NORTH ARKANSAS COLLEGE
Harrison, AR 72601

Center Campus
303 North Main
Harrison, AR 72601

North Campus
1320 North Spring Road
Harrison, AR 72601

South Campus
1515 Pioneer Drive
Harrison, AR 72601

Carroll County Center
804 West Freeman
Berryville, AR 72616

www.northark.edu
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The provisions of this publication are not to be regarded as a contract between the student and North Arkansas College. The College reserves the right to change any provision or requirement when such action will serve the interest of the College or its students. The College further reserves the right at any time to ask a student to withdraw when it considers such action to be in the best interest of the College. Policies and procedures set forth by this catalog pertain to all Northark students. Any student falsifying information will not receive credit for that semester.

Equal Opportunity/Affirmative Action Statement

North Arkansas College does not discriminate against any individual on the basis of race, color, sex, religion, ethnic origin, or handicap in any of its programs or activities.

Northark does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

It is the policy of Northark that no student or staff member sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.
2015 - 2016 Academic Calendar

2015 Fall Semester

August 17 (M)  2015 Fall semester classes begin
August 21 (F)  Last day to register for classes
August 25 (T)  Last day to change regular semester long classes from audit to credit
August 27 (R)  Last day to change 1st 5wk classes from credit to audit
August 28 (F)  Last day to change 1st 6wks from credit to audit
August 31 (M)  Challenge forms due
September 3 (R)  Last day to change 1st 8wk classes from credit to audit
September 4 (F)  Last day to drop 1st 5wk classes
Last day to change 1st 9wk classes from credit to audit
September 7 (M)  Labor Day Holiday, No classes, office closed
September 8 (T)  Classes resume at 8:00 a.m. or earlier
September 9 (W)  Last day to change 1st 10wk classes from credit to audit
September 10 (R)  Last day to drop 1st 4wk classes
September 11 (F)  1st 4wk classes end
September 14 (M)  2nd 4wk classes start
1st 4wk grades due by 9:00 a.m.
September 18 (F)  1st 5wk classes end
September 21 (M)  2nd 5wk classes start
1st 5wk grades due by 9:00 a.m.
Last day to change regular semester long classes from credit to audit
September 23 (W)  Deadline for 2015 Fall Independent Studies
September 25 (F)  Last day of 1st 6wk classes
September 28 (M)  1st 6wk grades due by 9:00 a.m.  
Last 10wk classes start

October 1 (R)  
Last day to change 2nd 5wk classes from credit to audit

October 5 – 9 (M-F)  Mid-term examinations

October 6 (T)  Last day to drop 1st 8wk classes

October 7 (W)  Last day to drop 2nd 4wk classes

October 9 (F)  
Last day of 1st 8wk classes  
2nd 4wk classes end

October 12 (M)  
1st 8wk grades due by 9:00 a.m.  
3rd 4wk classes start

October 14 (W)  
2nd 8wk classes start

October 21 (W)  
Last day to drop 1st 10wk classes  
Last day to drop 2nd 5wk classes

October 23 (F)  
1st 10wk classes end  
2nd 5wk classes end

October 26 (M)  
1st 10wk grades due by 9:00 a.m.  
2nd 5wk grades due by 9:00 a.m.

November 2 (M)  Last day to change 2nd 8wk classes from credit to audit

November 4 (W)  Last day to drop 3rd 4wk classes

November 6 (F)  
3rd 4wk classes end

November 9 (M)  
3rd 4wk grades due by 9:00 a.m.  
4th 4wk classes begin

November 20 (F)  
Last day to drop regular semester long classes  
Last day to drop 2nd 8wk classes

November 23 – 27 (M-F)  Thanksgiving Break, No classes, offices TBA

November 30 (M)  Classes resume at 8:00 a.m. or earlier

December 2 (W)  
Last day to drop 4th 4wk classes
December 7-11 (M-F)  Last week of classes/Finals
December 14 (M)    Final grades due by 9:00 a.m.
December 14 - January 8 (M-F)  Christmas Break, No classes, offices TBA

2016 Spring Semester

January 11 (M)  2016 Spring semester classes begin
January 15 (F)  Last day to register for classes
January 18 (M)  Martin Luther King Holiday, No classes, offices TBA
January 19 (T)  Classes resume at 8:00 a.m. or earlier
January 20 (W)  Last day to change regular 16wk classes from audit to credit
January 22 (F)  Last day to change 1st 5wk classes from credit to audit
January 25 (M)  Challenge forms due
                    Last day to change 1st 6wk classes from credit to audit
January 29 (F)  Last day to change 1st 8wk classes from credit to audit
February 3 (W)  Last day to change 1st 10wk classes from credit to audit
February 4 (R)  Last day to drop 1st 4wk classes
February 5 (F)  1st 4wk classes end
February 8 (M)  2nd 4wk classes begin
                    1st 4wk grades due by 9:00 a.m.
February 11 (R)  Last day to drop 1st 5wk classes
February 12 (F)  1st 5wk classes end
February 15 (M)  2nd 5wk classes begin
                    1st 5wk grades due by 9:00 a.m.
                    Last day to change 16wk classes from credit to audit
                    Last day to change 1st 9wk classes from credit to audit
                    Last 10wk classes start
February 17 (W)  Deadline for 2016 Spring Independent Studies
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 19 (F)</td>
<td>Last day of 1&lt;sup&gt;st&lt;/sup&gt; 6wk classes</td>
</tr>
<tr>
<td>February 22 (M)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 6wk grades due by 9:00 a.m.</td>
</tr>
<tr>
<td>February 25 (R)</td>
<td>Last day to change 2&lt;sup&gt;nd&lt;/sup&gt; 5wk classes from credit to audit</td>
</tr>
<tr>
<td>February 29 - March 4 (M-F)</td>
<td>Mid-term examinations</td>
</tr>
<tr>
<td>March 2 (W)</td>
<td>Last day to drop 2&lt;sup&gt;nd&lt;/sup&gt; 4wk classes</td>
</tr>
<tr>
<td>March 4 (F)</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 4wk classes end</td>
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<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 8wk classes end</td>
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<tr>
<td>March 7 (M)</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; 4wk classes begin</td>
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<tr>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 8wk grades due by 9:00 a.m.</td>
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<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 4wk grades due by 9:00 a.m.</td>
</tr>
<tr>
<td>March 9 (W)</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 8wk classes begin</td>
</tr>
<tr>
<td>March 14 (M)</td>
<td>Last day to drop 1&lt;sup&gt;st&lt;/sup&gt; 10wk classes</td>
</tr>
<tr>
<td>March 18 (F)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 10wk classes end</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 5wk classes end</td>
</tr>
<tr>
<td>March 21 - 25 (M-F)</td>
<td>Spring Break, No classes, offices TBA</td>
</tr>
<tr>
<td>March 28 (M)</td>
<td>Classes resume at 8:00 a.m. or earlier</td>
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<tr>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 10wk grades due by 9:00 a.m.</td>
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<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 5wk grades due by 9:00 a.m.</td>
</tr>
<tr>
<td>April 4 (M)</td>
<td>Last day to change 2&lt;sup&gt;nd&lt;/sup&gt; 8wk classes from credit to audit</td>
</tr>
<tr>
<td>April 5 (T)</td>
<td>Last day to drop 3&lt;sup&gt;rd&lt;/sup&gt; 4wk classes</td>
</tr>
<tr>
<td>April 8 (F)</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; 4wk classes end</td>
</tr>
<tr>
<td>April 11 (M)</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; 4wk grades due by 9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt; 4wk classes begin</td>
</tr>
<tr>
<td>April 22 (F)</td>
<td>Last day to drop regular semester long classes</td>
</tr>
<tr>
<td></td>
<td>Last day to drop 2&lt;sup&gt;nd&lt;/sup&gt; 8wk classes</td>
</tr>
<tr>
<td></td>
<td>Last day to drop last 10wk classes</td>
</tr>
<tr>
<td>April 28 (R)</td>
<td>Last day to drop 4&lt;sup&gt;th&lt;/sup&gt; 4wk classes</td>
</tr>
<tr>
<td>May 2 - 6 (M-F)</td>
<td>Last week of classes/Finals</td>
</tr>
</tbody>
</table>
May 7 (Sa) Graduation 10:00 a.m.

