2016-2017 Academic Calendar

FALL 2016
Registration Fall 2016 ................................................................. May 9–August 19
Faculty Return to Campus.............................................................. August 15
Classes Begin.................................................................................. August 22
Last Day to Adjust Schedule by 6:00 p.m........................................... August 22
Labor Day Holiday (Campus Closed).............................................. September 5
Fall 8-week 2 Cosmetology Application Deadline ............................ September 7
Spring 2017 RN Application Deadline ........................................... September 9
Mid-Semester ................................................................................... October 14
Spring 2017 Practical Nursing Application Deadline ........................ October 14
Spring 2017 Cosmetology Application Deadline ............................. November 2
Last Day to Withdraw with a "W" Fall 8-week 2 ................................. November 4
Priority Registration Spring 2017 (Current Students Only).............. November 14–November 18
Thanksgiving Holiday (No Classes)................................................ November 21–25
Thanksgiving Holiday (Campus Closed)............................................. November 23–25
Registration Spring 2017 ................................................................. November 28–January 13
Final Exams ................................................................................... December 12–16

FALL 8-WEEK 1 2016 (applies only to select programs)
Registration Fall and Fall 8-week 1 .............................................. May 9–August 19
Registration Fall 8-week 2............................................................... May 9–October 14
Classes Begin.................................................................................. October 17
Last Day to Adjust Schedule by 6:00 p.m........................................... October 17
Labor Day Holiday (Campus Closed).............................................. September 5
Last Day to Withdraw with a “W” Fall 8-week 1 ............................... September 23
Final Exam..................................................................................... October 13

FALL 8-WEEK 2 2016 (applies only to select programs)
Registration Fall 8-week 2............................................................... May 9–October 14
Spring 2017 Practical Nursing Application Deadline ........................ October 14
Classes Begin.................................................................................. October 17
Last Day to Adjust Schedule by 6:00 p.m........................................... October 17
Spring 2017 Cosmetology Application Deadline ............................. November 2
Last Day to Withdraw with a “W” Fall 8-week 2 ............................... November 18
Spring 2017 Priority Registration (Current Students Only)............... November 14–18
Thanksgiving Holiday (No Classes)................................................ November 21–25
Thanksgiving Holiday (Campus Closed)............................................. November 23–25
Registration Spring 2017 and Spring 8-week 1 .............................. November 28–January 13
Final Exams ................................................................................... December 15

SPRING 2017
Registration Spring 2017 and Spring 8-week 1 .............................. November 28—January 13
Registration Spring 2017 8-week 2 ................................................. January 3–March 10
Faculty Return to Campus............................................................... January 9
Martin Luther King Jr. Holiday (No Classes).................................... January 16
Classes Begin.................................................................................. January 17
Last Day to Adjust Schedule by 6:00 p.m........................................... January 18
Spring 8-week 2 Cosmetology Application Deadline ........................ February 8
Summer 2017 RN Application Deadline .......................................... February 10
Mid-Semester .................................................................................. March 10
Summer 2017 Practical Nursing Application Deadline .................................................................March 10
Spring Break (No Classes) .................................................................March 20–24
Spring Break (Campus Closed) ..............................................................March 23–24
Last Day to Withdraw with a "W" .........................................................April 7
Summer 2017 Cosmetology Application Deadline .................................................April 12
Priority Registration Summer & Fall 2017 (Current Students Only) .................April 17–April 21
Awards Ceremony ..................................................................................May 5
Final Exams .............................................................................................May 8–12
Graduation ...............................................................................................May 13
Registration Summer 5-week 1 and Summer 10-week 2017 .........................May 15–26
Registration Summer 5-week 2 2017 .......................................................May 15–June 30
Registration Fall 2017 ..............................................................................May 15–August 18

SPRING 8-WEEK 1 2017 (applies only to select programs)
Registration Spring 8-week 1 and 2 2017 ..................................................November 28—January 13
Registration Spring 8-week 2 2017 ..........................................................January 3–March 10
Martin Luther King Jr. Holiday (No Classes) ...............................................January 16
Classes Begin .........................................................................................January 17
Last Day to Adjust Schedule by 6:00 p.m. ..................................................January 17
Spring 8 week 2 Cosmetology Application Deadline ...................................February 8
Summer 2017 Registered Nursing Application Deadline ............................February 10
Last Day to Withdraw with a "W" ..............................................................February 17
Final Exams ..............................................................................................March 9

SPRING 8-WEEK 2 2017 (applies only to select programs)
Registration Spring 8-week 2 2017 ...........................................................January 3–March 10
Classes Begin .........................................................................................March 13
Last Day to Adjust Schedule by 6:00 p.m. ..................................................March 13
Spring Break (No Classes) ......................................................................March 20–24
Spring Break (Campus Closed) ...............................................................March 23–24
Summer 2017 Cosmetology Application Deadline .....................................April 12
Last Day to Withdraw with a “W” Spring 8-week 2 ....................................April 21
Priority Registration Summer & Fall 2017 (Current Students Only) ..........April 17–21
Awards Ceremony ..................................................................................May 5
Final Exams .............................................................................................May 11
Graduation ...............................................................................................May 13

SUMMER 5-WEEK 1 2017
Registration Summer 5-week 1 2017 .........................................................May 15–May 26
Registration Summer 10-week 2017 .........................................................May 15–May 26
Registration Summer 5-week 2 2017 .........................................................May 15–June 30
Registration Fall 2017 ..............................................................................May 15–August 18
Memorial Day Holiday (Campus Closed) ....................................................May 29
Classes Begin .........................................................................................May 30
Last Day to Adjust Schedules by 6:00 p.m. ..................................................May 30
Adult Education Graduation ...................................................................June 8
Last Day to Withdraw with a "W" Summer 5-week 1 .....................................June 16
Final Exams ..............................................................................................June 29

SUMMER 10-WEEK 2017
Registration Summer 10-week 2017 ..........................................................May 15–May 26
Registration Fall 2017 ..............................................................................May 15–August 18
Memorial Day Holiday (Campus Closed) ................................................................. May 29
Classes Begin ............................................................................................................. May 30
Last Day to Adjust Schedules by 6:00 p.m. ................................................................. May 30
Independence Day Holiday (Campus Closed) .......................................................... July 4
Fall 2017 Cosmetology Application Deadline ......................................................... July 5
Last Day to Withdraw with a "W" Summer 10-Week .................................................... July 14
Final Exams .............................................................................................................. August 2—4

SUMMER 5-WEEK 2 2017
Registration Summer 5-week 2 .............................................................................. May 15–June 30
Registration Fall 2017 ............................................................................................. May 15–August 18
Classes Begin .......................................................................................................... July 3
Last Day to Adjust Schedules by 6:00 p.m. ............................................................... July 3
Independence Day Holiday Observance (Campus Closed) ................................. July 4
Last Day to Withdraw with a "W" Summer 5-week 2 .............................................. July 21
Final Exams .............................................................................................................. August 3
Greetings!

The College’s 2016-2017 academic year is here and the 2016-2017 year is just around the corner!

The College of the Ouachitas experience involves so much more than just classes! The College provides you with an abundance of support that will help you get started, get adjusted, get involved, get your degree, and get on the road to fulfilling your dreams. We understand that you are a unique individual with distinctive needs. As such, we offer you personalized attention from caring professionals that are dedicated to helping you complete your academic, career, and personal goals.

Undoubtedly, students that become involved succeed. Because we are committed to your success, you will find that there are many, many opportunities for you to engage in campus life at College of the Ouachitas. You can be certain that each and every campus activity is aimed at providing you with yet another occasion for self-discovery, personal growth, and holistic development.

We sincerely hope that you enjoy attending College of the Ouachitas and look forward to seeing each of you on campus. We are eager to help you achieve your highest potential, both within and outside of the classroom!

Sincerely,

The Faculty, Staff and Administration of College of the Ouachitas
College Profile

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

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

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

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

Transfer from the State Board of Vocational Education to the State Board of Higher Education took place on July 1, 1991. The governing board of Ouachita Technical College was appointed by Governor Bill Clinton in October, 1991, and a President was hired by the Board of Trustees in August, 1992. In February, 1996, the College received initial accreditation and in February, 2001, and December 2010, continuing accreditation from The Higher Learning Commission.

Currently, the College serves a five-county area in south-central Arkansas. The counties include Clark, Dallas, Grant, Hot Spring, and Saline. The College's service area is more than 50% rural and predominantly white (80.1%). Seventeen percent of the population is African-American, and just under three percent are other ethnicities. Females constitute 51% of the population and males 49%.

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

Add - Adding another course to the student schedule. Must be done before published deadline.

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

Blackboard – Software program in which all online courses are taught and includes the College’s emergency notification system.

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

COMPASS - a comprehensive, computer-adaptive testing system to measure academic preparedness. Contact Division of Student Affairs. (*See Disclaimer on page 19)

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

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

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

Drop - Dropping a course from the student's schedule. Must be done before published deadline.

G.P.A. - Grade point average.

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

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

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

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

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

Transcript - Official copy of student's academic record.

Transfer - Transferring college credit from one college to another.

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

Associate of Arts degree
The Associate of Arts (A.A.) degree is designed for transfer to 4-year colleges. Freshman and sophomore level courses are offered around a core of general education requirements that can be structured to satisfy the requirements of most bachelor's degree programs.

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

Associate of Applied Science in Nursing degree
The Associate of Applied Science in Nursing degrees is open only to students who are pending licensure as a Practical Nurse, Licensed Practical Nurse, or Paramedics, and who have completed the prerequisite curriculum with a grade of “C” or better in each course.

Associate of Science in Business degree
The Associate of Science in Business (A.S.B.) degree is designed for seamless transfer to 4-year colleges. The purpose of the A.S.B. is to provide freshman and sophomore level general education and business core courses that are necessary for completing a bachelor’s degree in any field of business.

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

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

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

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

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

Vision

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

Values

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

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

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

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

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

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

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

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

- Diversity
  We value diversity and the learning opportunities that it creates.
General Information

Accreditations
College of the Ouachitas (the College) is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-5000, Chicago, IL 60604-1413, 800.621.7440, www.hlcommission.org. Program accreditations include Arkansas State Board of Nursing approval of the Practical Nursing Program, Arkansas State Board of Cosmetology accreditation of the Cosmetology Program, National Automotive Technician Education Foundation accreditation of the Automotive Service Technology Program (ASE), and the National Alliance of Concurrent Enrollment Partnerships (NACEP). The College also has institutional approval for Veterans’ educational benefits through the Arkansas State Approving Agency of Veterans.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Title IX**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Sexual assault of all types is prohibited by law (for example, rape, stalking, and sexual assault or misconduct). Students who have Title IX complaints should report the complaint to the Human Resources Coordinator at 501-332-0221. Please refer to the Sexual Harassment Policy for process information.

**Disclosures of Federal Legislation Affecting Students**

**Equal Employment Opportunity**

- Title VII of the Civil Rights Act of 1964
- Sex Discrimination
- Title IX Sexual Harassment and Violence
- Race Discrimination
- Religious Discrimination
- National Origin Discrimination
- Equal Pay Act of 1963
- Disability Discrimination
  - Americans with Disabilities Act of 1990
  - Rehabilitation act of 1973, Section 504
- Age Discrimination in Employment Act of 1967
- Civil Rights Act of 1991

**Students and Program Nondiscrimination**

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act
- Age Discrimination Act of 1975

**Privacy of Student Records**

- Family Educational Rights and Privacy Act of 1974

**Consumerism**

- Student Right-to-Know Act of 1990
- Education Amendments of 1976
- Section 106 of the Copyright Act (Title 17 of the United States Code)
Campus Crime Reporting
Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act

Drug Use by Employees and Students
Drug-free Schools and Communities Act of 1989
Drug-free Workplace Act of 1988

Questions concerning any of the above statutes should be directed to the Vice President of Student Affairs or Vice President of Administration and Operations.

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

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

All College students are expected to conduct themselves as responsible individuals and to abide by the College rules published in this Catalog. (Please see Student Handbook for code of conduct information.)

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

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

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

Health Care
The College does not have an on-campus health-care clinic and, therefore, does not provide health-care services to its students or staff. It is the policy of the College to refer all health-care needs to available area agencies and the individual’s personal physician. All students born after 1/1/1968 must show proof of immunization against measles, mumps and rubella. Adequate records must be submitted to the Division of Student Affairs.

Library/Learning Resource Center
The Library/LRC provides access to information for all students, faculty, staff, and also community members in the surrounding area. A wealth of information may be found in over 20,000 items including books, magazines, newspapers, journals, DVDs, and videos. The Library also provides access to online subscription databases, encyclopedias, eBooks, and the Internet to meet the varied needs of our patrons. Twenty-seven computers, two scanners, two study rooms and a large conference room are also available for all stakeholders.

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

ID Cards
Picture ID cards are required for all students registered for classes at the College and are obtained and updated in the library. Students should bring their printed schedule from the Business Office to the library to have their picture taken and ID card made, or to have their card updated. New cards or a current semester sticker are required each semester. New cards are free if obtained during registration periods and until the end of the second week of classes. Returning students may have their card updated with a current semester sticker anytime as long as they have their printed schedule from the business office. Cost for cards requested during other times is $5.00. The ID card will contain a library barcode and is required if the student wishes to check out any library material or use the computers in the library.
Services for Students with Disabilities

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

It is the policy of the College to accommodate students with disabilities, pursuant to federal and state laws. Services available to disabled students include, but are not limited to, extended time for tests, quiet test environment, note taker, interpreters, and other reasonable accommodations allowed by law. The College campus is accessible to wheelchairs. Any student needing accommodations must contact the Director of Student Success/504 Coordinator in the Division of Student Affairs. All students with disabilities are encouraged to contact the Division of Student Affairs for assistance, additional information on services and the Disability Handbook.

TRiO Student Support Services

TRiO Student Support Services is a FREE federally funded program through the U.S. Department of Education that is designed to help students graduate and/or transfer to a four-year institution. Some of the services provided include academic tutoring; academic advising; Financial Aid submission assistance; identification of potential scholarships for students; disability services; transfer assistance; career assistance, and educational/cultural activities. For more information regarding this program, visit D-106 or call (501) 332-0288.

Smoking/Tobacco Policy

The College is dedicated to the health and comfort of all employees and to those who wish to work and learn in a smoke- and tobacco-free environment.

In compliance with Act 734, the Arkansas Clean Air on Campus Act of 2009, College of the Ouachitas shall be entirely Tobacco Free. Smoking or tobacco use, including smokeless tobacco products, electronic cigarettes and electronic vaping devices shall not be permitted at any COTO campus, building and/or parking lot or any off-campus sites, including but not limited to the Arkansas Workforce Center. The policy applies to all students, faculty, and staff as well as visitors. COTO facilities and vehicles, leased or owned, regardless of location, shall also be Tobacco Free. Any person in violation of this policy is subject upon conviction to a $100 - $500 fine or dismissal.

Tours and Visits

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

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

Admission Policies
The College offers equal educational opportunity to all high school or GED graduates without regard to race, sex, creed, color, national origin, age, marital status, or disability. However, some programs and State regulations may require specific entrance requirements. Admission to the College does not ensure acceptance into a particular course or program of study.

The College Board of Trustees is committed to providing area residents with quality educational opportunities at an affordable cost in the areas of academic, technical, occupational, business/industry, and developmental education. They also recognize the value of community and continuing education programs and services.

No person will be denied admission based on race, color, religion, sex, national origin, age, or disability. A student may be admitted to the College in one of the following ways:
- by a certificate of graduation (transcript) from high school;
- by transfer (transcript) from other accredited colleges and universities; or
- by presentation of a General Education Development Certificate (GED) with scores.

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

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

Admission Criteria
1. Any applicant who has no previous college enrollment and who is a high school graduate or GED recipient may be admitted as a first-time entering student. An official transcript showing all high school work completed and the date of graduation or a GED certificate with scores must be submitted.

2. Any applicant seeking transfer status must submit an official transcript from each institution attended. The College reserves the right to determine the number of credit hours accepted toward a degree. Grades of “C” or better may be transferred; however, the student must be award-seeking, complete nine (9) credit hours at the College, and request credits to be transferred before transfer credit is posted to the College transcript.

3. Any applicant who is maintaining primary enrollment at another institution may enroll for courses to be transferred back to the institution from the College as a transient student. A letter of good standing must be presented to the Admissions Office for each academic term of enrollment. A transcript may be required to show proof of prerequisite courses.

4. Any currently enrolled high school student in grades 9 through 12 may enroll for courses with a written recommendation from the high school principal or counselor. Students must meet
placement standards by submitting placement scores (ACT, SAT, Accuplacer or COMPASS*) prior to enrollment. In compliance with the Arkansas Department of Higher Education, high school students are not eligible to register for any Developmental Education classes while they are still official high school students. (*See Disclaimer on page 19)

Conditional Admission as Required by the State of Arkansas

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

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

Transitional Admission
Students who are first time, full-time, award seeking whose assessment scores place them in two or more Developmental Education classes are transitionally admitted to the College. Students admitted under this policy are required to sign a contract which the student agrees to:
1. Enroll in GNED1012 Principles of Collegiate Success during the first term at the College;
2. Attend all classes;
3. Make satisfactory progress in all courses;
4. Attend tutoring session each week as outlined in the “Student Transitional Admission Contract”; and Students who do not fulfill their contract may be administratively withdrawn from classes. Students who are withdrawn during the first eleven days of the semester receive 100% refund. Students complete their contract when they are eligible to enroll in Composition I and the mathematics course required for graduation in their major.

College and Career Access Program (CCAP)
First-time entering students who score 13 or below on the ACT or comparable exam may be reassessed and if they score below 62 on the Compass* Reading exam will be afforded the opportunity to enroll in the College and Career Access Program. This program is designed to promote collegiate-level success. Upon successful completion of CCAP, students will be admitted to the College as regular degree seeking students. Students in CCAP are not eligible for federal financial aid. (*See Disclaimer on page 19)

Admission Procedures
First-time entering, transfer, and readmitted students must complete the following procedures in order to register for classes (international students should refer to the Administrator of International Students).
1. Submit an Application for Admission, which is available online (Note: Prospective nursing and cosmetology applicants must complete an additional application for their respective programs.)
2. Submit an Official High School transcript with date of graduation or G.E.D. Scores.
3. Submit an Official College Transcript(s) from each college attended, if applicable.
4. Submit Immunization record showing two (2) MMR injections.
5. Submit placement scores from one of the following (scores must be less than five years old). Transfer students must have their transcript(s) evaluated to determine if placement scores are needed:

- ACT
- SAT
- COMPASS/Accuplacer (given on campus)
- All other approved nationally recognized standardized tests

6. After submitting the above required documents, students must meet with an advisor for course registration.

Disclaimer: Effective Fall 2016, the COMPASS test will be replaced by the Accuplacer as the preferred placement exam.

The online application is available at www.coto.edu. To contact the College for admissions information, send correspondence to: College of the Ouachitas, Division of Student Affairs, One College Circle, Malvern, AR 72104, or call (501)337-5000 or (800)337-0266.

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

Admission of Concurrent High School Students

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

1. The student must have successfully completed the eighth grade in an accredited public, private secondary school or home school.
2. The student must submit a completed application for admission.
3. The student must submit placement scores (ACT or COMPASS*) indicating college level skills in English and Reading. Students who desire to take a college mathematics course must also have a placement score indicating college level math skills. (*See Disclaimer on page 19)
4. The student may not be enrolled in Developmental Education courses.
5. The student must complete the Concurrent Enrollment Registration Form with the signatures of the student and their high school counselor or principal.
6. The student’s high school transcript must be available from the high school.
7. The student will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.
8. The concurrently enrolled student will be enrolled at their high school campus by College admission advisors or on the College campus through the Division of Student Affairs.
9. To send credits earned at the College to another college, the concurrently enrolled student must send a signed transcript request to the Registrar with the student’s name, Social Security number or date of birth, approximate date of attendance and the name and address of the College to whom the transcript should be sent. This request must be signed by the student, not a parent, guardian or spouse. There is a $5.00 fee for this service. This form is available online at www.coto.edu/pages/transcript_request.

Admission of International Students

International students seeking admission to the College must follow the regular admission procedure in addition to providing evidence of financial responsibility and English language proficiency. All documents must be official and on file before registration can occur. This school is authorized under Federal law to enroll nonimmigrant students.
Applicants must submit the following documents to the Division of Student Affairs six months prior to the beginning of the semester in which they are seeking enrollment:

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

The International student must enroll as a full-time (at least 12 semester credit hours) degree- or certificate-seeking student. Upon acceptance, the College will furnish the student an I-20 form, which must be processed through the United States Division of Homeland Security and returned to the College prior to day of registration. This process takes several months to complete.

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

Additional Admission Requirements

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

Developmental Education Requirements

Arkansas law requires that all students seeking admission to state-supported institutions demonstrate a mastery of reading, writing, and mathematics. The minimum performance scores are determined by the State Board of Higher Education; however, institutions may set higher standards as institutional policy. If the specified scores are not met, the student may still be admitted to the College. However, the student must enroll in, and successfully complete, Developmental Education courses prior to enrolling in college level course work. Additionally, all Developmental Education must be completed within the first 30 hours of enrollment. Developmental Education courses will not count for credit toward a degree in most programs nor will they transfer to another institution for college credit. Students taking Developmental Education courses must receive a final grade of "C" or better to advance to the next course level. In accordance with Act 971 of 2009, the College will administer exit exams in Developmental Education courses.

The exit exams to be used for the Developmental Education courses are:

- Math – Compass* Pre-Algebra/Algebra
- Reading – Nelson Denny Reading Test
- Writing – Compass* e-Write
GNED1013 Principles of Collegiate Success is required for first-time entering, full-time award seeking students who are required to take two or more Developmental Education. (*See Disclaimer on Pg 19)

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

Keyboarding Entrance Examination
All new students are required to take the keyboarding entrance examination before registering for DATA1123 Fundamentals of Information Technology. This test is given in the Testing Center during Compass* testing. (*See Disclaimer on page 19)

Non-Credit Continuing Education
The College offers non-credit courses, seminars, and conferences for persons wishing to take courses for fun, personal enrichment, or career advancement. Requests for customized courses and workforce training are also offered. For more information, contact the Librarian Mary Ann Harper.

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

Orientation
All New Students (never attended college) are required to attend an orientation session prior to registration to familiarize the student to various areas of the College and to make the student aware of opportunities that are offered. Students who do not attend regularly scheduled orientation will be required to attend make-up orientation. Holds will be placed on students accounts if the orientation requirement is not met.

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

Academic Placement
The purpose of the College's academic placement policy is to:
1. Help students correctly identify existing skills and knowledge in reading, writing, and mathematics.
2. Provide the student with correct and current information regarding the level of skills and knowledge required to succeed in the chosen career field.
3. Recommend course(s) of study in which the student may reasonably expect to achieve academic success.

In compliance with Act 1052, the College will administer and utilize the COMPASS*, which measures academic preparedness in reading, writing, and mathematics. Accuplacer, ACT or SAT scores less than five years old will also be accepted. The student is responsible for providing official documentation of assessment scores. Those affected by these College Placement Testing Guidelines include:
1. All full-time, first-time entering freshmen who have not taken the Accuplacer, ACT, COMPASS*, SAT, or other approved nationally recognized standardized test assessment and met the minimum score used by the College.
2. Any student pursuing a degree or certificate requiring upper-level math/English courses for completion of that degree or certificate.
If students do not meet the specified guidelines, they will still be admitted to the College. However, they must enroll in, and successfully complete, a prescribed sequence of Developmental Education courses prior to enrolling in college level course work. Students have successfully completed Developmental Education courses when they have fulfilled all course requirements with a "C" or better. Principles of Collegiate Success (GNED1013) is required for full-time, first-time entering award seeking students who are required to take two or more Developmental Education courses. (Developmental Education courses do not count toward certificate or degree credit.) (*See Disclaimer on page 19)

If a student has not declared a degree or certificate intent, s/he may be exempt from testing for up to 12 credit hours. At the 13th hour, the student must then test and submit scores. Test scores are required for all students prior to being placed in a math or English course.

Testing and Placement
Arkansas state law requires all students wishing to enroll in college-level mathematics and/or English courses to be tested for placement purposes. Students who fail to meet required scores must successfully complete development education courses prior to enrolling in college-level courses.

**Required Test Score Information**
Placement scores are as follows: (See Disclaimer on page 19)

<table>
<thead>
<tr>
<th>ACT Math</th>
<th>0-18</th>
<th>Enroll in Foundations of Math I</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCUPLACER Elementary Algebra</td>
<td>0-79</td>
<td></td>
</tr>
<tr>
<td>ACT Math</td>
<td>19-20</td>
<td>Enroll in Quantitative Literacy OR Foundation of Math II (prerequisite for College Algebra)</td>
</tr>
<tr>
<td>ACCUPLACER Elementary Algebra</td>
<td>80-99</td>
<td></td>
</tr>
<tr>
<td>ACT Math</td>
<td>21+</td>
<td>Enroll in College Algebra</td>
</tr>
<tr>
<td>ACCUPLACER Elementary Algebra</td>
<td>100+</td>
<td></td>
</tr>
<tr>
<td>ACT English</td>
<td>0-15</td>
<td>Enroll in Basic Writing</td>
</tr>
<tr>
<td>ACT English</td>
<td>16-18</td>
<td>Enroll in Comp I AND Comp Lab OR Basic Writing</td>
</tr>
<tr>
<td>ACT English</td>
<td>19 or better</td>
<td>Enroll in Composition I</td>
</tr>
<tr>
<td>ACCUPLACER Sentence Skills</td>
<td>0-72</td>
<td>Enroll in Basic Writing</td>
</tr>
<tr>
<td>ACCUPLACER Reading</td>
<td>53-77</td>
<td>Enroll in Academic Reading</td>
</tr>
<tr>
<td>ACCUPLACER Sentence Skills and ACCUPLACER Reading</td>
<td>73-82 78 or better</td>
<td>Enroll in Comp I AND Comp Lab OR Basic Writing</td>
</tr>
<tr>
<td>ACCUPLACER Sentence Skills and ACCUPLACER Reading</td>
<td>83 or better 78 or better</td>
<td>Enroll in Composition I</td>
</tr>
</tbody>
</table>

CCAP placement is based on the Reading subscore as follows:

ACT ≤ 13 OR Compass ≤ 64 OR Accuplacer ≤ 52

Students will discuss course placement with their advisor during course registration.

**Registration**
After completing the application process, first-time, returning and transfer students may register for classes during the designated registration period. Continuing students should contact their academic advisor and refer to the Academic Calendar for registration dates each semester. Students will not be admitted to classes after classes have begun, except with special permission from the division’s dean. Registration information is retained by the Division of Student Affairs.
Residency
Students who are residents of Arkansas and indicate this on the admission and registration forms are presumed to be Arkansas residents. Residency is determined by Arkansas State Law. Out-of-state tuition rates and International tuition rates are set by the College Board of Trustees. Residency classifications may change if a student relocates and files a formal change of address notification with the Registrar.

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

Student Classifications
Freshman - Students with fewer than 30 semester hours are classified as freshmen.
Sophomore - Students with 30 through 59 hours are classified as sophomores.

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

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

Transfer Students
Any student wishing to transfer from another college or university must submit, prior to or at the time of application, an official transcript of credits earned from all institutions previously attended and placement scores. If a transcript or placement scores are not available, the student must take the COMPASS* administered by the College. Transfer credit will be accepted for college-level work that fits the College educational program in which a "C" or higher grade is earned at other accredited colleges and universities. Transfer credit in computer applications courses will be accepted only if the course has been taken in the last five years. Final approval of transfer credit rests with the Registrar. Credits earned at business colleges and other specialized schools must be evaluated and approved by the Registrar before credit will be granted. College credit earned while in military service through MOS and Service Schools will be evaluated upon presentation of a certified copy of the discharge Form DD 214 or DD 295 to the Registrar. College Level Examination Program (CLEP) scores should also be forwarded to the Registrar. (*See disclaimer on page 19)

Transfer students must meet the general admissions requirements of the College:

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

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

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

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

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

The transfer student must complete nine (9) credit hours at the College before any credit obtained through testing, experience, or transfer is posted to the transcript.

