the Internet.)

Culinary Arts

Criminal Justice: Law Enforcement

Criminal Justice: Crime Scene Investigation

Information Technology

Early Childhood Education

Fire Science (offered in conjunction with SAU Tech-Camden)

General Technology (A customized career-oriented degree plan)

Medical Assisting (This degree may be completed on-site or entirely on the Internet.)

RN Nursing Transition program (as a member of ARNEC)
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
Business:
  Secretarial/Word Processing
  Computerized Accounting
Collision Repair Technology
Cosmetology
Culinary Arts
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
Culinary Arts
Emergency Medical Technician (EMT)
English as a Second Language Education
Medical Transcription
Small Engine Repair
Welding
Framing
Drywall
Cabinetmaking
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 Agri-Business Articulation. CCCUA contact is Sherri Hodges, shodges@cccua.edu. For more information contact SAU Education program coordinator at 870-235-4006 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.uarl.edu/management/managementonline.htm
7. HSU BSE for grades 4 – 8 Education with Math / Science Specialization. Contact: Robbie McKelvy at rmckelvy@cccua.edu or Crystal Sims at csims@cccua.edu.
Admissions

Academic advising is a big help!

Tuition and Fees

There are payment plans available!
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 University of Arkansas
   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 TDD 870-584-4667.

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 ONE (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. Students born before January 1st, 1957, 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.

ADMISSIONS FOR INTERNATIONAL STUDENTS

Students from other countries are welcome at CCCUA. Special tuition rates apply, see Tuition/Fee section of catalog. All international students must contact the Primary Designated Student Officer or Designated Student Officer in the Student Services Department after submitting an application. Since all classes are taught in English, it is necessary that
students be able to speak, read, and write English proficiently. For international students to enroll in college courses and be successful, the College requires minimum scores as a basis for enrollment. The scores are as follow:

<table>
<thead>
<tr>
<th>TEST for Entrance</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Paper (Test of English as a For. Lang.)</td>
<td>500</td>
</tr>
<tr>
<td>TOEFL Computer test</td>
<td>173</td>
</tr>
<tr>
<td>TOEFL iBT</td>
<td>59-60</td>
</tr>
<tr>
<td>IELTS (Int'l Eng. Language Testing System)</td>
<td>5.0</td>
</tr>
<tr>
<td>USEPT (Univ. of Sheffield Eng. Proficiency Test)</td>
<td>50%</td>
</tr>
<tr>
<td>CAEL (Canadian Acad. Eng. Lang. Assessment)</td>
<td>40</td>
</tr>
<tr>
<td>Compass Reading</td>
<td>64</td>
</tr>
<tr>
<td>Compass Writing</td>
<td>25</td>
</tr>
<tr>
<td>TABE Reading</td>
<td>8.0</td>
</tr>
<tr>
<td>TABE Language</td>
<td>8.0</td>
</tr>
</tbody>
</table>

While other standardized tests to show English proficiency may be obtainable, the above are the most common and therefore recognized by CCCUA.

New international students who do not meet the test score requirements must take one of the above tests listed above prior to registration to assess their English skills for placement purposes. An additional placement exam may also be offered to ensure proper advisement into appropriate courses.

International students who have graduated with a GED in the United States or a degree (high school, Bachelor’s or higher) from an accredited school in the United States or another English-speaking country, must meet the same admission requirements as U.S. students. Other English-speaking countries include: Anguilla, Antigua? Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Guyana, Cameroon. West/English-speaking), Canada (except Quebec), Cayman Islands, Dominica, Falkland Islands, Fiji, Grenada, Guam, IRELAND, Jamaica/other West Indies, Liberia, Montserrat, new Zealand, South Africa (English schools), St. Helena, St. Kitts, and Nevis, St. Lucia, St. Vincent, Trinidad-Tobago, Turks, Caicos Isle, United Kingdom, and the Virgin Islands.

Other Requirements—evidence that they have adequate financial resources for their education, evidence that they have and will continue to have adequate medical insurance during their enrollment at CCCUA.

When international students have been officially admitted to CCCUA, a Form I-20, properly signed, will be sent to them.

The above required information is to be received by the CCCUA Admissions office at least 90 days in advance of the beginning of the term of intended enrollment. Applicants who do not complete the admissions requirements in time for their expected term of enrollment will be required to wait a term for admissions consideration.

**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 EXPLORE) 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 Director 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 ACT English ..........19
or ASSET Reading ..43 A or ASSET Writing ......45
or COMPASS ........82 N or COMPASS ..........75
or EXPLORE ..........14 D or EXPLORE ..........14
or PLAN .............15 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.)

*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 Mathematics, Computer Science, or Natural Science classes:

ACT Reading ..........19 ACT Math ..........19
or ASSET Reading ..43 A or ASSET Intrmd. Alg.39
or COMPASS ........82 N or COMPASS ..........41
or EXPLORE ..........14 D or EXPLORE Math ....15
or PLAN .............15 or PLAN Math ..........17

To enroll in all other courses i.e. speech, health, etc,

ACT Reading ..........19
ASSET Reading ....43
COMPASS Reading 82

(PLAN and EXPLORE scores will apply only while student is enrolled in high school.)
CCCUA CATALOG AND STUDENT HANDBOOK 2009 - 2010

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 for credit classes only. 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

Cosmetology ...............................................See page 79
Emergency Medical Technician ..................See page 94
Practical Nursing........................................See page 95
Registered Nursing.................................See page 98

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 Academic Dean.
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.
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 requires 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

ACT 971 of the 2009 Arkansas General Assembly calls for all Arkansas college students to take a standardized exit exam for the following remedial courses: GSTD 0433 Intermediate Algebra, GSTD 0103 College Reading, and GSTD 0253 Developmental Writing. In adhering to the language of ACT 971, students at CCCUA will be given the COMPASS exit exam near the end of the above-listed courses.

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>
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</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 req’d</td>
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</table>

<table>
<thead>
<tr>
<th>ACT MATH</th>
<th>SCORE</th>
<th>ENROLL IN</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 or Below</td>
<td>Essential Math</td>
<td></td>
</tr>
<tr>
<td>14-15</td>
<td>Introduction to Algebra</td>
<td></td>
</tr>
<tr>
<td>16-18</td>
<td>Intermediate Algebra</td>
<td></td>
</tr>
<tr>
<td>19 or Above</td>
<td>College Algebra</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 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>

http://cccua.edu
### ASSET Reading
- **42 or Below**: College Reading
- **43 or Above**: No reading course req’d

### ASSET Numeric Skills
- **42 or Below**: Essential Math
- **43 or Above**: Introduction to Algebra

### ASSET Elementary Algebra
- **48 or below**: Introduction to Algebra

### ASSET Intermediate Algebra
- **38 or below**: Intermediate Algebra
- **39 or Above**: College Algebra

### COMPASS Writing
- **37 or Below**: Essential English
- **38 – 74**: Developmental Writing
- **75 or Above**: Composition I

### COMPASS Reading
- **81 or Below**: College Reading
- **82 or Above**: No reading course req’d

### COMPASS Pre-Algebra
- **43 or Below**: Essential Math
- **44 or Above**: Introductory Algebra

### COMPASS Algebra
- **21 or Below**: Introductory Algebra
- **22 – 40**: Intermediate Algebra
- **41 – 99**: College Algebra

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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 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.

**B.** 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.***

**C.** All placement testing should be completed by the last day of enrollment.

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; however, developmental (GSTD) courses are not calculated into cumulative grade point average.

***There is a $10 retesting fee***

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800-844-4471
ALTERNATIVE FORMATS
Alternative formats and environments for testing are available for eligible persons with special needs related to dis-
abilities. 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

TUITION AND FEES*
In-District (Sevier, Howard & Little River Co.),
Per credit hour ................................................................. $48
Out-of-District, In-State, Per credit hour ............... $58
Out-of-State, Per credit hour................................. *$150
Internet Courses,
Per credit hour, out of service area........................ **$80
LPN to RN Transition.............................. $70
International Rate (plus 8% Admin. Fee) .......... ***$150

* Waiver, if applicable, for citizens of McCurtain Co. OK, and Bowie Co. TX.
** $15 Distance Education Fee per course required.
***International Students are charged the Out of State rate plus an 8% Administrative Fee
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 sem.).. $  5
Facilities Fee (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

http://cccua.edu
### CCCUA CATALOG AND STUDENT HANDBOOK 2009 - 2010

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT Lab Fee (per course)</td>
<td>$50</td>
</tr>
<tr>
<td>EMT Liability Insurance (per course)</td>
<td>$75</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Additional Degrees or Certificates</td>
<td>$10</td>
</tr>
<tr>
<td>Interactive Video Use Fee (max. 3 courses/sem.)</td>
<td>$20</td>
</tr>
<tr>
<td>Cosmetology Lab Fee (per semester)</td>
<td>$1000</td>
</tr>
<tr>
<td>Culinary Arts Lab Fee (per lab course)</td>
<td>$100</td>
</tr>
<tr>
<td>Culinary Knife Kit Fee (Food Prod. I only)</td>
<td>$200</td>
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<tr>
<td>Culinary ‘ServeSafe’ Exam fee</td>
<td>$35</td>
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<tr>
<td>Medical Assisting Lab Fee (per semester)</td>
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</tr>
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<td>Medical Assisting Insurance (per semester)</td>
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<tr>
<td>LPN Lab fee (per semester)</td>
<td>$50</td>
</tr>
<tr>
<td>LPN Liability Insurance (annual fee)</td>
<td>$25</td>
</tr>
<tr>
<td>LPN Supply fee (annual fee)</td>
<td>$100</td>
</tr>
<tr>
<td>LPN Testing Fee (per semester)</td>
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</tr>
<tr>
<td>RN Lab Fee (per semester)</td>
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</tr>
<tr>
<td>RN Liability Insurance (annual fee)</td>
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<tr>
<td>RN Supply Fee (annual fee)</td>
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<tr>
<td>RN Testing Fee (per semester)</td>
<td>$65</td>
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<tr>
<td>RN Material Fee (per semester)</td>
<td>$75</td>
</tr>
<tr>
<td>Physical Education Fee (per course)</td>
<td>$15</td>
</tr>
<tr>
<td>Science Lab Fee (per course)</td>
<td>$20</td>
</tr>
<tr>
<td>Career-Technical Lab Fee (max. 4 courses/sem.)</td>
<td>$15</td>
</tr>
<tr>
<td>Welding Lab Fee (per course)</td>
<td>$100</td>
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<td>Welding Supply Fee (Welding I only)</td>
<td>$150</td>
</tr>
<tr>
<td>Continuing Education Unit (CEU) (per CEU)*</td>
<td>$20</td>
</tr>
</tbody>
</table>

* 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 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 (10th class day of fall and spring semesters and 4th class day of summer) 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 charges 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
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 ‘FACTS’ logo 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.

**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 pro-rata 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)

*Institutional Refund Policy is not available to Cosmetology students due to the unique fee and course structure of the program.
Financial Aid

Filling out the FAFSA (with some help!)

Scholarships

Great folks in Student Services!
FINANCIAL AID

DEADLINES FOR FINANCIAL AID APPLICATIONS:

Institutional and Foundation 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

*Note:* (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 FINANCIAL AID

Various types of financial aid are available to students who need assistance to continue their education. A student begins the financial aid process by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.edu.gov. This application is used to provide a standardized objective analysis of the student’s and/or his/her family’s ability to pay for the education. The student’s financial aid package is based on his/her Expected Family Contribution (EFC) as determined by the Department of Education through the FAFSA, the student’s cost of attendance as determined by Cossatot Community College, and the student’s enrollment status. Students must reapply each year for assistance. 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. Regardless of the type of financial aid desired (grants, scholarships, or federal work study), all applications and requests for information should be addressed to the Office of Financial Aid at Cossatot Community College, P.O. Box 960, De Queen, Arkansas 71832.

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.

*Note:* Before any financial aid funds are released to a student, all charges or any monies owed to the college (tuition, books, fees) must be paid. All financial aid funds received will be credited to the student’s account. After all charges to the student’s account have been satisfied, remaining funds will be disbursed to the student. Refunds from financial aid awards will be available approximately 14 days after the census date. After initial disbursement dates, student refunds continue to be made as monies are received and are available as determined by the Business Office.
Transfer Students Applying for Financial Aid

Transfer students who have previously attended another accredited post-secondary institution must have their official academic transcript(s) submitted to Student Services. Aid will not be awarded until all transfer transcripts have been evaluated by Cossatot Community College Student Services’ Office. Federal regulations require schools to consider transfer credit hours in determining satisfactory academic progress.

The Effect of Withdrawal on Financial Aid

Recipients of financial aid who withdraw before the 60 percent point in time of the period of enrollment, calculated using calendar days, will be required to return a portion of Title IV funds awarded in accordance with the Higher Education Amendments of 1998. Title IV funds to be refunded include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, but not Federal Work Study. The calculation of the return of these funds may result in the student owing a balance to the college and/or the federal government. Students who intend to return will have their eligibility evaluated under the applicable satisfactory academic progress policy. 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.

Cossatot Community College Financial Aid Office Satisfactory Academic 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.

Financial Aid Probation/Suspension

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 who receive all “F’s” for the semester are suspended from Financial Aid.

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 a 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” includes 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.

Note: 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.

Note: 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 Dean of Business Services, Vice Chancellor/Academic Dean, Division Chair of Student Services, Students4Students representative or a designee, and an Instructor/Advisor. Meetings of this committee are called as needed.

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. The maximum yearly award is determined by the Department 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. When the money for the program is gone, no more awards can be made from that program for that year.

Federal Work Study

The Federal Work Study Program is a campus-based program that provides part-time employment for students who have financial need. This program provides employment opportunities to assist students in earning the funds necessary.
to meet the cost of postsecondary education. The Free Application for Federal Student Aid is required for financial need to be determined. Upon completion of the FAFSA, students may contact the CCCUA Financial Aid Office to see which jobs are available for Work Study. The available positions usually consist of employment opportunities in an office or lab on the CCCUA campus. 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 prospective 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.arkansaschallenge.com](http://www.arkansaschallenge.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 freshman 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.
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.

INSTITUTIONAL SCHOLARSHIPS

HORATIO STATE BANK NURSING SCHOLARSHIP – Value of $800.00 for tuition, fees, and books for said academic year. Eligibility requirements include: Student must be from the Horatio area or Horatio school district; Must meet an economic need; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

COSSATOT GOOD SAMS SCHOLARSHIP – Value of $300.00 for tuition, fees, books, and other education related expenses for said academic year. Eligibility requirements include: Student must meet an economic need; GPA in high school, test scores, or GED scores are taken into consideration; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores.

ROTARY CLUB NON-TRADITIONAL SCHOLARSHIP – Value of $1000.00 for tuition only for said academic year.

Eligibility requirements include: Student must be a resident of Sevier County; Must be 24 years of age or older; Must hold a 3.0 GPA in order to receive the scholarship; Must maintain a 3.0 GPA in order to receive the scholarship for the Spring semester; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

FRACHISEUR-PULLIAM ASSOCIATE OF APPLIED SCIENCE-BUSINESS SCHOLARSHIP – Value of total tuition for said academic year. Eligibility requirements include: Open only to returning CCCUA students that have completed 12 credit hours in an Associate of Business Degree and have earned a cumulative GPA of 3.0 or higher; Must maintain a 3.0 GPA in order to receive the scholarship for the Spring semester; Must provide two letters of recommendation, one of which must be from CCCUA Business Faculty and the other from someone other than a relative; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

LITTLE RIVER FARM BUREAU SCHOLARSHIP – Value of $1000.00 for tuition, fees, books, and other education related expenses for said academic year. Eligibility requirements include: Open only to returning CCCUA students that have completed 12 credit hours in an Associate of Business Degree and have earned a cumulative GPA of 3.0 or higher; Must maintain a 3.0 GPA in order to receive the scholarship for the Spring semester; Must provide two letters of recommendation, one of which must be from CCCUA Business Faculty and the other from someone other than a relative; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

LITTLE RIVER CATTLEMEN’S SCHOLARSHIP – Value of $200.00 for tuition, fees, and books, for said academic year.