May 10 (T) Final grades due by 9:00 a.m.

**2016 Summer I**

May 31 – June 30, 2016 5wk session

May 31 – August 5, 2016 10wk session

**2016 Summer II**

July 5 – August 5, 2016 5wk session
President’s Message

Dear Students,

Let me begin by welcoming you to North Arkansas College and to the college experience. This catalog is a valuable tool to help you explore the array of programs available to you.

Northark is truly a remarkable college known for excellence in university transfer, workforce development, information technology, health care education, cultural focus, and a sense of community. In 2015, Northark was named one of the top 100 most affordable online colleges in the nation. We provide a high-quality education that doesn't leave you with a mountain of debt.

Our investment in teaching creates an educational experience that is intellectually challenging and has a practical value far beyond the classroom. You will receive instruction from award winning faculty who invest their time and energy to provide inventive methods to enhance the learning experience. Small class sizes and a variety of class schedules afford students the ability to interact with professors and receive personalized attention.

At Northark, hands-on training programs reach into the workplace. Local industries provide apprenticeship and internship opportunities while receiving your educational credentials. Over 70 partnership agreements with area universities enable students to earn a bachelor’s degree without leaving the area.

Connecting college to high wage careers is our goal and it's evident a Northark education works. Eighty-five percent of graduates find full-time employment within 6 months of graduation.

We are open and inclusive of everyone and our promise is to be “Your College. Your Way.”

Explore our offerings and call an advisor to enroll today. You will find that Northark offers a world of potential.

I wish you the best of luck, and I am confident that Northark will help you reach your educational goals.

Sincerely,

Dr. Jackie Elliott, President
GENERAL INFORMATION

Philosophy and Mission

Institutional Goals

Accreditation

Program Accreditations
Mission

North Arkansas College’s mission is to provide high quality, affordable, convenient opportunities for learning and community enrichment.

Vision

North Arkansas College will be a premier institution, achieving excellence through innovation and technology, continuous improvement, and quality instruction.

Values

Northark’s CLEAR Values:

- Commitment to success
- Learning-centered environments
- Integrity in all actions
- Accountability
- Respect for all

Northark is open and inclusive of everyone.
Strategic Goals and Objectives

Student Success
To position the College as a premier institution where students achieve success
1.1 Increase the number of degrees and certificates awarded
1.2 Improve course completion rates
1.3 Increase the rate of credentials awarded relative to enrollment
1.4 Increase the number of students that transfer after completing a minimum of 12 hours
1.5 Increase the number of credential completers that obtain employment

Community Engagement
To provide opportunities for community enrichment and involvement
2.1 Increase the membership and active involvement of alumni in giving of time and resources
2.2 Increase attendance at lectures, concerts, and other College events
2.3 Increase the Foundation’s endowment
2.4 Grow faculty and staff support to the Foundation

Professional Growth and Development
To achieve excellence through employee learning and development
3.1 Provide and increase opportunities for professional development of faculty and staff
3.2 Recruit and retain qualified, effective, and diverse faculty, staff and leadership
3.3 Increase the number of employees with postsecondary credentials

Educational Partnerships
To increase educational opportunities for convenient and accessible learning
4.1 Increase concurrent credit opportunities for service area schools
4.2 Increase bachelor’s degree opportunities
4.3 Increase partnerships with business and industry
4.4 Expand blended and online education
4.5 Develop on-line degrees and certificate programs
4.6 Expand and develop offerings to meet identified community needs

Facilities and Technology
To ensure quality through innovation, technology, and continuous improvement
5.1 Ensure a safe and secure campus
5.2 Improve facility planning
5.3 Improve energy efficiency
5.4 Ensure technology meets or exceeds college demands
5.5 Improve infrastructure

Fiscal Stability and Stewardship
To acquire and manage financial resources with exemplary stewardship
6.1 Increase and sustain a sufficient operating fund balance
6.2 Improve efficiency of college operations
6.3 Increase revenue sources and amounts
6.4 Strengthen budget management
Program Accreditations

All RN nursing programs:
Arkansas State Board of Nursing (ASBN)
University Tower Building, Suite 800
1123 South University
Little Rock, AR 72204
501-686-2700
www.asbn.org

Accreditation Commission for Education in Nursing (ACEN)
334 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

All LPN nursing programs:
Arkansas State Board of Nursing (ASBN)
University Tower Building, Suite 800
1123 South University
Little Rock, AR 72204
501-686-2700
www.asbn.org

Medical Laboratory Technology:
National Accrediting Agency for Clinical Laboratory Science (NAACLS)
5600 N. River Road, Suite 720
Rosemont, IL 60018-5119
773-714-8880
www.naacls.org

Emergency Medical Services:
Arkansas Department of Health
Office of EMS and Trauma Systems
5800 W. 10th, Suite 800
Little Rock, AR 72204
1-800-482-5400, ext. 2262

Committee on Accreditation Allied Health Education Professions (CAAHEP)
1361 Park Street
Clearwater, FL 33759
727-210-2350
www.caahep.org
**Radiologic Technology:**

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300
www.jrcert.org

**Surgical Technology:**

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL  33756
727-210-2350

**AAS in Business Administration and AAS in Information Technology**

Accreditation Council for Business Schools and Programs (ACBSP)
11520 West 119th Street, Overland Park, KS 66213
913-339-9356
www.acbsp.org

**Technical Certificate in Automotive Service Technology and Technical Certificate in Collision Repair Technology**

National Automotive Technicians Education Foundation (NATEF)
101 Blue Seal Drive, Suite 101
Leesburg, VA  20175
703-669-6650
www.natef.org

**Technical Certificate in Construction Technology**

National Center for Construction Education and Research (NCCER)
13614 Progress Boulevard
Alachua, FL 32615
386-518-6500
www.nccer.org

**North Arkansas College Concurrent Enrollment Partnership**

National Alliance of Concurrent Enrollment Partnerships (NACEP)
400 Ostrom Avenue
Syracuse, NY  13244-3250
315-443-2404
www.nacep.org

North Arkansas College is also approved by the Veterans Administration for individuals eligible for educational benefits under the GI Bill.
ADMISSIONS AND REGISTRATION

Admission Information
Application for Readmission
Change of Schedule (Add/Drop)
Directory Information on Students
Placement Test Requirements
Registration
Residency Requirements
Student Identification Cards
Student Right to Know
Transcripts and College Records
Transfer of Credits
Arkansas Course Transfer System (ACTS)
Admission Information

North Arkansas College’s OPEN DOOR admission policy reflects the institution's philosophy of providing educational opportunities for all citizens within the geographic area it serves. All first time entering, associate degree seeking students graduating after May 1, 2002 from Arkansas public high schools, home schooling, private high schools and GED recipients will be evaluated for the purpose of conditional/unconditional admission to North Arkansas College. All first time, associate degree seeking students will also be evaluated for the purpose of conditional-prep (Ability to Benefit) admission. Some students will be admitted as both conditional and conditional-prep (Ability to Benefit).