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

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

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

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

1. For Fall/Spring semesters, account balances are divided in three installments. Summer account balances are divided in two installments. A $35.00 non-refundable finance fee is applied to each promissory note.
2. For Fall/Spring semesters, payment in full, financial aid, or a payment plan is due twenty (20) days before the first day of classes. If the student pre-registers, the first installment is due before the purge or drop dates which occur twenty (20) and again ten (10) days before the first day of class. The ten (10) day purge or drop will cause a hold to be put on a student’s account until satisfactory payment arrangement is made. The second installment is due a month into the semester, while the third installment is due two months after the semester begins. For summer semesters, the first half of the balance is due the day the semester begins, and the second half is due a week after the semester begins.
3. Students sign a promissory note acknowledging they understand if they fail to make payments on or before the due date they will be administratively withdrawn, will not be allowed to register for subsequent semesters, will have their grades and transcript flagged and withheld, and collection procedures may be instituted.
4. A $15.00 fee will be applied to a student’s account for returned checks. A $35.00 fee is applied to student accounts when installment payments are late.
5. Types of payments that are accepted are cash, check, or credit card.
6. The College will not release a transcript or grades, nor allow pre-registration for another semester, until a student’s balance is paid in full.
7. Students with an outstanding balance of more than $100 will be administratively withdrawn on the Friday of the tenth week in Fall/Spring and on the last date to withdraw with a “W” in the Summer sessions.
8. The following steps will be taken for student accounts that remain unpaid:
   a) The business office will try to collect the overdue balance with a series of at least three in-house letter writing.
   b) Accounts over one year old and greater than $20 will be turned over to the state to be withheld from income tax refunds and/or turned over to collection agencies.
   c) Old accounts will be written off if any of the following conditions exist:
      1) Less than $20.00 balance and more than two years old;
      2) Less than $100.00 balance and at least two years on the income refund list; or
      3) Accounts over seven years old and more than three years on the income refund list.
9. Students will be required to sign a Financial Responsibility Agreement upon admission, agreeing to be responsible for their student account balances.
Tuition Refund Policy
To be eligible for a tuition refund, students must officially withdraw from classes by completing and submitting a withdrawal form. This procedure should begin in the Division of Student Affairs. Refunds are handled by the Business Office according to the following schedule:

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

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

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

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

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

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

Applying for Federal Financial Aid

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

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

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

Financial Aid Eligibility

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

In addition, students must be admitted as a regular student, be enrolled in an approved degree or certificate program, and make satisfactory academic progress. Student transcripts are reviewed at the end of each semester to determine eligibility for the next semester. Students must reapply for financial assistance each year as aid is not automatically renewed. Students should apply well ahead of deadlines.

Warning Period

Students who do not maintain satisfactory progress will be placed on “warning” for the next period of enrollment and notified. Students will continue to receive eligible Federal Aid during the warning
period. At the end of the warning period, satisfactory progress will be reviewed. Students not meeting minimum requirements will be placed on financial aid suspension immediately and notified.

**Appeals to Policy**
A transcript must be presented to the Financial Aid Office showing deficiencies have been brought up to meet satisfactory progress. Students who have extenuating circumstances (such as illness or death of a family member) may appeal their suspension to the Financial Aid Office in writing. The Financial Aid Committee will hear appeals and the student will be notified in writing of the decision of the Committee. If an appeal is approved, students must meet satisfactory academic progress according to an academic plan determined by the committee.

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

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

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

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Status</td>
<td>12 or more</td>
</tr>
<tr>
<td>Three-Quarter-Time Status</td>
<td>9-11</td>
</tr>
<tr>
<td>Half-Time Status</td>
<td>6-8</td>
</tr>
<tr>
<td>Less-Than-Half-Time Status</td>
<td>3-5</td>
</tr>
</tbody>
</table>

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

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

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

**Federal Student Loans**
The Federal Direct Student Loan enables an eligible student to receive low-interest loans from the U.S. Department of Education and is available in a subsidized or unsubsidized version. The subsidized loan is need-based and the Federal government pays the interest on the loan while the student is either in school or has deferment status. The unsubsidized loan is available to any student regardless of need, but the interest on this loan is payable by the student from the date of loan disbursement. Repayment
of the loan for both programs begins six months after graduation or withdrawal. PELL grant eligibility must be determined prior to loan eligibility. Applicants must complete Loan Entrance Counseling prior to filing a loan application and Loan Exit counseling before graduating or leaving the College. Student Loan Entrance and Exit Counseling are completed online at www.studentloans.gov. Information about student loan eligibility

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

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

**State of Arkansas Scholarships**
The State of Arkansas provides several grants and scholarships. State financial aid includes the Workforce Improvement Grant, Governor’s Scholarship, The Arkansas Academic Challenge (Lottery) Scholarship, MIA/KIA Dependent’s Scholarship, Law Officers Dependent’s Scholarship, and the GO! Opportunities Grant. For more information, call 1-800-54-STUDY or apply online at https://www.ark.org/adhe_financialaid/Login.aspx.

**Career Pathways**
Career Pathways is a statewide initiative designed to provide support services to students who want to further their education to enter high-demand high-wage careers. Assistance includes tuition, gasoline vouchers, childcare, books, and other class related supplies. Students must have a child living in the household under the age of 21. The Career Pathways Program assists students to overcome barriers that may keep them from getting training and education needed for success.

**Veterans Affairs**

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

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

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

The following individuals shall be considered an in-state resident for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service.
Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor’s discharge from a period of active duty service.

A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the Servicemember’s death in the line of duty following a period of active duty service.

Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

**Veteran’s Priority Policy**
The College provides priority of service for eligible veterans and their spouses. See COPP 5.90 for more details regarding this policy.

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

**Student Government Association (SGA) Scholarship**
The SGA sponsors several scholarships. Contact the Division of Student Affairs for more information.

**Foundation Scholarship**
The College of the Ouachitas Foundation awards scholarships to students demonstrating academic merit and financial need each semester. Visit the Division of Student Affairs for application information or the College website [http://www.coto.edu/pages/financial_aid_forms](http://www.coto.edu/pages/financial_aid_forms).

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

**ACC Academic All Star Scholarship**
The College and the Arkansas Community Colleges (ACC) partner together for the Arkansas Community Colleges’ Academic All-Stars scholarship program. One student is selected to receive a $500 scholarship during the Spring semester and represent the College as the All-Star at the ACC annual conference. The Academic All-Stars program is designed to reward excellence in academics and leadership at each two-year college in Arkansas as well as service to the College and the community.

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

Many area businesses and professional organizations award scholarships or grants. Most of these are available to students who do not fall under the guidelines established for any other program. The Office of Financial Aid in the Division of Student Affairs can provide information on these scholarships, grants, and waivers or you may refer to this web-page for more information, http://www.coto.edu/pages/scholarships.

Honors College Scholarship

First-Time, full-time college students with an ACT score of 23 or above and transfer students with a 23 or above plus good standing at the previous institution may apply for this scholarship, which pays full tuition, up to 18 credit hours per semester, and is renewable up to four consecutive semesters. Recipients of this scholarship must be admitted into COTO’s Honors College and maintain eligibility criteria. Continuing COTO students admitted to Honors College by application any time after the first semester may also apply for this scholarship, which will then be renewable through the student’s fourth full semester at COTO. Recipients under this provision must also meet and maintain eligibility criteria. Students may direct questions to HonorsCollege@coto.edu.

President’s Scholarship

The College is authorized to award a scholarship of tuition, up to 15 hours, for any student determined to be deserving. The scholarship is renewable up to two consecutive semesters. The College Scholarship Committee selects the recipients based on financial need and academic achievement. No more than nine scholarships will be granted in a semester.

COTO Merit Scholarships

Graduating high school seniors with an ACT score of 19 and above in all areas and rank in the top 20% of their graduating class may apply for this scholarship, which pays half tuition, up to 15 credit hours, and is renewable up to four consecutive semesters.

COTO Non-Traditional Scholarship

Students who graduated in the past academic calendar year from an Adult Education Program with a score of 170 or above on at least two of the four sections of the GED test may apply for this scholarship which pays full tuition, up to 15 credit hours per semester, and is renewable up to four consecutive semesters.

Dr. Martin Luther King Jr. Scholarship

The President of the College is authorized to award a scholarship of tuition, up to 15 credit hours, to an incoming traditional or nontraditional student who embraces the ideals and teachings of the late Martin Luther King Jr. The scholarship is renewable up to two consecutive semesters. No more than one scholarship will be awarded. Student must be PELL eligible.

COTO Adult Education Scholarship

Students who graduated in the past academic calendar year from the Ouachita Area Adult Education Center are eligible to apply for this scholarship which pays half tuition, up to 15 credit hours per semester, and is renewable for up to two consecutive semesters. (Requires 2.75 GPA in at least 12 hours for 2nd semester continuation).

GRAINGER Tools for Tomorrow Scholarship Program

The Scholarship is for $2,000 in two installments of $1,000 on August 1 and December 15. In addition, a Westward® toolkit will also be awarded to each recipient upon graduation. Visit http://www.coto.edu/pages/scholarships for more information.
Academic Information

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

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

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

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

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

- Obtain an official withdrawal form from the Division of Student Affairs
- Clear all financial obligations to the College by obtaining signatures from the College Library and Financial Aid Office
- Return form to Business Office after all appropriate signatures have been obtained prior to the published deadline

Students not officially withdrawing will receive a grade of “F” in all courses. Merely stopping class attendance DOES NOT constitute withdrawal and may result in receiving an “F” in the course(s).

Auditing Classes
Auditing courses requires official admission to the College, approval of the Division Chairperson and the faculty involved, and payment of the regular fee for the course. Students auditing courses are
subject to the same regulations as other students with regard to registration and attendance, but they neither take examinations nor receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the faculty. A student may change from taking a course for credit to audit during the first week of the semester or the first two days of the 10-week summer term or the first day of the 5-week summer term with the approval of the faculty. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures.

**College Credit**

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

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

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

**Advanced Placement Credit (AP)**

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

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

**College-Level Examination Program (CLEP Policy)**

The College-Level Examination Program (CLEP) permits students to earn college credit by national examinations. Although the CLEP Tests are standardized on a national level, each college or university may set additional standards or limits on accepting CLEP credits. The College's policy is as follows:

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

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

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

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

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

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

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

**Arkansas Course Transfer System**

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in the ACTS as “No Comparable Course.” Additionally, courses in which a student earned a “D” or “F” do not transfer. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website and selecting Course Transfer (ACTs) (http://adhe.edu).

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

**Class Attendance**

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

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

**Disciplinary Probation**

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

A cumulative 2.00 grade point average is required for the successful completion of all degree and certificate programs. This level of performance is considered as satisfactory progress while undertaking any academic program. A student who has a cumulative GPA under 1.50 after attempting 3 – 15 semester credit hours or a student who has a GPA under 2.00 after attempting 16 or more semester credit hours will be placed on Academic Probation (This does not include Developmental Education classes).

Students who are placed on academic probation will be limited to a reduced course load (normally not to exceed 12 semester credit hours). The student must consult the Director of Student Success/504 Coordinator before beginning the next term. Students who fail to report to the Director will be withdrawn from classes. Students who are on academic probation may be continued on probation as long as they maintain a semester GPA of 2.00 or above for each term of enrollment. When a student raises his cumulative GPA to 2.00 or higher while on academic probation, the academic probation status will be removed.

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

Courses taken at another college or university during any suspension period will not be transferred to the College for credit. In order to graduate, a student must have a cumulative grade point average of "C" (2.00 GPA) and no failing grade in any one required course.

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

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

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

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

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

* Excluded From The Computation of GPA
Grade Point Average (GPA)
The College uses the preceding Grade-Description Point System to compute a student's current or cumulative grade point average. A grade point average can be calculated by converting the letter grade to its assigned point value and multiply that number by the credit hours earned in the course. Total all course values and divide by the total number of credit hours attempted.

**EXAMPLE:**

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

41 divided by 18 = 2.28 GPA

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

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

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

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

Incomplete Grades
A grade of "I" may be recorded for a student who has not completed all the requirements of a course because of illness or other circumstances beyond the student's control, provided work already completed is of passing quality. A grade of "I" will not be computed in the grade point average for the semester recorded. Nonetheless, the "I" will be changed automatically to a grade of "F" for grade and grade point purposes at the end of the next regular semester (Fall or Spring) unless course requirements are completed and the final grade is reported before the end of that semester. Petitions for extension (not to exceed one year) may be granted due to extenuating circumstances, if a written request is submitted to and approved by the Vice President for Instruction. Students may
not re-register to take a course for which an “I” designation has been received unless the designation has been converted to an “F.” No grade other than "I" may be changed after it is recorded unless a faculty member finds that a grade has been erroneously recorded. The faculty may correct the grade by completing a Change of Grade Request Form.

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

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

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

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

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

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

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

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

Disciplinary actions fall into one of two categories:

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

**College Initiated Actions of A Non-Academic Nature**
If a non-academic case of conduct violation of College Regulations arises, the case goes to the Vice President for Student Affairs. The Vice President for Student Affairs may recommend to the President of the College the temporary suspension of a student until the case can be investigated, if such a suspension is deemed to be in the best interest of the College. The suspension may or may not place the student in violation of an instructor’s course policies. The Vice President for Student Affairs shall review and investigate the case and shall make a determination of student discipline within five working days.

**Student Appeals**
Please see Student Handbook for process and contact information.

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

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

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

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

Transcripts may be requested by mail, FAX or in person in the Division of Student Affairs through written form. The form may be downloaded from the College website at http://www.coto.edu/pages/college_forms.

The College participates in the Electronic Transcript program (EDI). Transcripts cannot be faxed to other colleges or employers: the College considers only mailed transcripts or transcripts given to the student in a sealed envelope for hand delivery or transcripts sent electronically as official. The College produces “unofficial” transcripts for internal purposes only. The Office of the Registrar makes every effort to process transcript requests in a timely manner. There is a $5.00 charge per request.
Students may also view or print an unofficial transcript from their individual account in *Self Service* on the College web site at www.coto.edu.

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

**Other Documents**

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

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

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

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

ASSOCIATE OF APPLIED SCIENCE DEGREES
- Computer Information Systems
- Criminal Justice
- General Technology
- Mechatronics

TECHNICAL CERTIFICATES
- Computer Information Systems
- Cosmetology
- Cosmetology Instructor
- Criminal Justice
- Electrical Apprenticeship
- Industrial Maintenance Technology

CERTIFICATES OF PROFICIENCY
- Business Systems Networking: Cisco
- Cisco Certified Networking Associate
- CNC Machining & Fabrication
- Computer Programming
- Computer Repair
- Criminal Justice
- Customized Industrial Technology
- Electrical Apprentice
- Hair Care
- Industrial Robotics
- Mechatronics Technology
- Mechatronics Operations
- Mechatronics Practice
- Microsoft Certified Professional
- Network Security
- Truck Driver Training

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

Disclaimer: Associate of Applied Science (A.A.S.)
The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. Degrees are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer.
COSMETOLOGY
Technical Certificate
This program consists of 1500 contact clock hours which is equal to 49 semester credit hours and is designed to prepare students for the Arkansas Board of Cosmetology licensing examination and for successful entry level work in the profession of cosmetology. The Cosmetology curriculum is based on clock hours and classes in this program may differ from the regular college schedule.

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

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

CURRICULUM – Technical Certificate – Cosmetology (49 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 (Fall)</td>
<td></td>
</tr>
<tr>
<td>COSM 1109 Basic Standards and Properties of Cosmetology</td>
<td>9</td>
</tr>
<tr>
<td>COSM 1119 Introduction to General Hair Care and Styling</td>
<td>9</td>
</tr>
<tr>
<td>Semester 2 (Spring)</td>
<td></td>
</tr>
<tr>
<td>COSM 1209 Permanent, Hair Color, and Chemical Treatments</td>
<td>9</td>
</tr>
<tr>
<td>COSM 1610 Manicures, Pedicures, and General Nail Care</td>
<td>10</td>
</tr>
<tr>
<td>Semester 3 (Summer)</td>
<td></td>
</tr>
<tr>
<td>COSM 1316 Massage, Facials, and Skin Care</td>
<td>6</td>
</tr>
<tr>
<td>COSM 1326 Anatomy, Light Therapy, and Chemistry of Skin Care</td>
<td>6</td>
</tr>
<tr>
<td>Total Clock Hours</td>
<td>1500</td>
</tr>
</tbody>
</table>

Students should apply for Technical Certificate - Cosmetology
Total Credit Hours 49

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

Technical Certificate

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

CURRICULUM – Technical Certificate – Cosmetology Instructor
(24 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSI 1006 Preparatory Training</td>
<td>6</td>
</tr>
<tr>
<td>COSI 1106 Conducting Theory and Practical Classes</td>
<td>6</td>
</tr>
<tr>
<td>COSI 1116 Conducting Lab Experiences</td>
<td>6</td>
</tr>
<tr>
<td>COSI 1126 Record Keeping and State Board Preparation</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Clock Hours</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>

Students should apply for Technical Certificate - Cosmetology Instructor
Total Credit Hours 24

CRIMINAL JUSTICE

Associate of Applied Science: This program is designed for students who wish to pursue a career in law enforcement or corrections or for individuals already employed in the field of criminal justice who seek to enhance their educational credentials and strengthen their performance skills. A minimum cumulative grade point average of 2.0 is required for this degree. *Curriculum subject to modification.*

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

Professional Training Credit for Short Courses

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

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

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

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

**CURRICULUM – Certificate of Proficiency – Criminal Justice (9 Credit Hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td></td>
</tr>
<tr>
<td>CJUS 1113 Introduction to Criminal Justice</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CJUS 1123 Survey of Corrections</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>9</strong></td>
<td><strong>Students should apply for the Certificate of Proficiency - Criminal Justice</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>9</strong></td>
<td><strong>Total Hours 9</strong></td>
<td></td>
</tr>
</tbody>
</table>

**CURRICULUM – Associate of Applied Science (AAS) – Criminal Justice (60-61 Credit Hours)**

**Semester 1 (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113 Composition I</td>
<td>3</td>
<td>Placement Score or Academic Reading and Basic Writing with a “C” or better</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
</tr>
<tr>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td></td>
</tr>
<tr>
<td>SOCI 1113 Introduction to Sociology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CJUS 1113 Introduction to Criminal Justice</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CJUS 1123 Survey of Corrections</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>15</strong></td>
<td><strong>Students should apply for the Certificate of Proficiency - Criminal Justice</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>30</strong></td>
<td><strong>Total Hours 9</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Semester 2 (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1213 Composition II</td>
<td>3</td>
<td>Composition I with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>SOCI 2213 Juvenile Delinquency</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CJUS 1213 Police Organization and Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CJUS 2113 Police Procedures and Evidence</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CJUS 2123 Police-Community Relations</td>
<td>3</td>
<td>CJUS 1113 with a “C” or better</td>
<td></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>15</strong></td>
<td><strong>Students should apply for Technical Certificate - Criminal Justice</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>30</strong></td>
<td><strong>Total Hours 30</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Semester 3 (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one: MATH 1143 College Algebra</td>
<td>3</td>
<td>Placement score or Foundations II</td>
</tr>
<tr>
<td>MATH 1163 Quantitative Literacy</td>
<td></td>
<td>Placement score or Foundations I</td>
</tr>
<tr>
<td>SOCI 2123 Social Problems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CJUS 1143 Police and Correctional Ethics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CJUS 2253 Criminal Investigation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 1113 General Psychology</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Hours** 15

### Semester 4 (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2123 State and Local Gov’t.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIOL 2123 Environmental Science</td>
<td>3</td>
<td>Or PHYC 1114</td>
</tr>
<tr>
<td>CJUS 2226 Criminal Justice Internship</td>
<td>6</td>
<td>CJUS 1213 with a “C” or better; Instructor and Agency approval</td>
</tr>
<tr>
<td>CJUS 2313 Special Topics in Criminal Justice</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Hours** 15/16

*Students should apply for Associate of Applied Science - Criminal Justice*

*Total Hours 60-61*

### ELECTRICAL APPRENTICESHIP

#### Technical Certificate

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

#### CURRICULUM - Electrical Apprenticeship (35 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEMT 1303 Fundamentals of Electricity</td>
<td>3</td>
<td>Placement score or Foundations I</td>
</tr>
<tr>
<td>IEMT 1103 Wiring Methods</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELCT 1203 Motors and Motor Controls</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELCT 2324 PLCs and PLC Applications</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>IEMT 2413 Industrial Safety</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MACH 1102 Basic Blueprint Reading</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ELCT 2114 Data, Voice, and Video Cabling</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ACHR 1223 Residential Air Conditioning Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELCT 1224 Digital and Electronic Circuits</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ENGL 1113 Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MATH 1143 College Algebra OR MATH 1164 Quantitative Literacy</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Hours** 35

*Students should apply for the Technical Certificate – Industrial Maintenance Technology*

*Total Hours 35*
Certificate of Proficiency (Basic)
The Electrical Apprenticeship program is not open to the general public. Students entering this program must be apprenticed in an approved electrical contracting business and be in the third year class.

CURRICULUM – Certificate of Proficiency – Electrical Apprenticeship (Basic) (11 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEMT 1104 Fundamentals of Electricity</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEMT 1103 Wiring Methods</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELCT 1204 Motors and Motor Controls</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students should apply for the Certificate of Proficiency - Electrical Apprenticeship (Basic)*

**Total Hours 11**

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

CURRICULUM – Certificate of Proficiency – Electrical Apprenticeship (Advanced) (8 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELCT 2314 Programmable Logic Controllers</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEMT 2413 Industrial Safety</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MACH 1102 Basic Blueprint Reading</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students should apply for the Certificate of Proficiency - Electrical Apprenticeship (Advanced)*

**Total Hours 9**
THE GENERAL TECHNOLOGY

Associate of Applied Science

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

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

General Education Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA 1123</td>
<td>Fundamentals of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1213</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1143</td>
<td>College Algebra OR</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1163</td>
<td>Quantitative Literacy</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit hours 15

MAJOR TECHNICAL COURSES 24 TO 48 CREDIT HOURS

*Electives in Technical Courses 0 to 24 hours

Minimum Degree Credits: 60 Hours

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

Students who are considering this degree plan should meet with their advisor to determine a program of study within the first semester of entrance.
MECHATRONICS
Associate of Applied Science

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

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

CURRICULUM – Certificate of Proficiency – Mechatronics Operations
(15 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td></td>
</tr>
<tr>
<td>IEMT 1303 Fundamentals of Electricity</td>
<td>3</td>
<td>Placement score or Foundations I</td>
<td></td>
</tr>
<tr>
<td>IEMT 1213 Mechanical Devices and Systems</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEMT 2413 Industrial Safety</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECH 1103 Principles of Mechatronics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students should apply for the Certificate of Proficiency - Mechatronics Operation
Total Hours 15

CURRICULUM — Certificate of Proficiency – Mechatronics Practice
(14 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEMT 1103 Wiring Methods</td>
<td>3</td>
<td>IEMT 1303 with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>IEMT 1203 Fluid Power (Hydraulics and Pneumatics)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELCT 1203 Motors and Motor Controls</td>
<td>3</td>
<td>IEMT 1303 with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>Choose one:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECH 1013 Intro to CNC Machining</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENTR 1113 3D Printing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MACH 1102 Basic Blueprint Reading</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students should apply for the Certificate of Proficiency - Mechatronics Practice
Total Hours 14

Note: There is no overlap in courses between the CP in Mechatronics Operations and the CP in Mechatronics Practice.
### CURRICULUM –Associate of Applied Science – Mechatronics (65-66 Credit Hours)

#### Semester 1 (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td></td>
</tr>
<tr>
<td>IEMT 1303 Fundamentals of Electricity</td>
<td>3</td>
<td>Placement score or Foundations I</td>
<td></td>
</tr>
<tr>
<td>IEMT 1213 Mechanical Devices and Systems</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEMT 2413 Industrial Safety</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECH 1103 Principles of Mechatronics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students should apply for the Certificate of Proficiency - Mechatronics Operation*

#### Semester 2 (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Choose one:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1143 College Algebra</td>
<td>3</td>
<td>Placement score or Foundations II</td>
<td></td>
</tr>
<tr>
<td>MATH 1163 Quantitative Literacy</td>
<td></td>
<td>Placement score or Foundations I</td>
<td></td>
</tr>
<tr>
<td>IEMT 1103 Wiring Methods</td>
<td>3</td>
<td>IEMT 1303 with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>IEMT 1203 Fluid Power (Hydraulics and Pneumatics)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELCT 1203 Motors and Motor Controls</td>
<td>3</td>
<td>IEMT 1303 with a “C” or better</td>
<td></td>
</tr>
<tr>
<td><strong>Choose one:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECH 1013 Intro to CNC Machining</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENTR 1113 3D Printing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MACH 1102 Basic Blueprint Reading</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>17</strong></td>
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<td></td>
</tr>
</tbody>
</table>

*Students should apply for Certificate of Proficiency - Mechatronics Practice*

#### Semester 3 (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113 Composition I</td>
<td>3</td>
<td>Placement score or Basic Writing with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>PSYC 1113 General Psychology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELCT 2324 PLCs and PLC Applications</td>
<td>4</td>
<td>IEMT 1303 and ELCT 1203 both with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>ELCT 1224 Digital &amp; Electronic Circuits</td>
<td>4</td>
<td>IEMT 1303 with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>CNWT 1434 CISCO Networking I</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>18</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students should apply for Technical Certificate - Industrial Maintenance Technology*

#### Semester 4 (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1213 Composition II</td>
<td>3</td>
<td>ENGL 1113 with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>Physical Science:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYC 1124 Intro to Physics is recommended</td>
<td>3/4</td>
<td>Other options: PHYC 1114; BIOL 1124 or 2123</td>
<td></td>
</tr>
<tr>
<td>MACH 2103 Introduction to CAD</td>
<td>3</td>
<td>MACH 1102 with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>MECH 1104 Industrial Robotics</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Choose one:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELCT 2403 Industrial Instrumentation</td>
<td>3</td>
<td>ELCT 1203 or instructor permission</td>
<td></td>
</tr>
<tr>
<td>IEMT 2503 Industrial Internship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>15/16</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students should apply for Certificate of Proficiency - Industrial Robotics*

#### Total Hours

- Semester 1: 15
- Semester 2: 17
- Semester 3: 18
- Semester 4: 15/16

**Total Hours 55-66**
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td></td>
</tr>
<tr>
<td>IEMT 1303 Fundamentals of Electricity</td>
<td>3</td>
<td>Placement score or Foundations I</td>
<td></td>
</tr>
<tr>
<td>IEMT 1213 Mechanical Devices and Systems</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEMT 2413 Industrial Safety</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECH 1103 Principles of Mechatronics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEMT 1103 Wiring Methods OR MECH 1104 Industrial Robotics OR MECH 1013 CNC Machining and Fabrication</td>
<td>3</td>
<td>IEMT 1303 with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>IEMT 1203 Fluid Power (Hydraulics and Pneumatics)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELCT 1203 Motors and Motor Controls</td>
<td>3</td>
<td>IEMT 1303 with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>MACH 1102 Basic Blueprint Reading</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELCT 2324 PLC and PLC Applications</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1113 Composition I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1143 College Algebra OR MATH 1164 Quantitative Literacy</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>36</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COMPUTER INFORMATION SYSTEMS

Certificates of Proficiency

Business Systems Networking: Cisco
Cisco Certified Networking Associate (CCNA)
Computer Programming
Computer Repair
Microsoft Certified Professional
Network Security

Technical Certificates

Computer Information Systems

Associate of Applied Science Degree

Computer Information Systems

Disclaimer: Associate of Applied Science (A.A.S.)
The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. Degrees are not accepted in transfer toward bachelor’s degrees. Students to whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer.

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

CURRICULUM – Associate of Applied Science – Computer Information Systems (61 Credit Hours)

<table>
<thead>
<tr>
<th>Semester 1 (Fall)</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNWT 1434 CISCO Networking Academy I</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISS 1114 PC and Mobile Device Management</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELCT 2114 Intro to Data Voice and Video Cabling</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Hours</strong></td>
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*Students should apply for the Certificate of Proficiency - Computer Repair
Total Hours 15*

<table>
<thead>
<tr>
<th>Semester 2 (Spring)</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tr>
<td>ENGL 1113 Composition I</td>
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<tr>
<td>CNWT 1444 CISCO Networking Academy II</td>
<td>4</td>
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<tr>
<td>MCSE 1104 MS Client Operating Systems</td>
<td>4</td>
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<tr>
<td>CISS 2444 Intro to SOL/JAVA</td>
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*Students should apply for the Technical Certificate – Computer Information Systems
Total Hours 30*
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<tr>
<td>ENGL 1213 Composition II</td>
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<tr>
<td>CICS 1113 Intro to Cybersecurity</td>
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<tr>
<td>CNWT 1454 CISCO Networking Academy III</td>
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<td>MCSE 1204 Microsoft Server</td>
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<td>Students should apply for the Certificate of Proficiency - Microsoft Certified Professional</td>
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<td><strong>Total Hours 8</strong></td>
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<td>Students should apply for the Certificate of Proficiency - Computer Programming</td>
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<td>Students should apply for the Certificate of Proficiency - Network Security</td>
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<td><strong>Total Hours 12</strong></td>
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<td>Semester 4 (Spring)</td>
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<td>Choose one:</td>
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<td>MATH 1143 College Algebra</td>
<td>3</td>
<td>Placement score or Foundations II</td>
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<tr>
<td>MATH 1163 Quantitative Literacy</td>
<td></td>
<td>Placement score or Foundations I</td>
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<td>PSYC 1113 General Psychology</td>
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<td>CNWT 1464 CISCO Networking Academy IV</td>
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<td>CISS 2234 Advanced Network Hardware</td>
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<td><strong>Hours</strong></td>
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<td>Students should apply for the Certificate of Proficiency – Business Systems Networking: Cisco</td>
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<td>Students should apply for Associate of Applied Science - Computer Information Systems</td>
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<td><strong>Total Hours 61</strong></td>
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</table>
Institutional Student Learning Outcomes for AAS Graduates

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- Students will use teamwork and leadership skills and the ability to adapt to the ever-changing environment.
- Students will use available resources, time, materials, and technology efficiently and effectively.
- Students will understand the importance of developing lifelong learning skills.
- Students will understand their role in society by gaining the ability to appreciate and respect diverse cultures.