Eligibility requirements include: Student must be a resident of Little River County; Preferred that student take at least one class at the CCCUA-Ashdown site if possible; Student can be a Cattlemen’s immediate family member or employee; Must be taking a class that is part of an agri related degree; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.
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to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

BOARD OF VISITORS’ SCHOLARSHIP – Value of tuition and fees only for said academic year. Eligibility requirements include: Must be a current high school graduate within year of application deadline; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Must provide two letters of recommendation, one from a teacher or high school counselor and the other from anyone that knows your ability other than a relative; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

BOARD OF VISITORS’ (GED) SCHOLARSHIP – Value of tuition and fees only for said academic year. Eligibility requirements include: Date of GED must be within last 12 months of application deadline; Must provide two letters of recommendation from anyone that knows your ability other than a relative; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

LIZ WHISENHUNT LPN SCHOLARSHIP – Value of $1000.00 to be split between the Fall and Spring semesters for tuition, fees, books, or other education related expenses for said academic year. Eligibility requirements include: Student must be a Little River county resident or Horatio High School graduate; Must be selected into the LPN program; Student must pass required nursing classes and requirements before the money is awarded at the end of each said semester; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

ROTARY SCHOLARSHIP (Based on availability of funds) – Value of $300.00 for the fall semester of stated academic year. This is to be applied to tuition, fees, books, or any other educational related expenses. Eligibility requirements include: Student is required to have a 2.5 GPA. Student must meet an economic need; GPA in high school, test scores, or GED scores are taken into consideration; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores.

FOUNDATION SCHOLARSHIPS

MITTIE AND RUEL CROW SCHOLARSHIP – Value of $600 for tuition, fees, books, and other education related expenses for said academic year. Eligibility requirements include: Student must be from the Sevier County area; Must be enrolled in a Technical Certificate or Degree Program; Must meet an economic need; GPA in high school, test scores, or GED scores are taken into consideration; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores.

JOHN HENDRIX – Value of tuition and fees for the said academic year and renewable for 3rd and 4th semesters based on GPA and hours of completion. Eligibility requirements include: Student must be a resident of Sevier, Howard, Little River, or Pike County; Must be enrolled in 15 credit hours for the both semesters and complete a minimum of 12 credit hours with a minimum 3.0 GPA to receive the scholarship for the following semester; Must provide three letters of reference from a counselor, teacher/instructor, and someone other than a relative; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores.

BILL & NANCY WILSON - Value of tuition and fees for the said academic year and renewable for 3rd and 4th semesters based on GPA and hours of completion. Eligibility requirements include: Student must be a resident of Sevier, Howard, Little River, or Pike County; Must be enrolled in 15 credit hours for the both semesters and complete a minimum of 12 credit hours with a minimum 3.0 GPA to receive the scholarship for the following semester; Must provide three letters of reference from a counselor, teacher/instructor, and someone other than a relative; Attach a typed summary of
“Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

**RAY & EVELYN KIMBALL** - Value of tuition and fees for the said academic year and renewable for 3rd and 4th semesters based on GPA and hours of completion. Eligibility requirements include: Student must be a resident of Sevier, Howard, Little River, or Pike County; Must be enrolled in 15 credit hours for the both semesters and complete a minimum of 12 credit hours with a minimum 3.0 GPA to receive the scholarship for the following semester; Must provide three letters of reference from a counselor, teacher/instructor, and someone other than a relative; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

**RAMON & NELDA WILSON** – Value of tuition and fees for the said academic year and renewable for 3rd and 4th semesters based on GPA and hours of completion. Eligibility requirements include: Student must be a resident of Howard, Pike, or Hempstead County; Must attend classes at Nashville Campus; Must be enrolled in 15 credit hours for the both semesters and complete a minimum of 12 credit hours with a minimum 3.0 GPA to receive the scholarship for the following semester; Must provide three letters of reference from a counselor, teacher/instructor, and someone other than a relative; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

**JANET MARIE ADAMS BOOK & SUPPLY** – Value of $600.00 for the said academic year.

Eligibility requirements include: Must be enrolled in six hours per semester and maintain a 2.0 GPA; Student must be a single or divorced female; Must be seeking a degree in Education; Attach a typed summary of “Why I Would Like to Receive this Scholarship,” explaining your college and career goals; Attach a copy of your most recent transcript or GED scores; GPA in high school, test scores, or GED scores are taken into consideration.

**EARLY APPLICATION IS RECOMMENDED:** The deadline for priority consideration for the above referenced scholarships is on or before April 1 with the exception of the Liz Whisenhunt LPN Scholarship that has a priority deadline on or before September 1.

Students must meet admission requirements before being considered for a scholarship. All scholarship recipients must complete the Free Application for Federal Student Aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Scholarship applications must be returned to the Office of Financial Aid, De Queen Campus, P.O. Box 960, De Queen, AR 71832, or faxed to 870-642-8766.

**Other Assistance**

Financial assistance is also available from different sources, such as outside scholarships, 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.

**WIA Grant**

This program is designed to provide training for unemployed persons if definite employment opportunities are available in their chosen field of study. Financial assistance may cover tuition, books, supplies, and transportation and is subject to the availability of funds. For more information, please contact Kim Parker at 870-584-4471 Ext. 167, at CCCUA.

**Arkansas Rehabilitation Services**

Students with physical or mental disabilities may be eligible to attend college under the sponsorship of Rehabilitation Services. Call Arkansas Rehabilitation Services at (501) 686-2800 for more information.
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CCCUA Waivers
- CCCUA Employee Dependent Waiver
- Military Tuition Waiver
- Senior Citizen Waiver
- Out of State Tuition Waiver
- Waiver of Non-Resident Tuition for Native Americans
- Educational Assistant Plan for Full Time Employee and Adjunct Faculty
- Educational Assistant Plan for Part Time Employee

Veterans Affairs Benefits
Cossatot Community College has been approved by federal and state agencies governing Veterans Affairs to provide training to veterans. Veterans and their dependents may be entitled to educational assistance programs from the Department of Veterans Affairs to pay their tuition for the approved training. Veterans should apply for admission to the college and visit with the VA representative in the Financial Aid Office prior to enrolling in classes to apply for benefits. If veterans’ benefits are not available at the deadline for payment due each semester, the veteran should make other arrangements to pay the tuition and fees. VA rehab payments must be documented at the time of the deadline or the veteran will be required to make payment.

OTHER SCHOLARSHIPS
Arkansas Association of Student Financial Aid Administrators (AASFAA)
Awarded to at least two Arkansas students planning to attend a member institution. Recipients will be selected at a random drawing during the AASFAA Conference. Amount: $500. Deadline to apply: March 20. Application: May be obtained at the CCCUA Financial Aid Office.

Single Parent Scholarship Fund
The purpose of the Single Parent Scholarship is to provide supplemental financial assistance to those single parents living in Arkansas who are pursuing a course of instruction that will improve their income earning potential. Please contact the Single Parent Scholarship fund in your county at www.aspsf.org. Applications are also available in the Financial Aid Office at CCCUA. Amount: $500. Deadline to apply: Fall - July 15; Spring – January 5.

SkillsUSA High School Level Scholarship
Awarded to students placing in the high school state SkillsUSA competitions. Full-time enrollment must begin during the fall semester immediately following high school graduation. The student must maintain a 3.0 GPA. Renewable up to four semesters. Amount: Tuition. Deadline to apply: Open. Application: Submit certificate of placement to Financial Aid Office.

SkillsUSA College Level Scholarship
Awarded to student placing first or second in college-level competition. Scholarship must be used the fall semester following the win. Student must be enrolled full-time and maintain a 3.0. Renewable for two semesters. Other stipulations may apply. Amount: Tuition. Deadline to apply: competition winners. Application: Submit certificate of placement to Financial Aid Office.

Jack Kent Cooke Scholarship
The Jack Kent Cooke Foundation’s mission is to help young people of exceptional promise reach their full potential through education. Through the Undergraduate Transfer Scholarship Program, the Foundation identifies and supports high-achieving community college students hoping to transfer from two-year programs to four-year colleges. Institutional deadline: December 3. Nomination deadline: January 26. Application: Nominated by a faculty member.
Note: Useful financial aid web sites include:
http://studentaid.ed.gov
http://www.fafsa.ed.gov
http://arkansashighered.com

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 250% 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.
Academic Information

Taking a look under the hood

Some Adult Ed Accelerated ESL students
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](http://cccua.edu/forms/index.htm), and return the signed form to Student Services by U.S. mail, fax with scanned document attached, 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 educational 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.

ADDING 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](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, hands-on training will contain more class (contact) hours for one semester hour credit.

Each course is numbered so that you can determine how many credit hours apply. The first number is the level (1 for freshman, 2 for sophomore). The final digit of the course number on the right indicates the number of credit hours 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
ENGL indicates a course in the English department.
1 Indicates a first-year or freshman-level course.
1 Generally has no official meaning.
1 Sequence no. of a class in a series; in this case, English Composition I as opposed to Composition II.
3 Indicates 3 credit hours.

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 informa-
tion, 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 3, 4 or 5 dependent on the respective AP course. See chart below:

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Min. Credit for</th>
<th>CCCUA Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language and Composition</td>
<td>4 ENGL 1113 or 1123</td>
<td>Composition I or II*</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>4 ENGL 1113 or 1123</td>
<td>Composition I or II*</td>
</tr>
<tr>
<td>Psychology</td>
<td>3 PSYC 2003</td>
<td>General Psychology</td>
</tr>
<tr>
<td>Science and Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>3 BIOL 1014</td>
<td>General Biology/Lab</td>
</tr>
<tr>
<td>Statistics</td>
<td>3 MATH 2023</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3 MATH 2053</td>
<td>Survey of Calculus</td>
</tr>
<tr>
<td></td>
<td>4 MATH 2054</td>
<td>Calculus I</td>
</tr>
<tr>
<td>Spanish</td>
<td>3 SPAN 1014</td>
<td>Elementary Spanish I and</td>
</tr>
<tr>
<td></td>
<td>SPAN 1024</td>
<td>Elementary Spanish II</td>
</tr>
<tr>
<td>U.S. Government and Politics</td>
<td>3 PSCI 2003</td>
<td>American Government</td>
</tr>
<tr>
<td>U.S. History</td>
<td>3 HIST 2013</td>
<td>U.S. History to 1876 and</td>
</tr>
<tr>
<td></td>
<td>HIST 2023</td>
<td>U.S. History Since 1876</td>
</tr>
</tbody>
</table>

*Both tests must be taken and passed with the score of 4 in order to receive credit for both Composition I and Composition II. The first of either test passed will give credit for Composition I and the second for Composition II.

For questions concerning Advanced Placement, please contact the Registrar.

http://cccua.edu
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 for 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, (up to eight weeks after the grade was assigned), that semester’s GPA will be revised accordingly. “I” grades may be extended past the eight-week period under extenuating circumstances (with the pre-approval of both Division Chair and the Academic Dean), but the extension will not exceed one calendar year.

AUDITING COURSES

In order to audit a course, a student must meet the admission requirements and make payment of tuition and fees for the course. Students auditing a course are 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
The following grading system is used to evaluate students:

<table>
<thead>
<tr>
<th>Grade Rating</th>
<th>Percentage</th>
<th>Quality Calc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Excellent</td>
<td>93-100%</td>
<td>4 yes</td>
</tr>
<tr>
<td>B Above Standard</td>
<td>85-92%</td>
<td>3 yes</td>
</tr>
<tr>
<td>C Meets Standard</td>
<td>76-84%</td>
<td>2 yes</td>
</tr>
<tr>
<td>D Below Standard</td>
<td>65-75%</td>
<td>1 yes</td>
</tr>
<tr>
<td>F Failing</td>
<td>&lt;=64%</td>
<td>0 yes</td>
</tr>
<tr>
<td>I Incomplete</td>
<td></td>
<td>0 yes</td>
</tr>
<tr>
<td>W Withdrew</td>
<td>N/A</td>
<td>no</td>
</tr>
<tr>
<td>N No Grade</td>
<td>N/A</td>
<td>no</td>
</tr>
<tr>
<td>AU Audit</td>
<td>N/A</td>
<td>no</td>
</tr>
<tr>
<td>TR Transfer</td>
<td>N/A</td>
<td>no</td>
</tr>
</tbody>
</table>

“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 Student Grievance Procedures)

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 Academic Dean 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 Academic Dean 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](http://acts.adhe.edu).

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

### 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.”

### 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) 9 SCH
   - (C) Speech 3 SCH
   - (D) College Algebra (or above) 3 SCH
   - (E) Natural Science (Lab/Bio/Phys Sci) 8 SCH
   - (F) Social Sciences* (including 15 SCH
     - 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.
   **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](http://acts.adhe.edu)

2. Remedial course grades will not be computed in the cumulative grade point average for purposes of admission to
4. 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.

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.

High School 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.

CONCURRENT ENROLLMENT
Students who are in high school and meet the admission requirements (see page 19) are allowed to enroll in college...
credit classes as concurrent students. They will receive credit for the course(s) at the high school they attend, as well as at the college. High school counselors can also provide information about concurrent enrollment to their students.

GRADUATION INFORMATION

GRADUATION REQUIREMENTS

Students who complete the requirements of 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

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.

Students MUST achieve a score at or above the current national passing average on the final comprehensive exit exam to complete the requirements for the NCLEX-RN Preparation course. The student will be allowed to take the final comprehensive exit exam a total of three times. Students cannot sit for each exam attempt more than once per day. Should the student not achieve the required score after the third attempt, then it will be recommended for the student to attend an NCLEX-RN Review course. If the student fails the final comprehensive exit exam after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be recommended to sit for the NCLEX-RN. An “I” (incomplete) grade will be temporarily given. Students must also comply with their attending college’s grading policies (see college catalog). Prior to the end of the spring semester, the student must contact their Program Chair to schedule up to three additional attempts on the exit exam. If the student passes (achieves a score at or above the national average), then the student will have completed the requirement for completion of the NCLEX-RN Preparation course, and be awarded the AAS in Nursing degree, which allows him or her to apply to sit for the NCLEX-RN licensing examination. If the student is unsuccessful (does not achieve a grade at or above the national passing average) on his or her three additional attempts on the final comprehensive exit exam, then the “I” (Incomplete) grade will be converted to a failing grade.

After students pass the final comprehensive exit exam, they will complete the remaining 50% of the NCLEX-RN Preparation course. The other 50% of this course is completed via the online review course that students complete toward the end of the fall semester.

Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LPTN 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.
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)
CCCUA requires that all students with a transfer degree (Associate of Arts, Associate of Arts in Teaching, Associate of Arts of Science, and Associate of General Studies) 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, 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 have achieved a 4.0 grade point average for that semester, and notification of such shall be sent to area news media.
The following designations are reserved for graduates of Degree and Technical Certificate programs.
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.

Academic Counseling & Disability Support Services

CCCUA Academic Counseling and Disability Support Services is dedicated to the academic and personal success of all students. The counselor will work with any student to recognize opportunities to grow and learn, identify any barriers to academic and/or personal success, and develop action and/or accommodation plans to overcome those barriers. The counselor has an open door policy. ALL students are welcome and discussions will be confidential.

WHAT THE COUNSELOR DOES:

• Provide services to assist all students in academic and personal success
• Assist students in recognizing specific academic barriers and measures that can be taken to reduce them
• Work with students to develop plans which include long term goals, short term objectives, and criteria to measure progress
• Work to ensure academic access for students with disabilities
• Determine eligibility for disability support services
• Coordinate support services and identify appropriate accommodations for students with disabilities
• Work with students and instructors to develop plans for accommodations

WHAT THE STUDENT DOES:

• Meet with Counselor to disclose academic barriers and request assistance
• Provide documentation of disability, if applicable
• Work cooperatively with Counselor and instructors to develop a plan to overcome academic barriers
• Utilize services, assistive technology, equipment, and materials provided
• Work cooperatively with faculty and staff to meet plan guidelines
• Follow your plan

SERVICES PROVIDED MAY INCLUDE, BUT ARE NOT LIMITED TO:

• Confidential general counseling services with referrals if necessary
• Academic advising and scheduling
• Career counseling and research
• Personality profiles and interest inventories
• Assistance with finding and utilizing other resources

WHAT IS A “DISABILITY”?:

The Americans with Disabilities Act (ADA) defines a person with a disability as an individual who:

• Has a physical or mental impairment which substantially limits a major life activity;
• Has a record or history of such an impairment; or
• Is regarded as having such an impairment

DOCUMENTATION: If accommodations are requested, you will be asked to provide documentation from a professional regarding your disability. This should:

• Verify the presence of a disability and diagnostic criteria
• State any anticipated barriers to your academic pursuits
• Make recommendations as to appropriate accommodations

Include the signature and credentials of the professional
EXAMPLES OF ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

- Priority assistance with course selection and registration
- Testing and textbook adaptations
- Readers and scribes
- Note takers
- Extended time for exams
- Other accommodations as agreed upon by Counselor and Student

MORE INFORMATION: For more information please contact:
Suzanne Ward, CCCUA Counselor, 800-844-4471 sward@cccua.edu

STATEMENT OF EEO/ADA COMPLIANCE:
Cossatot Community College of the University of Arkansas is an Equal Opportunity/Affirmative Action Institution. The College is in compliance with the Higher Education Act of 1965, and other Civil Rights laws, and offers equal opportunity for admission and employment. 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. Questions or concerns regarding affirmative action can be directed to the Affirmative Action Officer/Disability Support Coordinator, Suzanne Ward, c/o CCCUA, P.O. Box 960, De Queen, AR 71832

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.
Student
Rights and Responsibilities

Phi Theta Kappa induction

Instructors, not Teaching Assistants
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 and/or expulsion. 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 to 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 Academic Dean 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 PERSONAL 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.

http://cccua.edu
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
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)
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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
***The actual consequence initiated by the Academic Dean will only be determined after consultation with the instructor and appropriate division chair. The consequence will also be in line with individual departmental procedures***

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 Academic Dean 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 Academic Dean; you must include the specific grievance/complaint and specific remedies sought.
2. The Academic Dean has five (5) working days in which to investigate and respond in written form.
3. If not satisfied, you may appeal within five (5) working days to the Student Appeals Committee who must respond in writing within five (5) working days.
4. If you are not satisfied with this result, an appeal may be made within five (5) working days to the 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:

a) Name, address, telephone number, email address, and advisor
b) Major field of study and official school activities
c) Enrollment status
d) 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. CCCUA does not tolerate actions by students, staff, or residents of the college service area that interferes with student learning and safety. Students have the right to grieve an actions by an employee or another student if the grievance relates to improper conduct including but not limited to harassment of any kind, bullying, threatening another individual or the college, terroristic threats or behavior and other forms of improper conduct that lowers the existence of another person.