- High school transcripts of first time entering, associate degree seeking students graduating after May 1, 2002 from an Arkansas public high school or an out-of-state high school will be evaluated for meeting the high school core curriculum.  
  English – Four units with emphasis on writing skills, not to include courses in oral communications, journalism, drama, or debate.  
  Natural Science – Three units, with laboratories, chosen from Physical Science, Biology, Chemistry, or Physics. Only one unit may come from a Life Science.  
  Mathematics – Four units, including Algebra I and II, Geometry, and an advanced math course.  
  Social Studies – Three units, including one of American History (not to include Contemporary American History), one of World History (not to include World Cultures, World Geography or Global Studies), and at least one-half unit of Civics or American Government (not to include courses in practical arts).  

Those not meeting the core curriculum requirement will be admitted conditionally.

- Test scores of first time entering; associate degree seeking students who received a GED or are graduates of home schooling or private high schools after May 1, 2002 will be evaluated for conditional or unconditional admission. Students in these categories scoring a composite of 19 on the ACT, a COMPASS reading placement score of 83 will be admitted unconditionally. Those not meeting test score requirements will be admitted conditionally.

- Test scores of all first time entering, associate degree seeking students will be evaluated for conditional prep admission. Students with an ACT composite score 14 or below will be re-evaluated with the COMPASS reading placement test. All students with a COMPASS reading score 62 or below will be admitted as conditional prep (Ability to Benefit).

Students admitted conditionally or as conditional prep (or as both) will be notified by mail. Letters will outline standards of conditional or conditional prep admission and enrollment consequences if standards are not met.

Students seeking an associate of arts, associate of science, associate of science in business, or associate of general studies must successfully complete, with a 2.0 cumulative grade point
average, all required remedial courses and twelve (12) hours of core curriculum courses within the first 30 semester hours.

Students seeking a career and technical education associate of applied science degree must successfully complete, with a 2.0 cumulative grade point average, all required remedial courses, six (6) hours of core curriculum courses and six (6) hours of required technical courses within the first 30 semester hours.

**Associate of Arts, Associate of Science in Agriculture, Associate of Science in Business, Associate of General Studies:**

1) Must complete all remedial/developmental coursework within the first 30 credit hours
2) 12 credit hours from the Arkansas Course Transfer System (ACTS) chosen from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>AJ 1003</td>
<td>Introduction to Criminal Justice (CRJU1023)</td>
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<td>ANTH2023</td>
<td>Cultural Anthropology (ANTH2013)</td>
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<td>ART 1003</td>
<td>Art Appreciation (ARTA1003)</td>
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<tr>
<td>BIOL1004</td>
<td>General Biology for Non-Majors (BIOL1014)</td>
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<td>BIOL1304</td>
<td>General Botany (BIOL1024)</td>
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<td>BIOL1504</td>
<td>General Zoology (BIOL1054)</td>
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<td>BIOL2014</td>
<td>Microbiology (BIOL2004)</td>
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<td>BIOL2214</td>
<td>Anatomy &amp; Physiology I (BIOL2404)</td>
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<td>Anatomy &amp; Physiology II (BIOL2414)</td>
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<td>CHEM1004</td>
<td>Introductory Chemistry (CHEM1004)</td>
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<td>CHEM1214</td>
<td>Chemistry for Health Related Professions I (CHEM1214)</td>
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<td>Chemistry for Health Related Professions II (CHEM1224)</td>
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<td>CIS 1103</td>
<td>Introduction to Information Technology (CPSI1003)</td>
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<td>ECON2313</td>
<td>Principles of Macroeconomics (ECON2103)</td>
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<td>ECON2323</td>
<td>Principles of Microeconomics (ECON2203)</td>
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<td>ENGL1013</td>
<td>English Composition I (ENGL1013)</td>
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<td>ENGL1023</td>
<td>English Composition II (ENGL1023)</td>
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<tr>
<td>ENGL1033</td>
<td>Technical Report Writing (ENGL2023)</td>
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<td>ENGL2013</td>
<td>American Literature I (ENGL2653)</td>
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<td>ENGL2023</td>
<td>American Literature II (ENGL2663)</td>
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<td>ENGL2113</td>
<td>English Literature I (ENGL2673)</td>
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<td>ENGL2123</td>
<td>English Literature II (ENGL2683)</td>
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<td>ENGL2213</td>
<td>World Literature I (ENGL2113)</td>
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<td>ENGL2223</td>
<td>World Literature II (ENGL2123)</td>
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<td>ENGL2303</td>
<td>Creative Writing I (ENGL2013)</td>
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<td>FL 1303</td>
<td>Beginning Spanish I (SPAN1013)</td>
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<td>FL 1313</td>
<td>Beginning Spanish II (SPAN1023)</td>
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<tr>
<td>GEOG1003</td>
<td>Elements of Physical Geography (GEOG2223)</td>
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<td>GEOG2003</td>
<td>Human Geography (GEOG1113)</td>
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<tr>
<td>GEOL1014</td>
<td>General Geology (GEOL1114)</td>
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</table>
HIST1003 Western Civilization I (HIST1213)
HIST1013 Western Civilization II (HIST1223)
HIST2003 US History I (HIST2113)
HIST2013 US History II (HIST2123)
HPER1003 Personal Health & Safety (HEAL1003)
MAT 1223 College Algebra (MATH1103)
MAT 1233 Trigonometry (MATH1203)
MAT 2123 Survey of Calculus (MATH2203)
MAT 2133 Introduction to Statistics (MATH2103)
MAT 2205 Analytical Geometry I (MATH2405)
MAT 2305 Analytical Geometry II (MATH2505)
MAT 2403 Analytical Geometry III (MATH2603)
MUS 1003 Music Appreciation (MUSC1003)
PHIL1003 Introduction to Philosophy (PHIL1103)
PHIL1103 Critical Thought – Honors (PHIL1003)
PHSC1004 Fundamentals of Physical Science (PHSC1004)
PHSC1044 Introduction to Astronomy (PHSC1204)
PHYS2014 College Physics I (PHYS2014)
PHYS2024 College Physics II (PHYS2024)
PSYC2003 General Psychology (PSYC1103)
PSYC2103 Human Growth & Development (PSYC2103)
SOC 2013 Introduction to Sociology (SOCI1013)
SOC 2203 Social Problems (SOCI2013)
SPCH1313 Fundamentals of Oral Communication (SPCH1003)

3) 2.00 cumulative GPA

Associate of Applied Science Degrees in Career and Technical Education:

1) Must complete all remedial/developmental coursework
2) 6 core academic hours from the following:
   ENGL 1013 English Composition I (ENGL1013)
   ENGL 1023 English Composition II (ENGL1023)
   ENGL 1033 Technical Report Writing (ENGL2023)
   MAT 1011 Math for Technical Careers I
   MAT 1012 Math for Technical Careers II
   MAT 1123 Math for Technical Careers III
   MAT 1223 College Algebra (MATH1103)
   BIOL 1004 General Biology for Non-Majors (BIOL1014)
   BIOL 1434 Fundamentals of Anatomy & Physiology
   BIOL2214 Anatomy & Physiology I (BIOL2404)
   BIOL2224 Anatomy & Physiology II (BIOL2414)
   CHEM1004 Introductory Chemistry (CHEM1004)
   CHEM1214 Chemistry for Health Related Professions I (CHEM1214)
   CHEM1224 Chemistry for Health Related Professions II (CHEM1224)
   CHEM1415 College Chemistry I (CHEM1414)
PSYC2003  General Psychology (PSYC1103)
SOC 2013  Introduction to Sociology (SOCI1103)
SPCH1313  Fundamentals of Oral Communication (SPCH1003)