COSMETOLOGY

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

COSMETOLOGY INSTRUCTOR

- Construct cosmetology lesson plans.
- Deliver lectures on cosmetology theory.
- Keep accurate student records as required by the State Board of Cosmetology.
- Conduct labs and coordinate work on clients.

CRIMINAL JUSTICE

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

ELECTRICAL APPRENTICESHIP

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

MECHATRONICS

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

Purpose & Philosophy
The Division of Arts and Sciences (A&S) at the College offers the Associate of Arts and Associate of Applied Science degrees. In addition, A&S offers the Certificate of General Studies, Technical Certificates, and Certificates of Proficiency. Arts and Sciences also offers transfer-to-degree classes that allow students to earn credit toward a four-year degree. The Division also provides the general education component of the technical programs. Finally, A&S offers a developmental education program for students who need instruction at the pre-college level.

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

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

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

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

Arkansas Course Transfer System
The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for admissions and degree requirements. Course transferability is not guaranteed for courses listed in the ACTS as “No Comparable Course.” Additionally, courses completed with a grade of “D” may not transfer. Specific ACTS information may be accessed on the internet by visiting the Arkansas Department of Higher Education website (http://adhe.edu) and selecting Course Transfer.
DEVELOPMENTAL EDUCATION PROGRAM

Purpose
To fulfill its mission, the College offers developmental courses to enhance students’ academic skills for success in college-level reading, writing, and mathematics. The College accepts a variety of placement tests to identify students’ academic preparedness and to recommend courses at the appropriate level. Students must fulfill the requirements of the course and take an exit examination in order to advance to college-level courses. Developmental Education courses may not earn college credit and may not transfer to four-year colleges and universities in Arkansas. Available courses in the College’s Developmental Education Program are as follows:

ENGL 1023 Foundations of Reading and Writing
ENGL 1103 Basic Writing
MATH 1033 Foundations of Math I
MATH 1043 Foundations of Math II
READ 1003 Academic Reading

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<thead>
<tr>
<th>State Minimum Core Curriculum</th>
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<tbody>
<tr>
<td><strong>English/Communications</strong></td>
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<tr>
<td>Nine (9) Hours Required</td>
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<tr>
<td>ENGL 1113 Composition I</td>
</tr>
<tr>
<td>ENGL 1213 Composition II</td>
</tr>
<tr>
<td>COMM 2113 Oral Communication</td>
</tr>
<tr>
<td><strong>Math</strong></td>
</tr>
<tr>
<td>Three (3) Hours Required</td>
</tr>
<tr>
<td>MATH 1143 College Algebra</td>
</tr>
<tr>
<td>MATH 1163 Quantitative Literacy</td>
</tr>
<tr>
<td><strong>Science</strong></td>
</tr>
<tr>
<td>Four (4) Hours Required</td>
</tr>
<tr>
<td>BIOL 1124 Introduction to Biology</td>
</tr>
<tr>
<td>BIOL 2114 General Botany</td>
</tr>
<tr>
<td>BIOL 2124 General Zoology</td>
</tr>
<tr>
<td>Four (4) Hours Required</td>
</tr>
<tr>
<td>CHEM 1114 Chemistry I for General Ed.</td>
</tr>
<tr>
<td>CHEM 1214 General Chemistry I</td>
</tr>
<tr>
<td>PHYC 1124 Introduction to Physics</td>
</tr>
<tr>
<td>PHYC 1134 Intro to Physical Science</td>
</tr>
<tr>
<td>PHYC 1144 Introduction to Astronomy</td>
</tr>
<tr>
<td><strong>Fine Arts / Humanities</strong></td>
</tr>
<tr>
<td>Three (3) Hours Required</td>
</tr>
<tr>
<td>ENGL 2213 World Literature I</td>
</tr>
<tr>
<td>ENGL 2223 World Literature II</td>
</tr>
<tr>
<td>PHIL 2113 Introduction to Philosophy</td>
</tr>
<tr>
<td>HUMN 2113 Humanities: Art</td>
</tr>
<tr>
<td>HUMN 2123 Humanities: Music</td>
</tr>
<tr>
<td>HUMN 2133 Humanities: Theater</td>
</tr>
<tr>
<td><strong>Social Sciences</strong></td>
</tr>
<tr>
<td>Three (3) Hours Required</td>
</tr>
<tr>
<td>GOVT 2113 American Natl Government</td>
</tr>
<tr>
<td>HIST 2113 U.S. History through 1865</td>
</tr>
<tr>
<td>HIST 2123 U.S. History since 1865</td>
</tr>
<tr>
<td>Three (3) Hours Required</td>
</tr>
<tr>
<td>HIST 1113 Civ. through 16th Century</td>
</tr>
<tr>
<td>HIST 1123 Civ. since 16th Century</td>
</tr>
<tr>
<td>Three (3) Hours Required</td>
</tr>
<tr>
<td>ECON 2113 Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECON 2213 Principles of Microeconomics</td>
</tr>
<tr>
<td>GEOG 1113 Geography</td>
</tr>
<tr>
<td>PSYC 1113 General Psychology</td>
</tr>
<tr>
<td>SOCI 1113 Introduction to Sociology</td>
</tr>
</tbody>
</table>
The Arts and Sciences Division offers the following degrees and certificates:

ASSOCIATE OF ARTS
General Education

ASSOCIATE OF SCIENCE
Business

ASSOCIATE OF APPLIED SCIENCE
Accounting
Management
Medical Office Administration
Office Administration
Early Childhood Education

CERTIFICATE OF GENERAL STUDIES

TECHNICAL CERTIFICATES
Accounting
Early Childhood Education
Management
Medical Coding
Medical Office Administration
Medical Transcription
Office Administration
Pre-Allied Health

CERTIFICATES OF PROFICIENCY
Business Technology
Medical Office Administration
Medical Terminology
Early Childhood Education

Gainful Employment
Information regarding occupations in the Business Technology, Medical Office Administration, and Early Childhood Education fields, the graduation rate, tuition and fees, typical costs for books and supplies, the job placement rate, the median loan debt, etc., may be obtained at www.coto.edu.
To obtain an Associate of Arts degree at the College, students must successfully complete 60 credit hours of Associate of Arts curriculum with a minimum cumulative GPA of 2.00 and satisfy all financial obligations to the College. Courses taken to satisfy AA degree requirements must have a “C” or better in order to transfer to most four-year universities.

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

**CURRICULUM: Associate of Arts (60 Credit Hours)**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tr>
<td></td>
<td>ENGL 1113 Composition I</td>
<td>3</td>
<td>Placement Score or Academic Reading and Basic Writing with a “C” or better</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
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<tr>
<td></td>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
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<tr>
<td><strong>Choose one</strong></td>
<td>MATH 1143 College Algebra</td>
<td>3</td>
<td>Placement score or Foundations II</td>
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<td></td>
<td>MATH 1163 Quantitative Literacy</td>
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<td>Placement score Foundations I</td>
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<td></td>
<td>World Civilization</td>
<td>3</td>
<td>Placement score or Basic Writing with a “C” or better</td>
<td>HIST 1113 or 1123</td>
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<td>Social Science</td>
<td>3</td>
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<td>PSYC 1113 or SOCI 1113</td>
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<td><strong>Hours</strong></td>
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<td>Semester 2</td>
<td>ENGL 1213 Composition II</td>
<td>3</td>
<td>Composition I with a “C” or better</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
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<td>COMM 2113 Oral Communication</td>
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<td></td>
<td>Humanities</td>
<td>3</td>
<td>HUMN 2113, 2123, or 2133</td>
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<td></td>
<td>Social Science</td>
<td>3</td>
<td>PSYC 1113, SOCI 1113, GEOG 1113, or ECON 2113, 2213</td>
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<td>BIOL 1124 Introduction to Biology</td>
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<td>Placement score or Basic Writing with a “C” or better</td>
<td>Discuss academic progress with advisor</td>
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<tr>
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<td><strong>Hours</strong></td>
<td><strong>16</strong></td>
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*Students should apply for Certificate of General Studies – Total Hours 31*

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<tr>
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<th>Course</th>
<th>Credits</th>
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<td>Physical Science</td>
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<td>PHIL 2113 Philosophy</td>
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<td>Elective</td>
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<td>History/American Government</td>
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<td>PHYS 1221 Life Fitness</td>
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<tr>
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<tr>
<td>Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>13</strong></td>
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</table>

**Students should apply for Associate of Arts – Total Hours 60**

15 hours of electives may be chosen from any Arts and Science general education course not used to meet another requirement and/or from any general elective course.

WHERE SPECIFIC TRANSFER PLANS/AGREEMENTS REQUIRE CERTAIN COURSES/HOURS, SUBSTITUTIONS MAY BE APPROVED BY THE DEAN IN ORDER TO MEET THOSE REQUIREMENTS.

### CERTIFICATE OF GENERAL STUDIES (CGS)

The Certificate of General Studies is awarded after completion of 31 credit hours that serve as a cross-disciplinary introduction to a liberal arts education. In order to receive the CGS, a student must have a cumulative GPA of 2.00.

**CURRICULUM: Certificate of General Studies (31 Credit Hours)**

#### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tbody>
<tr>
<td>ENGL 1113 Composition I</td>
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<td>Milestone course, failure to pass may delay degree progress.</td>
</tr>
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<td>DATA 1123 Fundamentals of Information Technology</td>
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<td>Pass the keyboarding entrance exam</td>
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</tr>
<tr>
<td>Choose one</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1143 College Algebra</td>
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<td>Placement score or Foundations II</td>
<td></td>
</tr>
<tr>
<td>MATH 1163 Quantitative Literacy</td>
<td></td>
<td>Placement score Foundations I</td>
<td></td>
</tr>
<tr>
<td>World Civilization</td>
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<td>Placement score or Basic Writing with a “C” or better</td>
<td>HIST 1113 or 1123</td>
</tr>
<tr>
<td>Social Science</td>
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<td>PSYC 1113 or SOCI 1113</td>
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<tr>
<td><strong>Hours</strong></td>
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#### Semester 2

<table>
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<tr>
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<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tr>
<td>ENGL 1213 Composition II</td>
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<td>Composition I with a “C” or better</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
</tr>
<tr>
<td>COMM 2113 Oral Communication</td>
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<tr>
<td>Humanities</td>
<td>3</td>
<td>HUMN 2113, 2123, or 2133</td>
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</tr>
<tr>
<td>Social Science</td>
<td>3</td>
<td>PSYC 1113, SOCI 1113, GEOG 1113, or ECON 2113, 2213</td>
<td></td>
</tr>
<tr>
<td>BIOL 1124 Introduction to Biology</td>
<td>4</td>
<td>Placement score or Basic Writing with a “C” or better</td>
<td>Discuss academic progress with advisor</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>16</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Students should apply for Certificate of General Studies – Total Hours 31**

Students should apply for Certificate of General Studies – Total Hours 31
The Technical Certificate in Pre-Allied Health is awarded after the successful completion of a 27 credit hour curriculum required for admission into the Associate of Applied Science Degree in Nursing (LPN/Paramedic to RN). A grade of “C” or better must be earned in each course listed in the curriculum. In order to receive the Technical Certificate in Pre-Allied Health a student must have a cumulative GPA of 2.00.

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

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tbody>
<tr>
<td></td>
<td>ENGL 1113 Composition I</td>
<td>3</td>
<td>Placement Score or Academic Reading and Basic Writing with a “C” or better</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
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<tr>
<td></td>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choose one</td>
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</tr>
<tr>
<td></td>
<td>MATH 1143 College Algebra</td>
<td>3</td>
<td>Placement score or Foundations II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH 1163 Quantitative Literacy</td>
<td></td>
<td>Placement score Foundations I</td>
<td></td>
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<tr>
<td></td>
<td>BIOL 2224 Anatomy &amp; Physiology I</td>
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<td><strong>Hours</strong></td>
<td><strong>13</strong></td>
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<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tr>
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<td></td>
<td>PSYC 1113 General Psychology</td>
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<tr>
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<td>BIOL 2234 Anatomy &amp; Physiology II</td>
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<td></td>
<td>BIOL 2244 Microbiology</td>
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<td>Anatomy &amp; Physiology I or Introduction to Biology with a “C” or better</td>
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<td></td>
<td><strong>Hours</strong></td>
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*Students should apply for Certificate of Pre-Allied Health – Total hours 27*
**ASSOCIATE OF SCIENCE IN BUSINESS**

*Associate of Science in Business Description:* This 62-credit hour program is designed to prepare students for transfer to a 4-year college or university to complete a bachelor’s degree in business. It offers 38 credit hours of general education and 24 hours of “business core” which instills knowledge and skills over a broad range of topics considered essential for all business majors and serves as a foundation for advanced studies in any business curriculum. College of the Ouachitas has 2+2 articulation agreements with the University of Arkansas-Little Rock, and the University of Central Arkansas. Students should contact an advisor within the Business Department for specific details.

**CURRICULUM: Associate of Applied Science Degree — Associate of Science in Business (62 Credit Hours)**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tr>
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<td>ENGL 1113 Composition I</td>
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<td>Placement Score or Academic Reading and Basic Writing with a “C” or better</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
</tr>
<tr>
<td></td>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH 1143 College Algebra</td>
<td>3</td>
<td>Placement score or Foundations II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACTG 1113 Principles of Accounting I</td>
<td>3</td>
<td>Placement score or Foundations II</td>
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<tr>
<td></td>
<td>World Civilization</td>
<td>3</td>
<td>Placement score or Basic Writing with a “C” or better</td>
<td>HIST 1113 or 1123</td>
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<td></td>
<td><strong>Hours</strong></td>
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<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>ENGL 1213 Composition II</td>
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<td>Composition I with a “C” or better</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
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<tr>
<td></td>
<td>MATH 2163 Business Calculus</td>
<td>3</td>
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<td>ACCTG 1203 Principles of Accounting II</td>
<td>3</td>
<td>Principles of Accounting I with a “C” or better</td>
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<tr>
<td></td>
<td>Humanities</td>
<td>3</td>
<td></td>
<td>HUMN 2113, 2123, or 2133</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
<td></td>
<td>PSYC 1113 or SOCI 1113</td>
</tr>
<tr>
<td></td>
<td><strong>Hours</strong></td>
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<tr>
<td></td>
<td>BOIS 2203 Legal Environment</td>
<td>3</td>
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<td></td>
<td>GBUS 2023 Business Statistics</td>
<td>3</td>
<td>College Algebra with a “C” or better</td>
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<td></td>
<td>COMM 2113 Oral Communication</td>
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<td></td>
<td>ECON 2213 Principles of Microeconomics</td>
<td>3</td>
<td></td>
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<td></td>
<td>BIOL 1124 Introduction to Biology</td>
<td>4</td>
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<td></td>
<td><strong>Hours</strong></td>
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### Semester 4

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<tbody>
<tr>
<td>BOIS 2302 Business Communications</td>
<td>3</td>
<td>Composition I and DATA 1123. both with a “C” or better</td>
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<tr>
<td>ECON 2113 Principles of Macroeconomics</td>
<td>3</td>
<td></td>
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<tr>
<td>History/American Government</td>
<td>3</td>
<td>HIST 2113, 2123 or GOVT 2113</td>
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<tr>
<td>Physical Science</td>
<td>4</td>
<td>See course descriptions</td>
<td>PHYC 1124, 1134, or 1144; or CHEM 1214</td>
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<tr>
<td>World Literature</td>
<td>3</td>
<td>Composition II with a “C” or better</td>
<td>ENGL 2213 or 2223</td>
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<tr>
<td><strong>Hours</strong></td>
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</tbody>
</table>

*Students should apply for Associate of Science in Business – Total Hours 62*

### CERTIFICATE OF PROFICIENCY IN BUSINESS TECHNOLOGY

**Certificate of Proficiency in Business Technology Description:** This program is designed to provide students with an overview of general business knowledge and technical skills in the areas of computer concepts, software applications, and business writing and language skills, which are needed to excel in today’s digital classroom and workplace. These courses are foundational for all business technical certificates and degrees (Accounting, Management, and Office Administration).

**CURRICULUM: Certificate of Proficiency – Business Technology (9 Credit Hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>BOIS 1003 Introduction to Business</td>
<td>3</td>
<td></td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>ENGL 1113 Freshman Composition I</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>Hours</strong></td>
<td><strong>9</strong></td>
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</table>

*Students should apply for Certificate of Proficiency in Business Technology – Total Hours 9*
ACCOUNTING

Technical Certificate Program Description: Accounting is a 30-credit hour certificate program. All credit is applicable to the AAS Accounting Degree. Graduates are trained for entry-level accounting positions. A minimum cumulative grade point average of 2.0 is required for this certificate. Curriculum subject to modification.

Associate of Applied Science Program Description: Accounting is a 60-61 credit hour program offering specialized knowledge and working applications of accounting principles, federal income taxation, and payroll regulations and procedures in both manual and computerized accounting systems. Graduates are trained for positions such as junior accountants, payroll clerks, accounts receivable/payable clerks, and budget or credit analysts. A minimum cumulative grade point average of 2.0 is required for graduation. Curriculum subject to modification.

The Associate of Applied Science Degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs transfer to four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor’s degrees unless that degree has been articulated with that specific institution. Students who plan to transfer should visit www.acts.adhe.edu to check on course transferability and/or get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM: Technical Certificate – Accounting (30 Credit Hours)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tr>
<td></td>
<td>ENGL 1113 Composition I</td>
<td>3</td>
<td>Placement Score or Academic Reading and Basic Writing with a “C&quot; or better</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
</tr>
<tr>
<td></td>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DATA 1213 Word Processing</td>
<td>3</td>
<td>Placement score or Keyboarding with a “C&quot; or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACTG 1113 Principles of Accounting I</td>
<td>3</td>
<td>Placement score or Foundations II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BOIS 1003 Introduction to Business</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Hours</strong></td>
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Students should apply for Certificate of Proficiency in Business Technology – Total Hours 9

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>DATA 2303 Advanced Word Processing</td>
<td>3</td>
<td>Word Processing with a “C&quot; or better</td>
</tr>
<tr>
<td></td>
<td>DATA 1233 Database Management</td>
<td>3</td>
<td>Fundamentals of Information Technology with a “C&quot; or better</td>
</tr>
<tr>
<td></td>
<td>DATA 1243 Spreadsheet Applications</td>
<td>3</td>
<td>Fundamentals of Information Technology with a “C&quot; or better</td>
</tr>
<tr>
<td></td>
<td>ACTG 1203 Principles of Accounting II</td>
<td>3</td>
<td>Principles of Accounting I with a “C&quot; or better</td>
</tr>
<tr>
<td></td>
<td>Choose one:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH 1143 College Algebra</td>
<td>3</td>
<td>Placement score or Foundations II</td>
</tr>
<tr>
<td></td>
<td>MATH 1163 Quantitative Literacy</td>
<td>3</td>
<td>Placement score or Foundations I</td>
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<tr>
<td></td>
<td><strong>Hours</strong></td>
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Students should apply for Technical Certificate in Accounting—Total Hours 30
**CURRICULUM: Associate of Applied Science – Accounting (60/61 Credit Hours)**

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<th>Credits</th>
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<th>Milestone/Notes</th>
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<td>Milestone course, failure to pass may delay degree progress.</td>
</tr>
<tr>
<td></td>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
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</tr>
<tr>
<td></td>
<td>DATA 1213 Word Processing</td>
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<td>Placement score or Keyboarding with a “C” or better</td>
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<td></td>
<td>ACTG 1113 Principles of Accounting I</td>
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<td>Placement score or Foundations II</td>
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<td></td>
<td>BOIS 1003 Introduction to Business</td>
<td>3</td>
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<td><strong>Hours</strong></td>
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*Students should apply for Certificate of Proficiency in Business Technology – Total Hours 9*

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<th>Credits</th>
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<tr>
<td></td>
<td>DATA 2303 Advanced Word Processing</td>
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<td>Word Processing with a “C” or better</td>
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<td></td>
<td>DATA 1233 Database Management</td>
<td>3</td>
<td>Fundamentals of Information Technology with a “C” or better</td>
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<tr>
<td></td>
<td>DATA 1243 Spreadsheet Applications</td>
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<td>Fundamentals of Information Technology with a “C” or better</td>
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<td></td>
<td>ACTG 1203 Principles of Accounting II</td>
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<td>Principles of Accounting I with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
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<td><strong>Choose one:</strong></td>
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<td>MATH 1143 College Algebra</td>
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<td>Placement score or Foundations II</td>
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<td>Placement score or Foundations I</td>
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<td><strong>Hours</strong></td>
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*Students should apply for Technical Certificate in Accounting—Total Hours 30*

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<td>BOIS 2203 Legal Environment</td>
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<td>College Algebra with a “C” or better</td>
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<td>ACTG 1223 Payroll Accounting</td>
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<td>Principles of Accounting I with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
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<td>MGMT 1113 Principles of Mgmt.</td>
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<td><strong>Choose one:</strong></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 1124 Introduction to Biology</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>BIOL 1133 Nutrition</td>
<td>3</td>
<td></td>
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<td></td>
<td>BIOL 2123 Environmental Science</td>
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<td><strong>Hours</strong></td>
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<td></td>
<td>DATA 2203 Integrated Applications</td>
<td>3</td>
<td>DATA 1123, 1213, 1233, and 1243 all with a “C” or better</td>
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<td></td>
<td>BOIS 2303 Business Communication</td>
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<td>Composition I and DATA 1123 both with a “C” or better</td>
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<td>BOIS 2413 Business Internship</td>
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<td></td>
<td>ACTG 1213 Computerized Accounting</td>
<td>3</td>
<td>DATA 1123 and Principles of Acctg. I both with “C” or better</td>
<td>Specialty course: “C” or better required</td>
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<td></td>
<td>Social Science</td>
<td>3</td>
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<td>ECON 2113 or 2213; PSYC 1113 or SOCI 1113</td>
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<td></td>
<td><strong>Hours</strong></td>
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</table>

*Students should apply for Associate of Applied Science in Accounting – Total Hours 60-61*
**MANAGEMENT**

**Technical Certificate Program Description:** Management is a 30-credit hour certificate program. All credit is applicable to the AAS Management Degree. Graduates are trained for entry-level supervisory positions. A minimum cumulative grade point average of 2.0 is required for this certificate. **Curriculum subject to modification.**

**Associate of Applied Science Program Description:** Management is a 60-61 credit hour program offering specialized knowledge and skills used by managers to organize operations, motivate employees, recognize and solve problems, make decisions, and manage resources. The dynamics of building and utilizing teams in the workplace and how to effectively handle the challenges of organizational life are included. Graduates are trained for mid-level management positions. A minimum cumulative grade point average of 2.0 is required for graduation. **Curriculum subject to modification.**

The Associate of Applied Science Degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs transfer to four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor’s degrees unless that degree has been articulated with that specific institution. Students who plan to transfer should visit www.acts.adhe.edu to check on course transferability and/or get assurances in writing in advance from the institution to which they wish to transfer.

**CURRICULUM: Technical Certificate - Management (30 Credit Hours)**

<table>
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<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tr>
<td></td>
<td>ENGL 1113 Composition I</td>
<td>3</td>
<td>Placement Score or Academic Reading and Basic Writing with a “C” or better</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
</tr>
<tr>
<td></td>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DATA 1213 Word Processing</td>
<td>3</td>
<td>Placement score or Keyboaring with a “C” or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MGMT 1113 Principles of Management</td>
<td>3</td>
<td></td>
<td>Specialty course: “C” or better required</td>
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<tr>
<td></td>
<td>BOIS 1003 Introduction to Business</td>
<td>3</td>
<td></td>
<td></td>
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**Students should apply for Certificate of Proficiency in Business Technology – Total Hours 9**

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**Students should apply for Technical Certificate in Management—Total Hours 30**
## CURRICULUM: Associate of Applied Science Degree - Management (60–61 Credit Hours)

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<td>BOIS 1003 Introduction to Business</td>
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**Students should apply for Certificate of Proficiency in Business Technology – Total Hours 9**

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**Students should apply for Technical Certificate in Management—Total Hours 30**

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**Students should apply for Associate of Applied Science in Management—Total Hours 60–61**

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**OFFICE ADMINISTRATION**

**Technical Certificate Program Description:** Office Administration is a 30-credit hour certificate program. All credit is applicable to the AAS Office Administration Degree. Graduates are trained for entry-level office positions. A minimum cumulative grade point average of 2.0 is required for this certificate. *Curriculum subject to modification.*

**Associate of Applied Science Program Description:** Office Administration is a 62-63-credit hour program offering specialized knowledge and skills in the areas of administrative management, communication, computer applications, and accounting used to organize and maintain an office. Graduates are prepared for positions such as administrative assistants and office managers. A minimum cumulative grade point average of 2.0 is required for graduation. *Curriculum subject to modification.*

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs transfer to four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students who plan to transfer should visit [www.acts.adhe.edu](http://www.acts.adhe.edu) to check on course transferability and/or get assurances in writing in advance from the institution to which they wish to transfer.