If a formal grievance is taken, 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 Academic Dean; you must include the specific grievance/complaint and specific remedies sought.
2. The Academic Dean has five (5) working days in which to investigate and respond in written form.
3. If not satisfied, you may appeal within five (5) working days to the Student Appeals Committee who must respond in writing within five (5) working days.
4. If you are not satisfied with this result, an appeal may be made within five (5) working days to the 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 Academic Dean, 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.
GENERAL INFORMATION

INCLEMENT WEATHER

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

PARKING/TRAFFIC REGULATIONS

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

To insure that parking spaces are properly and legally used, the maintenance department will have a wheel lock to attach to improperly or illegally parked vehicles. In order to have the wheel lock removed from the vehicle the individual responsible for the illegally parked vehicle will pay a fee of $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.
STUDENT “RIGHT TO KNOW”

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

<table>
<thead>
<tr>
<th>Crime</th>
<th>No. of 2008 Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
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<tr>
<td>Sex Offenses</td>
<td>0</td>
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<tr>
<td>Sexual Assault</td>
<td>0</td>
</tr>
<tr>
<td>Vehicle Theft</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.

**Spring 2008: 31 Respondents, 24.55% of Graduates**

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Graduates</th>
<th>Pct.</th>
<th>Place-ment</th>
<th>Pct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ Certificate</td>
<td>2</td>
<td>6%</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>Associate of Arts</td>
<td>14</td>
<td>45%</td>
<td>6</td>
<td>43%</td>
</tr>
<tr>
<td>Child Devel. Associate</td>
<td>3</td>
<td>10%</td>
<td>3</td>
<td>100%</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>4</td>
<td>13%</td>
<td>2</td>
<td>50%</td>
</tr>
<tr>
<td>Practical Nursing (LPN)</td>
<td>6</td>
<td>19%</td>
<td>4</td>
<td>67%</td>
</tr>
<tr>
<td>Residential Construction</td>
<td>1</td>
<td>3%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>1</td>
<td>3%</td>
<td>1</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Fall 2008: 50 Respondents, 49.02% of Graduates**

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Graduates</th>
<th>Pct.</th>
<th>Place-ment</th>
<th>Pct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAT Accounting</td>
<td>1</td>
<td>2%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>AGS - Other</td>
<td>1</td>
<td>2%</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>Assoc. of Applied Science</td>
<td>1</td>
<td>2%</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>Associate of Arts*</td>
<td>19</td>
<td>38%</td>
<td>15</td>
<td>79%</td>
</tr>
<tr>
<td>Business Management</td>
<td>2</td>
<td>4%</td>
<td>1</td>
<td>50%</td>
</tr>
</tbody>
</table>

http://cccu.edu
Collision Repair 3 6% 0 0%
Cosmetology 2 4% 1 50%
Early Childhood Devel. 4 8% 3 75%
Practical Nursing (LPN) 3 6% 2 67%
Registered Nurse (RN)** 12 24% 7 58%
Welding Technology 2 4% 1 50%

*AA Degrees have placement rates based on current employment or transfer to a “4 Year Institution”
** Program completes in December of each year.

Graduation Rate:
2005 Cohort = 26%
4-year average Student-Right-to-Know Completion or Graduation Rate Calculation (Total Completers within 150%/Adjusted Cohort) is 19%.

Enrollment Headcount:
Fall 2008: 1396 Spring 2009: 1333

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.

*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.

**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.
Students4Students Action Committee 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.
- 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 meetings 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

The campus at De Queen is improving all the time!

The new front at Ashdown looks great!

Nashville’s campus is serving lots of students!
FACILITIES

SEVIER COUNTY CAMPUS
(MAPS, PP. 152-157)

The original campus of Cossatot Vocational-Technical School, now Cossatot Community College of the University of Arkansas is located in De Queen, AR. This campus, which serves as the primary Administrative 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. At the Sevier County campus, CCCUA houses the Fire Training Center, a satellite of the Arkansas Fire Academy at Camden. Computer labs, a language lab, 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. 158)

The newest campus of Cossatot Community College of the University of Arkansas awaits students in Howard County. The facility rests on 35 acres, and is located at 1558 Highway 371 West in 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 classroom and lab space for a variety of non-credit classes, Adult Basic Education, and numerous special projects.

LITTLE RIVER CAMPUS
(MAP, PG. 159)

The newly remodeled 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 lecture classrooms, computer labs, a Computer Repair/ITCO lab, two Interactive video classrooms, and an Electrical Apprenticeship classroom/training room. A community/college use Civic Center opened in April 2009, and a Culinary Kitchen in conjunction with the Civic Center opened for fall 2009 classes.

Also housed at this facility are the Workplace Education Center, Little River County Cooperative Extension Service, and the Arkansas Workforce Center to assist area residents in finding jobs and obtaining 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 (audio tapes, maps, videos, DVD’s), and online databases that serve the personal and instructional needs of CCCUA’s students, faculty, staff and community users.

Operating hours vary so check the posted hours at the campuses and at the Kimball Library website information. Kimball Library’s online library catalog and access to the online library academic resources are available at: http://www.youseemore.com/cccua. Online resources are available 24/7/365 with an active 14 digit barcode and PIN number.

http://cccua.edu
CCCUA CATALOG AND STUDENT HANDBOOK 2009 - 2010
available from any Kimball Library staff member. Academic database (and their component parts) currently available are: EBSCOHost (19); Encyclopedia Britannica (2); Facts on File (5); FirstSearch (13); Gale Discovering Collection (6); Grolier Encyclopedia (4); Learning Express (6); Medline Plus (13); Net Library; ProQuest (4); and SIRS (4).

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 campus 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.

CCCUA 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 times when the Testing Centers are open vary each semester from campus to campus so please check the website or call the Testing Center of your choice for current schedules and/or updates.

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 testing is 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.
The CCCUA Bookstore is located in the Donn Allison Technology Building on the Sevier County Campus. Store hours are 8:00am to 5:00pm., 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 damage, excessive staining, pages that are wrinkled or stuck together will not be bought.
4. Study guides/workbooks must be clean with all pages intact. The cover must be intact, and the spine must not have any damage in order for us to buy the book.
Academic Programs

An AA Degree opens the door to 4-year schools!

Tech programs get people ready to go to work

Setting up the new Culinary Arts kitchen
ASSOCIATE OF ARTS

The Associate of Arts (AA) 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.

63-65 Hrs.

Core Requirements

STUDENT DEVELOPMENT
___ SPD 1003 Success Strategies (first semester)

ENGLISH/COMMUNICATIONS
___ ENGL 1113 Composition I
___ ENGL 1123 Composition II
___ SPCH 1113 Speech

HUMANITIES/FINE ARTS
___ ENGL 2213 World Literature to 1650
___ ENGL 2223 World Literature since 1650

Choose one:
___ 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

Choose one:
___ HIST 2013 US History To 1876 OR
___ HIST 2023 US History Since 1876

Choose one:
___ HIST 1003 Western Civilization To 1700 OR
___ HIST 1013 Western Civilization Since 1700

http://cccua.edu
Choose two Social Science electives:
___ Elective from ECON, HIST, PSYC, SOC, PSCI, GEOG (other than used above)
___ Elective from ECON, HIST, PSYC, SOC, PSCI, GEOG (other than used above)

SCIENCES
Choose one:
___ BIOL 1014 General Biology/lab OR
___ BIOL 1024 General Botany/lab OR
___ BIOL 1034 General Zoology/lab
Choose one:
___ PHYS 2024 Physical Science/lab OR
___ CHEM 1014 Introductory Chemistry/lab OR
___ PHYS 2044 College Physics/lab OR
___ GEOL 1004 Geology/lab OR
___ ASTR 1014 Introduction to Astronomy/lab

HEALTH/PHYSICAL EDUCATION
___ HS 1403 Health
___ PHED Physical Education (1 credit hour)

ELECTIVES*
___ 12-14 credit hours of electives:
___ Elective (_____ credit hrs)
___ Elective (_____ credit hrs)
___ Elective (_____ credit hrs)
___ Elective (_____ credit hrs)

*Electives should be appropriate to the 4-year degree that student is pursuing.
## 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 transfer 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 to 1876
- BIOL Biological Science Requirement
- FA 2003 Introduction to Fine Arts – Art **OR**
- FA 2013 Introduction to Fine Arts – Music
- SPCH 1113 Principles of Speech
- Elective (3 hours)

**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 from ECON, HIST, PSYC, SOC, PSCI, GEOG (other than used above)
- Elective

**Summer Session (June - July) 12 hrs**
- PSCI 2003 American Government
- SPCH 1113 Principles of Speech
- HS 1403 Personal & Community Health
- Elective from ECON, HIST, PSYC, SOC, PSCI, GEOG (other than used above)
- Elective (3 hours)
Pre-Teacher Education Program

ASSOCIATE OF ARTS IN TEACHING

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.

Middle School Language Arts / Social Studies Track 63 Hrs. (Grades 4-8)

<table>
<thead>
<tr>
<th>STUDENT DEVELOPMENT</th>
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</thead>
<tbody>
<tr>
<td>SPD 1003 Success Strategies (first semester)</td>
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</table>

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1113 Composition I</td>
</tr>
<tr>
<td>ENGL 1123 Composition II</td>
</tr>
<tr>
<td>SPCH 1113 Speech</td>
</tr>
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<table>
<thead>
<tr>
<th>HUMANITIES/FINE ARTS</th>
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</thead>
<tbody>
<tr>
<td>ENGL 2113 American Literature I OR</td>
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<tr>
<td>ENGL 2123 American Literature II</td>
</tr>
<tr>
<td>ENGL 2213 World Lit to 1650</td>
</tr>
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<th>MATHEMATICS</th>
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<tr>
<td>MATH 1023 College Algebra</td>
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<td>MATH 2003 Number Systems</td>
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<td>MATH 2013 Geometry for Elementary Teachers</td>
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<th>SOCIAL SCIENCES</th>
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<tr>
<td>PSCI 2003 American Government</td>
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<td>HIST 2013 US History To 1876 OR</td>
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<td>HIST 2023 US History Since 1876</td>
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<td>HIST 1003 Western Civilization To 1700 OR</td>
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<td>HIST 1013 Western Civilization Since 1700</td>
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<td>GEOG 2003 Introduction To Geography</td>
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<td>PSYC 2003 General Psychology</td>
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<td>HIST 1113 Arkansas History</td>
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<td>BIOL 1014 General Biology/lab</td>
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<td>PHYS 2024 Physical Science/lab</td>
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<td>EDUC 2003 Introduction To Education</td>
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<td>EDUC 2001 Educational Observation</td>
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<td>EDUC 2013 Technology for Teaching</td>
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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 (Grades 4-8) Track

63-64 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
- ENGL 2213 World Lit to 1650 OR
- 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
- MATH 2003 Number Systems
- MATH 2013 Geometry for Elementary Teachers
- Trigonometry, PreCalc, Survey of Calculus (or Math elective higher than College Algebra)

SOCIAL SCIENCES
- PSCI 2003 American Government
- HIST 2013 US History To 1876 OR
- HIST 2023 US History Since 1876
- HIST 1003 Western Civilization To 1700 OR
- HIST 1013 Western Civilization Since 1700
- PSYC 2003 General Psychology
- HIST 1113 Arkansas History

SCIENCES
- BIOL 1014 General Biology/lab
- PHYS 2024 Physical Science/lab
- GEOL 1004 Geology/lab OR
- GEOG 2003 Geography

EDUCATION
- EDUC 2003 Introduction To 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.
PRE-K TO 4TH GRADE
64 Hrs.

NOTE: Students who plan to continue their education degree through SAU for the P-4 grade, will NOT use these plans. Please contact the advisor (Sherri Hodges) if you are interested in this program. It uses the Associate of Arts degree.

STUDENT DEVELOPMENT
___ SPD 1003 Success Strategies (first semester)

ENGLISH/COMMUNICATIONS
___ ENGL 1113 Composition I
___ ENGL 1123 Composition II
___ SPCH 1113 Speech

HUMANITIES/FINE ARTS
___ ENGL 2213 World Lit to 1650 OR
___ 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
___ MATH 2003 Number Systems
___ MATH 2013 Geometry for Elementary Teachers

SOCIAL SCIENCES
___ PSCI 2003 American Government
___ HIST 2013 US History To 1876 OR
___ HIST 2023 US History Since 1876
___ HIST 1003 Western Civilization To 1700 OR
___ HIST 1013 Western Civilization Since 1700
___ PSCI 2003 Arkansas History
___ GEOG 2003 Introduction to Geography
___ PSYC 2003 General Psychology

SCIENCES
___ 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 1003 Technology for Teaching
___ EDUC 2103 Child Growth and Development

Students in the AAT program must maintain a cumulative GPA of at least a 2.65 and successfully pass the Praxis I exam as a requirement for graduation.
ASSOCIATE OF SCIENCE
63-65 Hrs.

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

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

MATHEMATICS
___ MATH 1023 College Algebra

Choose two from the following:
___ MATH 2023 Statistics ___ MATH 2043 Trigonometry
___ MATH 2053 Survey of Calculus ___ MATH 2054 Calculus I

SOCIAL SCIENCES
___ PSCI 2003 American Government
___ Elective from ECON, GEOG, HIST, PSYC, SOC, PSCI (other than PSCI 2003)
___ Elective from ECON, GEOG, HIST, PSYC, SOC, PSCI (other than PSCI 2003)

SCIENCES
12 hours of the following (8 in same field: Life Science or Physical Science):
___ BIOL 1014 General Biology/lab ___ BIOL 1024 General Botany/lab
___ BIOL 1034 General Zoology/lab ___ BIOL 2014 Environmental Science/lab
___ BIOL 2064 Anatomy and Physiology I /lab ___ BIOL 2074 Anatomy and Physiology II /lab
___ BIOL 2094 Microbiology/lab ___ PHYS 2024 Physical Science/lab
___ CHEM 1014 Introductory 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) ___ Elective (_____ credit hrs)
___ Elective (_____ credit hrs) ___ Elective (_____ credit hrs)
___ Elective (_____ credit hrs) ___ Elective (_____ credit hrs)
ASSOCIATE OF GENERAL STUDIES
63 Hrs.

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.