3) 6 hours technical courses from the following

**Biomedical Electronics Technology**
- ET courses
- CIS courses

**Business Administration**
- BA courses
- CIS courses
- MM courses

**Engineering Technology**
- CAD Courses
- CIT Courses
- ET courses
- MT courses

**Information Technology**
- CIS courses
- CIT courses

**Medical Laboratory Technology**
- ALDH courses
- MLT courses

**LPN to RN Track & RN Program**
- NURS courses

**Paramedic**
- ALDH courses
- EMS courses

**Radiologic Technology**
- RADT courses

**Surgical Technology**
- SUR Courses

4) 2.00 cumulative GPA

**Conditional Prep (Ability to Benefit) Standards:** Students admitted under conditional prep admission will be required to enroll in a Student Success Program. The program will require students to:

1) Sign an enrollment agreement outlining the requirements of the program and enrollment consequences for not meeting requirements
2) Develop an individualized degree plan to be signed by the student and advisor
3) Attend new student orientation, if offered
4) Enroll and successfully complete ORT 1003, College Success Skills or ORT 1021, College Seminar: A Pathway to Success.
5) Meet with their academic advisor a minimum of two times (after the initial meeting) each semester.
6) Meet with a financial aid advisor for financial counseling, if receiving aid.
7) Successfully complete all remedial courses during the first 30 hours

Students will have a Campus Connect registration hold and cannot modify their class schedule or register for classes without meeting with their academic advisor.

Students must meet all requirements of the student success contract until they have successfully completed all remedial coursework in the first thirty hours. Students who meet these requirements will be notified of successful completion. Students who do not meet requirements for completion of freshman seminar or meetings with academic advisors and financial aid advisors will be dismissed from the college. Students meeting all requirements other than completion of remedial coursework within the first 30 hours and who are making successful progress will have one (1) additional semester to complete all remedial coursework.

**Degree-Seeking or Transfer Student**

A degree-seeking student is a student enrolled for the purpose of receiving an Associate Degree, a Technical Certificate, or a Certificate of Proficiency from North Arkansas College or transferring to another institution. Students must be classified as degree-seeking to be eligible to participate in institutionally or federally funded student assistance programs.

ALL degree-seeking students applying for admission to Northark must submit the following:

1. Completed application for admission and any personal data forms that may be requested by the college.
2. Students must submit proof of measles, mumps, and rubella immunization. (Two doses measles and one dose of mumps and rubella.)
3. ACT, COMPASS, or other tests required by the institution.
4. First-time entering freshmen must submit an official eight-semester high school transcript or GED scores.
5. Students will be required to have transfer transcripts on file in the Registrar's Office under the following circumstances:
   • Advisors may require students to present a transfer transcript showing successful completion of a lower level math or English course before allowing them to enroll in upper level math or English courses.
   • Also, advisors who do not have a student's transfer transcript will not be responsible if a student enrolls in a class for which he/she has received credit at another institution.
   • A student planning to use credit taken at another institution to fulfill graduation requirements must have an official transcript on file in the Registrar's Office before consideration of the transfer credit will be given.
   • Varsity athletic eligibility certification requires that all high school or GED and transfer transcripts be on file in the Registrar's Office.
• A student receiving financial aid must have all transfer transcripts on file before financial aid will be awarded.

**Non-Degree-Seeking Students**

A non-degree-seeking student is a student enrolled for the single purpose of personal enrichment who does not plan to receive an Associate Degree, a Technical Certificate, or a Certificate of Proficiency from North Arkansas College. Non-degree-seeking students are not eligible to participate in institutionally or federally funded student assistance programs.

All non-degree-seeking students applying for admission to Northark must submit the following:

1. Completed application for admission and any personal data forms that may be requested by the college.
2. Students must submit proof of measles, mumps, and rubella immunization. (Two doses measles and one dose of mumps and rubella.)

To change from a non-degree seeking to degree seeking student, a status change form must be completed in the Registrar's Office by the end of each semester.

**International Students**

Students may not be officially registered for classes until admission requirements have been fulfilled. All foreign students applying for admission to North Arkansas College must submit the following before an I-20 is issued:

1. Completed application for admission and any personal data forms that may be requested by the college with a $35 non-refundable application fee, which will not apply toward any tuition or registration fee. All applications and supporting documents are due by June 1 for fall enrollment, November 1 for spring enrollment, and April 1 for summer enrollment.
2. High school transcripts, college/university transcripts, and statements of $14,000 per year financial standing.
3. TOEFL score of 550 (paper based), 213 (computer based), 80 (Internet-based), or proof of graduation from an Intensive English Language Program in the United States (waived for native English speakers only), as well as ACT, COMPASS, or other tests required by the institution.
5. Proof of immunization against measles, mumps, and rubella. (Two doses measles and one dose of mumps and rubella.)

Full tuition must be paid at the time of enrollment, and all foreign students must be degree-seeking students.
Concurrent Enrollment Admission Policy

ACT 1097 of the General Assembly provides for students who are enrolled in a high school and meet the admission standards of North Arkansas College to concurrently enroll for academic courses. Northark 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:

1. Student must have completed the eighth grade and be enrolled in a secondary school or home school.
2. Student must complete an application for admission and provide test scores (COMPASS or ACT). Home-schooled students must also provide a copy of the Notification of Intent to Home School Form, which is on file with the local school district.

To be eligible to enroll in college credit classes, a concurrent student must achieve the following minimum ACT scores based on 12th grade norms (or comparable COMPASS score):

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT English</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1013 English Composition</td>
<td>19</td>
</tr>
<tr>
<td>ACT Reading</td>
<td>19</td>
</tr>
<tr>
<td>MAT 1223 College Algebra</td>
<td>ACT Math 21</td>
</tr>
<tr>
<td>ACT Reading</td>
<td>19</td>
</tr>
<tr>
<td>All other State Minimum Core Curriculum</td>
<td>ACT Reading 19</td>
</tr>
</tbody>
</table>

Only students who are qualified and enrolled in the college course may attend the course; high school students cannot attend the course to receive only high school credit. North Arkansas College may stipulate additional qualifications for admission to concurrent student status. The designated academic advisor will determine score levels for all other college-level courses at the time of registration.

1. A concurrently enrolled student will be classified as non-degree seeking.
2. A concurrently enrolled student may not enroll for more than nine semester hours during any semester exclusive of courses taken at the high school campus or secondary center during regular school hours. Exceptions must be approved by a designated Northark counselor.
3. Students enrolled concurrently must achieve a 2.00 GPA each semester of Northark enrollment. Students failing to achieve a 2.00 GPA may not re-enroll until they are classified as a degree-seeking student. Exceptions will require the approval of the Executive Vice President of Learning.
4. All arrangements of third party payment of tuition and fees are the responsibility of the student.
Application for Readmission

Students who wish to return to North Arkansas College after an absence of one regular semester or longer (not including summer terms) must submit an application for readmission.

Change of Schedule (Add/Drop)

Students officially enrolled may drop courses through the extended registration deadline; **however, students may only register/add courses that have not yet officially begun**. 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.

A student may drop a higher level course and add a lower level course in the same division or vice versa through the fourth week of classes provided permission is granted by the appropriate instructor(s).

Caution: Financial Aid recipients should take note that dropping some/all classes may partially reduce or revoke financial aid and could result in a significant account balance due or, if financial aid residual has already been received, some repayment may be required.

Directory Information on Students

The Family Educational Rights and Privacy Act of 1974 assures confidentiality of education records containing information directly related to presently enrolled students, former students, or alumni.