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**CURRICULUM: Technical Certificate – Office Administration (30 Credit Hours)**

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*Students should apply for Certificate of Proficiency in Business Technology – Total Hours 9*

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*Students should apply for Technical Certificate in Office Administration —Total Hours 30*
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**Students should apply for Certificate of Proficiency in Business Technology – Total Hours 9**

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**Students should apply for Technical Certificate in Office Administration —Total Hours 30**

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**Students should apply for Associate of Applied Science in Office Administration– Total Hours 60-61**

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**MEDICAL OFFICE ADMINISTRATION**

*Certificate of Proficiency Program Description:* Medical Office Administration Certificate of Proficiency is a 9-credit hour program designed to provide students with minimum knowledge and skills for entry-level positions in the healthcare setting. A minimum cumulative grade point average of 2.0 is required for this certificate. *Curriculum subject to modification.*

*Certificate of Proficiency Program Description:* Medical Terminology Certificate of Proficiency is a 12-credit hour program designed to provide students with knowledge of medical terminology and an introduction to human anatomy and the functions of organ systems. A minimum cumulative grade point average of 2.0 is required for this certificate. *Curriculum subject to modification.*

*Technical Certificate Program Description:* Medical Office Administration is a 31-credit hour certificate program. All credit is applicable to the AAS Medical Office Administration Degree. Graduates are trained for entry-level medical office positions such as receptionists and office clerks. A minimum cumulative grade point average of 2.0 is required for this certificate. *Curriculum subject to modification.*

*Associate of Applied Science Program Description:* Medical Office Administration is a 60 credit hour program offering specialized clinical and administrative skills required to coordinate office functions in a healthcare setting. This program is approved by the American Medical Technologists (AMT) Association of Allied Health Professionals. Graduates who opt to take MEDT 2414 Medical Assisting are prepared to take the Certified Medical Administrative Specialist (CMAS) and the Registered Medical Assistant (RMA) national certification examinations. Graduates who opt to take MEDT 2343 Medical Coding II are prepared to take the Certified Professional Coders (CPC) national certification examination through the American Academy of Professional Coders. Graduates who opt to take MEDT2053 Medical Billing are prepared to take the Certified Medical Billing Specialist (CMBS) national certification examination through the Medical Billing Association. Graduates are prepared for positions such as medical transcriptionists, medical coding associates, medical office administrators, medical billing specialists, and medical language specialists. A minimum cumulative grade point average of 2.0 is required for graduation. *Curriculum subject to modification.*

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**CURRICULUM: Certificate of Proficiency – Medical Office Administration**

(9 Credit Hours)

<table>
<thead>
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<th>Credits</th>
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<td>DATA 1123 Fundamentals of Information Technology</td>
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*Students should apply for Certificate of Proficiency in Medical Office Administration*

Total Hours 9
## CURRICULUM: Technical Certificate - Medical Office Administration
(30 Credit Hours)

### Semester 1

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<td>MEDT 1113 Body Systems and Diseases I</td>
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*Students should apply for Certificate of Proficiency in Medical Office Administration — Total Hours 9*

### Semester 2

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</tr>
<tr>
<td>DATA 1233 Database Management</td>
<td>3</td>
<td>Fundamentals of Information Technology with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>DATA 1243 Spreadsheet Applications</td>
<td>3</td>
<td>Fundamentals of Information Technology with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>MEDT 1213 Body Systems and Diseases II</td>
<td>3</td>
<td>Body Systems and Diseases I with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>ENGL 1213 Composition I</td>
<td>3</td>
<td>Placement score or Basic Writing with a “C” or better</td>
<td></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students should apply for the Certificate of Proficiency in Medical Terminology — Total Hours 9*

*Students should apply for Technical Certificate in Medical Office Administration — Total Hours 30*
## MEDICAL OFFICE ADMINISTRATION

**CURRICULUM: Associate of Applied Science Degree – Medical Office Administration (60 Credit Hours)**

### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
</tr>
<tr>
<td>MEDT 1123 Medical Terminology</td>
<td>3</td>
<td></td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>MEDT 1133 Medical Office Administration</td>
<td>3</td>
<td>Specialty course: “C” or better required</td>
<td></td>
</tr>
<tr>
<td>MEDT 1113 Body Systems and Diseases I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATA 1213 Word Processing</td>
<td>3</td>
<td>Placement score or Keyboarding with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
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</tbody>
</table>

| Hours | 15 |

Students should apply for Certificate of Proficiency in Medical Office Administration — Total Hours 9

### Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tbody>
<tr>
<td>DATA 2303 Adv. Word Processing</td>
<td>3</td>
<td>Word Processing with a “C” or better</td>
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<tr>
<td>DATA 1233 Database Management</td>
<td>3</td>
<td>Fundamentals of Information Technology with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>DATA 1243 Spreadsheet Applications</td>
<td>3</td>
<td>Fundamentals of Information Technology with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>MEDT 1213 Body Systems and Diseases II</td>
<td>3</td>
<td>Body Systems and Diseases I with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>ENGL 1213 Composition I</td>
<td>3</td>
<td>Placement score or Basic Writing with a “C” or better</td>
<td></td>
</tr>
</tbody>
</table>

| Hours | 15 |

Students should apply for the Certificate of Proficiency in Medical Terminology – Total Hours 9

Students should apply for Technical Certificate in Medical Office Administration — Total Hours 30

### Semester 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 2333 Medical Coding I</td>
<td>3</td>
<td>MEDT 1123 with a “C” or better, or concurrently enrolled</td>
<td>Specialty course: “C” or better required</td>
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<tr>
<td>ACTG 1113 Principles of Accounting I</td>
<td>3</td>
<td>Placement score or Foundations II</td>
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</tr>
<tr>
<td>ENGL 1213 Composition II</td>
<td>3</td>
<td>Composition I with a “C” or better</td>
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</tr>
<tr>
<td>Choose one:</td>
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</tr>
<tr>
<td>MATH 1143 College Algebra</td>
<td>3</td>
<td>Placement score or Foundations II</td>
<td></td>
</tr>
<tr>
<td>MATH 1163 Quantitative Literacy</td>
<td>3</td>
<td>Placement score or Foundations I</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
<td></td>
<td>ECON 2113 or 2213; PSYC 1113 or SOCI 1113</td>
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</table>

| Hours | 15 |
Semester 4

<table>
<thead>
<tr>
<th>Course</th>
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<th>Milestone/Notes</th>
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<tbody>
<tr>
<td>BOIS 2303 Business Communication</td>
<td>3</td>
<td>Composition I and DATA 1123 both with a “C” or better</td>
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<tr>
<td>MGMT 2013 Human Resource Mgmt.</td>
<td>3</td>
<td>Principles of Management with a “C” or better</td>
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</tr>
<tr>
<td>MEDT 2413 Adv. Medical Office Administration</td>
<td>3</td>
<td>Medical Office Administration with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>MEDT 2343 Medical Coding II</td>
<td>3</td>
<td>Medical Coding I with a “C” or better; Body Systems &amp; Diseases II with a “C” or better or concurrently enrolled</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>MEDT 2053 Medical Billing</td>
<td>3</td>
<td>DATA 1123, MEDT 1123, MEDT 1133, MEDT 1113 all with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
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</table>

**Hours** 15

_Students should apply for Associate of Applied Science in Medical Office Administration_

Total Hours 60

MEDICAL TERMINOLOGY

A minimum cumulative grade point average of 2.0 is required for this certificate. _Curriculum subject to modification._

**CURRICULUM: Certificate of Proficiency—Medical Terminology**

(9 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 1123 Medical Terminology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDT 1113 Body Systems and Diseases I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDT 1213 Body Systems and Diseases II</td>
<td>3</td>
<td>Body Systems and Diseases I with a “C” or better</td>
<td></td>
</tr>
</tbody>
</table>

**Hours** 9

_Students should apply for Certificate of Proficiency in Medical Terminology —Total Hours 9_

MEDICAL CODING

**Technical Certificate Program Description:** Medical Coding is a 30-credit hour program offering specialized training in the review of medical documents for the assignment of ICD-10-CM and CPT codes used for medical billing and insurance purposes. All credit is applicable to the AAS Medical Office Administration Degree. Graduates are trained to be medical coding associates and are prepared to take the Certified Professional Coders national certification examination through the American Academy of Professional Coders. A minimum cumulative grade point average of 2.0 is required for this certificate. _Curriculum subject to modification._

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs transfer to four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor’s degrees unless that degree has been articulated with that specific institution. Students who plan to transfer should visit [www.acts.adhe.edu](http://www.acts.adhe.edu) to check on course transferability and/or get assurances in writing in advance from the institution to which they wish to transfer.
CURRICULUM – Technical Certificate – Medical Coding (30 Credit Hours)

### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
</tr>
<tr>
<td>MEDT 1123 Medical Terminology</td>
<td>3</td>
<td></td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>MEDT 1133 Medical Office Administration</td>
<td>3</td>
<td></td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>MEDT 2333 Medical Coding I</td>
<td>3</td>
<td>MEDT 1123 with a “C” or better, or concurrently enrolled</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>MEDT 1113 Body Systems and Diseases I</td>
<td>3</td>
<td></td>
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</tbody>
</table>

**Hours 15**

*Students should apply for Certificate of Proficiency in Medical Office Admin. –Total Hours 9*

### Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 2343 Medical Coding II</td>
<td>3</td>
<td>Medical Coding I with a “C” or better; Body Systems &amp; Diseases II with a “C” or better or concurrently enrolled</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>MEDT 2053 Medical Billing</td>
<td>3</td>
<td>DATA 1123, MEDT 1123, MEDT 1133, MEDT 1113 all with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>MEDT 1213 Body Systems and Diseases II</td>
<td>3</td>
<td>Body Systems and Diseases I with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>ENGL 1213 Composition I</td>
<td>3</td>
<td>Placement score or Basic Writing with a “C” or better</td>
<td></td>
</tr>
<tr>
<td>Choose one:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1143 College Algebra</td>
<td>3</td>
<td>Placement score or Foundations II</td>
<td></td>
</tr>
<tr>
<td>MATH 1163 Quantitative Literacy</td>
<td></td>
<td>Placement score or Foundations I</td>
<td></td>
</tr>
</tbody>
</table>

**Hours 15**

*Students should apply for the Certificate of Proficiency in Medical Terminology – Total Hours 9*

*Students should apply for Technical Certificate in Medical Coding —Total Hours 30*

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**MEDICAL TRANSCRIPTION**

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

Technical Certificate Program Description: Medical Transcription is a 30-credit hour program offering specialized training in the preparation, transcription, and proofreading of medical documents. All credit is applicable to the AAS Medical Office Administration Degree. Graduates are prepared for positions as medical transcriptionists and medical language specialists in healthcare settings. A minimum cumulative grade point average of 2.0 is required for this certificate. *Curriculum subject to modification.*

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs transfer to four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor’s degrees unless that degree has been articulated with that specific institution. Students who plan to transfer should visit [www.acts.adhe.edu](http://www.acts.adhe.edu) to check on course transferability and/or get assurances in writing in advance from the institution to which they wish to transfer.
## CURRICULUM – Technical Certificate – Medical Transcription (30 Credit Hours)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
</tr>
<tr>
<td></td>
<td>MEDT 1123 Medical Terminology</td>
<td>3</td>
<td></td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td></td>
<td>MEDT 1133 Medical Office Administration</td>
<td>3</td>
<td></td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td></td>
<td>MEDT 2023 Medical Transcription I</td>
<td>3</td>
<td></td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td></td>
<td>MEDT 1113 Body Systems and Diseases I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Hours</strong></td>
<td></td>
<td><strong>15</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Students should apply for Certificate of Proficiency in Medical Office Administration</strong></td>
<td></td>
<td><strong>Total Hours 9</strong></td>
<td></td>
</tr>
<tr>
<td>Semester 2</td>
<td>DATA 1213 Word Processing</td>
<td>3</td>
<td>Placement score or Keyboarding with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td></td>
<td>MEDT 2033 Medical Transcription II</td>
<td>3</td>
<td>DATA 1123 and MEDT 2023 both with a “C” or better</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td></td>
<td>MEDT 1213 Body Systems and Diseases II</td>
<td>3</td>
<td>Body Systems and Diseases I with a “C” or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENGL 1213 Composition I</td>
<td>3</td>
<td>Placement score or Basic Writing with a “C” or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Choose one:</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>MATH 1143 College Algebra</td>
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<td></td>
<td><strong>Hours</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Students should apply for the Certificate of Proficiency in Medical Terminology – Total Hours 9</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Students should apply for Technical Certificate in Medical Transcription — Total Hours 30</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Certificate of Proficiency: Students who complete the Certificate of Proficiency in Early Childhood Education will be eligible to take the Child Development Associate (C.D.A.) Exam. The C.D.A. is a national credential awarded through the Council for Early Childhood Professional Recognition in Washington, D.C. for persons who work in the child care field. A minimum cumulative grade point average of 2.0 is required for this certificate. **Curriculum subject to modification.**

Technical Certificate Program Description: Students who complete the Technical Certificate in Early Childhood Education will have received training for entry level positions in a childcare setting. A minimum cumulative grade point average of 2.0 is required for this degree. All credits earned in the technical certificate apply toward the AAS in Early Childhood Education. **Curriculum subject to modification.**

Associate of Applied Science Program Description: The Associate of Applied Science in Early Childhood Education provides education and training for persons employed in or entering the child care profession who will be working with infants through preschool children. A minimum cumulative grade point average of 2.0 is required for this degree. **Curriculum subject to modification.**

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---

**CURRICULUM – Certificate of Proficiency — Early Childhood Education**

(12 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Milestone/Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECDE 1113 Intro to Early Childhood Development</td>
<td>3</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td>ECDE 1213 Curriculum and Materials</td>
<td>3</td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECDE 1123 Foundations of Early Childhood Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECDE 1223 Early Childhood Practicum I</td>
<td>3</td>
<td>Students enrolled in this class and competing for the CDA credential must be working in a child development setting, due to OJT hours required for the credential.</td>
</tr>
</tbody>
</table>

**Hours** 12

*Students should apply for Certificate of Proficiency in Early Childhood Education — Total Hours 12*

*Students should take the Child Development Associate (CDA) Exam*
# EARLY CHILDHOOD EDUCATION

## CURRICULUM – Technical Certificate - Early Childhood Education
(30 Credit Hours)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tbody>
<tr>
<td></td>
<td>ENGL 1113 Composition I</td>
<td>3</td>
<td>Placement Score or Academic Reading and Basic Writing with a “C” or better</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
</tr>
<tr>
<td></td>
<td>DATA 1123 Fundamentals of Information Technology</td>
<td>3</td>
<td>Pass the keyboarding entrance exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECDE 1113 Introduction to Early Childhood Development</td>
<td>3</td>
<td></td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td></td>
<td>ECDE 1213 Curriculum and Materials</td>
<td>3</td>
<td></td>
<td>Specialty course: “C” or better required</td>
</tr>
<tr>
<td></td>
<td>SOCI 1113 Introduction to Sociology</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Hours</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
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Students should apply for Certificate of Proficiency in Early Childhood Education —Total Hours 12

Students should apply for Technical Certificate in Early Childhood Education —Total Hours 30

Students should take the Child Development Associate (CDA) Exam

## CURRICULUM – Associate of Applied Science Degree – Early Childhood Education (60 Credit Hours)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Milestone/Notes</th>
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<tbody>
<tr>
<td></td>
<td>ENGL 1113 Composition I</td>
<td>3</td>
<td>Placement Score or Academic Reading and Basic Writing with a “C” or better</td>
<td>Milestone course, failure to pass may delay degree progress.</td>
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<td></td>
<td>DATA 1123 Fundamentals of Information Technology</td>
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<tr>
<td></td>
<td>ECDE 1113 Introduction to Early Childhood Development</td>
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<td><strong>15</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDE 1123 Foundations of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECDE 1223 Early Childhood Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>(ECDE 1113 with a “C” or better; ECDE 1123 with a “C” or better or concurrently enrolled)</td>
<td></td>
</tr>
<tr>
<td>ECDE 1233 Health, Safety, and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>(ECDE 1113 with a “C” or better; ECDE 1123 with a “C” or better or concurrently enrolled)</td>
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</tr>
<tr>
<td>PSYC 1113 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1213 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>(ENGL 1113 with a “C” or better)</td>
<td></td>
</tr>
</tbody>
</table>

**Hours**: 15

**Students should apply for Certificate of Proficiency in Early Childhood Education —Total Hours 12**

**Students should apply for Technical Certificate in Early Childhood Education —Total Hours 30**

**Students should take the Child Development Associate (CDA) Exam**

### Semester 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECDE 2113 Language Arts for Children</td>
<td>3</td>
</tr>
<tr>
<td>(ECDE 1113 and ECDE 1123 both with a “C” or better)</td>
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</tr>
<tr>
<td>ECDE 2123 Early Childhood Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>(ECDE 1113 and ECDE 1123 both with a “C” or better)</td>
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</tr>
<tr>
<td>ECDE 2223 Art &amp; Music for Preschool Children</td>
<td>3</td>
</tr>
<tr>
<td>(ECDE 1113 and ECDE 1123 both with a “C” or better)</td>
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</tr>
<tr>
<td>COMM 2113 Oral Communication</td>
<td>3</td>
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<tr>
<td>World Literature</td>
<td>3</td>
</tr>
<tr>
<td>(Composition II with a “C” or better)</td>
<td></td>
</tr>
<tr>
<td>ENGL 2213 or 2223</td>
<td></td>
</tr>
</tbody>
</table>

**Hours**: 15

### Semester 4

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDE 2213 Special Education in the Preschool</td>
<td>3</td>
</tr>
<tr>
<td>(ECDE 1113 and ECDE 1123 both with a “C” or better)</td>
<td></td>
</tr>
<tr>
<td>ECDE 2233 Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>(ECDE 1113 and ECDE 1123 both with a “C” or better)</td>
<td></td>
</tr>
<tr>
<td>ECDE 2243 Parenting</td>
<td>3</td>
</tr>
<tr>
<td>(ECDE 1113 and ECDE 1123 both with a “C” or better)</td>
<td></td>
</tr>
<tr>
<td>BIOL 2123 Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Choose one:</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 1143 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1163 Quantitative Literacy</td>
<td></td>
</tr>
<tr>
<td>Placement score or Foundations II</td>
<td></td>
</tr>
<tr>
<td>Placement score or Foundations I</td>
<td></td>
</tr>
</tbody>
</table>

**Hours**: 15

**Students should apply for Associate of Applied Science in Early Childhood Education**  
**Total Hours 60**

Students enrolled in Early Childhood Practicum I and competing for the CDA credential must be working in a child development setting due to OJT hours required for the credential.

**Students planning to transfer to a 4 year college should contact an advisor at that school to determine what courses from College of the Ouachitas will transfer. College of the Ouachitas will work with four year institutions and make course substitutions as required to ensure that students have a smooth transition into a Bachelor’s Degree Program.**
DUAL ENROLLMENT ACCELERATED LEARNING (DEAL)
The Dual Enrollment Accelerated Learning (DEAL) program, a partnership between COTO and participating area school districts, provides eligible high school students the opportunity to earn transferable college credits and receive dual high school credits by enrolling in on-campus classes during COTO’s fall and spring semesters. This program offers a challenging curriculum and an opportunity to earn college credit while still in high school. Students get a genuine college experience as they attend classes with college students on the COTO campus.

Admission and enrollment requirements reflect Arkansas Department of Higher Education and COTO’s standards for high school students enrolled in college-credit coursework. Students who are participating in DEAL must have the permission of their participating high school and have college-level placement scores in reading and writing/English. Those enrolled in College Algebra must have a college-level mathematics placement score as set by COTO; this score is higher than that required by the State. The cost of tuition and fees are funded by the school district and by COTO.

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

For more information, contact Terri Colananni, Concurrent Enrollment Coordinator, at 501-332-0240 or at terric@coto.edu.
PROGRAM OUTCOMES – ARTS & SCIENCES AND BUSINESS TECHNOLOGY

ASSOCIATE OF ARTS (AA)

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

- Students will communicate competently through writing, reading, speaking, and listening.
- Students will demonstrate mathematical proficiency, including analytical as well as computational skills.
- Students will increase their understanding of the culture and society in which they live.
- Students will increase their understanding of the physical and biological world in which they live and of themselves as physical beings.
- Students will be prepared to compete academically upon transfer to a four-year institution.

ASSOCIATE OF SCIENCE (AS)

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

Institutional Student Learning Outcomes

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- Students will use teamwork and leadership skills and the ability to adapt to the ever-changing environment.
- Students will use available resources, time, materials, and technology efficiently and effectively.
- Students will understand the importance of developing lifelong learning skills.
- Students will understand their role in society by gaining the ability to appreciate and respect diverse cultures.

Business Core Outcomes

Graduates will:

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

ASSOCIATE OF APPLIED SCIENCE (AAS)

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

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- Students will use teamwork and leadership skills and the ability to adapt to the ever-changing environment.
- Students will use available resources, time, materials, and technology efficiently and effectively.
- Students will understand the importance of developing lifelong learning skills.
- Students will understand their role in society by gaining the ability to appreciate and respect diverse cultures.

Broad Technology Outcomes

Graduates will:

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

Accounting Specialty Core Outcomes

Graduates will:

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

Management Specialty Core Outcomes

Graduates will:

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

Graduates will:

- Develop a vocabulary of medical terminology to use when preparing medical documents and communicating with other healthcare professionals.
- Apply HIPPA regulations when scheduling medical appointments and procedures, maintaining medical records, and communicating with medical professionals and patients.
- Maintain ethical standards as a paraprofessional healthcare provider.
- Apply knowledge of medications and dosages in the preparation and proofreading of medical documents.
- Develop a basic understanding of the anatomy and pathophysiology of the human body.
- Develop an understanding of the functions and structures of each system of the human body.
- Code illnesses and medical procedures using the ICD-10-CM, CPT-4, and HCPCS systems.
- Transcribe and proofread medical documents to provide accurate patient records.
- Apply theory and technology skills when working in a supervised medical office internship.

Graduates who opt to take MEDT 2414 Medical Assisting will:

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

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

- Use advanced knowledge and technology skills to code illnesses and medical procedures using ICD-10-CM, CPT-4, and HCPCS systems.

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

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

Graduates who opt to take MEDT 2053 Medical Billing will:

- Apply knowledge and skills of the medical billing process.

Office Administration Specialty Core Outcomes

Graduates will:

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

TECHNICAL CERTIFICATE IN PRE-ALLIED HEALTH

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

- Students will communicate competently through reading and writing.
- Students will demonstrate program-specific mathematical proficiency.
- Students will increase their understanding of themselves as physical beings.
- Students will gain acceptance into COTO’s LPN/Paramedic to RN Program.

CERTIFICATE OF GENERAL STUDIES (CGS)

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

DEVELOPMENTAL EDUCATION PROGRAM

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

- Students will be prepared for the academic rigor of college-level writing.
- Students will be prepared for the academic rigor of college-level mathematics.
- Students will be prepared for the academic rigor of college-level reading.
TECHNICAL CERTIFICATES

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

Institutional Student Learning Outcomes

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- Students will use teamwork and leadership skills and the ability to adapt to the ever-changing environment.
- Students will use available resources, time, materials, and technology efficiently and effectively.
- Students will understand the importance of developing lifelong learning skills.
- Students will understand their role in society by gaining the ability to appreciate and respect diverse cultures.

Broad Technology Outcomes

Graduates will:

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

Accounting Specialty Core Outcomes

Graduates will:

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

Management Specialty Core Outcomes

Graduates will:

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

Medical Office Administration Specialty Core Outcomes

Graduates will:

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

Medical Coding Specialty Core Outcomes

Graduates will:

- Develop a vocabulary of medical terminology to use when preparing medical documents and communicating with other healthcare professionals.
• Apply HIPPA regulations when scheduling medical appointments and procedures, maintaining medical records, and communicating with medical professionals and patients.
• Develop a basic understanding of the anatomy and pathophysiology of the human body.
• Maintain ethical standards as a paraprofessional healthcare provider.
• Develop an understanding of the functions and structures of each system of the human body
• Code illnesses and medical procedures using the ICD-10-CM, CPT-4, and HCPCS systems.

**Medical Transcription Specialty Core Outcomes**

**Graduates will:**

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

**Office Administration Specialty Core Outcomes**

**Graduates will:**

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

Mission
The Health Sciences Division mission is to engage students in the learning process, assist students in completing their educational endeavors, and graduate competent nurses congruent with level of practice to provide quality patient centered care to the citizens of the community in which they choose to practice. Graduates are empowered to be change agents in the nursing profession. The mission of the Health Sciences Division guides the faculty to provide quality education opportunities to students in our surrounding service area as well as other parts of Arkansas with the ultimate goal of meeting the health care professional demand in their communities.

Institutional Student Learning Outcomes
• Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
• Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
• Students will use teamwork and leadership skills and the ability to adapt to the ever-changing environment.
• Students will use available resources, time, materials, and technology efficiently and effectively.
• Students will understand the importance of developing lifelong learning skills.
• Students will understand their role in society by gaining the ability to appreciate and respect diverse cultures.

The Health Sciences Division offers the following degrees and certificates:

ASSOCIATE OF APPLIED SCIENCE
Nursing (LPN/Paramedic to RN)

TECHNICAL CERTIFICATE
Practical Nursing

CERTIFICATES OF PROFICIENCY
Medication Assistant
Nursing Assistant

ASSOCIATE OF APPLIED SCIENCE
Nursing (LPN/Paramedic to RN)
The program is designed to prepare students for employment as a registered nurse and for national licensure examination. This program is only open to students who are pending licensure as a Practical Nurse or have a current unencumbered Practical Nurse License or Paramedic Registration. Any applicant with a flagged LPN License or Paramedic Registration must disclose this information at the time of application; these applicants will be evaluated on an individual basis. Any applicant that fails the PN licensure examination the first time prior to entering or within three months of PN program graduation will not be eligible to apply or stay in the ADN program until licensure has been obtained. This 12-month program admits students each January and May and classes are held in the spring, summer, and fall semesters. Graduation rate, tuition and fees, typical cost for books and supplies, job placement rate, median loan debt, etc. may be obtained at www.coto.edu.

TECHNICAL CERTIFICATE
Practical Nursing
The Practical Nursing (PN) program is designed to prepare students for the national licensure exam for practical nurses and for employment in the health care field. Students attend classes for 12 continuous months. This program admits students each January and May and classes are held in the spring, summer, and fall semesters. Information regarding the graduation rate, tuition and fees,
typical costs for books and supplies, the job placement rate, the median loan debt, etc. may be obtained at www.coto.edu.

**CERTIFICATE OF PROFICIENCY**

**Medication Assistant**

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

**Nursing Assistant**

This program consists of seven credit hours. This course provides training in basic nursing assistant behaviors and procedures including communication and interpersonal skills, infection prevention and control, safety and emergency procedures, and resident rights. Nursing procedures are related to transferring and positioning techniques, and personal care skills for activities of daily living. In addition, other selected basic nursing skills are covered. This course includes information necessary to improve the quality of life of clients in long-term care, acute-care, and other health care facilities. Students who successfully complete this course may be eligible to take the Arkansas Nursing Assistant Certification Exam.

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

**Student Graduate Competencies**

ADN: Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

PN: Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.

ADN: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe patient centered quality care and promote the health of patients through the use of the nursing process within a family and community.

PN: Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.

ADN: Examine the evidence that underlines clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

PN: Question the basis for nursing actions, considering research, evidence, tradition, and patient preference.

ADN: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients with a family and community context.

PN: Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.

ADN: Integrate therapeutic communication strategies with culturally diverse peers, patients/clients, families, faculty, and other members of the health care team in the clinical and classroom settings.
PN: Use therapeutic communication strategies with culturally diverse peers, patients/clients; families, faculty, and other members of the health care team in the classroom and clinical settings.

ADN: Utilize various forms of technology in the provision of patient care in a variety of health care settings.

PN: Utilize various forms of technology in the provision of patient care in a variety of health care settings.

ADN: Demonstrate leadership and accountability in collaborating with members of the multidisciplinary health care team.

PN: Demonstrate leadership and accountability relevant to the task being delegated and the delegation of nursing tasks to appropriate healthcare workers in the clinical setting.

ADN: Apply the nursing process while managing an individual or groups of patients/clients.

PN: Participate in gathering data for the nursing process and provide input within scope of practice.

ADN: Participate in the use of quality indicators and core measures to evaluate the effect of changes in the delivery of care (QSEN)

PN: Discuss role in gathering data for quality indicators and core measures and implications for patient care.

**Program Outcomes**

1. Graduates will obtain a set minimum score on the exit HESI examination on critical thinking, effective communication, and therapeutic interventions.

2. Graduates will obtain a set minimum score on the exit HESI in the following categories of the nursing process:
   - ADN: assessment, diagnosis, planning, implementation and evaluation.
   - PN: assessment, implementation.

3. Graduates will meet or exceed the average Arkansas NCLEX (National Council Licensure Examination) pass rate of 88% for PN program and an 84% for the Associate Degree Program.

4. 90% of graduates will obtain a mean score of 900 or higher on the overall HESI Examination.

5. Twelve month retention rates will be 80% or better for both academic and non-academic reasons. Retention rates, excluding attrition for non-academic reasons, will be 85% or higher.

6. Program completion rates, over 150% timeframe, will be 90% or above.

7. 90% or more of graduates will be employed in the healthcare field within six months of graduation if so desired.

8. 90% or higher of graduates and employers will rate program satisfaction as “satisfied” or “very satisfied”.

**Selection Process**

1. To be eligible for admission to either the PN or ADN program, the student must be 18 years old and have a high school diploma or a GED.

2. To be eligible for consideration for either the PN or ADN program, the student must meet the entrance requirements as described at coto.edu/Heath Sciences.

3. To be eligible for the ADN program the student must have an unencumbered LPN license or the student must sit for licensure examination within 60 days of entry to the program. Paramedics must have an Arkansas Certification and a National Certification.

4. If a student is progressing from the PN program to the ADN program, previous performance to include attendance issues and disciplinary actions will be considered. If accepted, the student may be placed on probation until the end of the first semester in the ADN program.
5. Students not making the first selection process will be placed on a wait list. The number of students placed on the wait list may vary depending on cohort size.

6. Those students on the wait list that complete and turn in all required paperwork may move to the top of the wait list.

7. The TOEFL (Test for English as a Foreign Language) examination is required by all students educated outside the United States and whose primary speaking language in the family is not English before admission eligibility.

**Transfer Students**

Applicants who have completed health related courses from another nursing program may be eligible to transfer to College of the Ouachitas (COTO). Placement within the curriculum will be made on an individual basis. Transfer students will be required to:

a. Take the COMPASS/Accuplacer Test for PN Program and Admission Entrance Test for ADN program and obtain the published score(s)

b. Have a drug screen

c. Utilize Verified Credentials to upload all immunizations

d. Complete a background check

e. Submit a letter of good standing from their previous nursing program

Submit other documentation as required

Health related courses are specific to the nursing program, these are not the basic courses; i.e. Nutrition, Medical Terminology, Anatomy & Physiology, etc. Basic courses are usually transferrable; please contact Student Affair at 501.332.5000 Ext. 1180 about course transferability.

The applicant must:

- Contact the Dean of Health Sciences to discuss prior health related courses and plan of action
  - Prior health related courses must have been successfully completed within the previous three years
- Submit a copy of course descriptions or course syllabus for each course
- The Dean and Registrar will review course content to verify that course work is equivalent to nursing courses offered at COTO.
  - The grading scale must be comparable to that utilized in the COTO nursing program.
- The applicant must meet all requirements for acceptance into the nursing program; visit our website (www.coto.edu) for additional information.
  - Below are requirements that the student must have in their possession prior to entering the program.
    - Must access verified credentials to upload all required information.
    - Must have a clear drug screen.
    - The AHA CPR Healthcare provider card (must not expire before you graduate) and upload onto verified credentials.
    - Current uniforms, textbooks, equipment i.e. stethoscope, penlight, etc. is your responsibility to have upon returning to class.
- The applicant must be in complete compliance with the College Advanced Placement Policy as outlined in the **College Operating Policies and Procedures Manual (COPP) 4.51.**
- Additional requirements for Advanced Standing will be individualized according to College requirements and the needs of the student.
- All of the above must be completed before the current application deadline for consideration for advanced placement.
Returning Student

Students requesting to return to the program must re-apply by submitting an e-mail to the Dean of Health Sciences (visit our website for current email address of the Dean) within 5 business days of withdrawing, failing or dismissal. The email must include:

- Student name and student ID number
- Semester and year of withdrawing, failing, or dismissal
- A physical address and phone number
- A detail plan of action to correct the problem(s) that initially led to being unsuccessful in the program

**If you are a new graduate that failed the NCLEX-PN or NREMT, you must pass this exam before re-applying to the LPN/Paramedic to RN program.