STUDENT DEVELOPMENT (4 hours)

___ SPD 1003 Success Strategies (first semester)
___ SPD 2001 Employment Strategies (last sem.)

ENGLISH/COMMUNICATIONS (6 hours)

___ ENGL 1113 Composition I
___ ENGL 1123 Composition II OR
___ ENGL 1133 Technical Writing

HUMANITIES/FINE ARTS (6 Hours)

___ 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 (3 hours)

___ MATH 1023 College Algebra OR
___ MATH 2023 Introduction to Statistics

SOCIAL SCIENCES (6 hours)

Choose one from the following:
___ MATH 2023 Introduction to Statistics
___ PSCI 2003 American Government
___ HIST 2013 US History to 1876
___ HIST 2023 US History since 1876

Choose one from the following:
___ ECON 2003 Microeconomics ___ ECON 2103 Macroeconomics
___ HIST 1003 Western Civilization To 1700 ___ HIST 1013 Western Civilization Since 1700
___ HIST 1113 Arkansas History ___ PSYC 2003 General Psychology
___ SOC 2003 Introduction to Sociology

SCIENCES (4 hours)

Choose one from the following:
___ BIOL 1014 General Biology/lab ___ BIOL 1024 General Botany/lab
___ BIOL 1034 General Zoology/lab ___ PHYS 2024 Physical Science/lab
___ CHEM 1014 Introductory Chemistry/lab ___ PHYS 2044 College Physics/lab
___ GEOL 1004 Geology/lab ___ ASTR 1014 Introduction to Astronomy/lab

PHYSICAL EDUCATION (1 hour)

___ PHED Physical Education Activity

ELECTIVES

33 credit hours of electives

800-844-4471
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 the 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:
- ECON 2003 Macroeconomics
- ECON 2103 Microeconomics
- PSCI 2623 State and Local Government
- HIST 2023 US History from 1876 OR
- HIST 2013 US History to 1876
- SOC 2003 Introduction to Sociology
- PSYC 2003 General Psychology

Choose at least 2:
- ENGL 2993 Creative Writing
- ENGL 1131 Technical Writing
- PHIL 2003 Introduction to Philosophy
- BUS 2103 Business Law

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:
- HIST 2023 US History Since 1876
- HIST 1013 Western Civilization Since 1700
- ECON 2003 Macroeconomics
- BIOL 1024 General Botany/lab
- CHEM 1014 Introductory Chemistry/lab
- CHEM 1024 University Chemistry/lab
- SPAN 1014 Elementary Spanish I
- ACCT 2113 Principles of Accounting I
- ACCT 2123 Principles of Accounting II
- AGRI 1001 Agriculture Orientation
- AS 1004/1001 Introduction to Animal Science

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.
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.

___ EDUC 2103 Child Growth & Development
___ ECE 1123 Pgm. Mgmt. for Child Care Pgms.
___ ECE 1133 Curric.Devel. for Child Care Pgms.
___ ECE 1103 Practicum I
Associate of Applied Science

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.

The AAS in ECE is designed for persons who want to work with children ages birth to 4 years (Day Care and Pre-School). This degree is not suitable for those interested in teaching in a public school.

EARLY CHILDHOOD EDUCATION (62 HRS.)

General Core Requirements (35 SCH)

STUDENT DEVELOPMENT

__ SPD 1003  Success Strategies (first semester)
__ SPD 2001  Employment Strategies (last sem.)

ENGLISH/COMMUNICATIONS

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

MATHEMATICS

__ GSTD 0433  Intermediate Algebra or higher

SOCIAL SCIENCES

__ PSCI 2003  American Government
__ HIST 2013  US History To 1876 OR
__ HIST 2023  US History Since 1876
__ PSYC 2003  General Psychology OR
__ SOC 2003  Introduction to Sociology

SCIENCES

__ BIOL 1014  General Biology/lab OR
__ PHYS 2024  Physical Science/lab

TECHNOLOGY

__ BUS 1003  Microcomputer Applications

ELECTIVE

__ Elective not already taken as a requirement in one of the following areas: FA/ENGL/SOC.

TECHNICAL CORE (27 Hrs.)

__ EDUC 2103  Child Growth & Development
__ ECE 1123  Pgm. Mgmt. for Child Care Pgms.
__ ECE 1133  Curric.Devel. for Child Care Pgms.
__ ECE 1103  Practicum I
__ ECE 1143  Child Guidance
__ ECE 1183  Health, Safety and Nutrition
__ ECE 1223  Infant/Toddler
__ ECE 1243  Family Involvement
__ ECE 1283  Special Needs
DIVISION OF PUBLIC SERVICE

TECHNICAL PROGRAMS

Maria Parker, Division Chair of Public Service Programs and Projects
mparker@cclua.edu

Faculty:
COSMETOLOGY
Summer Markham, Sandra Griffin

CULINARY ARTS
Larry Watson

The Division of Public Services provides certificates and Associate of Applied Science degrees designed to prepare
the student for careers in the service sector. The following is the list of the certificates and degrees the Division pro-
vides:

Certificates of Proficiency (3 areas)
NOTE: Certificates of Proficiency are NOT eligible for Title IV/Pell grants
Certificates of Proficiency are awarded for completion of programs generally one semester in length, and are intended
for employment purposes. They are offered in:
Crime Scene Investigation (with CJI)
Law Enforcement Administration (with CJI)
Culinary Arts

Technical Certificates (4 majors)
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:
Cosmetology
Culinary Arts
Crime Scene Investigation (with CJI)
Law Enforcement Administration (with CJI)

Associate of Applied Science Degree (4 majors)
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. AAS degree majors are offered in:
Crime Scene Investigation (with CJI)
Law Enforcement Administration (with CJI)
General Technology (See Division of Skilled and Technical Sciences)
Culinary Arts
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 deportment (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. Due to the special clock-hour requirements imposed by the licensing agency, students are limited to 37.5 hours of absences per semester. Exceeding the maximum absences will result in removal for the remainder of the semester. 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 Public Services at 1.800.844.4471 ext. 1121 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 1114 Cosmetology I

Semester Two:
___ COS 1214 Cosmetology II

Semester Three:
___ COS 2114 Cosmetology III

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.
CULINARY ARTS

The Culinary Arts program is an Associate of Applied Science degree program that will provide foundation and specialized study on the culinary field through academic, laboratory, and field experiences. The freshman studies provide the knowledge and skills necessary for the individual to ensure efficient and quality product preparation and service in the food-service setting. The required general education courses enhance the experience. The sophomore studies expand on culinary knowledge and skills through more advanced culinary studies with additional emphasis placed on management, personnel, ethics, and law in a service setting with preparation of the individual for increasing supervisory responsibility. This program prepares its graduates for careers in restaurants, clubs, hotels, catering operations, and institutional food service.

Students will gain practical experience in catering and restaurant operation by preparing and serving meals to groups visiting the College. In the course of the program, each student rotates through several positions, from dishwasher to manager. Actual meeting time may vary from week to week depending on the activities in which students participate. Night and weekend work may be required on some occasions. Upon completion of the Sanitation and Safety course, students must pass the National Restaurant Association’s food service sanitation certification test in order to stay in the program. Successful completion of the program and additional work experience under a certified chef/baker allow graduates to take the certification examinations of the American Culinary Federation and The Retail Bakers Association.

Certificate of Proficiency, Culinary Arts (12HRS.)

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<tr>
<th>Course #</th>
<th>Technical Core Requirements (12 hours)</th>
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<tr>
<td>___ CUL1103</td>
<td>Sanitation and Safety</td>
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<tr>
<td>___ CUL1203</td>
<td>Food Science &amp; Nutrition</td>
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<tr>
<td>___ CUL1303</td>
<td>Food Production I</td>
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<tr>
<td>___ CUL1403</td>
<td>Baking and Desserts</td>
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Technical Certificate, Culinary Arts (28 HRS.)

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<tr>
<th>Course #</th>
<th>Developmental Course Requirements – if applicable</th>
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<tr>
<td>___ GSTD 0253</td>
<td>Developmental Writing</td>
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<td>___ GSTD 0103</td>
<td>College Reading</td>
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<td>___ GSTD 0403</td>
<td>Essential Mathematics</td>
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<th>Academic Core Requirements (4 hours)</th>
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<tr>
<td>___ SPD 1003</td>
<td>Success Strategies (first semester)</td>
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<tr>
<td>___ SPD 2001</td>
<td>Employment Strategies (last semester)</td>
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<tr>
<th>Course #</th>
<th>Technical Core Requirements (24 hours)</th>
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<tr>
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<td>Sanitation and Safety</td>
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<td>___ CUL1203</td>
<td>Food Science &amp; Nutrition</td>
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<td>___ CUL1303</td>
<td>Food Production I</td>
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<td>___ CUL1403</td>
<td>Baking and Desserts</td>
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<tr>
<td>___ CUL1603</td>
<td>Catering Management</td>
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<td>___ CUL2103</td>
<td>Food Production II</td>
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<td>___ CUL2303</td>
<td>Stocks, Sauces, and Soups</td>
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<tr>
<td>___ CUL2503</td>
<td>Meat and Seafood</td>
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<td>Course #</td>
<td>Associate of Applied Science, Culinary Arts (61 HRS.)</td>
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<td>Academic Core Requirements (22 hours)</td>
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<td>Choose One Elective from ECON, GEOG, HIST, PSYC, SOC, PSCI</td>
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<td>Technical Core Requirements (39 hours)</td>
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DIVISION OF SKILLED AND TECHNICAL SCIENCES

Steve McJunkins, Division Chair
smcjunkins@cccua.edu

Faculty:
Mark Kutak, Automotive Service Technology
Bruce Davis, Collision Repair
Steve McJunkins, Residential Construction

This Division 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 provided:

Certificates of Proficiency (13 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
Computer Aided Design and Drafting
Information Technology: A+ Certificate
Small Engine Repair
Welding
Framing
Drywall
Cabinet Making

Technical Certificates (3 majors)
Collision Repair
Residential Construction Technology
Radio/TV Broadcasting

Associate of Applied Science Degree (4 majors)
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.

Majors:
Automotive Service Technology
Information Technology
Fire Science (awarded through SAU Tech-Camden)
General Technology
AUTOMOTIVE TECHNOLOGY

Certificate of Proficiency: Brakes, Suspension, and Steering (7 Hrs.)
_____ AST 1003 Automotive Brake Systems
_____ AST 1704 Steering and Suspension

Certificate of Proficiency: Drive Train Specialist (7 Hrs.)
_____ AST 2503 Manual Transmissions
_____ AST 2804 Automatic Transmissions

Certificate of Proficiency: Electrical/Electronic Systems (7 Hrs.)
_____ AST 1203 Automot. Elect./Electronic Systs I
_____ AST 2204 Automot. Electr./Electron. Systs II

Certificate of Proficiency: Engine Performance (7 Hrs.)
_____ AST 2203 Engine Performance I
_____ AST 2304 Engine Performance II

Certificate of Proficiency: Engine Repair & Climate Control (7 Hrs.)
_____ AST 1104 Engine Repair
_____ AST 1103 Automotive Climate Control

Associate of Applied Science (60 Hrs.)
General Education Core (22 Hrs.)
_____ SPD 1003 Success Strategies (first semester)
_____ ENGL 1113 Composition I
_____ ENGL 1133 Technical Writing OR
_____ ENGL 1123 Composition II
_____ SPCH 1113 Speech
_____ GSTD 0433 Intermediate Algebra
_____ BUS 1503 Human Relations/Supervision OR
_____ Elective from ECON, GEOG, HIST, PSYC, SOC, PSCI
_____ MNG 2813 Small Business Management
_____ SPD 2001 Employment Strategies (last sem.)

Specialty Education Core (38 Hrs.)
_____ AST 1104 Engine Repair
_____ AST 1203 Automot. Elect./Electron Systs. I
_____ AST 1003 Automotive Brake Systems
_____ AST 1103 Automotive Climate Control
_____ AST 1704 Steering and Suspension
_____ AST 2204 Automot. Electr./Electron Systs. II
_____ AST 2203 Engine Performance I
_____ AST 2304 Engine Performance II
_____ AST 2503 Manual Transmissions/Drive Line
_____ AST 2804 Automatic Transmsn. / Transaxle
_____ BUS 1003 Microcomputer Applications
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

INFORMATION TECHNOLOGY
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

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
MNG 2813 Small Business Management OR
___ BUS 1003 Microcomputer Applications

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

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. 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.

RESIDENTIAL CONSTRUCTION TECHNOLOGY
* 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
These Certificates of Proficiency will be offered as part of the regular core curriculum, in the same timeframes, with special classes being offered.

**Technical Certificate (29/31 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, COMPASS, or ACT indicating proficiency in these areas.

**General Core Requirements: 4 Hrs.**
- SPD 1003 Success Strategies
- SPD 2001 Employment Strategies

**Specialty Core Requirements: 25/27 Hrs.**
- BLD 1003 Construction Fundamentals

Choose any 6 from below:
- BLD 1203 Plans, Elevations, Blueprints
- BLD 1004 Framing
- BLD 1204 Drywall
- BLD 1303 Finishing
- BLD 1304 Cabinetry
- BLD 1404 Concrete
- BLD 1604 Intro to Basic Plumbing
- BLD 1504 Intro to Electricity

**WELDING**

**Certificate of Proficiency (15 Hrs.)**
This certificate focuses on welding courses designed to develop the skills necessary for entry into industrial and commercial welding employment. National Center for Construction Education and Research (NCCER) curriculum will be used for instruction toward both NCCER accreditation and American Welding certification, but additional work experience may be necessary depending on the level of proficiency in various forms of welding developed during the course of instruction.

- BLD 1003 Construction Fundamentals
- INT 2343 Welding I - SMAW
- INT 2354 Welding II - SMAW
- INT 2363 Welding III - MIG
- INT 2372 Welding IV – TIG
RADIO/TV PRODUCTION
Technical Certificate (37 SCH)

The Radio/Television Broadcasting Technical Certificate at CCCUA is designed to provide students with specialized training in the application of basic principles, operation, and use of radio/television peripheral devices and operating systems, as well as camera operation and video production. Students will also gain on-air experience, preparing them for entrance into a broadcasting career.

**General Core Requirements: 10 hrs.**
- SPD 1003  Success Strategies (first semester)
- ENGL 1113  Composition I
- SPCH 1113  Speech
- SPD 2001  Employment Strategies (last semester)

**Business Core Requirements: 9 hrs.**
- BUS 1003*  Microcomputer Applications
- BUS 1113  Business Math with Applications
- MNG 2623  Marketing

**Specialty Core Requirements: 18 hrs.**
- JOUR 2003  Journalism I
- JOUR 2013  Copy Editing
- RTV 1033  Radio/TV Broadcasting I
- RTV 1023  Radio/TV Broadcasting II
- RTV 1333  TV Broadcasting I
- RTV 1343  TV Broadcasting II
GENERAL TECHNOLOGY

Associate of Applied Science (60-67 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 (16hrs), Technical Core (45-48 hrs): Major (24-30 hrs) and the Technical Support Option (15-21hrs). 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.

Course # Developmental Course Requirements – if applicable
___ GSTD 0243 Essential English
___ GSTD 0253 Developmental Writing
___ GSTD 0103 College Reading
___ GSTD 0403 Essential Mathematics
___ GSTD 0423 Introductory Algebra

Course # Academic Core Requirements (16 hours)
___ SPD 1003 Success Strategies (first semester)
___ SPD 2001 Employment Strategies (last semester)
___ ENGL 1113 Composition I
___ GSTD 0433 Intermediate Algebra or Higher
___ BUS 1003 Microcomputer Applications

Choose One Elective from ECON, GEOG, HIST, PSYC, SOC, PSCI

Technical Core Requirements (45-48 hours)
Major (24-30 hours) + Technical Support (15-21 hours)

Agriculture
___ AGRI 1002 Agri Orientation
___ AS 1004 Intro. to Animal Science/Lab
___ AGRI 1003 Farm Management
___ AGRI 1703 Pest Management
___ AGRI 1903 Natural Resources & Conservation
___ AGRI 1204 Beef Production
___ AGRI 1304 Poultry Production
___ AGRI 1604 Soil Science
___ AGRI 1503 Feeds & Feeding
___ AGRI 1103 Forestry
___ AGRI 1403 Pasture Management
___ AGRI 1803 Principles of Agronomy
___ AGRI 1113 Principles of Horticulture
___ BUS 1113 Business Math
___ AGRI 2003 Internship

Automotive Service Technology
___ AST 1104 Engine Repair
___ AST 1203 Automotive Electr./Electron. Sys. I
___ AST 1003 Automotive Brake Systems
___ AST 1103 Automotive Climate Control
___ AST 1704 Steering and Suspension
___ AST 2204 Autoamo. Electr./Electron. Sys. II
___ AST 2203 Engine Performance I
___ AST 2304 Engine Performance II
___ AST 2503 Manual Drive Train and Axles
___ AST 2804 Automat. Transmiss./Transaxle

Collision Repair
___ COL 1102 Tech Welding
___ COL 1106 Basic Metal Repair
___ COL 1204 Body & Frame Alignment
___ COL 1407 Painting
___ COL 1505 Color Matching
___ COL 1603 Repair of Plastics/Adhesives
___ COL 1608 Repair Mech./Elec. Comp.