The institution, according to the Act, may make public directory information about a student including the following: The student's name, address, telephone number, date and place of birth, major, and field of study, classification by year, number of hours enrolled in and/or completed, degrees and awards, parents' or spouse's name and address, marital status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (including matriculation and withdrawal date), the most recent previous education agency or institution attended, and photograph.

The college may, at its discretion and without a student’s written request, release confidential information to the following:

1. College officials having a legitimate educational interest;
2. Officials from other institutions in which the student seeks enrollment;
3. Federal agencies, such as the Social Security Administration, Immigration, Treasury, Federal Bureau of Investigation, etc.;
4. Private or public agencies regarding application for or receipt of financial aid, including guaranteed student loans;
5. Organizations conducting studies for education agencies or institutions
developing, validating, or administering tests, student aid programs, or educational improvement programs;
6. Accrediting organizations;
7. A court in compliance with a judicial order;
8. Others in emergencies affecting the health or safety of the student or other persons.

Students may request to suppress from public disclosure “directory information.” To do so, a student must file a form with the Registrar’s Office, before the end of the first week of classes each semester. This request does not restrict the release of information to the individuals and agencies listed above.

**Placement Test Requirements**

In accordance with Arkansas law, all full-time, first-time, degree-seeking students are tested in math, English, and reading and are placed in classes based on those test scores. North Arkansas College accepts ACT and COMPASS scores for placement purposes. Northark policy requires that full-time, degree-seeking students who are placed into college preparatory classes register for those classes upon initial enrollment at the college.

Students who are placed into two or more college preparatory courses are required to take ORT 1003 College Success Skills. Students must complete college preparatory classes with a grade of “C” or better to advance to the next level.

**Registration**

For registration dates and deadlines, consult the academic calendar online, in the Northark catalog, or the Student Planner.

Students are required to register during the period designated for that purpose. A student may not attend any class until individual registration is complete. Students permitted to enter courses after classes have begun will be responsible for all work prior to their entrance. Registration is not officially completed until all admission materials are received and approved, registration forms and course enrollment completed, and applicable tuition and fees paid by the payment deadline.

**Schedule Changes**

Student officially enrolled may drop courses through the extended registration deadline; however, students may only register/add courses that have not yet officially begun. Failure to complete the established procedure will nullify either action. Additional fee charges or reduction may result.

A student may drop a higher lever course and add a lower lever course in the same division or vice versa through the fourth week of classes provided permission is granted by the appropriate Dean.
Residency Requirements

For fee purposes, a legal resident of Boone County is one who has lived in Arkansas for the past six months and in Boone County for six consecutive months preceding the beginning of the semester. Any applicant or student with less than one year’s residency in Arkansas must provide proof of residency.

A student who is a legal resident of Arkansas but who has not lived in Boone County for the past six months is an out-of-county resident.

A non-resident of Arkansas is one who has not lived in Arkansas for the past six consecutive months.

The following documents are proof of residency: a voter's registration, assessment of taxes or payment of taxes, or driver's license. Any one of the above documents dated six months prior to the beginning of a semester or a certified letter from an employer on business stationery and signed by the personnel officer, stating student’s name, social security number, address, and date of initial employment, will serve as proof of residency. The letter must prove six months of employment prior to the start of classes.

All documentation for determining fee status must be on file in the Registrar's Office by the end of the registration period. No change of fee status will be made after the end of the registration period. Submitting a change of address form does not change a fee status; students must also submit supporting documents.

Student Identification Card

All Northark students are eligible to receive a student identification card. The student ID card enables students to check out books from Northark libraries and to obtain free admission to the Northark basketball games, other designated Northark events, and discounts at some restaurants in the Harrison area. Student ID cards are available free of charge in the Admissions Office. Lost or damaged ID cards may be replaced for a fee of $5.00 and payable in the Student Accounts Office, M182.

Student Right to Know

Information regarding North Arkansas College is provided in compliance with the Higher Education Act of 1965, as amended. The college will provide to students upon request the following information as a part of the Student-Right-to-Know compliance: rights under Family Education Rights and Privacy Act (FERPA), completion/graduation rate and if applicable, transfer-out-rate (contact the Registrar’s Office), available financial assistance (contact the Financial Aid Office), institutional information (contact Financial Aid/Registrar’s Office), campus crime information (contact the Vice President of Learning), and equity in athletics information (contact the Athletic Office).
Transcripts and College Records

Official transcripts and personal records are confidential information that are in protective custody in the Registrar's Office. Transcript information may be released upon the student's signed request.

Transfer of Credits

1. The Registrar’s Office shall determine the general transferability of credit, and each department may determine credit as fulfillment of specific degree requirements. Credit is not granted for work that is remedial in course content. Only those courses with earned credit of C or better will be accepted for transfer.
2. Credits earned at other institutions will not be calculated in grade points earned at North Arkansas College.
3. Course work earned at another college will be transferred to Northark if the institution is regionally accredited.
4. Course work taken at institutions not fully accredited by a regional accrediting agency may be denied completely or provisional enrollment may be granted subject to successfully completing 12 semester hours at Northark with a C or better in each course.

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet at http://acts.adhe.edu/.
FINANCIAL INFORMATION

Schedule of Fees
Credit and Payment Policy
Delinquent Accounts and Collection Policy
Payment Information
Refunds
Textbook Returns, Refunds, and Buy-Backs
# Schedule of Tuition and Fees

The North Arkansas College Board of Trustees and the Arkansas Department of Higher Education has approved the following schedule of fees, current at the time of publication.

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>In-County</th>
<th>Out-of-County</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Tuition + Activity Fee + SS Fee + Technology Fee + Safety and Parking Fee + Student Gov. Fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>85</td>
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<td>4320</td>
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<tr>
<td>25</td>
<td>2125</td>
<td>2725</td>
<td>4500</td>
</tr>
</tbody>
</table>

*Fees: $3 Student Activity Fee*$2 Student Service Fee*$8 Technology Fee*$3 Safety and Parking Fee*$1 Student Government Fee
Additional Fees

CDL Class A Fee - $200.00 (TTD 1103 – CDL Refresher Course)
Compass Test Fee - $6.00
Health Professions Program Fee – $20.00 per Health Professional course credit hour (Radiologic Technology, Surgical Technology, Emergency Medical Science, Registered Nursing, Practical Nursing, Medical Lab Technician, and 16-week Certified Nursing Assistant program courses)
Insufficient Check Fee – $15.00
Science Lab Fee – $25.00 per Science Lab Course (Course prefix of AGRI, BIOL, CHEM, GEOL, or PHSC)
Technical Program Fee - $5.00 per Technical program course credit hour (Course prefix of AST, CAD, CEO, CIT, CRT, CT, ET, HVAC, MT, & TECH — excludes Truck Driving, Welding, all Northark Tech Center Courses, and courses CT 1021, ET 1001, ET 1002, and TECH 1102).
Truck Driving Program Fee – $1,800.00 per program (Courses at regular tuition rates, based on residency)
Welding Fee – $20.00 per Welding course credit hour
Welding Certification Fee – $100.00 (Courses WLD 1184, WLD 2505, WLD 2605, WLD 2705, and WLD 2805)

North Arkansas College offers a Golden Ager waiver of general student fee charges for senior citizens 60 years of age or older in compliance with A.C.A. §6-60-204:

When any person sixty (60) years of age or older is admitted and enrolls as a student in any state-supported institution of higher learning in this state, the Board of Trustees of the institution or other appropriate institutional officials shall waive all the general student fee charges for each student on a space-available basis in existing classes. Fees will be waived only for courses organized to grant credit and recognized by the Department of Higher Education for credit.