RE-APPLICATION DOES NOT GUARANTEE RE-ADMISSION

Clinical Practice and Re-admission:

- A student who has been withdrawn for unsafe clinical behavior or a student who withdrew while on probation for unsafe clinical behavior WILL NOT be considered for re-admission.
- A student who has been withdrawn or failed from the program for unprofessionalism or unacceptable behavior may not be considered for re-admission.
- Students who fail/withdraw from any course in the curriculum must re-take the course and the clinical component for credit if re-admitted.
- Students withdrawn for drug and/or alcohol usage may be considered for re-admission to the nursing program if they show proof of completing a drug and/or alcohol program.

Re-application will be denied for anything Arkansas State Board of Nursing would consider grounds for suspension of nursing license.

Information that will be considered in the re-admission process will be:

Did the student:

1. Demonstrate behaviors that reflected a lack of student engagement in the classroom: i.e. (not an inclusive list)
   - did not complete work by deadline
   - did not come to class prepared
   - did not participate in classroom activities
   - violated the electronic device use policy
2. Miss up to the number of hours allowed through the attendance policy
3. Demonstrate unprofessional behavior toward faculty, peers, and/or staff

Below are requirements that the student must have in their possession prior to re-entering the program:

- Background check and drug screen
- All immunizations must be uploaded to verified credentials and be current for the entire time in program. Students must have started the hepatitis vaccination series if they have not had the complete series prior to applying to the program. Hepatitis and flu vaccines are mandatory and cannot be waived. If you are allergic to the flu vaccination you must have written documentation from your healthcare provider. If you cannot take a flu vaccine due to allergies you will be required to wear a mask during the flu season months as identified by CDC.
- Valid AHA CPR Healthcare provider card (must not expire before you graduate). Proof is uploaded to verified credentials.
- Current uniforms, textbooks, equipment i.e. stethoscope, penlight, etc. is your responsibility to have upon returning to class.
• All vaccinations must be current. If a TB test has been redone and/or the student has received a new immunization since leaving the program, the student must show proof of vaccination(s).

The student is responsible for the following:
• Pre-clinical competencies (Skills blitz): You are responsible for knowledge/skills/attitude that pertains to the College of the Ouachitas skills blitz that is given to students prior to entering facilities and taking care of clients.
• The Skills Blitz may include: dosage calculations, MAR corrections, med pass, and head to toe assessment, NGT insertion, Foley catheter insertion/removal, and tracheotomy care, intramuscular, IV therapy, drawing blood specimen and subcutaneous injections.
The Health Sciences Division offers an Associate of Applied Science Degree (LPN/Paramedic to RN) Program. This program is open only to students who are pending licensure as a Practical Nurse, Licensed Practical Nurses, or Paramedics who have completed the 10 hours of prerequisite curriculum with a grade of “C” or better in each course. 17 hours of co-requisite curriculum with a grade of “C” or better in each course must be taken prior to the third semester of the program. This is a 12 month program that admits twice a year, January and May; with classes held in the Spring, Summer and Fall; Summer, Fall and Spring, respectively. Class size is limited with 50 students in the spring and summer semesters. Classes meet twice a week and clinical is on Saturday and Sunday, usually every other weekend. Upon completion of this program the individual may sit for licensure and take the National Licensure Exam for RN. This program has specific program entrance/application requirements. See the College website for details.

RN Prerequisites: Students are required to complete the following general education requirements with a “C” or better prior to applying to the RN program. Entrance exam scores determine acceptance to the program.

General Education Requirements
Anatomy and Physiology I with lab
Composition I
College Algebra OR
Quantitative Literacy

RN Co-Requisites: Students are required to complete the following general education requirements with a “C” or better prior to the beginning of the final semester of the RN program.

General Education Requirements
Anatomy and Physiology II with lab (will become a Prerequisite beginning May 2017)
Microbiology with lab
Composition II
General Psychology
Fundamentals of Information Technology

Admission Process
Step 1: Entrance Exam- Main Campus Building - Student Affairs (501) 337-5000 EXT 1180.
All potential applicants:
• Must take the RN HESI Entrance Exam. The exam is available at College of the Ouachitas (COTO). This exam will include Reading Comprehension, Vocabulary and General Knowledge, and Anatomy and Physiology. Students must get 75% in each section to be eligible for admission into the RN program. The math subscore will be used as the tie-breaker.
• Must pre-register on the website for the Entrance Exam (see below for test dates and times). You may only test two times per admission deadline. No rescheduling is allowed for testing. Experience with computer calculator is imperative.
• Must bring photo identification and contact student services for payment information.
• Should allow 2 to 2 ½ hours to take exam.
• Are encouraged to obtain and study HESI Admission Assessment Exam Review. This resource is available at the COTO Library for use within the library or may be purchased at the COTO Bookstore.
• If the student feels his/her entrance exam test score is high enough, they can use the same score for one year.
If Unofficial Transcripts are not included with the test scores students will not be considered for admission into the nursing program. If you are currently enrolled in prerequisites courses, you must provide an unofficial transcript to the nursing department with completed course after final grades are posted.

<table>
<thead>
<tr>
<th>Classes that Start in January</th>
<th>Classes that Start in May</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entrance Exam:</strong> Several dates available on COTO web site. Score must be submitted in the Health Sciences office by second Friday in September. There will be a mandatory information meeting on the third Friday in September (see COTO web site for time) for all applicants with scores that meet the minimum requirement of 75% in all required areas.</td>
<td><strong>Entrance Exam:</strong> Several dates available on COTO web site. Scores must be submitted in the Health Sciences office by second Friday in February. There will be a mandatory information meeting on the third Friday in February (see COTO web site for time) for all applicants with scores that meet the minimum requirement of 75% in all required areas.</td>
</tr>
</tbody>
</table>

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

**The minimum overall score met does not guarantee placement**

**Step 2: Attend Nursing Information Meeting at the Allied Health Sciences Building**

All potential applicants:
- Must attend a nursing information meeting.
- To be considered for a slot in the program, students have to bring/submit an unofficial transcript of all previous college by the information meeting (an official transcript will be required to the registrar office at a later date).
- Must complete a student contact/information sheet; available only at the meeting.
- Must submit a copy of their Entrance Exam results at the information meeting to the Administrative Assistant in the nursing department.
- If you were previously enrolled in an RN program in another School of Nursing, you must submit a letter of eligibility to return to Nursing School from the previously enrolled program.
- Paramedics must also submit: proof of certification from the Arkansas Department of Health as an Arkansas paramedic and proof of registration with the National Registry of EMT’s as a paramedic if selected into the program.
- Must provide proof of English language proficiency if the student is not from an English-speaking country. Students should submit official documentation showing completion of the Test of English as a Foreign Language (TOEFL) with a score of 84 overall and a minimum speaking score of 26 or better.

**Step 3: Complete College Admission Procedures AFTER Receiving Letter of Acceptance into the Nursing Program.**

Students must complete all the college's general entrance/admission procedures as outlined in the catalog/website and submit to Student Affairs. (501-337-5000 EXT 1180)

**Step 4: Requirements**
- Current TB Skin Test
- Current CPR Card; must be American Heart Association for Health Care Providers
- Titer for Chicken Pox or Varicella (2 doses)
- Flu Vaccination during flu season per CDC October till the end of March
- Hepatitis B vaccination series (3)
- Tdap or Tetanus within the last ten years
- Medical Insurance
ASSOCIATE OF APPLIED SCIENCE (AAS) ACADEMIC MAP

This program is only open to students who are pending licensure as a Practical Nurse, have a current unencumbered Practical Nurse License, or Paramedic Registration. To obtain an Associate of Applied Science degree at the college the student must meet admittance requirements, complete all general education requirements, and successfully complete 33 hours of Associate of Applied Science curriculum with a minimum cumulative GPA of 2.0 and satisfy all financial obligations to the College. Courses taken to satisfy the AAS degree requirements must have a “C” or better in order to transfer to most four-year universities.

CURRICULUM: Associate of Applied Science – Nursing (LPN/Paramedic to RN) (33 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite/Corequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNUR 2008 Registered Nursing Process I</td>
<td>8</td>
<td>College Algebra or Quantitative Literacy; English Comp 1; and Anatomy &amp; Physiology I with lab RNUR 2008</td>
<td></td>
</tr>
<tr>
<td>RNUR 2014 Registered Nursing Process II</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summer Semester 2 January entry

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite/Corequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNUR 2109 Registered Nursing Process III</td>
<td>9</td>
<td>RNUR 2008 and RNUR 2014</td>
<td></td>
</tr>
</tbody>
</table>

Fall Semester 3 January entry

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite/Corequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNUR 2212 Registered Nursing Process IV</td>
<td>12</td>
<td>RNUR 2109; Completed co-requisites: Anatomy &amp; Physiology II with lab; English Comp II; Microbiology; Fundamentals of Technology; &amp; General Psychology</td>
<td></td>
</tr>
</tbody>
</table>

Summer Semester 1 May entry

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite/Corequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNUR 2008 Registered Nursing Process I</td>
<td>8</td>
<td>College Algebra or Quantitative Literacy; English Comp 1; and Anatomy &amp; Physiology I with lab</td>
<td></td>
</tr>
</tbody>
</table>

Fall Semester 2 May entry

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite/Corequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNUR 2109 Registered Nursing Process III</td>
<td>9</td>
<td>RNUR 2008</td>
<td></td>
</tr>
<tr>
<td>RNUR 2014 Registered Nursing Process II</td>
<td>4</td>
<td>RNUR 2008</td>
<td></td>
</tr>
</tbody>
</table>

Spring Semester 3 May entry

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite/Corequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNUR 2212 Registered Nursing Process IV</td>
<td>12</td>
<td>RNUR 2109; RNUR 2014. Completed co-requisites: Anatomy &amp; Physiology II with lab; English Comp II; Microbiology; Fundamentals of Technology; and General Psychology</td>
<td></td>
</tr>
</tbody>
</table>

Completion Award: Associate of Applied Science Degree in Nursing

Clinical Training

Clinical experiences are designed to allow students to transfer knowledge gained through classroom presentations into “hands-on” practical applications. Rules and regulations regarding clinical experiences can be found in the student handbook. Local long-term care facilities, acute-care facilities, and ambulatory care centers will be utilized for clinical experiences. Transportation is not provided to these areas.
Progression
All courses required for the nursing program must be completed with a 76% or better. Nursing courses include a theory grade and a clinical grade. Both components of the course must be passed to progress in the program. All first semester courses must be completed with a 76% or better before the student may progress to second semester.
The Practical Nursing (PN) program prepares students for the national licensure exam for practical nurses and for employment in the health care field. This is a 12 month program that admits twice a year, January and May; with classes held in the Spring, Summer, and Fall; Summer, Fall, and Spring, respectively. Class size is limited with 50 students.

Students spend time in the classroom and in clinical experiences. Practical Nursing students are prepared for giving direct and primary care under the immediate supervision of the clinical instructor, staff nurse, and/or physicians in the cooperating clinical facilities. Clinical labs are completed in nursing homes, hospitals, and other health care facilities.

Students who complete the program will be eligible to sit for the National Licensure Exam for Practical Nursing. This program has specific program entrance/admission requirements. See College website for details.

**Admission Process**

**Step 1: Compass Test**

- All potential applicants must take the COMPASS/Accuplacer test at any certified testing center. (Good for 1 year.)
- If a potential applicant needs to schedule a COMPASS/Accuplacer test, please check with Testing Services for more information.
- Prospective students must bring photo identification and must pay $10.00 the day of the COMPASS/Accuplacer test to the Business Office (cash, check, money order, or credit/debit card)
- The College strongly suggests that prospective students begin planning their finances for school (grants, loans, etc.) as early as possible. Visit [http://www.coto.edu/main/Students/Financial-Aid](http://www.coto.edu/main/Students/Financial-Aid) for further information.

<table>
<thead>
<tr>
<th>Classes that Start in May</th>
<th>Classes that Start in January</th>
</tr>
</thead>
<tbody>
<tr>
<td>The COMPASS/Accuplacer test is good for one year.</td>
<td>The COMPASS/Accuplacer test is good for one year.</td>
</tr>
<tr>
<td>If a prospective student needs to take the COMPASS/Accuplacer test it is available at College of the Ouachitas.</td>
<td>If a prospective student needs to take the COMPASS/Accuplacer test it is available at College of the Ouachitas.</td>
</tr>
<tr>
<td>Required minimum scores (Accuplacer) to be eligible for admission to the program are: Reading 78 and Sentence Skills 83. Math will be used as the tie breaker.</td>
<td>Required minimum scores (Accuplacer) to be eligible for admission to the program are: Reading 78 and Sentence Skills 83. Math will be used as the tie breaker.</td>
</tr>
<tr>
<td>Student must turn scores in to the Administrative Assistant in the nursing department by 4:30 pm the 2nd Friday in March.</td>
<td>Student must turn scores in to the Administrative Assistant in the nursing department by 4:30 pm the 2nd Friday in October.</td>
</tr>
<tr>
<td>Mandatory Meeting: If testing scores meet requirements it is crucial to attend one of the Nursing Mandatory Meetings. This meeting will take place the 3rd Friday of March at 7:00 am or 4:00 pm that day. The meeting will be in the Allied Health building.</td>
<td>Mandatory Meeting: If testing scores meet requirements it is crucial to attend one of the Nursing Mandatory Meetings. This meeting will take place the 3rd Friday of October at 7:00 am or 4:00 pm that day. The meeting will be in the Allied Health building.</td>
</tr>
</tbody>
</table>
PN Entrance Examination: Students can take Compass/Accuplacer test more than once.

**Step 2: Nursing Application**

Health Sciences Building

- All potential applicants must complete a nursing application (available only in the Health Sciences Building). This is only available during the Mandatory Meetings.
- All applicants **must attend an information meeting** scheduled on the 3rd Friday of March for the PN May program or the 3rd Friday of October for the PN January program.
- Students previously enrolled in another nursing program must submit a letter of eligibility to return to nursing school from the previous program in which they were enrolled.
- Must provide proof of English language proficiency if the student is not from an English-speaking country. Students should submit official documentation showing completion of the Test of English as a Foreign Language (TOEFL) with a score of 84 overall and a minimum speaking score of 26 or better.

**Step 3: College Admission Procedures**

Main Campus Building Student Affairs (501) 337-5000 EXT 1180

After receiving the acceptance letter from the Nursing Program, students must complete all the College’s general entrance/admission procedures (http://www.coto.edu/main/Students/Admissions) as outlined in the catalog/website and submit to Student Affairs in the Main Campus Building before 4:30 p.m. on the dates listed above under the Entrance Exam Dates/Times and Deadlines.

**Step 4: Immunization Requirements**

- Current TB Skin Test
- Current CPR Card; must be American Heart Association for Health Care Providers
- Titer for Chicken Pox or Varicella
- Flu Vaccination during flu season per CDC October through the end of March
- Hepatitis B vaccination series (3)
- Tdap or Tetanus within the last ten years
- Medical Insurance

Students are required to provide documentation of all required immunizations on Verified Credentials by the deadline or risk having to give up their slot.

**Technical Certificate in Practical Nursing Academic MAP**

To obtain a Technical Certificate in Practical Nursing at the college, the student must successfully complete 40 hours of Practical Nursing curriculum with a minimum cumulative GPA of 2.0 and satisfy all financial obligation of the College. Courses taken to satisfy the Technical Certificate in Practical Nursing degree requirements must have a “C” or better in order to transfer to most four-year universities.

**CURRICULUM: Technical Certificate – Practical Nursing (40 Credit Hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNUR 1009 Practical Nursing Process I</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNUR 1123 Pharmacology and Dosage Calculation</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHHS 1001 First Year Interest Group</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNUR 1323 Practical Nursing Process V</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Semester 2 January entry</td>
<td>Credits</td>
<td>Prerequisite</td>
<td>Completed</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------</td>
<td>--------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>PNUR 1209 Practical Nursing Process II</td>
<td>9</td>
<td>PNUR 1009; PNUR 1123; AHHS 1001; PNUR 1323</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester 3 January entry</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNUR 1215 Nursing Process III</td>
<td>5</td>
<td>PNUR 1209</td>
<td></td>
</tr>
<tr>
<td>PNUR 1310 Nursing Process IV</td>
<td>10</td>
<td>PNUR 1209</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Semester 1 May entry</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNUR 1009 Practical Nursing Process I</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNUR 1123 Pharmacology and Dosage Calculation</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHHS 1001 First Year Interest Group</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester 2 May entry</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNUR 1209 Practical Nursing Process II</td>
<td>9</td>
<td>PNUR 1009, PNUR 1123; AHHS 1001</td>
<td></td>
</tr>
<tr>
<td>PNUR 1323 Practical Nursing Process V</td>
<td>3</td>
<td>PNUR 1009, PNUR 1123; AHHS 1001</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester 3 May entry</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNUR 1215 Nursing Process III</td>
<td>5</td>
<td>PNUR 1209; PNUR 1323</td>
<td></td>
</tr>
<tr>
<td>PNUR 1310 Nursing Process IV</td>
<td>10</td>
<td>PNUR 1209; PNUR 1323</td>
<td></td>
</tr>
</tbody>
</table>

**Completion Award: Technical Certificate in Practical Nursing**

**Clinical Training**
Clinical experiences are designed to allow students to transfer knowledge gained through classroom presentations into "hands-on" practical applications. Rules and regulations regarding clinical experiences can be found in the Student Nursing Handbook and the clinical syllabus (issued on the first day of class). Local long-term care facilities, acute-care facilities, and ambulatory care centers will be utilized for clinical experiences. Transportation is not provided to these areas.

**Progression**
All courses required for the nursing program must be completed with a 76% or better. Nursing courses include a theory grade and/or with a lab/clinical grade. Both components of the course must be passed to progress in the program. Semester courses must be completed with a 76% or better before the student may progress to the next semester.
Certificate of Proficiency

This Medication Assistant course consists of seven credit hours. This course is only open to Certified Nursing Assistants who have been employed in that capacity in a nursing home for at least one year. This course prepares the Certified Nursing Assistant for the task of medication administration in the healthcare setting. This course of study also includes introduction to medication administration, a brief history of health care, the development of the role of Medication Assistant, state and federal regulatory issues; principles of medication administration including pharmacology, medications, medication orders, prescriptions and transcription; information on medications and their effect on the body including a review of body systems; and special circumstances, such as, substance abuse by the individual being cared for by Medication Assistants as well as by their coworkers. Students who successfully complete this course may be eligible to take the Arkansas Medication Assistant Certification Exam.

Admission Requirements and Deadlines

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

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

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

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

CURRICULUM - Medication Assistant
(Visit coto.edu for updated information)

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

Completion Award: Certificate of Proficiency

Progression

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

Clinical Training

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

The Certificate of Proficiency in the Nursing Assistant course consists of seven credit hours. This course includes information necessary to improve the quality of life of clients in long-term care facilities and other health care facilities. The course consists of information important in providing a solid foundation of skills and critical procedures necessary for becoming a Certified Nursing Assistant. Students who successfully complete this course may be eligible to take the Arkansas Nursing Assistant Certification Exam. This course meets the certification requirements of the Arkansas Department of Human Services, Office of Long-Term Care.

Admission Requirements and Deadlines

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

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

**Step 2** - All students must submit an Application for Certified Nursing Assistant (available in the Health Sciences Division) to the **Health Sciences Division Administrative Assistant**.

CURRICULUM – Nursing Assistant

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

**Completion Award: Certificate of Proficiency**

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

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

Purpose and Philosophy
The Honors College at College of the Ouachitas exists to fulfill three primary goals:

- To identify, honor, and encourage outstanding academic achievement and the ongoing pursuit of excellence;
- To foster burgeoning leadership and community involvement, whether that community is the campus, the city and surrounding area, or the broader state, nation, or world;
- To provide an avenue for high-achieving students to enter Honors study at a four-year institution without the requirement of having entered that four-year program as freshmen.

In accordance with the guiding principles set forth by the National Collegiate Honors Council, we strive to admit and serve those students who will “benefit [most] significantly from Honors work” (7): those whose demonstrated commitment to learning and exploration means that they take noteworthy initiative; persevere to find new avenues toward success where others, imagining no alternative avenues, might give up; capitalize on their personal strengths and distinguish and encourage the personal strengths of others. We recognize that these students bring something unique to the learning environment that is valuable to all participants—the individual Honors student, the broader student body, faculty, and administrators—and to the institution itself.

Admission to the Honors College
Admission decisions are made by comprehensive consideration of the application materials. In general, we look to admit those applicants who come to us with a score of 23 or better on the ACT exam, a high school grade point average of 3.5 or better, strong recommendations from previous teachers and other community leaders, and a demonstrated desire to pursue honors-level work.

Using these target achievements as a guideline, the Honors College Coordinator and Faculty evaluate each application packet holistically, so that some flexibility exists for any one aspect under consideration. In every case, the primary factor guiding admissions determination is the potential success of the student.

Ongoing Responsibilities
Ongoing commitment and academic achievement are required for continued Honors College membership. Minimum semester grade averages and satisfactory progress are required.

Honors Seminar is a compulsory course designed to prepare Scholars for the rigor of college study, transfer into four-year institutions, and campus- and community leadership roles. Seminar I may take the place of the mandatory first-semester orientation course. Three Honors Seminars fulfill the credit-hour requirement of one Honors Elective.

In addition to the academic criteria, Honors College Scholars are obligated to support College of the Ouachitas through tutoring, Student Ambassadorships, or other approved service opportunities. Service requirements will be administered through the Honors College Office during the third and fourth Honors Seminar terms.

Honors Graduation
To complete the Honors coursework and graduate from College of the Ouachitas as an Honors College Graduate, the student must earn a total of 60-61 hours with a minimum grade point average of 3.5. Of the 60-61 hours, a minimum of 16 will be Honors-designated courses, indicated on the transcript with the inclusion of the letter H following the course number.

COTO Honors College Scholarship
First-time, full-time college students with an ACT score of 23 or above and transfer students with a 23 or above plus good standing at the previous institution may apply for this scholarship, which pays full tuition up to 18 credit hours per semester, and may be awarded up to 4 consecutive
Recipients of this scholarship must be admitted into COTO’s Honors College and maintain membership and eligibility criteria.

Continuing COTO students admitted to Honors College by application any time after the first semester may also apply for this scholarship, which will then be renewable through the student’s fourth full semester at COTO. Recipients under this provision must also meet and maintain eligibility criteria.

**Transfer Information**

Honors College, COTO continues to add to its list of Honors-transfer articulation agreements. Under most such arrangements, the COTO Honors Graduate will transfer 12 Honors-designated course hours toward fulfillment of the destination program’s Honors Graduation requirement.

The student must still apply for admission to the destination Honors College.

**Additional information** and application materials may be obtained through the Student Affairs office or by emailing Honors College directly at HonorsCollege@coto.edu.
Ouachita Career Center

The Ouachita Career Center has seven programs that afford service area high school students the ability to earn early college credit in technical fields. These programs are: Automotive Service Technology, Cosmetology, Criminal Justice, Industrial Equipment Maintenance Technology (located in Arkadelphia only), Medical Professions Education, Pre-Engineering, and Welding. Students may be awarded Certificates of Proficiency in the following areas upon successful completion of the required courses:

**AUTOMOTIVE SERVICE TECHNOLOGY**

**Certificate of Proficiency – Automotive Service Technology**
Career Center students who complete at least nine semester credit hours from the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions may be found under Applied Science Technology.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADST 1223</td>
<td>Brakes</td>
<td>(Fall, Even Years)</td>
</tr>
<tr>
<td>ASST 1243</td>
<td>Engine Performance</td>
<td>(Spring, Odd Years)</td>
</tr>
<tr>
<td>ADST 1283</td>
<td>Steering and Suspension</td>
<td>(Fall, Odd Years)</td>
</tr>
<tr>
<td>ASST 2223</td>
<td>Ignition Systems</td>
<td>(Spring, Even Years)</td>
</tr>
<tr>
<td>ADST 2133</td>
<td>Transportation Electronics</td>
<td>(Spring, Even Years)</td>
</tr>
</tbody>
</table>

**PROGRAM OUTCOMES**
- Demonstrate understanding of engine control systems
- Demonstrate understanding of computer diagnostics
- Demonstrate understanding of vehicle steering and suspension systems
- Demonstrate understanding of vehicle braking systems

**COSMETOLOGY**

**Certificate of Proficiency – Hair Care**
Career Center students who complete at least nine semester credit hours from the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions may be found under Applied Science Technology.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSM 1013</td>
<td>Special Topics I</td>
<td>(Fall, Even Years)</td>
</tr>
<tr>
<td>COSM 1023</td>
<td>Special Topics II</td>
<td>(Spring, Odd Years)</td>
</tr>
<tr>
<td>COSM 1033</td>
<td>Special Topics III</td>
<td>(Fall, Odd Years)</td>
</tr>
<tr>
<td>COSM 1043</td>
<td>Special Topics IV</td>
<td>(Spring, Even Years)</td>
</tr>
</tbody>
</table>

**PROGRAM OUTCOMES**
- Demonstrate basic techniques of modern hair washing, cutting, styling, conditioning, and treating.
- Understand basic salon business techniques, including customer relations, appointment booking, fees, and maintaining inventory.
- Understand basic skin treatment, facials, makeup techniques, and skin conditioning.
- Demonstrate basic techniques of nail care, nail analysis, unwanted hair removal, and manicuring.
- Demonstrate basic chemicals, chemical treatments and applications, chemical hair coloring, and chemical hair relaxing techniques.
- Prepared for further education to complete State Board requirements.
**Criminal Justice**

Certificate of Proficiency – Criminal Justice

Career Center students who complete at least nine semester credit hours from the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions may be found under Applied Science Technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJUS 1113</td>
<td>Introduction to Criminal Justice</td>
<td>(Fall, Even Years)</td>
</tr>
<tr>
<td>CJUS 2313</td>
<td>Special Topics – Criminal Law</td>
<td>(Spring, Odd Years)</td>
</tr>
<tr>
<td>CJUS 2123</td>
<td>Police &amp; Community Relations</td>
<td>(Fall, Odd Years)</td>
</tr>
<tr>
<td>CJUS 2253</td>
<td>Criminal Investigations</td>
<td>(Spring, Even Years)</td>
</tr>
</tbody>
</table>

**Program Outcomes**

- Understand the court system and how law enforcement, correctional, social and educational service agencies interact with the criminal justice system.
- Work effectively with and interact with law enforcement personnel, attorneys, judges in the courtroom, diverse individuals and groups, and with various community agencies.
- Understand the legal problems associated with the investigation of crime and the legal rights of citizens, accused persons, and inmates.

**Industrial Equipment Maintenance Technology**

Certificate of Proficiency – Industrial Equipment Maintenance

Career Center students who complete at least nine semester credit hours from the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions may be found under Applied Science Technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELCT 1203</td>
<td>Motors and Motor Control</td>
<td>(Fall, Even Years)</td>
</tr>
<tr>
<td>IEMT 2413</td>
<td>Industrial Safety</td>
<td>(Fall, Even Years)</td>
</tr>
<tr>
<td>MACH 1102</td>
<td>Basic Blueprint Reading</td>
<td>(Spring, Odd Years)</td>
</tr>
<tr>
<td>MACH 2103</td>
<td>Intro to CAD</td>
<td>(Spring, Odd Years)</td>
</tr>
<tr>
<td>WELD 2523</td>
<td>Shielded Metal Arc Welding</td>
<td>(Fall, Odd Years)</td>
</tr>
<tr>
<td>IEMT 1203</td>
<td>Fluid Power</td>
<td>(Spring, Even Years)</td>
</tr>
<tr>
<td>IEMT 2203</td>
<td>Industrial Power Transmission Equipment</td>
<td>(Spring, Even Years)</td>
</tr>
</tbody>
</table>

**Program Outcomes**

- Demonstrate understanding of starting, stopping and reversing industrial motors with or without push buttons controls
- Demonstrate understanding of producing and reading basic blue prints including CAD
- Demonstrate understanding of work place safety
- Demonstrate understanding of welding positions and techniques
- Demonstrate understanding of how fluids power machinery and how power flows through transmissions
**MEDICAL PROFESSIONS EDUCATION**

**Certificate of Proficiency - Medical Terminology**

Career Center students who complete the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions may be found under Business Technology.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 1113</td>
<td>Human Body Systems, Disease I</td>
<td>(Fall, Even Years)</td>
</tr>
<tr>
<td>MEDT 1213</td>
<td>Human Body Systems, Disease II</td>
<td>(Spring, Odd Years)</td>
</tr>
<tr>
<td>MEDT 2313</td>
<td>Special Topics - Medical Terminology</td>
<td>(Fall, Odd Years)</td>
</tr>
<tr>
<td>MEDT 2323</td>
<td>Special Topics – Medical Procedures</td>
<td>(Spring, Even Years)</td>
</tr>
</tbody>
</table>

**PROGRAM OUTCOMES**

- Demonstrate understanding of the names of systems and structures in the body
- Demonstrate understanding of purposes of systems and structures of the body
- Demonstrate understanding how systems interact or relate to each other
- Demonstrate understanding of medical terminology as it relates to the human body
- Demonstrate understanding of procedures involved in the medical field

**PRE-ENGINEERING**

**Certificate of Proficiency – Mechatronics Technology**

Career Center students who complete at least nine semester credit hours from the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions may be found under Applied Science Technology.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH 1102</td>
<td>Basic Blueprint Reading</td>
<td>(Fall)</td>
</tr>
<tr>
<td>MACH 2103</td>
<td>Introduction to CAD</td>
<td>(Fall)</td>
</tr>
<tr>
<td>MECH 2103</td>
<td>Computer Integrated Manufacturing Concepts</td>
<td>(Fall)</td>
</tr>
<tr>
<td>MECH 1103</td>
<td>Principles of Mechatronics</td>
<td>(Spring)</td>
</tr>
<tr>
<td>IEMT 1213</td>
<td>Mechanical Devices and Systems</td>
<td>(Spring)</td>
</tr>
<tr>
<td>IEMT 1104</td>
<td>Fundamentals of Electricity</td>
<td>(Spring)</td>
</tr>
<tr>
<td>ELCT 1224</td>
<td>Digital and Electronic Circuits</td>
<td>(Spring)</td>
</tr>
</tbody>
</table>

**PROGRAM OUTCOMES**

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

Career Center students who complete at least nine semester credit hours from the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions may be found under Applied Science Technology.