Cosmetology
___ COS 1114 Cosmetology I
___ COS 1214 Cosmetology II
___ COS 2314 Cosmetology III

Culinary Arts
___ CUL1103 Sanitation and Safety
___ CUL 1203 Food Science & Nutrition
___ CUL 1303 Food Production I
___ CUL 1403 Baking and Desserts
CCCUA CATALOG AND STUDENT HANDBOOK 2009 - 2010

___ CUL1503 Dining Service & Presentation
___ CUL 1603 Catering Management
___ CUL 1703 Menu Planning & Purchasing
___ CUL 2103 Food Production II
___ CUL 2203 Food Production III
___ CUL 2303 Stocks, Sauces, and Soups
___ CUL 2603 American Regional Cuisine

Information Technology
___ IT 1003 Intro to Information Technology
___ IT 1304 Fund. Of Programming C#
___ IT 1314 Fund. 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

Practical Nursing
___ LPN 1101 Nursing I
___ LPN 1112 Basic Nursing Prins. & Skills
___ LPN 1206 Medical Surgical Nursing I
___ LPN 1202 Pharmacology I
___ LPN 1302 Pharmacology II
___ LPN 1143 Nrsng. of Mothers & Children
___ LPN 1153 Nursing of Children
___ LPN 1602 Mental Health
___ LPN 1213 Medical Surgical Nursing II

___ LPN 1307 Medical Surgical Nursing III

Residential Construction
___ BLD 1003 Construction Fundamentals
___ BLD 1203 Plans, Elevations, Blueprints
___ BLD 1004 Framing
___ BLD 1204 Drywall
___ BLD 1303 Finishing
___ BLD 1304 Cabinetry
___ BLD 1404 Concrete
___ BLD 1604 Intro. To Plumbing
___ BLD 1504 Intro. To Electricity

Business Management (support only)
___ ACCT 2113 Accounting I
___ BUS 1503 Human Relations/Supervision
___ BUS 2023 Business Communications
___ MNG 2813 Small Business Management
___ MNG 2113 Retail Management

Welding (support only)
___ INT 1123 Blueprint Reading
___ INT 2343 Welding I
___ INT 2354 Welding II
___ INT 2363 Welding III
___ INT 2372 Welding IV

*Fire Science courses taken at SAU-Tech may be substituted as either a major or technical support option.

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

Demand-Only Programs

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

http://cccua.edu
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

DIVISION OF BUSINESS & AGRICULTURE PROGRAMS
Barbara Lacefield, Division Chair
blacefield@cccua.edu
Faculty:
Ashley Aylett Teresa Torix
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 three areas and an Associate of Applied Science Degree in Business with a three majors.
CCCUA offers a Technical Certificate in Agriculture Management 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.
Technical Certificate (3 majors)
Agriculture Computerized Accounting
Secretarial/Word Processing
Associate of Applied Science Degree (3 majors)
Accounting Administrative Assistant
Business Management
Agriculture (37 Hours)
Technical Certificates
Program graduates will be prepared for farm/ranch management.
General Core Requirements: 4 hrs
___ SPD 1003 Success Strategies
___ SPD 2001 Employment Strategies
Business Core Requirements: 6 hrs
___ BUS 1003 Microcomputer Applications
___ BUS 1113 Business Math with Applications
Specialty Core Requirements: 12 hrs
- AGRI 1002 Agriculture Orientation
- AS 1004 Introduction to Animal Science / Lab
- AGRI 1003 Farm Management
- AGRI 2003 Internship

Agriculture Electives – 15 hours selected from the following:
- AGRI 1103 Forestry
- AGRI 1204 Beef Production
- AGRI 1304 Poultry Production
- AGRI 1403 Pasture Management
- AGRI 1503 Feeds & Feeding
- AGRI 1604 Soil Science
- AGRI 1703 Pest Management
- AGRI 1803 Principles of Agronomy
- AGRI 1903 Natural Resources and Conservation
- AGRI 1113 Principles of Horticulture
- INT 2343 Welding I

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

Computerized Accounting (28 Hrs.)
Technical Certificate
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.
- SPD 1003 Success Strategies (first semester)
- ENGL 1113 Composition I
- SPD 2001 Employment Strategies (last sem.)

Business Core Requirements: 9 Hrs.
- BUS 1113 Business Math with Applications
- BUS 1003 Microcomputer Applications
- BUS 2023 Business Communications

Specialty Core Requirements: 12 Hrs.
- BUS 1503 Human Relations/Supervision
- ACCT 2113 Accounting Principles I
- ACCT 2233 Accounting Internship
- ACCT 2143 Computer Apps. for Accounting

Secretarial-Word Processing (25 Hrs.)
Technical Certificate
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.
- SPD 1003 Success Strategies (first semester)
- ENGL 1113 Composition I
CCCUA CATALOG AND STUDENT HANDBOOK 2009 - 2010

Business Core Requirements: 9 Hrs.
- BUS 1113 Business Math with Applications
- BUS 1003 Microcomputer Applications
- BUS 2023 Business Communications

Specialty Core Requirements: 9 Hrs.
- BUS 1523 Machine Transcription
- BUS 2013 Spreadsheets
- BUS 2603 Administrative Office Procedures

Associate of Applied Science Degrees*

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.

* 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 Associate of Applied Science Degrees have the same Academic Core and Business Core courses:

ACCOUNTING (65 Hours)

Academic Core (26 hours)
- SPD 1003 Success Strategies (first semester)
- SPD 2001 Employment Strategies (last semester)
- ENGL 1113 Composition I
- ENGL 1123 Composition II
- SPAN 1014 Elementary Spanish I
- SPCH 1113 Speech
- MATH 1023 College Algebra
- ECON 2003 Macroeconomics OR
- ECON 2103 Microeconomics

Choose One Elective from ECON, GEOG, HIST, PSYC, SOC, PSCI

Business Core (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 2013 Spreadsheets

Accounting Core (9 hours)
- ACCT 2233 Accounting Internship
- ACCT 2123 Accounting Principles II
- ACCT 2143 Computer Applications/Accounting
ADMINISTRATIVE ASSISTANT (65 Hours)

Academic Core Requirements (26 hours)
- SPD 1003 Success Strategies (first semester)
- SPD 2001 Employment Strategies (last sem.)
- ENGL 1113 Composition I
- ENGL 1123 Composition II
- SPAN 1014 Elementary Spanish I
- SPCH 1113 Speech
- MATH 1023 College Algebra
- ECON 2003 Macroeconomics OR
- ECON 2103 Microeconomics

Choose One Elective from ECON, GEOG, HIST, PSYC, SOC, PSCI

Business Core (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 2123 Database
- BUS 2013 Spreadsheets

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

BUSINESS MANAGEMENT (65 Hours)

Academic Core (26 hours)
- SPD 1003 Success Strategies (first semester)
- SPD 2001 Employment Strategies (last sem.)
- SPAN 1014 Elementary Spanish I
- ENGL 1113 Composition I
- ENGL 1123 Composition II
- SPCH 1113 Speech
- MATH 1023 College Algebra
- ECON 2003 Macroeconomics OR
- ECON 2103 Microeconomics

Choose One Elective from ECON, GEOG, HIST, PSYC, SOC, PSCI

Business Core (30 hours)
- BUS 1003 Microcomputer Applications
- BUS 1113 Business Math with Applications
DIVISION OF NURSING & ALLIED HEALTH

PROGRAMS

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Faculty:
Kelly Hardin
Kathy Richards
Angie Martin
Kay Trotta
Carolyn Hockersmith
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Certificate of Proficiency
Emergency Medical Technician
Medical Transcription

Technical Certificates
Practical Nursing (LPN)

Associate of Applied Science
Medical Assisting
Registered Nursing

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.

- EMS 1107 Emergency Medical Technician
- MEDICAL TRANSCRIPTION Certificate of Proficiency (15 Hrs.)
- SPD 1003 Success Strategies (first semester)
- BUS 1003 Microcomputer Applications
- BUS 2013 Spreadsheets
- MAS 1453 Medical Terminology
- BUS 1103 Business/Medical Transcription

HEALTH PROFESSIONS - PRACTICAL NURSING
Technical Certificate (51 Hrs.)
NOTE Application Deadlines:
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 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.

Practical Nursing Entrance Requirements
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 criminal background check and 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 Basic 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 or advanced placement for previously taken medical or 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. Students who have previously attended another nursing program must provide a “letter of good standing” from the institution.

Practical Nursing Graduation Policy
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 assessment exam to complete the requirements for the final semester. The student will be allowed to take the final comprehensive 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” for the final semester until the student can provide documentation of a credible PN comprehensive review course and re-take the final comprehensive exam with a score at or above the current national passing average. If the student fails to do so, the student will need to reapply to the program and take the final semester again.

Practical Nursing Curriculum
(Inclusive of Pre-Requisites)
Students must complete College Reading, Developmental Writing, and Essential Math courses with a “C” or higher or show scores on ASSET, COMPASS, or ACT indicating proficiency in these areas.

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
Core Requirements

- BIOL 2074 Anatomy & Physiology II
- MAS 1453 Medical Terminology

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)
- ENGL 1113 Composition I
- ENGL 1123 Composition II
- MATH 1023 College Algebra
- PSYC 2003 General Psychology
- SPD 2001 Employment Strategies (last sem.)

Technical Core Requirements (45 hours)
REGISERED NURSING  (LPN/LPTN/LVN TO RN TRANSITION)

Candace Silva, Coordinator
csilva@cccua.edu

RN TRANSITION PROGRAM ADMISSION REQUIREMENTS

ASSOCIATE OF APPLIED SCIENCE DEGREE

Note: There is a special application and deadline for this program.

This program is a 12-month program that combines classroom instruction with clinical experiences. Six community colleges with 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) – Newport, Black River Technical College (BRTC) – Pocahontas, Cossatot Community College of the University of Arkansas (CCCUA) – Nashville/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 up to twenty students at each of the six colleges. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 PM and most 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 - applicants may lack one of the required general education courses by August 31st. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.

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 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 assigned pre-entrance exam

Drug screen (per admitting institution protocol)

Students will be ranked and selected based on required general education course GPA and pre-entrance exam scores. Students must comply with the admission requirements set forth by the admitting institution in addition to the ARNEC requirements.

ACCEPTANCE

Applicants who 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 nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.
- Selected 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. A sample test will be provided to the applicant prior to testing.
- After the math competency exam has been successfully passed, the selected applicant must complete and pass the background check. An instruction sheet will be provided to the applicant (~$39.00 cost).

Students 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.
See Graduation Policy below to review the final comprehensive exit exam that must be passed for program completion.

Grading Scale for ARNEC LPN to RN Program*

90-100 = A  
84-89 = B  
78-83 = C  
70-77 = D (failing)  
69 or below = F

*This program is a consortium of six two-year colleges and therefore has a common grading scale approved by the ARNEC board.

RE-ADMISSION CANDIDATES

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.

If an enrolled ARNEC student needs to transfer to another ARNEC member institution, then permission may be granted from the institution that the student wishes to transfer to, based on space availability and the institution’s requirements for transfer students.

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.

Students MUST achieve a score at or above the current national passing average on the final comprehensive exit exam to complete the requirements for the NCLEX-RN Preparation course. The student will be allowed to take the final comprehensive exit exam a total of three times. Students cannot sit for each exam attempt more than once per day. Should the student not achieve the required score after the third attempt, then it will be recommended for the student to attend an NCLEX-RN Review course. If the student fails the final comprehensive exit exam after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be recommended to sit for the NCLEX-RN. An “I” (incomplete) grade will be temporarily given. The student must also comply with their attending college’s grading policies (see college catalog). Prior to the end of the spring semester, the student must contact their Program Chair to schedule up to three additional attempts on the exit exam. If the student passes (achieves a score at or above the national average), then the student will have completed the requirement for completion of the
NCLEX-RN Preparation course, and be awarded the AAS in Nursing degree, which allows them to apply to sit for the NCLEX-RN licensing examination. If the student is unsuccessful (does not achieve a grade at or above the national passing average) on their three additional attempts on the final comprehensive exit exam, then their “I” (incomplete) grade will be converted to a failing grade.

After the student passes the final comprehensive exit exam, they will complete the remaining 50% of the NCLEX-RN Preparation course. The other 50% of this course is completed via the online review course that students complete toward the end of the fall semester.

Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LPTN 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 2009-2010**

*(INCLUSIVE OF PRE-REQUISITES)*

**Pre-Requisite Requirements (33 Hrs.)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>___ ENGL 1113</td>
<td>Composition I</td>
</tr>
<tr>
<td>___ ENGL 1123</td>
<td>Composition II</td>
</tr>
<tr>
<td>___ GSTD 0433</td>
<td>Intermediate Algebra (or a higher math)</td>
</tr>
<tr>
<td>___ MAS 1223</td>
<td>Medical Math (Challenge Exam Available – See Course Description)</td>
</tr>
<tr>
<td>___ PSYC 2003</td>
<td>General Psychology</td>
</tr>
<tr>
<td>___ PSYC 2033</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>___ BIOL 2003</td>
<td>Nutrition and Diet</td>
</tr>
<tr>
<td>___ BIOL 2064</td>
<td>Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>___ BIOL 2074</td>
<td>Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>___ BIOL 2094</td>
<td>General Microbiology</td>
</tr>
<tr>
<td>___ BUS 1003</td>
<td>Microcomputer Apps. (or equivalent)</td>
</tr>
</tbody>
</table>

*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.)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>___ RNSG 2119</td>
<td>Nursing Process I</td>
</tr>
<tr>
<td>___ RNSG 2123</td>
<td>Nursing Practicum I</td>
</tr>
<tr>
<td>___ RNSG 2216</td>
<td>Nursing Process II</td>
</tr>
<tr>
<td>___ RNSG 2313</td>
<td>Nursing Practicum II</td>
</tr>
<tr>
<td>___ RNSG 2318</td>
<td>Nursing Process III</td>
</tr>
<tr>
<td>___ RNSG 2323</td>
<td>Nursing Practicum III</td>
</tr>
<tr>
<td>___ RNSG 2311</td>
<td>NCLEX-RN Preparation</td>
</tr>
</tbody>
</table>

**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 clinical 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
Course Descriptions

Getting registered for classes

Hanging out in the DQ Learning Center
COURSE DESCRIPTIONS

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

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.

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: Completion of ACCT 2113 Accounting Principles I with a C or better. (3 SCH)

ACCT 2233 Accounting Internship (OD)
An application of the materials learned in class with “real world experience.” Arrangements for internships will be coordinated by the program advisor. Prerequisites: Taken in final semester and/or with the instructor’s approval. (3 SCH)

ACCT 2143  Computer Applications for Accounting (S)
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. Basis 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. (3 SCH)

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. (3 SCH)

AGRI 1204  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. Prerequisites: AS 1004 Animal Science, AS 1001 Animal Science Lab (3 SCH)

AGRI 1304  Poultry Production (F,S)
This course provides a study of the various aspects involved in producing and marketing of chickens, turkeys and other poultry. Prerequisites: AS 1004 Animal Science, AS 1001 Animal Science Lab (3 SCH)

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. Prerequisites: AGRI 1603 Soil Science (3 SCH)

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. Prerequisites: BUS 1113 Business Math, AS 1004 Animal Science, AS 1001 Animal Science Lab (3 SCH)

AGRI 1604  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. (3 SCH)

AGRI 1803  Principles of Agronomy (F)
This course provides 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. (3 SCH)

AGRI 1903  Natural Resources & 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. Prerequisite: AGRI 1603 Soil Science (3 SCH)

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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 valve train diagnosis and service. Engine block diagnosis, disassembly, inspection, machining, and reassembly are covered in this course. (4SCH - 2 Lec. 6 Lab).

AST 1203 Automotive Electrical/Electronic Systems I
This course is designed to acquaint the student with basic electrical test instruments. The student will also develop an understanding of Ohm’s Law and electron flow. The student will also learn to diagnose and repair lighting systems using manufacturers’ wiring diagrams and diagnostic flow charts. Also included in the course are battery design, construction, and testing, along with charging and stating system diagnosis and repair. (3SCH - 2 Lec., 3 Lab).

AST 1003 Automotive Brake Systems
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. (3 SCH - 1 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. (3 SCH: 1 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. (4 SCH: 2 Lec., 6 lab)

AST 2204 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. (3SCH - 1 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 ALL-DATA information system. The student will learn how to diagnose and repair emission control systems using oscilloscopes and 4 or 5 gas emission testers. (4 SCH - 2 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. (3 SCH - 1 Lec., 6 Lab).

AST 2804  Automatic Transmission/Transaxle
A brief review of gear theory and the introduction of the planetary gear set. Continues with review of the basics of hydraulic theory. Areas emphasized are general diagnosis, maintenance and repair. (4 SCH - 2 Lec., 6 Lab.)