Credit and Payment Policy

Students who register for classes at North Arkansas College are required to pay all related tuition and fees or have made allowable payment arrangements by the posted deadline. Any tentative enrollment will be voided if payment arrangements are not made by this deadline. Payment arrangements include awarded financial aid, written, non-revocable payment commitments from approved third-party entities, or certain timed installment payment agreements via e-Cashier.

Charges to awarded financial aid require that (1) the application has been filed, (2) eligibility has been determined, (3) any selected data has been verified, and (4) the actual award has been processed. Any awarded financial aid will be used to first satisfy any account balance before the residual, if any, is remitted to the student.

The following procedure will be applied to students who are awarded financial aid (institutional awards and scholarships) and also have written non-revocable payment commitments from an
approved third-party entity (State, Federal or other approved entity), or certain timed installment payment agreements (**e-Cashier**):

1. Financial aid will be processed in the order and by designated commitment of aid received.
2. Financial aid will be used as designated to first satisfy any account balance before the residual, if any, is remitted to the student.
3. As payment commitments from third-party entities are received, the funds will be applied to account balances as designated, with the residual, if any, reimbursed to the student.

Any timed installment payment arrangement (online **e-Cashier** feature) will require full payment within fifty (50) days from the start of the Fall and Spring semesters and prior to the start of classes of the Summer I, Summer II, and any offered mini terms. Timed installment payment arrangements will include an application fee, possible processing fees, potential delinquent payment fees, and acceptance of possible collection costs.

Students electing any qualified payment arrangement agree to the stipulation that upon any arrangement default or delinquent account status, North Arkansas College may deny future enrollment and/or refuse to release any transcriptions and records until the debt is satisfied.

Course textbooks and supplies obtained from the North Arkansas College Bookstore may only be charged to awarded financial aid with adequate remaining coverage after any tuition and fee charges or to written, non-revocable payment commitments from approved third-party entities. Bookstore purchases will not be eligible for any timed installment payment arrangement.

**Delinquent Accounts and Collection Policy**

North Arkansas College may deny future enrollment and/or refuse to release any transcripts and records until any delinquent account balance or debt to the college is satisfied. Delinquent accounts may also be subject to additional charges, including late fees, processing fees, collections costs, and attorney fees.

Additionally, North Arkansas College may pursue delinquent account collection through in-house efforts, public collection agencies, and/or garnishment of an individual’s Arkansas State Income Tax Refund, as allowed by Arkansas Statute 26-36-301.

**Payment Information**

Online account payment capabilities and certain payment arrangement options are available using the **e-Cashier**/Campus Connect link from the web page of North Arkansas College (www.northark.edu). Use of this service requires a valid Discover, Mastercard, or Visa credit card, or a checking or savings account; and certain application and transaction fees may apply.

Payment arrangements with **e-Cashier** will be available through the last day of registration.
Regular cash, check, or credit card payments may be transacted in person at:

South Campus                North Campus
Student Accounts              Front Office (N100)
1515 Pioneer Drive            1320 N. Spring Road
Harrison, AR 72601            Harrison, AR 72601

Additionally, valid credit card payments may be made via phone at (870) 391-3292 or (870) 381-3219.

Regular payments may be mailed to:

North Arkansas College
Attn: Student Accounts
1515 Pioneer Drive
Harrison, AR 72601

**Refunds**

Students desiring to withdraw from class should refer to the withdrawal section of this catalog. Upon official withdrawal from class, the College will refund tuition and fees according to the following schedule:

**Refund Rate**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Refund Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 4:00 p.m. on the 5th weekday after the start (2nd day - summer term)</td>
<td>100% of the semester</td>
</tr>
<tr>
<td>Before 4:00 p.m. on the 10th weekday after the start (3rd day-summer term)</td>
<td>75% of the semester</td>
</tr>
<tr>
<td>Before 4:00 p.m. on the 15th weekday after the start (4th day-summer term)</td>
<td>50% of the semester</td>
</tr>
<tr>
<td>After 4:00 p.m. on the 15th weekday after the start (4th day-summer term)</td>
<td>none of the semester</td>
</tr>
</tbody>
</table>

All resulting student refund disbursements occurring as a result of class withdrawal after payment, excluding student financial aid disbursements, will be mailed approximately one (1) month from the close of registration and on a two-week cycle thereafter. Refund/Credit is based upon the total cost of classes to the extent of amount paid. The refund schedule for classes that have a term start date that is different from the regular semester schedule will be adjusted proportionally.
Student financial aid disbursements will be issued via Direct Deposit. Students electing to receive a disbursement check must opt out of the standard Direct Deposit method.

Caution: Financial Aid recipients should take note that dropping some/all classes may partially reduce or revoke financial aid and could result in a significant account balance due or, if financial aid residual has already been received, you may be responsible for some repayment.

Textbook Returns, Refunds, and Buy-Backs

The Bookstore will only issue a refund for a returned textbook during the semester upon class cancellation by the college or official class withdrawal by the student (an official “drop slip” will be required). Any textbook refund during the semester will be subject to exactly the same published refund schedule for tuition and fees.

The college and/or external book dealer may offer to buy back a particular course textbook for a slightly discounted price at the end of the semester. However, this buy-back opportunity is subject to selected book editions and determined book quantities for future academic semesters and is in no way a guarantee by the college to repurchase any course textbook. Buyback will occur during finals week for the Fall and Spring semesters. During the two Summer sessions, Buyback will be on finals day.
STUDENT SERVICES

Academic Testing and Professional Certification Center

Advising Center

American College Testing Program

Arkansas Career Pathways

Bookstore

Career Services

Digital Media Lab

Educational Opportunity Center

Educational Talent Search

Financial Aid and Scholarships

Housing

Learning Commons

Libraries

Photo/Video Release Agreement

TRIO Student Support Services
Academic/Professional Testing Center

Housed in Room L119 of the South Campus Library of North Arkansas College, the Academic/Professional Testing Center, Testing Center for short, offers a broad range of computer-based and traditional paper-and-pencil examinations for college students, professional candidates and the public at large. Since July 2003, knowledgeable, certified test center proctors have used up-to-date software/hardware and state-of-the-art monitoring equipment to provide a secure, comfortable, and trouble-free testing environment at the Testing Center. While regular hours of operation conform to the South Campus Library’s hours, students should contact the Center, 870 391-3334, to verify hours of operation and to make reservations. Plan to arrive early to allow sufficient time for testing. Reservations are always recommended for both computer and paper-and-pencil tests, and during peak times – mid-terms and finals – they are required.

The Center provides ongoing student support with a wide variety of academic tests and qualifying assessments. For example, the COMPASS College Placement Assessment is offered both to high school and prospective college students throughout the year. During registration at Northark, the Center hosts the Keyboard Challenge test, which allows a student to advance to the next typing level upon successful completion. In addition, the full catalog of CLEP (College Level Examination Program) testing is available as well as the entire NOCTI range of assessments, the complete Microsoft Office Specialist (MOS) suite of MS Office 2010 exams, and the NATE/AHRI certifications for HVAC students.

Proctored testing for both classroom and long-distance learning programs are also well-supported. Besides offering a quiet environment for written/computerized exams and make-up tests for Northark classes, the Testing Center also works with The University of Arkansas, Arkansas State University, Western Governors’ University, Louisiana State University, Franklin University, and the University of California at Berkeley among others by proctoring mid-term and final exams for their long-distance learning students at Northark or in the Harrison area.