WELD  1513   Gas Metal Arc Welding     (Fall, Even Years)
WELD  2513   Gas Tungsten Arc Welding  (Spring, Odd Years)
WELD  1523   Metal Fabrication        (Fall, Odd Years)
WELD  2523   Shielded Metal Arc Welding (Spring, Even Years)

PROGRAM OUTCOMES

• Demonstrate understanding of different welding positions
• Demonstrate understanding of different metal types
• Demonstrate understanding of different methods used to weld like or unlike metals
• Demonstrate understanding of procedures used to manufacture or repair metal objects
Course Descriptions by Division

APPLIED SCIENCE TECHNOLOGY

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

ADST 1283 Steering and Suspension
This course covers steering systems, suspension systems, tires, wheels, and alignment. Students learn theory of operation, diagnosis, and repair of conventional, and rack and pinion steering systems. Static and dynamic wheel and tire balancing, steering geometry, and two and four wheel alignment are also covered.

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

ASST 1243 Engine Performance
This course includes basic fuel supply systems, carburation, and basic emission control systems operation, diagnosis and repair. It introduces students to ignition, electronic engine controls and basic tune-up procedures. This course also introduces students to the use of automotive oscilloscopes and engine test equipment.

ASST 2223 Ignition Systems
This course covers diagnosis and repair of electronic, computerized, and ignition systems without a distributor. Electronic circuitry and the use of electronic test equipment for the diagnosis of ignition systems is also covered.

CISS 1114 PC and Mobile Device Management
The objective of this course is to instruct students in maintenance, troubleshooting, and repair of computers and computer systems. Theory of operation and basic nomenclature are covered with IBM clone computers used as a lab trainer to teach troubleshooting and repair techniques using test equipment and diagnostic software.

CISS 2133 Introduction to UNIX & TCP/IP
This is an introductory course designed to familiarize students with basic concepts terms, functions, and designs. This course will focus on several aspects of UNIX and TCP/IP. Upon completion of this course, the student will be able to perform basic UNIX functions, such as use of UNIX commands, create network directory structures, and understand aspects of TCP/IP. Students will also understand the file systems and architecture of the UNIX operating system and the file functions that make them so useful. Students will use Telnet to login to and manage a Linux server.

CISS 2153 Introduction to Cybersecurity
This course is designed to cover a broad range of subjects that form the basis of computer system security studies. Students will define the concepts of confidentiality, integrity, and availability. In addition, they will explore basic security models, mandatory access control (MAC), discretionary access control (DAC), trusted operating systems, and secure network design. The students will be presented an overview of cryptography, with an emphasis on the terminology, algorithms, techniques, and software used in encrypting information.
Prerequisites: DATA 1123 Fundamentals of Information Technology, MS Client and Server Operating Systems

CISS 2234 Advanced Network Hardware
This course is designed to introduce students to the planning, installation, and maintenance of network hardware platforms. Topics include: Network planning and design, choosing a network solution, hardware components of a network, network operating systems, network troubleshooting techniques, managing users and resources, wireless technology, network security, and upgrading hardware. Students will design and upgrade a simple LAN for a small business. Outside computer practice and projects are required.
Prerequisites: (CNWT 1434, CNWT 1444, MCSE 1104, MCSE 1204, ELCT 2114, ELCT 2414)
This is a capstone course that may only be taken after the third semester and no course may be substituted.

CISS 2414 Introduction to SQL/JAVA
This course is designed to introduce students to the SQL Server database management system and the basics of developing JAVA applications. In the first half of the course students will be introduced to the different types of databases, create a variety of Windows-based database applications. They will also learn to create reports using Crystal Reports, perform queries to retrieve data, create SQL Server database tables using T-SQL scripts as well as write T-SQL stored procedures and database triggers with an emphasis on developing practical knowledge and marketable skills in the first half of the course. In the second half of the course students will be introduced to simple Java applications and will learn Classes and Objects, Control Statements, Methods, Arrays and Object-Oriented Programming using Inheritance and Polymorphism. Students will also create simple java applets and applications.
Prerequisites: DATA 1123 Fundamentals of Information Technology

CJUS 1113 Introduction to Criminal Justice
Surveys the history, development, and philosophy of law enforcement, courts, and corrections. This course examines the organization and jurisdiction of local, state, and federal law enforcement agencies and provides an introduction to social problems and current police issues.
This course corresponds to ACTS Index Number CRJU 1023.

CJUS 1123 Survey of Corrections
An introduction to the history and development of program, theories, and philosophies, with emphasis on contemporary correctional institutions on the federal, state, and local level.

CJUS 1143 Police and Correctional Ethics
This course introduces students to the fundamentals of law enforcement and correctional ethics and practice, doctrines, controversies, and rules of moral judgment. Students will examine cases of moral judgment and the ways and means of making judgments in the field. Some difficult judgments would include; whether to arrest, use of deadly force, to prosecute, to participate in plea bargaining, to impose penalties or fines, to adhere to police standards of ethics and policy, and to cooperate with supervisors on questions of ethics.

CJUS 1213 Police Organization and Management
A study of the principles of administration and management and the application to law enforcement. Analyzes the police organizational structure, including line operations, staff services, the inspection services bureau, SEAT, and juvenile services.

CJUS 2113 Criminal Procedures and Evidence
This course examines the criminal process, legal problems associated with the investigation of a crime, acquisition and preservation of evidence, commencement of a criminal proceeding, prosecution and defense of charges, sentencing, appeals, Supreme Court rulings, and search and seizure.
CJUS 2123 Police-Community Relations
A survey of the role of police in community crime prevention efforts, citizen participation and involvement in crime protection, and a study of the police officer achieving and maintaining a positive public image.
Prerequisite: CJUS 1113 Introduction to Criminal Justice with a "C" or better.

CJUS 2226 Criminal Justice Internship
Criminal Justice interns will be assigned to observe, record, and to the extent possible, participate in routine agency operations under the supervision of agency officials. Students submit written reports covering specific agency functions at regular intervals and a final work project paper in accordance with work-study plan agreed upon by the student and instructor. Students must complete at least 160 clock hours. (S)
Prerequisite: CJUS 1213 Police Organization and Management with a “C” or better and instructor and agency approval.

CJUS 2253 Criminal Investigation
This course includes fundamental theory of criminal investigation, crime scene analysis, collection and preservation of physical evidence, and some specific methods used in police laboratories.

CJUS 2313 Special Topics in Criminal Justice
Special courses or independent studies in criminal justice topics are offered only as needed and must be approved in advance by the Division Chair of Applied Science. Students will plan individual projects and research in consultation with the instructor.

CJUS 1101 Criminal Justice Workshop I
This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CJUS 1002 Criminal Justice Workshop II
This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CJUS 1003 Criminal Justice Workshop III
This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CNWT 1434 CISCO Networking Academy I
This is the first of four courses in the Networking Academy CCNA Exploration curriculum. The Network Fundamentals course uses a top-down approach to networking with an emphasis on theory and practical application. Students are introduced to the devices, media and protocols that enable network communication while discovering the top-down approach to networking through the study of the OSI and TCP/IP models. Students are also introduced to IP addressing and data encapsulation using tools such as Packet Tracer to design, analyze and simulate network functionality. Lab is required.

Prerequisites: CNWT 1434 Cisco Networking Academy I

CNWT 1444 CISCO Networking Academy II
This is the second of four courses in the Networking Academy CCNA Exploration curriculum. The Routing Protocols and Concepts course prepares students through reading, lecture and hands-on activities the skills to configure, verify and troubleshoot routing and packet forwarding strategies. Initially the course provides an overview of router hardware/software before students are introduced to static routing and dynamic routing protocols. Students study RIPv1 and RIPv2, distance vector routing protocols and become familiar with VLSM and CIDR including classless link-state protocols such as Cisco’s proprietary protocol, EIGRP, to OSPF. Students will also use tools such as Packet Tracer to design, analyze and simulate network functionality. Additionally, students learn troubleshooting techniques, and security measures necessary for protecting a network from malicious intruders. Lab is required.
Prerequisites: CNWT 1434 Cisco Networking Academy I
CNWT 1454 CISCO Networking Academy III
This is the third of four courses in the Networking Academy CCNA Exploration curriculum. The LAN Switching and Wireless examines the benefits of a modular network design model, basic switch concepts and configuration including security issues. Through simulation software and hands-on exercises, students learn how to control broadcast domains with VLANs, configure trunks and use the VLAN Trunking protocol to simplify management of the VLAN database across multiple switches. In addition, students address redundancy issues using Spanning Tree Protocol (STP) and STP variants PVST+, RSTP, and Rapid PVST+. Students address Inter-VLAN routing by configuring Router-on-a-Stick. Students also configure basic wireless settings, DHCP services, and wireless security. Lab is required.
Prerequisites: DATA 1123 Fundamentals of Information Technology, CNWT 1434 Cisco Networking Academy I, CNWT 1444 Cisco Networking Academy II

CNWT 1464 CISCO Networking Academy IV
This is the fourth and last course in the Networking Academy CCNA Exploration curriculum. The Accessing the WAN introduces students to Wide-Area Networks (WANs) concepts and connection options, PPP, Frame Relay, Securing Cisco routers, and using Access Control Lists to secure networks. IP Addressing will be revisited and business requirements for telecommunications workers will be explored. Lab is required.
Prerequisites: DATA 1123 Fundamentals of Information Technology, CNWT 1434 Cisco Networking Academy I, CNWT 1444 Cisco Networking Academy II, , CNWT 1454 Cisco Networking Academy IV

COSI 1006 Preparatory Training
In this course the instructor trainee will prepare lesson plans and utilize visual aids. Instructor trainees will choose class materials, visual aids and student competencies that prepare them for conducting cosmetology course work. Subject matter for trainees include preparing lectures, reviewing subject matter, preparing and grading exams. Class attendance procedures, proper lectures and demonstrations on all subjects of cosmetology are also components of this course. 150 clock hours (5 credit hours)

COSI 1106 Conducting Theory and Practical Classes
Instructor trainees will prepare theory classes in Sterilization and Bacteriology, Osteology, Myology, Neurology, Angiology, Dermatology, Trichology, Unguiology, Cosmetricity, Canities and Permanent Waving. This course includes some training in conducting practical classes in cosmetology including permanent waving, and facials. 150 clock hours

COSI 1116 Conducting Lab Experiences
This course is designed to prepare instructor trainees to conduct practical classes in cosmetology including shampoos and scalp treatments, canities, manicures, predisposition test, thermal pressing, iron curling and blow drying. Safety and cleanliness are emphasized. 150 clock hours (5 credit hours)

COSI 1126 Record Keeping and State Board Preparation
This course prepares instructor trainees to comply with all State Board of Cosmetology record keeping including student records. Instructor trainees are evaluated, and prepared to take the cosmetology instructor licensing exam given by the State Board of Cosmetology. (150 clock hours (5 credit hours)

COSM 1013, 1023, 1033, 1043 Special Topics in Cosmetology
Special course studies in cosmetology are offered as needed in the Career Center Cosmetology program. These courses are offered as concurrent enrolment. In order to properly align the high school curriculum and give credit for class work and time on task these courses were developed for that purpose. Special Topics classes are approved by the Division Chair of Applied Science and Vice President of Instruction at College of the Ouachitas. Clock hours from the Career Center Cosmetology are aligned with the College Cosmetology program.

COSM 1109 Basic Standards and Properties of Cosmetology
In this course, students will learn what constitutes a professional image in the field of cosmetology. They will also learn about bacteria, and sterilization and sanitation of work area and tools. Additionally, students will learn the properties of hair and scalp.
COSM 1119 Introduction to General Hair Care and Styling
In this course, students will learn the proper steps in preparing a customer for shampooing, rinsing, and conditioning. Student will also demonstrate skills in haircutting, finger waving, wet hair styling and thermal hair styling. Upon completion of this class students will demonstrate all the skills necessary to perform a basic shampoo, rinse, condition, and hair style.
Co-requisites: COSM 1109 Basic Standards and Properties of Cosmetology.

COSM 1209 Permanent, Hair Color, and Chemical Treatments
In this course, students will learn more advanced colors and chemical treatments. This will include permanent waves, hair coloring, chemical relaxing and soft curl perms, and thermal straightening of hair. Additionally, students will learn the art of styling artificial hair pieces. Upon completion students will demonstrate the skills necessary to apply and control chemical treatments.
Co-requisites: COSM 1119 Introduction to General Hair Care and Styling.

COSM 1610 Manicures, Pedicures, and General Nail Care
In this course, students will learn the proper techniques for manicures and pedicures. They will demonstrate the proper sculpture and coloring of nail on both hands and feet. Additionally, students will learn about disorders unique to nail care.
Co-requisites: COSM 1209 Permanent, Hair Color, and Chemical Treatments.

COSM 1316 Massage, Facials, and Skin Care
In this course, students will learn the theory of massage. They will learn proper techniques for a facial, facial make-up, and common skin disorders. Additionally, students will learn the proper procedures for removing unwanted body hair. Upon completion students will demonstrate the proper skills in massage, make-up, and will be able to identify common skin orders.
Co-requisites: COSM 1610 Manicures, Pedicures, and General Nail Care.

COSM 1326 Anatomy, Light Therapy, and Chemistry of Skin Care
In this course, students will learn the properties of cell, anatomy, and the physiology of skin structure. They will also learn techniques in light and electrical therapy and how the skin and hair react. Additionally, students will learn the basic chemistry involved in skin and hair care as well as basic salon business responsibilities. Upon completion students will demonstrate an understanding cell structure, light therapy, and general salon management and operation.
Co-requisites: COSM 1316 Massage, Facials, and Skin Care.

COSM 2291 - 2299 Cosmetology Theory and Lab
This course is an individualized course of study for each student that starts at midterm or transfers from another institution. Each student will be assigned theory and lab based on the number of clock hours needed for graduation and the subject matter that the student needs or did not complete. Instructors will evaluate the student’s transcript and determine the required course work. This course can vary from one to nine credit hours depending on the need of the student. These classes are created to fulfill the 1500 clock hours required by the Board of Cosmetology and are not a deviation from the required course material. (30 Clock hours = 1 credit hour) Lab fees will be based on the number of credit hours required for each student. Students needing less than 30 clock hours will be charged for a minimum of 1 credit hour.

ELCT 1203 Motors and Motor Controls
This class is a study of the principles of operation of D.C. motors, single-phase A.C. motors and 3-phase A.C. motors. Also covered are control devices such as motor starters, contractors, relays, solenoids, and switches. Wiring techniques and troubleshooting are incorporated into a supportive lab.
Prerequisite: IEMT 1104 Fundamentals of Electricity

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

**Prerequisite:** IEMT 1303 Fundamentals of Electricity

**ELCT 2114 Data, Voice, and Video Cabling**
This course is designed to give students a basic understanding and practical experience in copper and fiber optic cable termination, installation, and testing as it applies to computer networks and home/office requirements. This course will benefit students who plan to work in areas dealing with computers or electronics. Topics covered include: Structured Cabling, Telephone Wiring, Video System Installations, Network Cabling, Testing, and Fiber Optic Systems to include light basics, fiber types, installation, connectors and splices and testing.

**ELCT 2324 PLC and PLC Applications**
This class is designed to provide the student with instruction about the internal structure, principles of operation, programming techniques, and maintenance and operation of PLCs for industrial applications. Troubleshooting and programming experiments are performed in lab. The student will write PLC programs that cause real-world equipment to function according to industry standards. The student will wire control devices, such as limit switches, solenoid valves, timers, photo-sensors, three-phase motors, and capacitive sensors and write PLC programs to make them function on actual equipment.

**Prerequisite:** IEMT 1303 Fundamentals of Electricity and ELCT 1203 Motor and Motor Controls

**ELCT 2403 Industrial Instrumentation**
This course utilizes many of the concepts of electronics previously covered in the program. It also introduces the student to the basic principles and applications of instrumentation and control devices used in industry. Topics include: temperature control, gas and humidity sensors, pressure and strain measurements, flow control and measurement, and chart recorders.

Offering is based on student interest.

**Prerequisite:** ELCT 1203 Motors and Motor Control or instructor permission

**ELCT 2404 Robotics and CIM Applications**
Students will learn industrial robotic techniques and applications of logistic and transport systems. Heavy emphasis on conveyor systems, work cell design and installations, CNC machining centers, using the vertical CNC milling machine, robotics applications in industry, light systems, and data acquisition systems. Practical hands-on laboratory exercises, research, design, and applications of machines will be part of the student’s learning process.

Offered every other Spring OR based on student interest.

**Prerequisites:** Completion of all first semester courses, Concurrent enrollment in ELCT 2102, Computer Integrated Manufacturing Concepts, or instructor permission (PLTW)

**ENTR 1113 Introduction to 3D Printing/Prototyping**
This course teaches students the basic process of 3D printing. Topics include; filament, build plate, STL files, Makerware, bridging and the 68 Degree Rule, 3D Design, basic operation and maintenance, and 3D scanners.

**IEMT 1103 Wiring Methods**
Wiring methods is a course designed to give the student practical hands-on experience in electrical wiring techniques. Students will learn all conduit and wire terminology, wire and conduit sizes and their proper use, how to properly bend and install electrical conduit and pull wire, how to properly install breaker boxes and power panels, and how to solder and de-solder.

**Prerequisite:** IEMT 1303 Fundamentals of Electricity
IEMT 1303 Fundamentals of Electricity
This course introduces the non-electronics student to the basic concepts of D.C. and A.C. electricity. All topics of D.C. circuits are covered, including current flow, voltage, power and resistance, Ohm’s Law, complex circuits and magnetism. In A.C., coils, capacitors, transformers, and their associated formulae are introduced. Three-phase voltage is also discussed. This course will enable the student to gain an understanding of the essentials of electricity and electrical power.
Prerequisite: MATH 1033 Foundations of Math I

IEMT 1203 Fluid Power (Hydraulics and Pneumatics)
This course covers the principles of hydraulic and pneumatic equipment and their uses and application in industry. Some of the topics covered in this class include: hydraulic pumps, control valves, cylinders, seals, air compressors, filters, pressure regulators, pressure control valves, and flow controls.

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

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

IEMT 2413 Industrial Safety
Industrial Safety is a course designed to provide all students with the basic safety knowledge required in today's industrial workplace. It is also designed to give the supervisor, or future supervisor, the necessary tools to manage a safe work environment. With knowledge of industrial hazards, and the skills required to correct them, the worker or supervisor will be better equipped to deal with today's modern industrial environment. Topics covered include: Accident reduction, safety training, safety involvement, safety inspections, accident investigations, industrial hygiene, ergonomics, machine safeguarding, tool safety, materials handling safety, electrical and fire safety, hazard communication, and an introduction to hazardous chemical safety.

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

MACH 1102 Basic Blueprint Reading
This is a basic course designed for the person pursuing a career in any of the manufacturing and industrial fields. It is a study to help the student develop the basic skills required for visualizing and interpreting mechanical drawings and blueprints. Persons seeking careers in engineering, architectural, mechanical, electrical, and electronics fields will benefit from visualizing shapes, line usage, dimensioning and tolerances, and notes and symbols.
Prerequisites: MATH 1003 Basic Math with a grade of "C" or above or ASSET or ACT score of 14 or above in Math.
MACH 2103 Introduction to CAD
Computer Aided Drafting is an introductory course for the technician or the person seeking to draft for a living. Engineers, architects, mechanical, electrical, and electronics persons all need the ability to complete finished drawings of parts and structures. Manufacturers rely on computer drawings of parts and other manufactured goods. This course expands on MACH 1103 Basic Blueprint Reading. It will explore the use of CAD graphics software through the use of microcomputers, plotters and printers. Included will be operations through logging-on and off, geometric entity creations, zooming, dimensioning, moving, plotting, layering, mirroring, saving, and recalling drawings. Upon completion of this course the student should be able to produce a useful mechanical drawing using the microcomputer and plotter or printer. This course requires considerable work outside of class time. Prerequisite: MACH 1102 Basic Blueprint Reading or instructor permission.

MCSE 1104 Microsoft Client Operating Systems
This course utilizes lectures, discussions, scenarios, demonstrations, chapter review questions, textbook exercises, and classroom labs to develop the skills and knowledge necessary to install, configure, and manage Microsoft Client Operating Systems. The course is designed to give students practical experience in installation methods and troubleshooting network protocols, hardware device installation and management, storage management, disaster recovery planning and management, and performance analysis.

MCSE 1204 Microsoft Server
This course teaches students, through lectures, discussions, demonstrations, textbook exercises, and classroom labs, the skills and knowledge necessary to install, configure, administer, and support the primary services in the Microsoft Windows Server operating system. The course begins by examining basic system administration procedures. Subsequent chapters are devoted to the creation and management of Windows Server 2003 user, group, and computer accounts, to the sharing of system resources, and to the installation and maintenance of system hardware.

MECH 1013 Intro to CNC Machining and Fabrication
Basic function and operation of Computer Numerical Controlled (CNC) Mill. Specifically addressed in this course are: Safety, sizing and mounting of cutting tools, cutting tool direction, function and structure of CNC programing language, zero referencing and tool offsets.

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

MECH 1104 Industrial Robotics
Basic functions of industrial robotics. Basic programing, including homing, grasp, pick and place will be addressed. Industrial applications, especially material handling will be explored in the classroom as well as the lab.

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

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

**TKDR 1105 Commercial Driving Theory**  
This course involves learning the basic controls associated with the tractor, such as acceleration, steering and shifting gears. The students will learn and discuss methods of safely securing, inspecting and transporting cargo whether it is in bulk or liquid form. The course will also involve discussions on transporting hazardous materials and the best methods of loading and unloading the cargo along with driver responsibilities to the public as well as what to do in the case of a spill. This course will provide discussions on professionalism, such as: carrier standards; appearance, attitude, and conduct; qualifications; and wellness as well as, logbook basics.

**TKDR 1102 Truck Driving Lab**  
This course is grounded in a defensive driving module which covers driving safety, vehicle inspections, seeing, communicating, night and winter driving. The course includes discussion on driving and inspecting tank vehicles. It covers components of navigation and communication. The final part of the course will include components on: combination vehicles, double and triples, and basic vehicle controls skills test.

**WELD 1513 Gas Metal Arc Welding**  
An instructional program that prepares individuals to apply technical knowledge and skills to unite and separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be the use of gas metal arc welders.

**WELD 1523 Metal Fabrication**  
An instructional program that prepares individuals to apply technical knowledge and skills to unite and separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be on general welding knowledge and techniques in oxy/fuel gas cutting, plasma arc cutting, and the use of metal fabrication machinery.

**WELD 2513 Gas Tungsten Arc Welding**  
An instructional program that prepares individuals to apply technical knowledge and skills to unite and separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be the use of gas tungsten arc welders.

**WELD 2523 Shielded Metal Arc Welding**  
An instructional program that prepares individuals to apply technical knowledge and skills to unite and separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be the use of shielded metal arc welders.

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**ARTS & SCIENCES**

Courses are listed in alphabetic/numeric order by the course number.  

College of the Ouachitas reserves the right to alter semester offerings based on enrollment, student needs, and instructor availability. Classes are offered fall (F), spring (S), and summer (SU).

**GENERAL EDUCATION COURSES REQUIRE COLLEGE-LEVEL READING SKILLS OR SUCCESSFUL COMPLETION OF ACADEMIC READING (READ 1013).**

**Biol 1124 Introduction to Biology**  
A general education course in biology for NON-MAJORS introducing key concepts and methods such as the scientific method, classification, cell structure and function, cellular reproduction, genetics, evolutionary adaptation, and ecology. Laboratory exercises will be provided to demonstrate and reinforce the principles covered in class.  
*Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.*  
This course corresponds to ACTS Index Number BIOL 1004.
BIOL 1133 Nutrition
This course is designed for college-level students enrolled in Allied Health science programs as well as students who are interested in obtaining information on nutrition in order to better their lives and the lives of their families. This course covers the principles of good nutrition for all age groups including in-depth information concerning the food guide pyramid, diet planning, vitamin and mineral functions and sources, and also modification of these principles for therapeutic purposes. Online only.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.

BIOL 2123 Environmental Science
A general education course in environmental science for NON-MAJORS introducing key concepts and methods such as politics and the environment, air and water pollution, energy, carrying capacity, population dynamics, food, soil and pest management, solid and hazardous waste, resource management, water problems of our state, biodiversity, climate change, and world poverty.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.

BIOL 2114 General Botany
A plant science course for MAJORS consisting of a survey of the major plant groups, taxonomy, and structure and function at all levels. Offering is based on student interest.
Prerequisite: one year high school Biology or Introduction to Biology (BIOL 1124) with a “C” or better.
This course corresponds to ACTS Index Number BIOL 1034.

BIOL 2124 General Zoology
An animal science class for MAJORS consisting of a survey of life forms from the microscopic to mammals to include taxonomy, organ systems, function, similarities of structure, and animal behavior. Offering is based on student interest.
Prerequisite: one year high school Biology or Introduction to Biology (BIOL 1124) with a “C” or better.
This course corresponds to ACTS Index Number BIOL 1054.

BIOL 2224 Anatomy and Physiology I
This course is the first semester of a two-semester sequence. This course emphasizes the anatomy and physiology of the human organism with reference to health-related topics. After an introduction, the following topics will be discussed: basic chemistry, cell biology, histology, integumentary system, skeletal system, muscular system, and nervous system. Laboratory exercises will be provided to demonstrate and reinforce the principles of anatomy and physiology. This course cannot be used for credit toward a biology major or minor.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number BIOL 2404.

BIOL 2234 Anatomy and Physiology II
This course is the second semester of a two-semester sequence. This course emphasizes the anatomy and physiology of the human organism with reference to health-related topics. The following topics will be discussed: sensory system, endocrine system, cardiovascular system (including blood, blood vessels, and the heart), lymphatic system, immune system, respiratory system, digestive system, urinary system and reproductive system. Nutrition, metabolism, and temperature regulation; fluid, electrolyte and acid-base balance; pregnancy, human development, and heredity will be discussed. Laboratory exercises will be provided to demonstrate and reinforce the principles of anatomy and physiology. This course cannot be used for credit toward a biology major or minor.
Prerequisite: Anatomy and Physiology I (BIOL 2224) with a “C” or better.
This course corresponds to ACTS Index Number BIOL 2414.

BIOL 2244 Microbiology
This course emphasizes microbiology with reference to health-related topics. After an introduction, the following topics will be discussed: microbiology overview, observing microorganisms, anatomy, metabolism, growth, control, genetics, taxonomy, disease and epidemiology, pathogenicity, host defenses and associated disorders, applied microbiology, and antimicrobial drugs and resistance.
Laboratory exercises will be provided to demonstrate and reinforce the principles of microbiology and its impact on public health.  

**Prerequisite:** Anatomy and Physiology I (BIOL 2224) or Intro to Biology (BIOL 1124) with a “C” or better.  

*This course corresponds to ACTS Index Number BIOL 2004.*

**CHEM 1214 General Chemistry I**  
A course in the fundamental laws and theories of chemistry designed for MAJORS in science, and those interested in engineering, medicine, dentistry, pharmacy, veterinary and medical technology. The students will study the following concepts including but not limited to: physical measurements, stoichiometry, atoms, molecules, ions, electron configuration, chemical bonding, molecular structure, chemical reactions, periodic table, solids, liquids and gases, solutions, thermochemistry, and chemical kinetics.  

**Prerequisite:** Basic Writing (ENGL 1103) with a “C” or better OR required placement score AND College Algebra (MATH 1143) with a “C” or better OR concurrently enrolled.  

*This course corresponds to ACTS Index Number CHEM 1414.*

**COMM 2113 Oral Communication**  
A course designed to guide the student in examining the components of oral communication and in improving one-to-one communication, group discussion, and public speaking.  