ART (ART)

ART 1013  Drawing I (OD)
A course designed to teach the techniques of drawing in pencil, charcoal, and ink. Provides instruction in the application of art principles to drawing. Three hours additional studio time required — time TBA. (3 SCH)

ART 1023  Drawing II (OD)
A course designed to allow the student to improve upon general drawing ability, master the techniques of shading, and create within drawings realistic texture. Prerequisite: ART 1013 Drawing I. (3 SCH)

ART 1063  Ceramics I (OD)
Involves the study of hand-built methods in ceramics. The course includes the study of glazing and firing techniques. An additional 3 hours of studio time is required — time TBA. (3 SCH)

ART 2033  Painting I (OD)
A basic course for 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)

ANIMAL SCIENCE (AS)

AS 1004  Introduction to Animal Science (F, S)
This course will focus on the importance of animal and poultry production and management of livestock, poultry and their products. (4 SCH: 3 Lec/2 Lab)

ASTRONOMY (ASTR)

ASTR 1014  Introduction to Astronomy (OD)
This introductory course teaches students 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
BIOLOGY (BIOL)

BIOL 1014 General Biology (F, S)
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)

BIOL 1024 General Botany (F, S)
This course is a scientific study of the principles of botany. It provides the foundation for other advanced courses in the biological sciences and includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of plant reproduction, photosynthesis, ecology, and genetics are included. Appropriate for biology majors. Lab required. (4 SCH: 3 Lec./2 Lab)

BIOL 1034 General Zoology (M)
A survey of the major animal phyla, including lecture and laboratory involving classification, morphology, and ecology (4 SCH: 3 Lec./2 Lab)

BIOL 2003 Nutrition and Diet (F/S)
The fundamental principles of human nutrition and diet; emphasizes normal nutrition as a basis for making diet adaptations in disease (3 SCH)

BIOL 2014 Environmental Science (S)
A lecture and laboratory course designed to introduce the relationship between humans and the environment. Topics covered include nutrient cycles, energy flow, population dynamics, air and water pollution, and global warming. Prerequisite: BIOL 1014 General Biology (4 SCH: 3 Lec./2 Lab)

BIOL 2064 Anatomy and Physiology I (F, S) *
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 & 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)

BIOL 2074 Anatomy and Physiology II (F, S) *
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 & 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)

BIOL 2094 General Microbiology (F)
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. (4 SCH: 3 Lec./2 Lab)

RESIDENTIAL CONSTRUCTION (BLD)

BLD 1003 Construction Fundamentals (OD)
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, fasteners, 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 equip-
BLD 1203  Plans, Elevations, and Blueprints
Techniques for reading and using blueprints and specifications with an emphasis on those drawings and types of information relevant to the carpentry trade. (3 SCH Note: Almost exclusively lecture)

BLD 1004  Framing
Describes 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 various types of gypsum drywall, their uses, and the fastening devices and methods used to install them. Detailed instruction for installing drywall on walls and ceilings using nails, drywall screws, and adhesive. Also covers fire and sound-related walls, with methods to finish and patch drywall. (3 SCH: 1 lec/6 shop)

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

BLD 1304  Cabinetry
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 helps 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: 3 Lec/3 Shop)

BLD 1404  Concrete
The properties, characteristics, and uses of cement, aggregates, and other material 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)

BLD 1504  Introduction to Electricity
This course introduces the Fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

***Completing this course does not qualify anyone to practice “electrical work”; only a licensed electrician can practice in this profession.

BLD 1604  Introduction to Basic Plumbing
This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

***Completing this course does not qualify anyone to practice “plumbing work”; only a licensed plumber can practice in this profession.

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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 (3 SCH) Prerequisites: GSTD 0103 Reading, 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 exercises (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)  
Provides a 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, 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 relations and supervision in the workplace. The course will emphasize the changing role of the supervisor and will equip the student with the knowledge to manage people effectively. Prerequisites: GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (3 SCH)

BUS 2023  Business Communications (F, S)  
Covers the principles of effective oral and written communications in a business office. Topics include verbal/nonverbal skills, writing skills, reading skills 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 2013 Spreadsheets (S)
This course is designed for the advanced spreadsheet student. The course includes construction of spreadsheets, formatting, editing, saving, and printing. Students will learn to use queries, formulas, tables, reports, and problem solving techniques to reach decisions. Course includes learning how to import, export, and download data. Prerequisite: BUS 1003 Micro Computer Applications (3 SCH)

BUS 2603 Administrative Office Procedures (S)
This course focuses on the role of the administrative assistant. Emphasis will be placed on technology international business, human relations, and the ethics of office management for all levels of workers: administrative support and managerial. Students will also learn the basics of records management. (3 SCH) Prerequisites: GSTD 0103 Reading, GSTD 0253 Developmental Writing or appropriate placement scores. (3 SCH)

BUS 2123 Databases (F)
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)

COMPUTER AIDED DRAFTING/DESIGN (CDD)
CDD 1003 Computer Aided Drafting and Design I (OD)
Topics 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)
An advanced course in solid modeling and design. Students will develop complex three-dimensional models and assemblies from engineering sketches and orthographic drawings through 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
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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 Introductory Chemistry (F)
This is a survey course introducing 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)
Algebra-based chemistry course applicable for chemistry and other science majors, and pre-professional students. This is the first course of a two-course sequence. Course content provides a foundation for work in advanced chemistry and related sciences. Course includes in-depth study of nomenclature, atomic and molecular structure, stoichiometry, bonding, and reactions. Lab is required and included in course class periods. Prerequisite: High school chemistry or CHEM 1014 General Chemistry I and GSTD 0433 Intermediate Algebra or above (4 SCH: 3 Lec, 2 Lab)

CHEM 2024 Organic Physiological Chemistry (OD)
Survey of organic chemistry necessary for understanding of biological systems, with some related physiological chemistry. Lecture 3 hours per week and 2 hours of lab per week. Recommended for those majoring in science, environmental, and medical fields. Prerequisite: CHEM 1014 Intro. Chem. I or higher (4 SCH: 3 Lec, 2 Lab)

COLLISSION REPAIR (COL)

COL 1102 Technical Welding
A course in basic MIG welding and metal cutting with the oxyacetylene torch and plasma cutter. For students enrolled in programs requiring a basic knowledge of welding. Safety is emphasized. (2 SCH: 1 Lec., 3 Lab)

COL 1106 Basic Metal Repair
Teaches the straightening, alignment, and fitting of major panels. Procedures necessary to rough, shrink, bump, and finish are included. Safety is emphasized. (6 SCH: 2 Lec., 12 Lab)

COL 1204 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. Fundamentals of welding, heating, cutting, and shaping are included. Safety is emphasized. (4 SCH: 1 Lec., 9 Lab)

COL 1407 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. (7 SCH: 2 Lec., 15 Lab)

COL 1505 Color Matching
A continuation of COL 1407, with emphasis on spraying techniques and tinting of paints to achieve color match. Safety is emphasized. (5 SCH: 3 Lec., 6 Lab)
COL 1603  Repair of Plastics and Adhesives
Teaches different methods for repair of plastic components, including welding, epoxy adhesives and fiberglass reinforcements. Includes basic estimating principles. (3 SCH: 2 Lec., 3 Lab)

COL 1608  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. (8 SCH: 3 Lec., 15 Lab)

COSMETOLOGY (COS)

COS 1114  Cosmetology I
This course instructs students in sanitation, sterilization, hygiene, lighting and ventilation, scalp massage, cleaning, shampooing, cutting, clippering, singeing, dyng, tinting, bleaching, perming, brushing, combing curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair, physiotherapy or cosmeticity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology, construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage, various kinds of facial massage, cosmetics, packs, and the art of makeup, eyebrow arching, eyebrow and eyelash dying necessary skills of courtesy, neatness and professional attitude in meeting the public, and a strong focus on entrepreneurship. (14 SCH)

COS 1214  Cosmetology II
This course is a continuation of Cosmetology I. The course instructs students in sanitation, sterilization, hygiene, lighting and ventilation, scalp massage, cleaning, shampooing, cutting, clippering, singeing, dyng, tinting, bleaching, perming, brushing, combing curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair, physiotherapy or cosmeticity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology, construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage, various kinds of facial massage, cosmetics, packs, and the art of makeup, eyebrow arching, eyebrow and eyelash dying necessary skills of courtesy, neatness and professional attitude in meeting the public, and a strong focus on entrepreneurship.

This course instructs students in sanitation, sterilization, hygiene, lighting and ventilation. Students will have hands on experience in performing general sanitation duties. (14 SCH)

COS 2114  Cosmetology III
This course is a continuation of Cosmetology I and Cosmetology II. The course instructs students in sanitation, sterilization, hygiene, lighting and ventilation, scalp massage, cleaning, shampooing, cutting, clippering, singeing, dyng, tinting, bleaching, perming, brushing, combing curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair, physiotherapy or cosmeticity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology, construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage, various kinds of facial massage, cosmetics, packs, and the art of makeup, eyebrow arching, eyebrow and eyelash dying necessary skills of courtesy, neatness and professional attitude in meeting the public, and a strong focus on entrepreneurship.

This course instructs students in sanitation, sterilization, hygiene, lighting and ventilation. Students will have hands on experience in performing general sanitation duties. (14 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)

CULINARY ARTS (CUL)

CUL 1103  Safety and Sanitation
Covers the control of bacteria and knowledge necessary to practice safe food handling techniques, from receiving through production and service of food to the public. Includes care and cleaning of commercial food preparation equipment, personal hygiene, and first aid. Students will sit for Serve Sav examination. (3 SCH)

CUL 1203  Food Science and Nutrition
Basic concepts of nutrition, including factors that impact nutritional practices. Principles underlying the selection and preparation of foods. Study of food components, market standards for products, grades, and labeling. Applied math skills, such as measurements and conversions, will be contextualized. Special attention is given to age-related nutritional needs. (3 SCH)

CUL 1303  Food Production I
An introduction to and application of fundamental cooking theories and techniques. Topics of study include professionalism, sanitation, tools and equipment, knife skills and sharpening, flavors and flavorings, mise en place, stocks, soups, sauces, thickening agents, timing, station organization, palate development, food costing, and vegetable, potato, grain and pasta cookery. Prerequisite/Corequisite: CUL1103. 2 lec /, 3 lab (3 SCH)

CUL 1403  Baking and Desserts (F)
Emphasis on restaurant production of pies, cakes, fillings, variety breads, sweet dough, sponge dough, and specialty items. All items will be produced from “scratch” method. Cake decorating included. Use of various types of bakery equipment. Prerequisite/Corequisite: CUL1103. 2 lecture hour, 3 lab hours (3 SCH)

CUL 1503  Dining Service and Catering (F)
Emphasis is placed on the importance and principles of proper service, guest check writing and computing, set up, banquet services, and selling. (3 SCH)

CUL 1603  Catering Management
Exposes students to the essential ingredients for successful catering. Discussion includes the segments of the catering industry. Emphasis on planning, organizing, and controlling. Students develop function sheet requests, calendar of events, and production and employee schedules. Development of a business plan/establishment, planning for its growth, as well as equipment and employee needs will be assessed through class projects. Fundamentals of standard buffet operating procedures implemented through scheduled functions. (3 SCH) (S)

CUL 1703  Menu Planning and Purchasing (S)
Developing an appropriate menu is the first step in achieving foodservice profitability. Students will be required to develop a menu using all aspects of menu development and marketing. Fundamentals and knowledge of how much product to purchase for specific needs are the backbone of this course. Methods to determine quantity and quality to purchase are practiced during functions & daily classroom activities. (3 SCH)

CUL 2103  Food Production II
This course is a continuation of Food Production I with emphasis on building strong culinary foundational skills and reinforcing positive employability traits. The focus in this class is on basic cooking preparations including poach, fry, bake, broil, boil, roast, stew, sauté, grill and steam. Students also gain an intermediate knowledge of vegetable, pasta, grain and potato cookery as well as an introduction to the preparation of poultry, beef and pork. Prerequisite: CUL 1303, CUL1103 and pass Serve Sav National Exam. 2 lecture hour, 3 lab hours (3 SCH).

CUL 2203  Food Production III
This course reviews basic cooking methods and techniques and strengthens the understanding and application of culinary terminology, proper care and use of tools, sanitation and safety techniques. Students gain an advanced knowledge of the correct procedures for the following methods: poach, fry, bake, broil, boil, roast,
stew, sauté, grill and steam. Students also gain an advanced knowledge of vegetable, pasta, grain, and potato cookery and an introduction to the preparation of game, fish, shellfish, lamb and veal. Vegetarian and healthy cooking is covered, along with identification of the components of an entree and plate presentation. Advanced soups and sauces are also covered. Prerequisites: CUL 2303, CUL1103 and pass Serve Sav National Exam. 2 lecture hour, 3 lab hours (3 SCH)

**CUL 2303  Stocks, Sauces, and Soups (F)**

This course is an introduction to the basic stocks and sauces and is based on the classical model created by Escoffier. Fundamental elements covered include fonds de cuisine, leading warm sauces, small compound sauces, cold sauces and compound butter, court-bouillons and marinades. As an essential course, a mastery of these sauces will develop the student’s palate and continue to develop their skill as a classical chef. Prerequisite/Corequisite: CUL1103. 2 lecture hour, 3 lab hours (3 SCH)

**CUL 2403  Garde Manger (S)**

Designed to provide both hands-on techniques and the academic understanding of the practical application of cold and hot food presentation. Students are instructed in the combined elements of artistry, creativity, and cooking sensitivity. Specialized tools for the garde manager will be displayed, discussed, and explained then practiced in the laboratory setting. Materials covered will relate to lectures, demonstrations, and actual work experiences for aspiring Culinarians that will serve as a building block for growth in the specialty area of the kitchen. Prerequisite/Corequisite –CUL1103. 2 lecture hour, 3 lab hours (3 SCH)

**CUL 2503  Meat and Seafood (S)**

This course is an introduction to meat and meat fabrication for food service operations. In this course, students learn the fundamentals of purchasing specifications receiving, handling and storing meat as well as techniques for fabricating cuts for professional kitchens. This course also covers an introduction of the principles of receiving, identifying, fabricating and storing seafood. Identification involves round fish, flat fish, crustaceans and shellfish. Topics include knife skills, yield results, quality checking, product tasting, storage of various types of fish, techniques for fabrication for professional kitchens, special storage equipment and commonly used and underutilized species of fish. Prerequisite/Corequisite: CUL1103. 2 lecture hour, 3 lab hours (3 SCH)

**CUL 2603  American Regional Cuisine (F)**

This course examines regional trends. Northwestern, Southern, Central, Coastal and Eastern American foods are explored, while the interconnection between cookery and immigration patterns is taught. Prerequisite/Corequisite: CUL1103. 2 lecture hour, 3 lab hours (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 feed-back 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 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)
Examines curriculum planning, curriculum approaches and design, and program models. Explores interrelatedness of children’s physical, emotional, social, and intellectual development as foundation for curriculum development, planning guidelines, and adaptations for special needs students. Special emphasis on comprehensive guide to planning programs, with play-based developmental curriculum for ages 3 to 8. 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 (0-3 years of age). (3 SCH)

ECE 1243  Family Involvement (M)
Covers the diversity of experience, values, and functioning found in today’s family. 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)
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 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)
EDUCATION (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 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 multi-media 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)
EDUC 2103  Child Growth and Development
This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children from conception to middle childhood of diverse cultural backgrounds within and outside the US. The students will be introduced to ways to observe and evaluate children’s development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations.

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. Pre-requisite: ACT scores: of 19 in English and Reading, ASSET scores: reading 43, and writing 45, or COMPASS scores: reading 82, and writing 75. (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 in Comp. I ENGL 1113 (3 SCH)
ENGL 1133  Technical Writing (S)
Concentrates on correctness and style of written technical communication. Includes proposal writing, graphics, and technical research techniques. Prerequisites: ENGL 1113 Composition I and BUS 1003 Micro Computer Applications. (3 SCH)
NOTE: Students are not required to take the Literature courses in sequence, but this is recommended.
ENGL 2003 Genres in Literature
The course is a study of a specific genre in literature that explores the functionality of a chosen genre such as its effects on literature and how the specific genre has been created and recreated throughout literature to provide a lasting impact on the literary community. Each course will have a specific genre of study that will be chosen by the course instructor. Possible topics include, but are not limited to, Greek Literature, Shakespearean Literature, Southern Literature, Gothic Literature, Romantic Literature, Drama, Vampire Literature, or a specific author study. (Prerequisite: Composition II or permission from the instructor)

ENGL 2113 American Literature I (OD)
Covers 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, emphasizing creative writing techniques used in the short story, mystery stories, children’s books, screen plays, and poetry. Prerequisite: ENGL 1113 Composition I (3 SCH)

FINE ART (FA)
FA 2003 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 Introduction to Fine Arts: Music (F, S)
The course presents music as a part of Man’s cultural heritage. Topics include basic terms, forms, styles, and periods. Approach is primarily through listening. (3 SCH)

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

FRENCH (FREN)
FREN 1014 Elementary French I (F)
An introduction to the French language and cultures. Areas of study include a basic understanding of French-speaking cultures, intensive oral drill, analysis of basic patterns, use of the essentials of grammar in oral and
written exercises, dialogues and conversations, oral presentations, and reading. Regular work in the language laboratory is required. A “Challenge Exam” is available for students who passed high school French or whose native language is French. Credit is to 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 Lecture, 2 Lab)

**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)**

**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)**

The following information applies to GSTD 0103, 0253 and 0433: ACT 971 of the 2009 Arkansas General Assembly calls for all Arkansas college students to take a standardized exit exam for the following remedial courses: Intermediate Algebra, College Reading, and Developmental Writing. In adhering to the language of ACT 971, students at CCCUA will be given the COMPASS exit exam near the end of the above listed courses.