In addition, the Testing Center has been working with both Career Pathways and the State of Arkansas since September 2008 to offer Workkeys testing for the Career Readiness Certificate (CRC). The national CRC is used by many employers to establish eligibility for entry-level hiring as well as in-company promotion. For job seekers, the CRC can sometimes act like an employment passport since it is recognized by major employers and businesses throughout the Continental United States and Alaska. This can be a powerful employment advantage in today's economy. Most students in Career Pathways will earn their CRC by the end of the program.

Professional certification assures that an individual is qualified to perform a specific job or task. In order to earn certification, a prospective candidate must successfully complete a Certification Examination offered by an authorized professional organization such as NREMT – the National
Registry of Emergency Medical Technicians -- which regulates Paramedic and EMT certifications. Professional certification is very common not only in health care but construction, technology, and other industrial sectors, as well as aviation, business, and finance. At Northark, the Testing Center works with a number of test-delivery clients to offer professional certification exams to qualified candidates throughout our service area.

Test delivery clients include PearsonVUE, PSI/Lasergrade, PAN, Kryterion, COMIRA, and CERTIPORT. Over 700 individual certification exams are available from these clients. The professional certification testing they offer includes such diverse certification as: United States Customs and Border Patrol certification, Cisco/CompTIA IT Certification, EMT Basic Certification, Health Fitness Specialist Certification, Cosmetologist Testing, Arkansas Law Exams, Professional Golfers' Association Officials' Certification, Crane Operator Certification, Transportation Security Administration Testing, United States Post Office assessments, Social Work Certification, and many, many more.

**Advising Center**

“Advising is more than schedule building.”

The Advising Center is committed to nurturing scholastic development, integrity, and professionalism by:

- Empowering students to create and achieve their educational plans.
- Providing accurate information and guidance.
- Encouraging and fostering collaborative relationships with the Northark community.
- Educating students about their academic responsibility.
- Assisting in identification and integration of Northark and community resources.

Northark **STRONGLY ENCOURAGES** all students to go through the advising process to ensure transferability of coursework and/or that graduation requirements are met.

<table>
<thead>
<tr>
<th>New and Non-Continuously Enrolled Students</th>
<th>Required to visit with an advisor before enrolling in courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently Enrolled Students with 30 or More College Credits (including transfer work and current semester credits; excluding college prep courses)</td>
<td>Optional advising prior to enrolling in future semester courses. Required to visit with an advisor/faculty advisor before enrolling in future semester courses.</td>
</tr>
<tr>
<td>Currently Enrolled Student with Less Than 30 College Credits (including transfer work and current semester credits; excluding college prep courses)</td>
<td>Required to visit with an advisor/faculty advisor before enrolling in future semester courses.</td>
</tr>
</tbody>
</table>
Personal Counseling

Advisors are available to make outside referrals to:
- Personal Counselors
- Community Resources
- Learning Disability Testing Centers

Advising Center Hours

Regular Hours:
8:00 am to 5:00 pm (Monday-Friday)
Other Appointment Hours Available Upon Request

Advising appointments may be scheduled by calling 870-391-3115 or by visiting the Advising Center. Please contact the Advising Center for additional information or assistance.

American College Testing Program

The ACT and COMPASS examinations are used for guidance and course placement. Students interested in taking the COMPASS should contact the Student Services Office for further information.

North Arkansas College has been designated as a regional testing center for the ACT. The examination is administered on specified national testing dates with residual testing available for those unable to take the examination on national dates. Information and registration forms regarding the ACT may be obtained from a high school counselor or the Student Services Office at Northark.

Arkansas Career Pathways Initiative

Arkansas Career Pathways Initiative (CPI) is a federally grant funded program for economically challenged parents who desire to improve their employment opportunities through education and/or training. Potential clients/students must be the legal guardian of a child under the age of 21 who is living in the home with them on a permanent basis and are a former or current recipient of TEA cash assistance, or a current recipient of SNAP (food stamps), AR Kids or Medicaid, or have earnings at or below $250% of the Federal Poverty Level.

CPI will provide academic and professional career counseling, remediation in preparation for college entrance exams, tutoring, referrals to outside assistance agencies and coordination with other Northark assistance programs, employability skills, training, and job placement assistance. Career Pathways is also designed to assist with financial barriers such as tuition, childcare, and transportation. CPI believes in wrapping its students with total support utilizing all the resources at hand both on campus and in the communities Northark serves.
Students are invited to see how CPI services can help remove barriers to a better, brighter future. CPI offices are located in suite 201, 2nd floor of the Northark Center Campus at 303 N. Main St. Harrison, AR 72601, or call 870-391-3153.

**Bookstore**

The North Arkansas College Bookstore is located on the South Campus, near the Bradley Student Center, and on the North Campus in room N21. The South Campus Bookstore is open Monday – Thursday 7:30 a.m. -5:00 p.m. and on Friday from 8:00 a.m. -4:00 p.m.. The North Campus Bookstore is open from 10 a.m. – 3:30 p.m.. Monday through Friday. The Bookstore offers textbooks, study aids, paper supplies, computers, art materials, clothing, drinks, and food items. The Bookstore accepts cash, checks, credit cards, and debit cards for books and merchandise. Refund policies are provided at the time of purchase.

Course textbooks and course supplies obtained from the Bookstore may only be charged to awarded financial aid with adequate remaining coverage after any tuition and fee charges or to written, non-revocable payment commitments from approved third-party entities. Students will be required to present a valid photo I.D. Bookstore purchases will not be eligible for any timed installment payment arrangement via e-Cashier.

The Bookstore will only issue a refund for a returned textbook during the semester upon class cancellation by the college or official class withdrawal by the student. Any textbook refund during the semester will be subject to the exact same published refund schedule for tuition and fees.

The college and/or external book dealer may offer to buy back a particular course textbook for a discounted price at the end of the semester. However, this buy-back opportunity is subject to selected book editions and determined book quantities for future academic semesters and is in no way a guarantee by the college to repurchase any course textbook.

**Career Services**

Career services can help each student develop a well thought out career path. The Career Services Coordinator will add value to your educational experience at Northark by helping with choosing a major, planning a career, internships, preparing resumes, finding employment, re-entering the workforce, and preparing you for success. Services will also be offered through classroom presentation, student workshops, job fairs, and community involvement.

**Digital Media Lab**

The Digital Media Lab (DML), located in B209, provides both PC and Apple computers to students interested in digital media applications; all have the Adobe Design Premium Suite
software for graphic and web design. In addition, the Apple computers have the Final Cut Pro Studio for professional digital video editing. The computers are available for open student use when classes are not in session in B209. To complement the DML, the Library has several Wacom Bamboo tablets, digital cameras, and digital video cameras for students to check out.

**Disability Accommodations**

North Arkansas College is committed to providing equal opportunity and equal access to college facilities, programs and services for all students in compliance with Section 504 of the Rehabilitation Act of 1973, the American Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008, and with subsequent state and federal legislation pertaining to individuals with disabilities and their rights. In order to receive accommodations a Northark, a student must self-identify as an individual with a disability with the Northark disabilities coordinator. Students meet with the disabilities coordinator to create a plan of reasonable accommodations tailored to meet their individual needs.

All records concerning student disabilities are protected by the Family Education Rights and Privacy Act (FERPA). Student disability documentation and records of accommodations are kept completely separate from academic records and under normal circumstances are not shared with any persons outside Northark. (Exceptions usually involve danger to the student or another person or compliance with court orders.) Disability records do not follow students when they transfer to other colleges or universities and are not shared with employers.

To obtain further information on services and policies or to make an appointment, students should contact Kim Brecklein, 391-3338 for TDD call 391-3111 or email kbrecklein@northark.edu.