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

*This course corresponds to ACTS Index Number SPCH 1003.*

**ECON 2113 Principles of Macroeconomics**  
A study of macroeconomic principles including market system, national income equilibriums, money and the banking system. Emphasis is placed on policies regarding inflation, unemployment, and economic growth and the government’s effect on general business conditions. Students do not have to take this economics course in sequence.  

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

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

**ECON 2213 Principles of Microeconomics**  
A study of microeconomic principles including the foundation of demand (consumer theory), supply (theory of the firm), the operation of the market system, and government intervention. Emphasis is placed on application of these principles of business and government decision-making. Students do not have to take this economics course in sequence.  

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

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

**EDUC 2113 Foundations of Education**  
This course provides prospective teachers and those who have an interest in education a fundamental background in the teaching profession, including career opportunities, educational infrastructure, students and their communities, legal aspects of education, educational philosophy, and curriculum and instruction. This course includes a fifteen-hour observation component.  

**Prerequisites:** Composition I (ENGL 1113) with a “C” or better.  

**EDUC 2123 Instructional Technology**  
This course is designed for current and future teachers and/or industry trainers to develop a solid understanding of current technology and how it can be used effectively to enhance the delivery of course/training objectives. Students will use the computer to access information from the Web and will learn how to use the MS Office Suite to create e-lectures, calculate grades, and prepare tests and lecture presentations. Students will also learn the basics of developing and designing a web-based course. Students will use media equipment such as document cameras (ELMOS) and multimedia projectors in the delivery of course projects.  

**Prerequisite:** Fundamentals of Info Technology (DATA 1113) with a “C” or better or pass the Keyboarding Entrance Exam; AND Composition I (ENGL 1113) with a “C” or better.
EDUC 2223 Child Growth and 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 of the United States. 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 a minimum of five (5) hours of observation. Online only.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.

ENGL 1103 Basic Writing
This course is designed to help students master basic essay writing strategies such as invention, prewriting, drafting, revising, and editing while learning the essential rules of grammar and usage needed for college-level writing. Placement based on entrance exam score.

ENGL 1113 Composition I
A course designed primarily to develop in students the ability to think critically and write coherently using principles and techniques of expository and persuasive composition. Students will write thesis-driven short (300-500 words) essays which respond to various rhetorical situations, purposes, and audiences, developing flexible strategies for generating, revising, and editing their work. The course includes an introduction to research methods and styling, analysis of texts, and integration of research material (through summary, paraphrase, and direct quotation) with the student’s own ideas to form synthesized written arguments. Established documentation styles will be used to properly cite and document sourced material in assigned compositions.
Prerequisite: Academic Reading (READ 1013) with a “C” or better or required placement test score AND Basic Writing (ENGL 1103) with a “C” or better or required placement score.
This course corresponds to ACTS Index Number ENGL 1013.

ENGL 1213 Composition II
A course designed to refine the ability to think critically and write coherently using principles and techniques of expository and persuasive writing. Building upon the foundations established in Composition I, students will write fully-documented research papers that demonstrate a mastery of thesis statement development, organization, integration of sourced material, and revision processes. The study of short stories, poetry, drama, and essays provides topical ideas for longer and more scholarly essays (500-1000 words) using established documentation styles.
Prerequisite: Composition I (ENGL 1113) with a “C” or better.
This course corresponds to ACTS Index Number ENGL 1023.

ENGL 2013 Introduction to Creative Writing
An introduction to the process, techniques, and special considerations of crafting poetry and fiction, with an emphasis on writing and workshopping. The course includes analysis of contemporary styles and an introduction to publishing.
Prerequisite: Composition II (ENGL 1213) with a “C” or better.
This course corresponds to ACTS Index Number ENGL 2013.

ENGL 2213 World Literature I
This course provides students with the opportunity to read, analyze, evaluate, and discuss representative works by writers from across the globe. The course will cover works from antiquity through the Renaissance, with such Western and non-Western authors as Homer, Sappho, Sophocles, Confucius, Li Po, Ferdowski, Shikibu, and Cervantes. The course will introduce students to literary devices typically used in tragedy, the epic, lyric and pastoral poetry, and drama.
Prerequisite: Composition II (ENGL 1213) with a "C" or better. Students do not have to take this literature course in sequence.
This course corresponds to ACTS Index Number ENGL 2113.
ENGL 2223 World Literature II
This course provides students with the opportunity to read, analyze, evaluate, and discuss representative works by world writers from the Renaissance to the present. Western and non-Western authors such as Cao Xueqin, Moliere, de la Cruz, Basho, Wordsworth, Whitman, Dickenson, Dostoevsky, Tagore, Woolf, Mahfouz, Gordimer, and Achebe will be presented. Students will become familiar with short stories, drama, and poetry and the literary devices commonly used in them.
Prerequisite: Composition II (ENGL 1213) with a “C” or better. Students do not have to take this literature course in sequence.
This course corresponds to ACTS Index Number ENGL 2123.

ENGL 2313 American Literature I
This course provides students with opportunities to read, analyze, evaluate, and discuss major American authors, genres, and movements beginning with the earliest explorers and Native Americans and ending with the Civil War. The course includes Native American oral literatures, colonial period works, works from the Chesapeake settlers, Federalist writers, and New England nature writers, as well as early narratives, songs, and ballads. Offering is based on student interest.
Prerequisite: Composition II (ENGL 1213) with a “C” or better. Students do not have to take this literature course in sequence.
This course corresponds to ACTS Index Number ENGL 2653.

ENGL 2323 American Literature II
This course provides students with opportunities to read, analyze, evaluate, and discuss major American authors, genres, and literary movements from the Civil War to the present. The course covers African American folktales, women’s writings, Modernism, works of alienation and experimentation, Negro Renaissance writers, poetry of early Chinese immigrants, the Beatnik poets, and Vietnam conflict writings. Offering is based on student interest.
Prerequisite: Composition II (ENGL 1213) with a “C” or better. Students do not have to take this literature course in sequence.
This course corresponds to ACTS Index Number ENGL 2663.

FILM 2213 Film Appreciation
Basic elements of film, the process of filmmaking, and the approaches to film aesthetics and criticism. Assignments may include viewing motion pictures at local theatres.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.

GEOG 1113 Geography
A survey of the basic concepts of geography including the basic themes and standards of the discipline. The study includes an overview of physical, cultural, political and economic geography as well as an introduction to the use of maps.
This course corresponds to ACTS Index Number GEOG 1103.

GNED 1002 Student Opportunities Seminar
All first-time, full-time students are required to enroll in the Student Opportunities Seminar. This course engages students in real-life opportunities to acquire resources for engagement in academic and professional behavior applicable to career success. Skills acquired include developing self-discipline, self-awareness, development of communication skills, and development of learning skills, creating effective teams composed of individuals with different working styles, and leading self-managed teams.

GNED 1012 Principles of Collegiate Success
This course is designed to teach students strategies, techniques, and skills essential to becoming a successful college student and a lifelong learner. Students will explore learning strategies that lead to success in college, career, and life. Topics covered include but are not limited to learning styles, note taking, memory techniques, and test taking strategies as well as critical thinking and information processing. This course is a required course for students taking two or more developmental courses.
GNED 1003 Introduction to Critical Thinking
This course offers concepts basic to critical thinking (clear communication, persuasion, argument, fact and opinion, etc.) in a real-world, problem-solving context. Students will learn how to approach issues and problems in a reasoned way, considering purpose, language, awareness of argument structure and other concepts. Students will be expected to apply critical thinking to real-world decision-making (e.g., leading and working on self-managing teams, developing project management skills, and scenario planning and pedagogy), and to cases that they are currently confronting in their own work, community and/or personal situations. Students will participate in discussions; define, recognize, analyze and evaluate sample arguments; construct definitions; apply critical thinking strategies and the scientific method to real-world situations; make decisions using variable information; evaluate personal reasoning and the reasoning of other; and write their own arguments, applying concepts and processes of critical thinking.
This course corresponds to ACTS Index Number PHIL 1003.

GOVT 2113 American National Government
An analytical survey of the principles, organization, and functioning of the American national government. The course requires students to examine the ideals upon which the United States was founded and the development of government under the Constitution in order to better understand the American political system.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number PLSC 2003.

GOVT 2123 State and Local Government
The principles, organization, and functioning of state, county, and township government, with special reference to Arkansas.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number PLSC 2103.

HIST 1113 Civilization through 16th Century
This course offers a survey of the significant economic, political, and social currents of World Civilization from the pre-historic era to the mid-seventeenth century of the Common Era. Students do not have to take civilization courses in sequence, but they generally find the classes easier if they do.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number HIST 1213.

HIST 1123 Civilization since 16th Century
This course offers a survey of the significant economic, political, and social currents of World Civilization from the Protestant Reformation to the late twentieth century of the Common Era. Students do not have to take civilization courses in sequence, but they generally find the classes easier if they do.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number HIST 1223.

HIST 2113 U.S. History through 1865
This course offers a survey of the significant economic, political, and social currents of American history from the Age of Exploration to the conclusion of the War Between the States. Students do not have to take history courses in sequence, but they generally find the classes easier if they do.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number HIST 2113.
HIST 2123 U.S. History since 1865
This course offers a survey of the significant economic, political, and social currents of American history since the conclusion of the War Between the States. Students do not have to take history courses in sequence, but they generally find the classes easier if they do.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number HIST 2123.

HIST 2143 Arkansas History
This course offers a survey of the significant economic, political, and social currents of Arkansas history from the Pre-Columbian Era to the end of the twentieth century, with a special emphasis on the cultural history of Arkansas. This course fulfills the state public-school-teaching elementary certification requirement of three college-level hours of Arkansas history. This class is offered at the sophomore level; students planning to transfer the hours to a baccalaureate program should check with that college concerning the transferability of the course.
Prerequisite: Three hours of college-level history.

HUMN 2113 Humanities: Art
An art appreciation course for general education credit that uses the history of art as a framework to explore and discuss the art of peoples and periods of creativity.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number ARTA 1003.

HUMN 2123 Humanities: Music
A music appreciation course for general education credit designed to heighten the student's awareness of music's role in society, to introduce basic elements of music, and to assist in the development of analytical listening skills.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number MUSC 1003.

HUMN 2133 Humanities: Theater
A theater appreciation course for general education credit designed to give students an orientation to the theory and practice of theater arts including reading of selected plays and discussion of playwrights from the Greek period to the present.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.
This course corresponds to ACTS Index Number DRAM 1003.

HUMN 2223 Monsters in Popular Culture
A humanities course focusing on popular culture’s fascination with supernatural and monstrous creatures, particularly “zombies.” A variety of traditional and digital media will be examined.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR required placement score.

MATH 1033 Foundations of Math I
This course is designed to give the student a solid foundation in arithmetic, basic algebra, and problem solving skills in preparation for Quantitative Literacy/non-STEM major or Foundations of Math II/STEM major. Topics include fractions, decimals, ratio/proportion, percents, integers, simplifying expressions, solving and graphing linear equations. STEM = Science, Technology, Engineering, Mathematics.
Placement based on entrance exam score.

MATH 1043 Foundations of Math II
This course is designed to prepare students with the necessary algebra and problem solving skills to succeed in College Algebra and pursue a STEM major. Topics include solving linear equations and inequalities, graphing, performing operations with polynomials, factoring, rational expressions, and radicals. STEM = Science, Technology, Engineering, Mathematics
Prerequisite: Completion of Foundations of Math I with a “C” or better or required placement score.
Prerequisite: Placement score or Foundations of Mathematics I (MATH 1033).
MATH 1143 College Algebra
This course is designed to provide students with the problem solving and analytical skills to pursue a STEM or education major and to meet the state core curriculum requirement. Topics include: quadratic equations and inequalities; polynomial, rational, exponential, and logarithmic functions; graphing functions; inverse functions; zeros of polynomial functions; non-linear equations; and matrices. STEM = Science, Technology, Engineering, Mathematics
Prerequisite: Placement score or Foundations of Mathematics II (MATH 1043).
This course corresponds to ACTS Index Number 1103.

MATH 1163 Quantitative Literacy
This course is designed to provide students with the mathematical understanding and skills to think critically and analyze contemporary issues and to meet the state core curriculum requirement. Students will solve problems involving logic, proportions, mathematical models, probability, and statistics. Students seeking a degree in a non-STEM major are advised to take this course. STEM = Science, Technology, Engineering, Mathematics
Prerequisite: Placement score or Foundations of Mathematics I (MATH 1033).
This course corresponds to ACTS Index Number 1113.

MATH 2153 Plane Trigonometry
A course designed to prepare students to pursue degrees in mathematics, certain technical fields, or the sciences. Emphasis is placed on problem solving and analysis. Topics include: trigonometric ratios; trigonometric functions, their properties and their graphs; inverse trigonometric functions; trigonometric equations; oblique triangles and vectors; complex numbers; and polar coordinates.
Prerequisite: College Algebra (MATH 1143) with a “C” or better.
This course corresponds to ACTS Index Number MATH 1203.

MATH 2163 Business Calculus
This course provides a study of basic principles of linear algebra and calculus with emphasis on applications to business problems. Course topics include: mathematical modeling, optimization, linear programming, calculus, mathematics of finance, and probability and statistics.
Prerequisite: College Algebra (MATH 1143) with a “C” or better.

PHIL 2113 Introduction to Philosophy
This course will provide students with an overview of both the history and the major topics of consideration in the broad study of Western philosophy. Specifically, students will examine logic, epistemology, metaphysics, religion, ethics, political and social philosophy along with the major philosophers who have contributed to these areas. An emphasis will also be placed on the application of these areas of study to everyday life decisions which may assist students in developing a life philosophy.
Prerequisite: Basic Writing (ENGL 1103) with a “C” or better OR ASSET/ACT Writing cut-off scores.
This course corresponds to ACTS Index Number PHIL 1103.

PHYC 1114 Earth Science
This course is a description and analysis of the physical universe with emphasis on the evolutionary processes, basic forces, and interrelations which mark people’s use and understanding of the universe. This is a lab- integrated course that reinforces the classroom lectures with laboratory activities aligned to the course objectives. This course includes the study of selected concepts from the fields of astronomy, climatology, meteorology, oceanography, and geology.
This course corresponds to ACTS Index Number PHSC 1104.
PHYC 1124 Introduction to Physics
A general education course for NON-MAJORS introducing the scientific method in the study of the dynamic laws governing the physical universe. A study will be conducted of the forces that arise from mechanics, heat, light, gravity, electricity, and magnetism. The class will meet five hours per week (three hours of lecture and two hours of lab).
Prerequisite: College Algebra (MATH 1143) with a “C” or better or concurrently enrolled.
This course corresponds to ACTS Index Number PHYS 2014.

PHYC 1134 Introduction to Physical Science
This course introduces students to basic laws that describe the concepts of physics as applied to the universe. It will relate the laws to the physical, biological, earth science, and chemistry concepts. This course is designed to bring students an awareness to how the laws of physics apply to concepts including, but not limited to: measurements and error; scientific methods; motion and energy; heat and temperature; wave motion and sound; electricity; light; atoms and periodic properties; chemical elements, bonds and reactions; water and solutions; organic chemistry; the universe and solar system; rocks and minerals; earth’s surface and waters; weather and climate. Laboratory exercises will be provided to demonstrate and reinforce the principles covered in class.
Prerequisite: Intermediate Algebra (MATH 1023) with a “C” or better or required placement score.
This course corresponds to ACTS Index Number PHSC 1004.

PHYC 1144 Introduction to Astronomy
This course introduces students to the concepts of the solar system, stars, galaxies, clusters, the universe and cosmology, as well as the physics, chemistry, and biology by which they operate. It also includes current events in astronomy that are too recent to be included in modern astronomy texts. Online only.
Prerequisite: Intermediate Algebra (MATH 1023) with a “C” or better or required placement score.
This course corresponds to ACTS Index Number PHSC 1204.

PHYS 1001 Archery
This course is designed to teach fundamental archery skills to provide students with the knowledge to safely enjoy archery. Topics include range safety, proper shooting form, bow maintenance and arrow selection.

PHYS 1221 Life Fitness
This course introduces students to the basic concepts of physical activity and nutrition as they relate to healthful living. One hour of lecture and one hour of laboratory per week.

PSYC 1113 General Psychology
An introduction to the study of human behavior including heredity, intelligence, personality, learning, motivation, and emotions.
This course corresponds to ACTS Index Number PSYC 1103.

PSYC 2113 Abnormal Psychology
The origin, treatment, social implication, and specific therapies of various mental and emotional disorders.
Prerequisite: General Psychology (PSYC 1113) with a “C” or better.

PSYC 2123 Developmental Psychology
Students will study the developmental stages from birth to death and their influence upon human behavior.
Prerequisite: General Psychology (PSYC 1113) with a “C” or better.
This course corresponds to ACTS Index Number PSYC 2103.

READ 1013 Academic Reading
This course is designed for students who need further instruction and assistance in reading in order to be successful in college level courses. Work in this course focuses on identifying implied main ideas, patterns of organization, inferences, author's purpose and tone, and recognizing the difference between fact and opinion. Additionally, this course includes the following concepts: building a
college-level vocabulary through the study of word parts and context clues and developing and applying critical reading and thinking skills to be successful in college courses. Placement based on entrance exam score.

**SOCI 1113 Introduction to Sociology**
An introduction to the systematic study of society; an orderly approach to the analysis and explanation of human behavior as it is manifested in culture, personality, and social organization. *This course corresponds to ACTS Index Number SOCI 1013.*

**SOCI 2123 Social Problems**
The nature, cause, and treatment of current social problems with an emphasis on the student’s development of critical thinking skills. Topics include crime, emotional problems, drug abuse, racism, sexism, poverty, education, and the family. *Prerequisite: Introduction to Sociology (SOCI 1113) with a “C” or better.* *This course corresponds to ACTS Index Number SOCI 2013.*

**SOCI 2133 Cultural Diversity**
A study of various cultural and minority groups in America, such as Native Americans, Jewish Americans, Black Americans, Hispanic Americans, Women, and Americans with Disabilities. This course will explore the rich ethnic heritage and diversity in these cultures, as well as immigration practices, prejudices, conflicts, and accommodations. *Prerequisite: Introduction to Sociology (SOCI 1113) with a “C” or better.*

**SOCI 2213 Juvenile Delinquency**
This course focuses on juvenile delinquent behavior, problems, theories, as well as cause, control, and prevention of juvenile delinquency. *Prerequisite: Introduction to Sociology (SOCI 1113) with a “C” or better.*

**SPAN 1113 Elementary Spanish I**
A beginning course designed for the student having little or no knowledge of Spanish that includes instruction in correct pronunciation, aural comprehension, and simple speaking and writing ability. *Prerequisite: Basic Writing (ENGL 1103) with a "C" or better or required placement score.* *This course corresponds to ACTS Index Number SPAN 1013.*

**SPAN 1123 Elementary Spanish II**
This course is a continuation of Elementary Spanish I (SPAN 1113) and includes practice in correct pronunciation, aural comprehension, and simple speaking and writing ability leading to a mastery of basic grammar and limited reading ability. *Prerequisite: Elementary Spanish I (SPAN 1113) with a “C” or better.* *This course corresponds to ACTS Index Number SPAN 1023.*

**BUSINESS TECHNOLOGY**

College of the Ouachitas reserves the right to alter semester offerings based on enrollment, student needs, and instructor availability.

**BUSINESS TECHNOLOGY COURSES REQUIRE COLLEGE-LEVEL READING SKILLS OR SUCCESSFUL COMPLETION OF (READ 1013) ACADEMIC READING. EXCEPTIONS INCLUDE: GBUS 1103 KEYBOARDING AND DATA 1123 FUNDAMENTALS OF INFORMATION TECHNOLOGY.**

**ACTG 1113 Principles of Accounting I**
Students are introduced to the fundamental principles of accounting as they apply to the sole-proprietorship, partnership, and corporate forms of business. The preparation of basic financial statements and the study of basic financial accounting concepts are stressed. *Prerequisite: MATH 1013 Basic Algebra or required placement score for MATH 1023 Intermediate Algebra or higher.* *This course corresponds to ACTS Index Number ACCT 2003.*
ACTG 1203 Principles of Accounting II
This course is a continuation of Accounting I. Emphasis is placed on accounting for partnerships, limited liability companies, and corporations along with an introduction to the use of managerial accounting systems for planning, control, and decision-making.

Prerequisite: ACTG 1113 Principles of Accounting I with a grade of “C” or better.
This course corresponds to ACTS Index Number ACCT 2013.

ACTG 1213 Computerized Accounting
This course provides a learning environment that integrates standard principles of accounting with a commercial computerized accounting software package.

Prerequisites: DATA 1123 Fundamentals of Information Technology and ACTG 1113 Principles of Accounting I, both with grades of “C” or better.

ACTG 1223 Payroll Accounting
Students are introduced to different laws and regulations that affect payroll preparation in today’s business world. Areas covered include the computation of salaries and wages, social security, income tax, unemployment compensation, and the journalizing of payroll transactions.

Prerequisite: ACTG 1113 Principles of Accounting I with a grade of “C” or better.

BOIS 1003 Introduction to Business
This survey course is an introduction to business as a profession. It provides an overview of management in organizations, leadership, human resources, financial management, accounting, production, and marketing and social responsibility. Students will be introduced to the various dimensions of business which will help them to identify areas of study that are of particular personal interest. Students will be exposed to many emerging technologies utilized by and impacting the business world. Professional communication skills and practices, problem-solving, ethical and legal issues, and effective presentation skills will be covered.

This course corresponds to ACTS Index Number BUS 1013.

BOIS 2203 Legal Environment
This course provides students with a study of the law and its application to business and industry. Emphasis is placed on laws that govern and regulate commercial activity in our dynamic world marketplace.

This course corresponds to ACTS Index Number BLAW 2003.

BOIS 2303 Business Communications
This course develops the student’s ability to write and present information in a businesslike, professional manner. Interpersonal and business etiquette skills that contribute to the development of an effective employee and collaborative team member are included. Emphasis is placed on preparing students for the employment process.

Prerequisites: ENGL 1113 Composition I and DATA 1123 Fundamentals of Information Technology all with grades of “C” or better.

This course corresponds to ACTS Index Number BUSI 2013.

BOIS 2413 Business Internship
This is a capstone course for all Business AAS degree majors (Accounting, Management, Medical Office Administration and Office Administration) which extends learning beyond the classroom by integrating theory and technical skills in a real work setting. It is reserved for students completing their third or fourth semester. Students participate in an 8-hour per week internship experience which provides hands-on training under the direct supervision of a professional at an instructor-approved site.

Prerequisite: Technical Certification Award.

Students will submit to a background check and drug screening if required by the work site. The cost will be added as a fee. Some medical facilities may require students to possess HIPAA and CPR certifications and to provide a current TB test and flu immunization.
DATA 1123 Fundamentals of Information Technology
This course introduces students to available technology resources and to computer concepts, hardware, software, file management, networks, e-mail, and the Internet. It also provides hands-on application in word processing, presentation, spreadsheet, and database management software.
Prerequisite: Score proficient on the College’s required Keyboarding Entrance Exam.
This course corresponds to ACTS Index Number CPSI 1003.

DATA 1213 Word Processing (MS Word®)
This course introduces features of a popular word processing program. Students learn to format common business documents while developing keyboarding speed and accuracy.
Prerequisite: SECR 1003 Beginning Keyboarding with a grade of “C” or better or required keyboarding placement score of 35 net wpm.

DATA 1233 Database Management (MS Access®)
This course familiarizes students with the capabilities of a standard database management program. Students will create tables, queries, forms, and reports for practical applications.
Prerequisite: DATA 1123 Fundamentals of Information Technology with a grade of “C” or better.

DATA 1243 Spreadsheet Applications (MS Excel®)
This course familiarizes students with the capabilities of a standard spreadsheet program. Students will create and modify worksheets in order to generate analytical reports for use in the business decision-making process.
Prerequisite: DATA 1123 Fundamentals of Information Technology with a grade of “C” or better.

DATA 2203 Integrated Applications (MS Professional Office®)
This course, through the use of simulations and lab projects, develops skills necessary to effectively integrate all programs within an office suite.
Prerequisites: DATA 1123 Fundamentals of Information Technology, DATA 1213 Word Processing, DATA 1233 Database Management, and DATA 1243 Spreadsheet Applications all with grades of “C” or better.

DATA 2303 Advanced Word Processing (MS Word®)
This course develops in-depth knowledge and proficiency in advanced application and desktop publishing features of a popular word processing program. Decision-making and problem-solving skills are emphasized while students create business documents and publications.
Prerequisite: DATA 1213 Word Processing with a grade of “C” or better.

ECON 2113 Principles of Macroeconomics
This course introduces students to principles of macroeconomics including market systems, national income equilibriums, and money/banking systems. Emphasis is placed on policies regarding inflation, unemployment, and economic growth and the government’s effect on general business conditions.
This course corresponds to ACTS Index Number ECON 2103.

ECON 2213 Principles of Microeconomics
This course introduces students to principles of microeconomics including the foundation of demand (consumer theory), supply (theory of the firm), the operation of the market system, and government intervention. Emphasis is placed on application of these principles of business and government decision-making.
This course corresponds to ACTS Index Number ECON 2203.

GBUS 1103 Keyboarding
This course is designed to help students develop keyboarding skills by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on learning to key by touch, developing correct keyboarding techniques, building speed and accuracy, identifying and applying proofreaders’ marks, and producing various types of business documents.
This course corresponds to ACTS Index Number BUSI 1103.
GBUS 2023 Business Statistics
This course provides a study of statistical methods for describing and analyzing data for use in business decisions. Topics include: data sources, descriptive statistics (frequency charts and graphs, central tendency and dispersion), probability and special probability distributions, sampling distributions, estimation techniques, hypothesis testing of means and proportions, analysis of variance, nonparametric statistics, regression analysis, time series and forecasting techniques, and quality control procedures.
Prerequisite: MATH 1143 College Algebra, or MATH 1163 Quantitative Literacy.
This course corresponds to ACTS Index Number BUSI 2103.

MATH 2163 Business Calculus
This course provides a study of basic principles of linear algebra and calculus with emphasis on applications to business problems. Course topics include: Mathematical Modeling, Optimization, Linear Programming, Calculus, Mathematics of Finance, and Probability and Statistics.
Prerequisite: MATH 1143 College Algebra.

MEDT 1113 Body Systems and Diseases I
This course introduces human anatomy and physiology through an overview of the organ systems of the human body. The course also includes an introduction to the etiology, treatment, and prognosis of various diseases. Emphasis is given to medical information as viewed from the standpoint of a health information management professional offering access to pathological conditions most commonly seen in a healthcare system.
Corequisite: MEDT 1153 Medical Terminology.

MEDT 1213 Body Systems and Diseases II
This course is a continuation of MEDT 1113 Body Systems and Diseases I. Students continue learning about the organ systems of the human body, and the etiology, treatment, and prognosis of various diseases.
Prerequisite: MEDT 1213 Body Systems and Diseases I with a grade “C” or better.

MEDT 1133 Medical Office Administration
This course introduces the student to technology, medical/legal responsibilities, ethics, medical records, confidentiality, and other day-to-day medical office procedures.

MEDT 1153 Medical Terminology
This course introduces the spelling and meaning of medical terms as they relate to anatomy, physiology, and pathophysiology. Root words, prefixes, suffixes, multiple combinations, and abbreviations are introduced as they relate to body systems.

MEDT 2023 Medical Transcription I
This course teaches the basic concepts of medical transcription. Students learn how to transcribe medical documents. Emphasis is placed on developing proofreading skills so that students are prepared to work as medical language specialists. Students must be keyboarding proficient.
Prerequisite: Score proficient on the Keyboarding Exam.
Corequisite: MEDT 1153 Medical Terminology with a “C” or better, or concurrently enrolled

MEDT 2033 Medical Transcription II
This course is a continuation of MEDT 2023 Medical Transcription I. Students continue transcription of medical documents and the development of proofreading skills.
Prerequisites: MEDT 2023 Medical Transcription I and DATA 1213 Word Processing both with a “C” or better.

MEDT 2053 Medical Billing
This course trains the student in the procedures of billing and how to handle a patient from the initial appointment through the collection process. Students learn how to submit claims to insurance carriers, review medical records, verify patients’ benefits, submit secondary claims, post payments, and appeal insurance carriers’ decisions. Students are required to take the Certified Medical Billing

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Specialist national certification exam at the completion of the course. A $299 testing fee is charged when a student registers for this course.

**Prerequisites:** MEDT 1133 Medical Office Administration, MEDT 1153 Medical Terminology I, MEDT 2333 Medical Coding I, MEDT 1113 Body Systems and Diseases I, and DATA 1123 Fundamentals of Information Technology.

**MEDT 2333 Medical Coding I**
This course introduces the student to formats, conventions, and basic principles of medical coding as it relates to human body systems and conditions. Review of patients’ medical records and assignment of ICD-10 code numbers to the diagnoses and CPT codes for medical procedures are emphasized.