**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)**

Aids 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) are 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 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
CCCUA CATALOG AND STUDENT HANDBOOK 2009 - 2010

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)
Review of arithmetic skills, including numeration, fractions, ratios, decimals, percentages, rate, proportions, and integers. Basic problem solving techniques emphasized. Must pass 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)
Survey of the history 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)

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)

HS 2413  CPR/First Aid and Health for Educators (F, S)
This course will incorporate all the skills designed for American Red Cross First Aid and CPR for adults, children and infants certification. It also covers basic classroom health issues for educators such as creating a safe work/learning environment, contagious disease prevention and wellness education. (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 student prepares 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 used 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 student prepare for the CompTIA Network + and the CCNA examinations. Pre-requisites: IT 1103 Networking I (3 SCH)

IT 1203  Principles of Web Design (F, S)
Introduces 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 GID. This course is especially useful for Geography, Environmental Science, Economics, and land-use planning majors. Prerequisites: GSTD 0253 Developmental Writing and CSTD 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 numbers 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: 3 lec. 3 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: 3 lec. 3 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; IT 1103 Networking I. (3 SCH)

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: 3 lec. 3 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 introduces 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. (3 SCH: 2 Lec, 3 Lab)

INT 1344 Introd. to Layout and Fabrication (OD)
Fundamentals of layout and fabrication related to the welding industry. Emphasis 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, 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 emphasized. (3 SCH: 2 lec, 3 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: 3 Lec., 3Lab)

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: 2 Lec., 3 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: 1 lec, 3 Lab)

INT 2993  Internship (OD)
Designed to apply concepts learned in class with a “real world” experience. Arrangements for internships will be coordinated by the program advisor. Consent of instructor required. (3 SCH)

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. Prerequisite: 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 co-workers). (1 Hr.)

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)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>LPN 1206</td>
<td>Medical/Surgical Nursing I</td>
<td>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)</td>
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<tr>
<td>LPN 1213</td>
<td>Medical Surgical Nursing II</td>
<td>A continuation of LPN 1206 Medical Surgical Nursing I. (13 SCH)</td>
</tr>
<tr>
<td>LPN 1302</td>
<td>Pharmacology II</td>
<td>A continuation of LPN 1202 Pharmacology I. (2 SCH)</td>
</tr>
<tr>
<td>LPN 1307</td>
<td>Medical Surgical Nursing III</td>
<td>A continuation of LPN 1213 Medical Surgical Nursing II. (7 SCH)</td>
</tr>
<tr>
<td>LPN 1602</td>
<td>Mental Health</td>
<td>The study of basic mental health issues in a nursing setting. (2 SCH)</td>
</tr>
<tr>
<td>MAS 1106</td>
<td>Medical Laboratory I (By Cohort Demand)</td>
<td>This course provides an online virtual medical office setting. It includes an introduction to basic administrative techniques as well as precautions for patient safety. Clinical modules include assisting medical personnel with minor office procedures. Laboratory orientation and safety will be covered as well. (6 SCH)</td>
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<tr>
<td>MAS 1153</td>
<td>Medical Office Management (By Cohort Demand)</td>
<td>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. Pre-requisite: scores of 19 on the ACT/English and Reading, or 43 on the ASSET/Reading test, or GSTD 0103 Developmental Reading. (3 SCH)</td>
</tr>
<tr>
<td>MAS 1206</td>
<td>Medical Laboratory II (By Cohort Demand)</td>
<td>This course provides an online virtual medical office and laboratory setting. It includes teaching the student hands-on skills and procedures. Topics covered will include, documentation for a physician’s office, obtaining a medical history, vital signs assessment, examination room techniques, specimen collection, and operation of electrocardiogram (EKG). Proficiency in phlebotomy will be gained. (6 SCH.)</td>
</tr>
<tr>
<td>MAS 1223</td>
<td>Medical Math (By Cohort Demand)</td>
<td>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 Med administration and military time. This course is an optional course for LPN &amp; Allied Health students but is a required pre-requisite for the AR-NEC program. Students who are currently an LPN and have previous math as well as drug dosage calculation experience are encouraged to sit for the exam. For more information, please contact the Department of Nursing &amp; Allied Health at extension 154 or 147. (3 SCH.)</td>
</tr>
<tr>
<td>MAS 1253</td>
<td>Pharmacology (By Cohort Demand)</td>
<td>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.)</td>
</tr>
<tr>
<td>MAS 1453</td>
<td>Medical Terminology (F,S,M)</td>
<td>This course provides 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.)</td>
</tr>
</tbody>
</table>
MA 503 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.)

MA 553 Diseases of the Human Body (By Cohort Demand)
The purpose of this course is the study of the major diseases of the body systems including their etiology, symptoms, and treatment. The course also covers pain with pain management, difference between illness and disease, and the meaning of the term “Holistic Health.” Prerequisite: MA 1003 Basic Human Anatomy & Physiology. Pre-requisite: scores of 19 on the ACT/English and Reading, or 43 on the ASSET/Reading test, or GSTD 0103 Developmental Reading. (3 SCH.)

MA 603 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.)

MA 803 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: MA 1453 Medical Terminology (3 SCH; 3 Lec, 2 lab)

MA 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)
Relates the concepts of mathematics to the elementary classroom teacher. The emphasis 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)
An introductory course in probability and statistics which 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)**
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 2053  Survey of Calculus (OD)**
Calculus is the mathematics of dynamic change and has applications in economics, business, and science as well as other fields. This course will explore topics in polynomial calculus including limits, differentiation, exponential and logarithmic functions, and integration with an emphasis on applications. This course will not meet the requirements for MATH 2054 Calculus I. Pre-requisite: Math 1023 College Algebra   3 SCH

**MATh 2054  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 (4 SCH)

**MANAg e m e n t (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. Prequisite: MNG 2313 Principles of Management (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 to effectively manage 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. (3 SCH)
MUSIC (MUS)
MUS 1003 Music Fundamentals
An introduction to the elements of music, including study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm, major and minor tonalities, and rhythmic, melodic, and harmonic ear training. Students will learn to play the soprano recorder and perform for an audience.

MUS 1113 American Popular Music
The course surveys popular music in America; its development, variety, and influences on American culture. It emphasizes listening, as well as the elements and structure of popular music styles. This course counts as a Fine Arts elective and is open to all students.

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:
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 psy-
chology, 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.

PSYC 2303  Abnormal Psychology

The origin, identification, treatment, and social implications of abnormal behavior, emphasizing etiology
(origin), symptoms, and diagnosis of specific mental illnesses according to DSM-IV-TR criteria. Topics include
obsessions, compulsions, addictions, stress, phobias, anxiety, depression, schizophrenia, personality disorders,
senility, amnesia, multiple personality, sexual difficulties, eating disorders, learning disabilities, childhood be-
havioral problems, and more.

REGISTERED NURSING (RNSG)

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

RNSG 2119: Nursing Process I  (9 hrs credit, 9 hrs/wk lecture)

This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of
RN$s$. 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, skills, and medical math will be reviewed to prepare students
for subsequent semesters.

This course also provides lecture content for the age group involving the newborn through adolescence (pedi-
atrics). The student will be provided a longitudinal view of the child as an individual on a continuum of develop-
mental changes and as a member of a family unit. There will be discussion of social, cultural, and religious
influences on child development and health promotion. Students will receive instruction on pediatric assessment,
including interviewing skills, physical and behavioral observations, developmental levels, and preventive health
care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic
illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical pro-
dcedures, and home care guidelines are incorporated into the content.

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

RNSG 2123  Nursing Practicum I (3 hrs credit, 9 hrs/wk practicum)

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 clients. Curriculum concepts and comprehension are carried out per clinical application.

Prerequisite: Admission to the ARNEC program. Co-requisites: RNSG 2119

RNSG 2216  Nursing Process II (6 hrs credit, 8 hrs/wk lecture)
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.

Prerequisite: RNSG 2119, RNSG 2123. Co-requisite: RNSG 2223.

RNSG 2223  Nursing Practicum II (3 hrs credit, 9 hrs/wk practicum)
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.

Prerequisites: RNSG 2119, RNSG 2123. Co-requisite: RNSG 2216.

RNSG 2318: Nursing Process III  (8 hrs credit, 8 hrs/wk lecture)
This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will learn basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, surgical care, 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.

Prerequisites: RNSG 2216, RNSG 2223. Co-requisite: RNSG 2311, RNSG 2323.

RNSG 2323  Nursing Practicum III (3 hrs credit, 9 hrs/wk practicum)
This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Team leading and care of critically-ill clients are major components of this course. Students will engage in the clinical application of concepts covered in RNSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse.

Prerequisites: RNSG 2216, RNSG 2223. Co-requisite: RNSG 2318, RNSG 2311.
CCCUA CATALOG AND STUDENT HANDBOOK 2009 - 2010

RNSG 2311  NCLEX-RN Preparation (1 hr credit, 1 hr/wk lecture)
This online course offers the student a comprehensive review of nursing content to help prepare them for success on the NCLEX-RN. Students will receive test-taking strategies, review theory content, and 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. This course also requires that the student passes the final comprehensive exit exam. To pass the exit exam, the student must score at or above the National (North American) average. To pass this course, the student must complete the online course (50% of the grade) and pass the exit exam (other 50% of the grade). See the Graduation Policy for more details.
Prerequisites: RNSG 2216, RNSG 2223. Co-requisite: RNSG 2318, RNSG 2323.

RADIO/TELEVISION (RTV)
RTV 1033  Radio/TV Broadcasting I
This course is designed to introduce students to an awareness of the broadcast industry, including the history of broadcasting, exploration of career opportunities, operation of studio equipment, basics of announcing and video operations, and FCC rules and regulations. (3 SCH)

RTV 1023  Radio/TV Broadcasting II
This course is designed to teach the student techniques in advertising, news writing, copy writing, and broadcast programming. The lab includes advanced radio console and television system equipment operation, advanced video camera functions & operations, lighting setup & performance, set design, commercial production, talent, linear & non-liner editing, video mixing, and field productions. Prerequisite: RTV 1033 Radio/TV Broadcasting I. (3 SCH)

RTV 1333  TV Broadcasting I
This course is designed to apply advanced theory to the creation of commercials, including storyboarding, shooting, and editing, and to apply advanced uses of professional video cameras, including image creation, proper framing techniques, and effective camera movement, e.g. zooms, pans, tilts, trucks, etc. Students will also receive hands-on experience in newscast production. Prerequisite: RTV 1033 Radio/TV Broadcasting I; RTV 1023 Radio/TV Broadcasting II. (3 SCH)

RTV 1343  TV Broadcasting II
This course is designed as an internship under the direction of the instructor/station manager. Students will assist the station manager with all aspects of the daily operation of a local UHF television station. Prerequisite: RTV 1033 Radio/TV Broadcasting I; RTV 1023 Radio/TV Broadcasting II; RTV 1333 TV Broadcasting I

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)
Adult and Continuing Education

Working one-on-one in Adult Ed

and

Workforce Development

Kids’ College always has fun stuff to do!
SPD 2002  Portfolio Development (OD)
This course is designed to assist students seeking credit for non-military life experience. Students are required to write a detailed description of the experience for which credit is being sought and to provide verifiable documentation of such experience. There is no guarantee that this course or credit granted under this program will transfer to any other institution. The student’s advisor must be consulted prior to enrolling in the course. A limit of 15 semester credit hours may be given for experiential credit. (2 SCH)

SPD 2006  Cooperative Education Experience. (OD)
Arranged by independent study through the Academic Dean. The student may earn up to 6 credit hours through a cooperative work experience. This course is recommended for AGS students; however, AA students may enroll in the course with the understanding that it may not transfer to a 4-year institution. (6 SCH)

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 & CONTINUING EDUCATION
Tammy Coleman
Director, Workforce Development & Continuing Education
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Rachel Parson
Coordinator, Continuing Education
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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

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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.

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

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

Apprenticeship Programs offered at CCCUA include:

- Electrical Apprenticeship
- Plumbing Apprenticeship
- Other Apprentice Programs Developed 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.

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 enjoy a variety of age-appropriate activities that cultivate a renewed excitement in learning.

Students are also honored at a graduation ceremony in which their family and friends get to share in their accomplishments. Contact the Continuing Education Office for more information.
Partnership for Small Business Development

The office of Workforce Development is in partnership with the De Queen/Sevier 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 office of Workforce Development also has co-sponsorship agreements with the Southern Arkansas University and Henderson State University Small Business Development Centers (SBDC). The Arkansas Small Business Development Center is part of a national network of more than 1000 small business development center offices, the largest small business assistance program in the United States. The Southern Arkansas University and Henderson State University SBDCs operate as subcenters of the ASBDC.

CONTINUING EDUCATION COURSES

Note: All hours associated with continuing education courses are contact hours.

COMPUTER APPLICATIONS

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 management. 6 Hrs

The Completion of “Computer Concepts and Windows” or equivalent experience is recommended for the following applications:

Word 2007: Level 1

Level 1 introduces the new Ribbon Interface and contains lessons which will guide the user in how to create and enhance business letters, reports, and press releases. Topics covered include use of Word’s spell and grammar checker, the AutoCorrect feature, the Format Painter, drag and drop, and mail merge. 6 Hrs

Word 2007: Level 2

Level 2 introduces Intermediate Word skills, such as creating, sorting, formatting, merging, and performing calculations in tables. The user will learn how to set page orientation and size, work with shapes, picture editing, and formatting page backgrounds. Word’s built-in-templates will also be a feature of this course. 6 Hrs

Word 2007: Level 3

Level 3 covers creating macros, editing forms created in Word, document sharing with the Document Inspector feature, and integrating Word with other Office applications and web pages. 6 Hrs

Excel 2007: Level 1

This course focuses on the basic skills for spreadsheet management and design. The new Office Ribbon Interface will be featured. The user will learn to enter and edit data, select cells and ranges, create formulas, and print worksheets. 6 Hrs

Excel 2007: Level 2

Level 2 covers working with and managing large worksheets and multiple workbooks, adding graphics, styles, and formatting to worksheets, and print options. The user will learn how to lock and unlock cells in the worksheet, apply worksheet protection, and create hyperlinks within the workbook. Calculation formulas and sort and filter will also be covered in this course. 6 Hrs

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Excel 2007: Level 3
Level 3 introduces advanced features of Excel, such as PivotCharts, PivotTables, macros, financial functions to analyze data, and advanced formatting options. Other important topics include workbook sharing and integration of Excel with other Office applications. 6 Hrs

Access 2007: Level 1
This course introduces the world of Microsoft Access 2007. Topics include opening, navigating, and closing database objects, adding and sorting records, and creating reports and queries. The Table Design View will be introduced, as well as Lookup fields and field properties. 6 Hrs

Access 2007: Level 2
Learn to edit database objects, create crosstabs, unmatched, and duplicate queries, customize input forms, and perform calculations. Features such as Form Design View and Report Design View will be introduced. 6 Hrs

Access 2007: Level 3
Level 3 teaches how to create advanced and select queries, parameter queries and calculated queries. Learn how to import reports into databases, add sub-reports to main reports, and analyze report performance, as well as customizing the database interface and integrating Access with Word, Excel, and Outlook. 6 Hrs

PowerPoint 2007: Level 1
You’ll learn to navigate through the PowerPoint window, use document themes, and use the new Ribbon Interface. You’ll also create a slide show. Design concepts, copying text and objects, and integrating Excel into a PowerPoint presentation will be covered. 6 Hrs

PROFESSIONAL DEVELOPMENT

Workplace Spanish for Customer Service®.
Learn to communicate 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. 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 Grant Writing
Beginning Grant Writing is the ideal course for individuals in local government, hospitals, and other community organizations who seek funds for special projects. You’ll learn 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

Child Care Orientation Training (CCOT)
CCOT is designed for persons with little or no previous child care training or who are returning to the field. 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. Completers 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. Funded through a grant to the University of Arkansas from the Federal Child Care and Development Block Grant, this course is FREE. 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 FREE training, 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, and may be taken in any order upon successful completion of CCOT and/or Child Development Associate (CDA) training.

**Health and Safety Training**

This course consists of eight units: 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 Education (AECE) Framework 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

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the Environment. 15 Hrs
Arkansas Early Childhood Handbook for Three and Four Year Old Children: Curriculum Planning & 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
Nail Technician Training Program
This 600 contact hour course trains students for a career as a Nail Technician. The program covers: Health, Sanitation, and Infection Control (75 CH), Health Related Science (75 CH), Manicuring & Pedicuring (200 CH), and Career Development (50 CH). 600 Hrs
Truck Driver Training Program
This intensive 160-hour training program has a proven record of providing quality in-depth truck driver training that will have graduates on the road in 4 weeks. The combination of an up-to-date classroom, field and the over-the-road training gives students what it takes to be a professional Truck Driver. 160 Hrs
Forklift Operator Training Program
Use Forklift Safety to satisfy OSHA’s 20 CFR Section 1910.178(1) “formal instruction” requirements. In addition to teaching an operator how to operate a forklift, 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. 8 Hrs
Forklift Safety
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
ALLIED HEALTH
Nursing Assistant Training Program
This 90-hour training covers 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 non-credit. Completers 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
BLS Healthcare Provider CPR Course
This course meets the needs of healthcare professionals who respond to cardiac and respiratory emergencies. It includes adult and pediatric CPR, foreign-body airway obstruction, and two-rescuer CPR. The course contains new information on barrier devices, stroke, and automated external defibrillation, including new algorithm for use of automated external
defibrillators. The course follows American Heart Association Guidelines. Note: Course completion cards are issued by the American Heart Association. 4.5 Hrs

**Heartsaver CPR**

Learn to treat and recognize life-threatening emergencies, including cardiac arrest in infants, children, and adults. Adult/Child CPR, Adult/Child CPR and Adult/Child Choking modules will be used. 3 Hrs

**Heartsaver First Aid with CPR and AED**

Covers the general principles of Adult First Aid, medical emergency and injury emergency procedures. Adult/CPR with Mask and Adult/Child AED are included in this course. 8 Hrs

**Heartsaver First Aid**

This training is for the general public or lay rescuers whose job requires a first aid course completion card. Hands-on skills, combined with video and interactive activities regarding general first aid principles, medical emergencies, and injury emergency situations are used to make the course extremely practical. 4 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**

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**

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**

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**

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**

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
VARIIES

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 learn a critical team skill: handling situations that impede the team’s progress. Some issues are difficult to raise—especially those that result from another team member’s actions. This module helps participants raise difficult issues with team members in a sensitive and honest manner and build trust for strong, positive working relationships. This training is ideal for team leaders and team members. 4 Hrs

The Challenge of Team Leadership
Participants examine the reasons organizations are moving toward teams and the special challenges this shift poses. They analyze the forces moving them toward teams in their organization and discover how their own approach to leadership must evolve as a result. With this analysis, leaders develop a personal plan to reshape their roles for more effective results. This training is ideal for middle managers, entry-level managers, supervisors, and team leaders. 3.75 Hrs

Building a Foundation of Trust
Participants learn what to say and do to elicit the best efforts from team members in a world of fast-changing markets, frequent organization upheaval and increasing employee diversity. They explore how The Basic Principles can help them create the sense of trust teams need to be creative, take risks and try new approaches at each stage in the team’s development. This training is ideal for middle managers, entry-level managers, supervisors and team leaders. 4 Hrs

Launching & 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**

Designed to fit the needs of the farmer-rancher, home owner, and hobbyist. Emphasizes basic welding principles and safety in the workplace. 10 Hrs

**Sew Thrifty**

Learn sewing tips and techniques to “make something old new again” that will help save on clothing costs. 8 Hrs

**Alterations 101 Workshop**

Learn or revisit the basic alteration skills with new tools and shortcuts to making those once-dreaded alterations quick and easy! This one-day workshop shows participants several techniques for machine-hemming different fabrics, making minor repairs, and replacing zippers. 7 Hrs

**Home Dec: Window Treatments Workshop**

Learn the basics of making window treatments for any room in the house, and how to cut and assemble almost any style of curtain, drape, roman shade or miniature curtain panels, 7 Hrs
Handyman 101
Handyman (or Woman!) 101 teaches the homeowner how to make simple home repairs, such as fixing or replacing kitchen and bathroom fixtures, or small home improvement projects. 8 Hrs

Fly-Fishing: Basic
Basic Fly-Fishing covers the elements of 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 in 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 this exciting outdoor sport. 12 Hrs

Basics of Photography
Learn what the pros know! F-stops, shutter speeds, depth of field, and basic composition will be covered. Participants will also learn tips and tricks to taking quality photos. 8 Hrs

Introduction to Watercolor Painting
This course will explore various watercolor painting techniques through demonstration exercises and hands-on experience. Topics such as mixing colors to add variety and interest to artwork will be addressed, as well as painting from observation. 8 Hrs

Intermediate Watercolor Painting
Course focuses on painting a subject of choice. Additional techniques include incorporating varied brushwork and the use of hard, soft, and lost edges. Learn how to add unity and interest to paintings by using a limited palette and color harmonies, incorporating a full range of values, and establishing a dominant area. 8 Hrs

Portrait Drawing
Learn the basic skills for drawing the human face. Topics include facial proportions and placement of features; tips for drawing eyes, nose, lips, teeth, and ears; location of the planes of the face; shading techniques. Graphite, charcoal, and ink will be used. Previous drawing experience not required. 8 Hrs

Introduction to 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

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. 10 Hrs
Instructor-Facilitated Online Courses

Your instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors create warm and supportive communities of learners. Many friendships have formed in our lively discussion areas.

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How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/cccua
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

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Courses Start as Low as:

$88

Requirements:

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

More than 250 online courses

Cossatot Community College of the University of Arkansas

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

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be speaking Spanish in no time.

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

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.

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

Intermediate Microsoft Excel
Work faster and more productively with Excel’s most powerful tools.

Introduction to Microsoft Access
Store, locate, print and automate access to all types of information.

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

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint
Build impressive slide presentations filled with text, images, video, audio, charts and more.

Creating Web Pages II
Learn to develop polished and interactive pages complete with tables, forms, frames, audio and CSS.

More Courses Available
At Our Online Instruction Center

www.ed2go.com/cccua
Administration

Keeping the College moving forward

Faculty & Staff

Techs keep the equipment running smoothly

http://cccua.edu
Country Line Dance

Line dancing is fun! Blend exercise with recreation and meet new people while learning the latest line dances. 24 Hrs

Yoga for You

Yoga is a fun exercise to relieve stress. Yoga for You shows techniques and movements to gain flexibility and build strength in the body. Synchronization of breath and basic Yoga positions are emphasized. 8 Hrs

Don’t see the course you want? Would you like to use your special skill to teach?
Contact the office of Workforce Development and Continuing Education today!

Administration, Faculty and Staff

Email addresses for CCCUA employees are generally the first initial of the first name, plus the last name, @cccua.edu. Adjunct faculty emails are usually included in course syllabi.

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CCCUA CATALOG AND STUDENT HANDBOOK 2009 - 2010

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800-844-4471
Locator and Campus Maps

De Queen

Nashville

Ashdown
Sevier County Campus

Opened in 1975, 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. An Amphitheater and two new agriculture buildings are under or nearing construction.
B9-12 are the De Queen campus designated **SAFE ROOMS** in the event of a tornado.
N> 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 Kimball Library is the De Queen campus designated SAFE ROOM in the event of a tornado.
The Internet Lab in the Library is the designated SAFE ROOM in the event of a tornado.
Howard County Campus: 1558 Hwy. 371 West, Nashville

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 for Licensed Practical and Registered Nursing, and industrial development classes, including Residential Construction, Welding and Cosmetology.
Little River County Campus: 1411 N. Constitution Ave., Ashdown

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 400 opened in 2009 along with a Culinary Arts program. Pre-Engineering classes are also coming soon. A state-of-the-art childcare facility is also located on this campus.
<table>
<thead>
<tr>
<th>CSA</th>
<th>Penalty</th>
<th>Quantity</th>
<th>Drug</th>
<th>Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; II</td>
<td>1st Offense</td>
<td>Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than $4 million individual; $10 million other than individual.</td>
<td>10-99gm 100-999 gm mix</td>
<td>Methamphetamine</td>
<td>100 gm or more or 1kg or more</td>
</tr>
<tr>
<td></td>
<td>2nd Offense</td>
<td>Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than $4 million individual; $10 million other than individual.</td>
<td>100-999 gm mix</td>
<td>Heroin</td>
<td>1 kg or more mix</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>500-4999 gm mix</td>
<td>Cocaine</td>
<td>5 kg or more mix</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5-49 gm mix</td>
<td>Cocaine base</td>
<td>50 gm or more mix</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0-99gm 100-999 gm mix</td>
<td>PCP</td>
<td>100 gm or more or 1 kg mix</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-10 gm mix</td>
<td>LSD</td>
<td>10 gm mix</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>40-399 gm mix</td>
<td>Fentanyl</td>
<td>400 gm mix</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10-99 gm mix</td>
<td>Fentanyl Analogue</td>
<td>100 gm or more mix</td>
</tr>
</tbody>
</table>

Not less than 20 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than $8 million individual; $20 million other than individual.
## 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>Others 2</td>
<td>Any</td>
<td></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>
</tr>
<tr>
<td>Quantity</td>
<td>Description</td>
<td>First Offense</td>
<td>Second Offense</td>
<td></td>
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<td>------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1,000 kg or more; or 1,000 or more plants</td>
<td>MARIJUANA Mixture containing detectable quantity</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
<td>Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than $8 million individual, $20 million other than individual.</td>
<td></td>
</tr>
<tr>
<td>100kg-1,000kg; or 100-999 plants</td>
<td>MARIJUANA Mixture containing detectable quantity*</td>
<td>Not more than 5 years. Fine not more than $250,000 individual. $1 million not individual.</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than $4 million individual, $10 million other than individual.</td>
<td></td>
</tr>
<tr>
<td>500-100kg</td>
<td>MARIJUANA</td>
<td>Not more than 5 years. Fine not more than $250,000 individual. $1 million not individual.</td>
<td>Not more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million other than individual.</td>
<td></td>
</tr>
<tr>
<td>10-100kg</td>
<td>HASHISH</td>
<td>Fine not more than $250,000 individual. $1 million not individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-100kg</td>
<td>HASHISH OIL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50-99 plants</td>
<td>MARIJUANA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 50 kg</td>
<td>MARIJUANA</td>
<td>Not more than 1 year. Fine not more than $100,000 individual. $250,000 not individual.</td>
<td>Not more than 10 years. Fine $500,000 individual, $2 million other than individual.</td>
<td></td>
</tr>
<tr>
<td>Less than 10kg</td>
<td>HASHISH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 1kg</td>
<td>HASHISH OIL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Includes Hashish & Hashish Oil

(Marijuana is a Schedule I substance)
<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>STIMULANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<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, snorted, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, Possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Amphetamines (II)</td>
<td>Biphetamine, DekoBase, Dexedrin, Obisol</td>
<td>Attention deficit disorders, weight control</td>
<td>Possible / High</td>
<td>Yes</td>
<td>24</td>
<td>Oral, inject</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phenmetrazine (II)</td>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible / High</td>
<td>Yes</td>
<td>24</td>
<td>Oral, inject</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methylphenidate (II)</td>
<td>Ritalin</td>
<td>Attention deficit disorders</td>
<td>Possible / High</td>
<td>Yes</td>
<td>24</td>
<td>Oral, inject</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other stimulants (II, III)</td>
<td>Adipex, Cylert, Didrex, Ionamin, Mellat, Plagin, Sanorex, Tenua, Taperul, Prelud-2</td>
<td>Weight control</td>
<td>Possible / High</td>
<td>Yes</td>
<td>24</td>
<td>Oral, inject</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug CSA Schedule</td>
<td>Trade or Other Names</td>
<td>Medical Uses</td>
<td>Dependence Physical / Psychological</td>
<td>Tolerance Developed?</td>
<td>Duration (Hours)</td>
<td>Method of Administration</td>
<td>Possible Effects</td>
<td>Effects of Overdose</td>
<td>Withdrawal Syndrome</td>
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</tr>
<tr>
<td>HALLUCINOGENS</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<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 trip 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>
<td></td>
</tr>
<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>
</tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>Bukoterine, Ibogaine, DMT, DTE, Psilocyn</td>
<td>None</td>
<td>None/Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Smoked, oral, injected</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX D3 - Controlled Substances - Uses and Effects

<table>
<thead>
<tr>
<th>Drugs</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence</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>CANNABIS</strong></td>
<td></td>
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<td></td>
</tr>
<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>Tetrahydrocannabinol (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>
<td></td>
</tr>
<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>
<td></td>
<td></td>
<td></td>
</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>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
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</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, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Morphine (I, III)</td>
<td>MS-Cotin, Roxanol, RosanoSR</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>
<tr>
<td>Drugs CSA Schedule</td>
<td>Trade or Other Names</td>
<td>Medical Uses</td>
<td>Dependence Physical / Psychological</td>
<td>Tolerance Developed?</td>
<td>Duration (Hours)</td>
<td>Method of Administration</td>
<td>Possible Effects</td>
<td>Possible Effects of Overdose</td>
<td>Withdrawal Syndrome</td>
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<tr>
<td>NARCOTICS (CONT'D)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Codeine</td>
<td>Tylenol w/codeine,</td>
<td>Analgesic</td>
<td>Moderate / Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>Euphoria,</td>
<td>Shallow respiration,</td>
<td>Anxiety,</td>
</tr>
<tr>
<td></td>
<td>Empirin w/codeine,</td>
<td>Antitussive</td>
<td>Moderate / Moderate</td>
<td></td>
<td></td>
<td></td>
<td>drowsiness,</td>
<td>clammy skin, dilated</td>
<td>insomnia,</td>
</tr>
<tr>
<td></td>
<td>Robitussin AC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>respiratory</td>
<td>pupils, weak pulse, coma,</td>
<td>tremors,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>depression,</td>
<td>possible death</td>
<td>delirium,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>constricted</td>
<td></td>
<td>convulsions,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>pupils, nausea</td>
<td></td>
<td>possible death</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>Injected, sniffed,</td>
<td>Euphoria,</td>
<td>Shallow respiration,</td>
<td>Anxiety,</td>
</tr>
<tr>
<td>(Pethidine) (II)</td>
<td></td>
<td>Antitussive</td>
<td>High / High</td>
<td></td>
<td></td>
<td>smoked</td>
<td>drowsiness,</td>
<td>clammy skin, dilated</td>
<td>tremors,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>respiratory</td>
<td>pupils, weak pulse, coma,</td>
<td>delirium,</td>
</tr>
<tr>
<td>Methadone (II)</td>
<td>Dolophine, Methadone, Methadone</td>
<td>Analgesic</td>
<td>High / High-Low</td>
<td>Yes</td>
<td>12-24</td>
<td>Oral, injected</td>
<td></td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td></td>
</tr>
<tr>
<td>Other Narcotics (II, III, IV)</td>
<td>Numorphan, Percodan, Percocet, Tylox, Tussionex, Fental, Darvon, Iomoral, 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>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Effects of Overdose:
- Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.
- Anxiety, insomnia, tremors, delirium, convulsions, possible death.
# 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</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>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chloral Hydrate (IV)</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate/Moderate</td>
<td>Yes</td>
<td>5-8</td>
<td>Oral</td>
<td></td>
<td>Shurred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
</tr>
<tr>
<td>Barbiturates (II, III, IV)</td>
<td>Amytal, Butisol, Ecloinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent</td>
<td>High - Moderate / High - Moderate</td>
<td>Yes</td>
<td>1-16</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines (IV)</td>
<td>Equanil, Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verapam, Pervitin, Dalixyn, Paxipam, 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>Methahqualone (I)</td>
<td>Quaalude</td>
<td>Sedative, hypnotic</td>
<td>High / High</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glutehimidine (II)</td>
<td>Doriden</td>
<td>Sedative, hypnotic</td>
<td>High / Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other depressants</td>
<td>Miltown, Valmid, Placil</td>
<td>Antianxiety, hypnotic</td>
<td>Moderate / Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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The following are TDD numbers for the three CCCUA campuses:
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- Nashville: 870-451-9577
- Ashdown: 870-898-2009

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University of Arkansas at Monticello www.uamont.edu
University of Arkansas at Pine Bluff www.uapb.edu

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U of A Community College at Morrilton www.uaccm.edu (Morrilton)

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