**Corequisite:** MEDT 1153 Medical Terminology and MEDT 1113 Body Systems and Diseases I.

**MEDT 2343 Medical Coding II**
This course is a continuation of MEDT 2333 Medical Coding I. This course continues to refine the skill of assigning ICD-10 codes for medical diagnoses and CPT codes for medical procedures and billing purposes. **Students are required to take the Certified Professional Coders national certification exam at the completion of the course. A $370 testing fee is charged when a student registers for this course.**

**Prerequisite:** MEDT 2333 Medical Coding I with a “C” or better.

**Corequisite:** MEDT 1213 Body Systems and Diseases II

**MEDT 2413 Advanced Medical Office Administration**
This is a capstone course of the Medical Office Administration AAS degree and is reserved for students completing the last semester of that program. Instructor approval is required for enrollment. Students participate in a 12-hour per week simulation experience that provides hands-on training in the practices and procedures of medical office administration, coding, and billing. A field observation component is also included, allowing the student an opportunity to observe the environment and procedures of a working medical facility.

**Prerequisite:** Completion of 18 Credit Hours of MEDT courses all with grades of “C” or better.

**Students will submit to a background check and drug screening in order to participate in this course. The cost will be added as a fee. Students must also have HIPAA certification and provide a current TB test and flu immunization. Students agree to complete field observations at the scheduled times.**

**MGMT 1113 Principles of Management**
This course introduces students to a practical study of contemporary management concepts and techniques needed to manage challenges relate to people, diversity, quality, ethics, and the global environment.

**MGMT 1123 Supervisory Management**
This course introduces students to the techniques needed to effectively manage the workforce. It stresses the importance of attaining and utilizing a variety of essential resources in support of an organization’s objectives. Emphasis is placed on management skills and employee-supervisor relationships.

**Prerequisite:** MGMT 1113 Principles of Management with a “C” or better.

**MGMT 2013 Human Resource Management**
This course provides an overview of human resource management practices. Topics include staffing, employee recruitment, selection and placement, promotions, transfers, separations, and wage and salary administration.

**Prerequisite:** MGMT 1113 Principles of Management with a grade of “C” or better

**MGMT 2343 Small Business Management**
This course introduces students to entrepreneurship. Topics include personal qualities of the successful entrepreneur, developing a viable business idea, analyzing the market and market segmentation, buying a franchise, selecting locations and facilities, and financing the business.

**Prerequisite:** MGMT 1113 Principles of Management with a grade of “C” or better.
EARLY CHILDHOOD EDUCATION

ECDE 1113 Introduction to Early Childhood Development
This course is designed to acquaint the student with the historical roles of families in their child’s development. The student will become familiar with the theories that early childhood education is based upon and learn how to develop an effective program designed uniquely for children birth to age five. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course content is based upon guidelines by the Council for Early Childhood Professional Recognition.

ECDE 1123 Foundations of Early Childhood
Foundations of Early Childhood is a study of the principles of child development and learning, and their implication to the teacher in early childhood education programs. The emphasis of this course is on safety, health, and the learning environment. This course is designed to acquaint the student with the historical roles of families in their child’s development. The student will become familiar with the theories that early childhood education is based upon and learn how to develop an effective program designed uniquely for children birth to age eight. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course content is based upon guidelines by the Council for Early Childhood Professional Recognition.

ECDE 1213 Curriculum and Materials
Curriculum and Materials is a study of early childhood education as a profession. Emphasis of this course includes strategies to develop family relationships, managing an effective program, and maintaining a commitment to professionalism. This course is designed to provide the student with a broad knowledge base on how to design a program for children developing both typically and atypically. This course provides opportunity to plan environments that are physically and emotionally secure. Students will plan curriculum, develop classroom materials, and implement activities that are age, stage, and culturally appropriate for children birth to age eight. Course content is based upon guidelines established by the Council for Early Childhood Professional Recognition.

Corequisite: ECDE 1113 Introduction to Early Childhood Development

ECDE 1223 Early Childhood Practicum I *
This Practicum involves working with children in a professional childcare setting. Emphasis of this course includes completing a Case Study/Portfolio for one individual child during the semester and planning a unit of study. *Students enrolled in this class and competing for the CDA credential must be working in a child development setting due to OJT hours required for the credential.

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

ECDE 1233 Health, Safety and Nutrition
Health, Safety, and Nutrition in Early Education, covers the four major subject areas of safety, nutrition, health, and special topics. We will also cover children with disabilities and other special needs; updated information on nutrition, including the new pyramid food guidance information and practical information on creating linkages with children, families, staff, community, and community resources. This text combines basic information and theory, as well as practical applications, resources, and other early education skills needed for working with children, families, and staff.

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

ECDE 2113 Language Arts for Children
Early Childhood Experience in the Language Arts: Early Literacy, This course has a goal to produce teachers, who matter, teachers who are prepared, and teachers who are knowledgeable companions, exploring and sharing literature and language experiences with young children. In order to achieve this, we encourage reflective thinking, allow practice of skills, and inspire the collection of ideas for future use. This course thoroughly addresses the interrelation of listening, speaking, reading, writing, and viewing language art’s areas. While taking a high level view that paints a comprehensive picture
of the most important aspects of teaching early literacy, the course also takes a practical approach. The student will learn very specific activities that include stories, poems, finger plays, and puppetry that they can utilize in a classroom setting. They will also learn curriculum for infants, toddlers, and preschoolers, with the theory followed up by deliberate “how-to” suggestions. The student will learn program planning ideas for English language learners and special needs children.

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

ECDE 2123 Early Childhood Practicum II
Students must be employed or volunteer in a licensed childcare facility in order to demonstrate the knowledge and skills learned in the previous courses. Students will be observed by a COTO instructor following the C.D.A. guidelines.

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

ECDE 2213 Special Education in the Preschool
The course provides essential information about children with a variety of diverse abilities that educators will be teaching in today’s schools. It provides information about the disabilities themselves and ways to plan for and includes these children in regular educational settings.

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

ECDE 2223 Arts and Music for Preschool Children
This course is for early childhood educators as well as professionals who work with children birth through age eight. The focus of this course is on making the vital connection to music, movement, drama, and the visual arts in all areas of the classroom, as well as, developing creative teachers and professionals who will be able to foster an artistic environment. The course includes observations and pictures of teachers and children that demonstrate practical ways the arts can be used to help children reach their potential. There are expanded sections on multi-intelligences. There are many ideas in the course for open-ended activities that are important for the development of young children and will encourage them to think in new ways. The standards and recommendations from professional organizations are addressed so that the reader can recognize what goals these organizations believe are important in the early years.

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

ECDE 2233 Infant and Toddlers
This is a course that has been designed for students taking courses in Assessment and Early Childhood Special Education, as well as for professionals in the field who work with families and young children, birth to age three. The course includes specific instructions for observing, administrating, scoring, and interpreting results of assessment, as well as two extensive illustrations from the field. The course highlights an assessment which is appropriate for evaluating infants and toddlers with a wide range of actual and suspected delays and abilities including children with environmental risk factors, children born prematurely, children with Pervasive Developmental Disorders, and youngsters with other neurological and/or developmental problems.

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

ECDE 2243 Parenting
A course designed to help students understand the need for parent education in today’s society. Topics of study will include the need for parent education, parenting decisions, becoming a parent in today’s changing world, responsibilities and caring for children, and special issues pertaining to parenting.

Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood
ECDE 2353 Organization and Administration of Preschool Programs
A study of organization and administration of early childhood programs including the program philosophy, licensing requirements, types of programs, staff selection, management techniques and responsibilities, community resources, and parent involvement strategies.
Prerequisite: ECDE 1113 Introduction to Early Childhood Development; ECDE 1123 Foundations of Early Childhood

HEALTH SCIENCES

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

PRACTICAL NURSING (PN)

AHHS 1001 First Year Interest Group
This course is designed to teach students strategies, techniques, and skills essential to succeed in the nursing profession. Students explore learning strategies that lead to success in classroom and clinical settings. Topics include but are not limited to learning styles, note taking, memory techniques and test taking strategies. This is a required course for students entering the practical nursing program. First Semester

PNUR 1123 Pharmacology and Dosage Calculation
This course includes an introduction to the foundations of pharmacology, principles of drug action and interaction, use of the nursing process, and routes of administering medications. The student will learn the skills needed to administer medications through the various routes. This course utilizes the nursing process with body systems to guide the students in learning drug actions, dosages, expected reactions, side effects, contraindications and points of observation following the administration of drugs. Basic dosage calculations for oral, topical, parenteral, transdermal, sublingual, and intranasal routes will be covered.

PNUR 1009 Nursing Process I
This course prepares the student in the nursing care of the adult patient throughout their lifespan, incorporating all phases of the nursing process (Assessment, Nursing Diagnosis, Planning, Implementation and Evaluation). The student will utilize the knowledge, skills, and attitude in prevention and treatment of the disease process as it affects body systems. An introduction to current federal and state patient guidelines, legal and ethical aspects of nursing; including the Arkansas Nurse Practice Act will be covered. Students will be required to demonstrate competency in selected nursing skills associated with theory content. First Semester.

PNUR 1209 Nursing Process II
This course continues to prepare the student in the nursing care of the adult patient throughout their lifespan, incorporating all phases of the nursing process (Assessment, Nursing Diagnosis, Planning, Implementation and Evaluation). The student will utilize the knowledge, skills, and attitude in the prevention and treatment of the disease process as it affects body systems. Pharmacology, Anatomy & Physiology, Nutrition, and Gerontological, will be included. The clinical experience will give the student an opportunity to continue the application of the nursing process to the patients in various clinical facilities. Second Semester.

PNUR 1215 Nursing Process III
This course includes the principles and practices of nursing care during prenatal, labor and delivery, post-partum, and neonatal periods; including the principles of growth and development, nursing the infant through adolescence, and the behavior of well and sick children. The clinical experience will give the student an opportunity to continue the application of the nursing process to the patients in various facilities. Second Semester.

PNUR 1310 Nursing Process IV
This course continues to prepare the student in the nursing care of the adult patient throughout their lifespan, incorporating all phases of the nursing process (Assessment, Nursing Diagnosis, Planning,
Implementation and Evaluation) for complex diseases. The student will utilize the knowledge, skills, and attitude in prevention and treatment of the disease process as it affects body systems. Pharmacology, Anatomy & Physiology, Nutrition, and Gerontological, will be included. The clinical experience will give the student an opportunity to continue the application of the nursing process to patients in a variety of clinical facilities. Third Semester.

PNUR 1323 Nursing Process V
This course is an introduction of the common conditions of mental illness, prevention and wellness of such conditions, and care of patients suffering from abnormal mental and emotional responses. The clinical experience will give the student an opportunity to continue the application of utilizing the nursing process to the patients in facilities. Third Semester.

CERTIFICATE OF PROFICIENCY:
MNUA 1117 Medication Assistant (MA-C)
This course is only open to Certified Nursing Assistants who have been employed in that capacity in a nursing home for a minimum of one year. This course prepares the student for the task of medication administration in the healthcare setting. This course includes an introduction to medication administration, a brief history of health care, the development of the role of the Medication Assistant, state and federal regulatory issues, and principles of medication administration including; pharmacology, medications, medication orders, prescriptions and transcription, information on medications and their effect on the body, a review of body systems, and special circumstances, such as, substance abuse by the individual being cared for by Medication Assistants as well as by their coworkers. Students who successfully complete this course will be eligible to take the Arkansas Medication Assistant Certification Exam.

CERTIFICATE OF PROFICIENCY:
CNUA 1117 Nursing Assistant (CNA)
The course includes information necessary to improve the quality of life of clients in long-term care facilities and other health care facilities. The course consists of information important to providing a solid foundation of skills and critical procedures necessary for becoming a Certified Nursing Assistant. Students who successfully complete this course may be eligible to take the Arkansas Nursing Assistant Certification Exam. This course meets the certification requirements of the Arkansas Department of Human Services, Office of Long-Term Care.

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

SPRING & SUMMER COURSES
RNUR 2008 Registered Nursing Process I (8 CRS)
Basic Nursing/Role Transition- This course provides the foundational theory for LPN’s/LPTN’s to transition to the responsibilities and roles of a registered nurse. The student is introduced to the goals, philosophy, and learning objectives of the LPN to RN program. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. Growth and development is included with the introduction of well-known developmental theorists including Kolberg, Erikson, Skinner, and Freud. Incorporated into the content is an emphasis on lifestyle and health practices, relationships and role development, self-esteem, and self-concept development. The student’s fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. Introduction to body system pathophysiology and nursing care throughout the lifespan will be taught. Also explored are the legal, ethical, and social issues related to the Registered Nursing role. Students will have the opportunity to learn new clinical skills while sharpening previously learned skills. Clinical hours will include medical/surgical client care in the acute care and simulation settings. Also included in the course is a mathematics review, essential information that is the foundation for accurate dosage calculations and safe medication administration.
Prerequisite: Admission to the PN/Paramedic to RN Nursing Program; Anatomy and Physiology I with lab, Composition I, and Pharmacology and Dosage Calculation OR College Algebra OR Quantitative Literacy.

SPRING & FALL COURSES

RNUR 2014 Registered Nursing Process II (4 CRS)
This course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness-illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process. This course also provides students with the opportunity to experience interacting with adolescent, adult, and geriatric clients with mental illness in clinical settings. Included in the course is a mathematics review, essential information that is the foundation for accurate dosage calculations and safe medication administration. Students will engage in the clinical application of concepts covered in RNUR 2014.
Prerequisite: Admission to the PN/Paramedic to RN Nursing Program

SUMMER & FALL COURSES

RNUR 2109 Registered Nursing Process III (9 CRS)
This course provides principles and concepts associated with birth through adolescence. The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of the family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment including: interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. This course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing family, newborn, and women’s health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, and family planning. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas. Students will have opportunity to learn new clinical skills while sharpening previously learned skills. Care of the hospitalized child including pediatric clinical procedures and home care guidelines are incorporated into the content. Clinical hours will include general clinical skills of the pediatric client in a variety of settings. This clinical allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in the care of the child-bearing family, the newborn, and women’s health. Students also use skills in assessing and caring for children and adults with genetic abnormalities. Included in the course is a mathematics review, essential information that is the foundation for accurate dosage calculations and safe medication administration.
Prerequisite: Prerequisite: Successful Completion of all First Semester RNUR Courses.

FALL & SPRING COURSES

RNUR 2212 Course Description:
This course builds upon 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 patients with complex healthcare needs related to all body systems. The student will learn basic care methodology for patients in emergency (including bioterrorism preparedness), critical care, and surgical care settings. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. Included in the course is a mathematics review, essential information that is the foundation for accurate dosage calculations and safe medication administration. Clinical experience
continues to build upon previous instruction and allows the student to deliver higher level nursing care and demonstrate management and leadership skills.

*Prerequisite: Successful Completion of all Second Semester RNUR Courses.*

**HONORS COLLEGE COURSES**

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

*Prerequisite: Admission to the Honors College.*

**HNRS 1121H Honors Seminar II**
Required of all Honors College students during the second semester. Turning attention outward to the community in which we live, Seminar II students will explore the local environment and culture through various research methods, present findings in diverse conventional and digital media, and culminate the semester with a multi-modal presentation before members of the campus administration and local community. S

*Prerequisite: Completion of HNRS 1111 or Mid-year Admission to Honors College.*

**HNRS 1131H Honors Seminar III**
Required of all Honors College students during the third semester. Honors Seminar III focuses on learning in the global environment. Includes a service learning component. F

*Prerequisite: Completion of HNRS 1111 or HNRS 1121.*

**HNRS 1141H Honors Seminar IV**
Required of all Honors College students during the fourth semester. A project-based leadership seminar. Topics include leadership styles and ethical responsibilities. S

*Prerequisite: Completion of HNRS 1121 or HNRS 1131.*

**HNRS2033H Honors Special Topics.**
Grounded in recognized academic fields and tied to established disciplinary objectives, Honors Special Topics courses are offered as part of COTO’s commitment to providing Honors College scholars the opportunity to help shape their own educational curricula. Each Honors College cohort is encouraged to select a Special Topics subject during its first-semester Seminar. Once approved by the Director, the requested course is developed and offered during the cohort’s third semester by a faculty member credentialed in the specified content area. F
Community Education/Professional Development

Community Education

The Community Education courses are designed to provide training on a wide variety of subjects that are related to personal interest and improvement of basic skills related to those interests. The Community Education Department is willing to talk to people with a vocational skill or hobby that are interested in teaching others.

There will be other courses which are designed to provide essential skills, allow an individual to investigate or develop an interest in a hobby or vocation and to provide an individual with the opportunity to participate in an environment that adds to their quality of life and sense of personal fulfillment.

Classes are organized by demand and require a certain number of students – which may vary for each class. For additional information, please call (501) 332-0210 or (501) 332-5000.

ED2GO

ED2GO enables those interested to update skills, discover a new talent, or chart a career path at their own pace and at their convenience with instructor-led online classes. All online courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. It is not necessary to be present when the lesson is released, but the student must complete each lesson within two weeks of its release. Interactive quizzes, assignments, and online discussion areas supplement the lessons – all provided in each course over the Web.

Professional Development for Certified Teachers

Ed2Go also offers a variety of courses that are certified by the Arkansas Department of Education for Professional Development hours. All the student needs to get started is an Internet connection, an e-mail address, and Web browser. Please visit our website: http://www.ed2go.com/otcweb/ then search for courses. For additional information, please call (501) 332-0210 or (501) 332-5000.

Workforce Education and Training

In today’s competitive global market, it is important that workforce skills are sharpened and kept on the cutting edge. Having a well-trained workforce has an impact on the bottom line of a company. College of the Ouachitas (COTO) partners with local businesses and industries to bring quality, customized, short-term or long-term affordable training to their companies. COTO also offers assistance with grants to save training dollars, enabling companies to see a greater return on their training investment.

COTO offers training at plant and business sites, at the college campus in Malvern, and at other training centers like Henderson’s Community Education Center in Arkadelphia. We serve a five county area which includes: Hot Spring, Clark, Saline, Dallas, and Grant; we welcome training center locations in each community.

It is not always easy to budget for training or manage the time for people to get training during work hours. To that end, COTO facilitates co-training opportunities so that companies can share the cost of training and time slots that assist in covering various shifts of employees. To join the College of the Ouachitas Training Alliance (COTA) please contact the Dean of Workforce Education and Training so your training needs can be assessed and matched with like training needs of others.
Ouachita Area Adult Education Center

The Ouachita Area Adult Education Center at the College offers to interested students an opportunity to complete or enhance their education by either achieving a high school equivalency diploma (currently General Development Diploma - GED®), by competing for a WAGE™ (Workforce Alliance for Growth in the Economy) Certificate, by learning English, or by upgrading academic skills for college entrance exams. The program is designed for adults (18 years of age or older) to accomplish the following:

1. To acquire the developmental education necessary to be successful in society
2. To continue their education and achieve a high school equivalency diploma
3. To take advantage of the WAGE™ certificate program in order to make them more employable, productive, and responsible citizens
4. To acquire the developmental education necessary for self-improvement/enhancement
5. To acquire developmental education necessary to succeed in college

Emphasis is placed on providing educational opportunities to those who are least educated and most in need, such as minorities, single parents, teen parents, unemployed, and the educationally disadvantaged.

The Ouachita Area Adult Education Center is fully approved and funded by the Arkansas Department of Career Education, Adult Education Section. There is no tuition fee. The length of the program will be determined by individual student need.

The Adult Education Centers students may be eligible for WIQA benefits, Department of Health and Human Services benefits, Unemployment benefits, etc. while attending classes. More information on these benefits is available from the individual agency.

Enrollment Policy

Adult Education programs may reserve the right to serve only persons eighteen (18) years or older or limit the number of students below the age of eighteen (18) that are accepted. Adults age eighteen (18) or older may enroll at any time by coming to Ouachita Area Adult Education Center located in the Arkansas Workforce Center at 1735 East Sullenberger in Malvern during hours of normal operation, at the Grant County Adult Education Center at 1409 South Rock Street, Suite E in Sheridan, or Clark County Adult Education Center located in the Family Enrichment Center at 301 N. 23rd Street in Arkadelphia. Students can attend classes a limited number of hours at our satellite centers in Bismarck, Leola, Amity, or Gurdon.

In accordance with Acts 30 and 31 of 1994 (enacted in the Second Extraordinary Session, August 1994, and Acts 572 and 837 of 1995 enacted in the Eightieth General Assembly, March 1995), adult education programs reserve the right to decide whether or not to enroll persons sixteen (16) or seventeen (17) years of age. Ouachita Area Adult Education Center’s Policy specifies the following:

- It is the policy of the Adult Education Department to deny enrollment to 16 or 17 year olds who are currently suspended from public school or other adult education programs.
- Enrollment may be denied if the enrollment paperwork is not satisfactorily completed.
- Enrollment may be denied if past behavior is determined to be a threat to the safety and learning environment of the school (according to Adult Education Policy & Procedures Manual).

For further information concerning enrollment of these students, contact the Ouachita Area Adult Education Center in Malvern at 501-332-5002, in Sheridan at 870-942-4402, in Arkadelphia at 870-246-1104, or the counselor at the public school of his/her enrollment.

Attendance Policy

The Adult Education Department does not have a specific attendance policy for adults. All classes are open-entry/open-exit. However, students are expected to attend class the number of hours that
specific agencies, such as the Department of Health and Human Services, Malvern Housing Authority, Military Recruitment Center, probation and juvenile programs, etc. require.

Students referred by agencies who require specific attendance will be required to work out a schedule with their instructors, and are expected to attend each day that they are scheduled with their instructors.

There is a specific attendance policy for sixteen (16) and seventeen (17) year old students (youth). These youth are required by law to attend 20 hours each week until they complete the program by passing the high school equivalency examination or reaching their eighteenth (18) birthday. A schedule of attendance is determined jointly by the student, parent, and Adult Education staff. For further information concerning attendance, call the Adult Education Department in Malvern at 501-332-5002 or 501-332-1914, in Sheridan at 870-942-4402, or in Arkadelphia at 870-246-1104.

**Participation**

Participation of youth in the Ouachita Area Adult Education Center will be contingent upon the following:

1. The student and parent/guardian must agree to have attendance, behavior, and progress monitored as required by the program.
2. Upon acceptance into the adult education program, an Individual Adult Education Plan (IAEP) will be completed for the student based on the results of the TABE (Test of Adult Basic Education) enrollment exam. The student must have satisfactory progress as determined by their instructor and/or staff based on the IAEP.
3. Students must attend a minimum of 20 hours per week as determined by their schedule of attendance upon enrollment. Those students who work at least 30 hours per week will be required to attend a minimum of 10 hours with proper documentation prepared by the employer.
4. Weekly academic progress and attendance reports will be sent to the referring agency or educational institution or juvenile court.
5. Students attending less than the required number of hours will be placed on attendance probation the first time. If the student does not maintain appropriate attendance for two weeks (per semester), a report may be filed with the Office of Juvenile Court and the Department of Finance & Administration.
6. Students will be given credit for scheduled hours in the event that the program is closed for school business.

**Denial of Participation**

The Ouachita Area Adult Education Center reserves the right to deny continued participation of students who disrupt classes or who violate attendance policies or any other policy established by the Center.

**COURSE DESCRIPTIONS - OUACHITA AREA ADULT EDUCATION**

**Arkansas High School Diploma:** Adult Education provides a means whereby out-of-school individuals may reach at least the level of high school completion and receive the Arkansas High School Diploma. Curriculum covers each of the four areas that are included on the GED® Tests:

1. Reasoning Through Language Arts
2. Mathematical Reasoning
3. Science
4. Social Studies

**Other offerings include:**

Developmental Education Enhancement provides a review of academic areas for the high school graduate in need of upgrading skills to enter higher education or the workforce. Please refer to our CCAP (College and Career Access Program) at College of the Ouachitas for additional enrollment
information. The CCAP instructor is our Adult Education representative for the Accelerated Opportunities (AO) Grant. The AO grant is an I-Best model of partnering vocational content classes with Adult Education classes.

**Distance Education** is a formal learning activity that allows eligible students to receive some of their instruction through a variety of media outlets outside the traditional classroom. All Distance Education activities are monitored by one of the Distance Education instructors.

**Employment & Training (E&T)** serves adults in Hot Spring and Grant Counties that receive supplemental nutrition assistance, who are between the ages of 18 and 49 years. The purpose of E & T is to assist Supplemental Nutrition Assistance Program, (SNAP), recipients find a job, or receive education that may lead to a job. All referrals to the program are made through the AR Department of Human Services.

**English as a Second Language (ESL)** allows adults to learn to speak, read, and write English for their second language.

**Literacy** provides one-to-one tutoring in cooperation with the Literacy Council Hot Spring County Inc./READ.

**Study Skills, Resume Writing, and Job Search Skills** are provided weekly through our Career Development instructor.

**Workplace classes** are arranged with local businesses or industries to upgrade employees' developmental education needed on the job.

**WAGE™ (Workforce Alliance for Growth in the Economy)** is a competency-based program designed to help workers improve basic and job-readiness skills. This industry driven program also provides employers with a more skilled labor force. Upon completion of the competencies and other requirements, individuals will be able to receive any or all six WAGE™ certificates: Employability, Industrial, Customer Service I and II, Bank Teller, and Office Technology.

**Official GED® Examination**

The Official GED® Examination is given at the College of the Ouachitas and at the Sheridan and Arkadelphia Testing Centers. Testing is scheduled through a GED® Testing website. A passing practice test (GED Ready™) score is required by Arkansas before the Official GED® test may be taken. The GED Ready™ test must be administered at an approved Adult Education Center. Check with your local Adult Education Center for current costs and other information concerning GED testing.

**Requirements to Receive an Arkansas High School (GED®) Diploma**

1. To receive an Arkansas High School Diploma an examinee must attain a score of 150* or above on each of the four test areas. In addition, GED® Scores with Honors will be awarded for those who score 170 or above on two or more sections of the test. *Passing score may change.
2. Qualified individuals will receive an Arkansas High School Diploma from the State of Arkansas.
3. Transcripts and/or duplicate diplomas for tests prior to the 2014 GED® test may be requested from the state GED® administrator. Forms are available from the Ouachita Area Adult Education Center at the Arkansas Workforce Center, 1735 East Sullenberger, Malvern; Sheridan Adult Education Center, 1409 South Rock Street, Suite E, Sheridan; Arkadelphia Adult Education Center, 301 N. 23rd Street, Arkadelphia. Issuance of transcripts and/or duplicate diplomas for the 2014 GED® test will follow procedure of GED Testing.

**General Requirements for GED® Testing**

The GED® test may be administered to eligible test-takers only. Individuals must be at least sixteen (16) years of age and not currently enrolled in an accredited high school. Only person who do not have a standard high school diploma are eligible to take the GED® test.

1. Test-takers must be at least sixteen (16) years of age.
2. Test-takers must present proof of positive identification that shows name, date of birth, address, signature and photograph. Valid drivers’ licenses, passports, military, or other forms of
government-issued (national and foreign) identification that shows required information are all acceptable forms of identification.

3. Test-takers must be legal residents of Arkansas. The term “legal resident” has been clarified by the Arkansas Department of Career Education to mean a person who spends most of his/her time in Arkansas, who pays property taxes, or who possesses a valid Arkansas driver’s license.

4. Prior to taking the Official GED® test, test-takers must pass the official GED Ready™ test with minimum scores established by the Adult Education/GED Testing Office of the Arkansas Department of Career Education. This test must be administered through an approved adult education program or GED® Testing Center™.


Requirements for the Official GED Ready™ Test
All applicants wishing to take the GED® test are required to take and pass the Official GED Ready™ Test with minimum scores established by the Adult Education Division/GED Testing Office of the Arkansas Department of Career Education. This test must be administered through an approved adult education program or GED Testing Center™.

Requirements for Retesting**
1. Test-takers scoring at least 149 points on each area of the first Official GED® Test may retest at the next scheduled test date without retaking the Official GED Ready™ Test.
2. If the score is 130-148 on any area of the test or the test-taker has been retested one or more times, the test-taker must wait three (3) months OR complete 30 hours of instruction through an approved Adult Education program AND pass the Official GED Ready™ Test with a score of 155 in each area to be retested.
3. If the score is 129 or below on any area of the test the test-taker must wait six (6) months OR complete 60 hours of instruction through an approved Adult Education program AND pass each part of the Official GED Ready™ Test with a score of 155 in each area to be retested.

NOTE: A test-taker is required to take only the part(s) of Official GED Ready™ Test to be administered on the GED® test.

Graduation
Adult Education students who have successfully completed their GED® are invited and encouraged to participate in an annual GED® graduation ceremony held each June. Graduation attire (cap & gown) is required and may be purchased for approximately $25.00 to $30.00. Some sponsors are available based on need. Attending rehearsal for graduation is not a requirement for graduating. Individuals who agree to participate in the graduation ceremony are expected to dress appropriately for this type of occasion and exhibit proper behavior during the ceremony.

Any GED® graduate of Ouachita Adult Education Centers will be eligible for a Non-Traditional Student Scholarship from the College. Please call Student Affairs for more information.

** GED® passing scores are changing at the time of this printing. Please refer to the Adult Education section of COTO’s website for updated information: http://www.coto.edu/main/adult-education
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