**Educational Opportunity Center**

The Educational Opportunity Center (EOC) is a federally funded TRIO program serving residents of Arkansas in Baxter, Boone, Carroll, Fulton, Izard, Madison, Marion, Newton, Searcy, Sharp, Stone, and Van Buren counties. EOC is designed to assist persons 19 years of age or older with the process of enrolling or re-enrolling in any college of their choice. Our EOC Academic Counselors will help with college admissions and financial aid applications, scholarship searches, career counseling, and mastering your finances, as well as connections to other area agencies for additional services not provided by EOC (e.g. GED/ABE classes, Veteran Affairs, Career Pathways, etc.). They travel regularly and can visit with prospective students or agencies anywhere within the 12 county service areas. All EOC services are FREE. The Educational Opportunity Center Office is located in room C207 at the Center Campus of North Arkansas College and is open Monday – Friday, 8:00 a.m. – 5:00 p.m. after hours and weekends, by appointment only. Call (870) 391-3524 or toll free 1-800-257-8690 or visit the EOC website at [www.northark.edu/students/eoc](http://www.northark.edu/students/eoc).

**Educational Talent Search**

Educational Talent Search (ETS) is a federally funded TRIO Program that serves approximately
1600 students, in 29 schools, within a fourteen county area in the northern section of Arkansas. ETS Counselors assist 7-12th graders with career exploration, study/test-taking skills, academic/personal counseling, ACT preparation, college exploration, postsecondary and financial aid information, assistance with the postsecondary application process, and educational and cultural enrichment via field trips. The goal of ETS is to encourage students to graduate high school and enter into a postsecondary institution of their choice. The main office is located in room C305 at the Center Campus of North Arkansas College with satellite offices in Paragould, Batesville, Mountain Home, and Russellville. To contact ETS, call 870-391-3209 or 1-800-257-8690.

Financial Aid and Scholarships

North Arkansas College maintains a comprehensive program of financial aid for students. Northark has been approved by both state and federal agencies to participate in a variety of financial aid programs. Financial assistance consists of scholarships, grants, loans, and/or part-time employment, which may be offered to students in various combinations, depending upon need and requests. The family and student are expected to make maximum effort to contribute toward the student educational expenses. To be eligible for financial aid, a student must be accepted for admission and meet all eligibility requirements. All financial aid and scholarship checks are disbursed in the Student Accounts Office. A schedule of disbursement dates can be found in the schedule information on the Northark website. The Financial Aid Office, in accordance with the College’s equal education opportunity policy, administers all awards. Application forms and specific details may be obtained from the Financial Aid Office.

Application Procedure

Applicants must use the Free Application for Federal Student Aid (FAFSA) and list the North Arkansas College school code (012261) as a school to receive the information. There is no fee for the application process and the forms are available in the Financial Aid Office beginning in January. Students must reapply for financial aid each year, as aid is not automatically renewed. Applicants may complete the FAFSA on the WEB at www.fafsa.ed.gov.

In addition to completing the FAFSA, an applicant must complete the Student Data Form, an Application for Admission, and any FAFSA supporting documentation, if required. If the applicant has ever attended another post-secondary institution(s), an official transcript must be sent to the Registrar’s Office. Once all of the requested information is received, processing will begin by the Financial Aid Office. The student will then receive an award notification letter and a copy of the policy on satisfactory academic progress.

All applications should be filed as soon after January 1 as possible to ensure receipt by the priority date of July 1st. Applications for grant aid (other than Federal Pell Grant) received after the priority date will be considered only if money is available from the respective program.

Eligibility for Financial Aid
To receive financial aid, students must:

1. Be a U.S. citizen or an eligible non-citizen with a valid social security number
2. Have a high school diploma/GED
3. Enroll in an eligible program as a degree/certificate-seeking student
4. Be registered for the Selective Service, if required
5. Maintain satisfactory academic progress
6. Not owe a repayment on a federal student grant and not be in default on a federal student loan

Federal/State Programs

1. Federal Pell Grant
   A Federal Pell Grant does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor’s degree. To determine if an applicant is eligible financially, the U.S. Department of Education uses a standard formula established by Congress. No eligible student will be denied a Pell Grant. Applicants must complete the FAFSA.

2. Federal Supplemental Educational Opportunity Grant (SEOG)
   A Federal SEOG does not have to be repaid. These grants are federally funded with each school receiving a fixed amount each year. Funds are awarded to a limited number of undergraduate students with exceptional need. Applicants must complete the FAFSA.

3. Federal Work-Study Program
   Federal Work Study provides part-time employment to students who have financial need. Students should contact the Financial aid Office to determine eligibility and for placement procedures. Applicants must complete the FAFSA.

4. Federal Direct Loan (subsidized)
   Beginning July 1, 2010, all Federal Direct Loans will be issued through the Direct Loan Program. To apply for a Federal Student Loan all students must complete the current year FAFSA, an entrance interview, and a Master Promissory Note. Federal Direct Loans are assessed an original fee and an insurance fee, and borrowers should refer to the promissory note for details since terms and interest rates may vary according to the date the loan was disbursed. The Federal Direct Loan authorizes loans up to $3500 per year for freshman and $4500 per year for sophomores. Students must be enrolled on at least a half-time basis and repayment of principal and interest begins no later than six months after the student leaves school or ceases to be at least half-time student. The amount of the monthly payment will be based on the total amount borrowed.

5. Federal Direct Loan (unsubsidized)
   The Federal Unsubsidized Loans have the same deferments, interest rates, and application process as the subsidized Loan. Independent students may be eligible for up to an additional $6000 unsubsidized loan per year. Dependent students may be eligible for up to an additional $2000 unsubsidized loan per year. However, the student does not
have to be financially eligible for the loan and must either pay the interest while in school or have it capitalized for repayment with the loan principal.

Loan Closing Interviews

All first time borrowers, borrowers with a previous default, and those with over $28,000 in student loan debt will be required to schedule a loan closing interview with a member of the Financial Aid staff. Students required to do a loan closing will be notified by email at the address provided on their loan application.

Satisfactory Academic Progress Policy

In order to be eligible for Title IV Federal Aid, federal guidelines require students to maintain Satisfactory Academic Progress (SAP) while pursuing approved degree and/or certificate programs at North Arkansas College. Regulations require progress be measured with both qualitative and quantitative measures. SAP will be checked prior to the initial period of enrollment and in increments of no longer than half the program length or one year, whichever is less.

Satisfactory Academic Standards

• For the previous semester of attendance, students must have earned a 2.0 GPA.

• For any period of enrollment, students must complete a minimum amount of course-work based on the following scale:
  Enroll in 12+ Hours  Must complete 8 hours
  Enroll in 6-11 Hours  Must complete 6 hours
  Enroll in less than 6 Hours  Must complete all hours

• Students can receive federal financial aid for not longer than 150% of the total hours required for a program (see Northark Financial Aid webpage for list). All courses attempted, including W, I, F, AU, CR and IP, will be counted as attempted hours.

Repeated Coursework: Students can only receive federal aid for a repeated course one time if a passing grade has been earned.

Transfer Students: Transfer students are subject to the same policy regarding length of time and GPA in regard to hours that are transferred to Northark. NOTE: All official transfer transcripts must be received in the Registrar’s Office and must be evaluated before SAP can be determined.

Clock Hour Programs: Academic progress for students enrolled in a clock hour program will be reviewed at the completion of each payment period.
Suspension of Financial Aid

**Financial Aid Warning:** At the point of SAP review, any student not meeting the minimum GPA or minimum completion requirements will be placed on Financial Aid Warning during the next period of enrollment. SAP will be checked again immediately following the Warning semester. Students meeting SAP at that point will be removed from Warning and placed in good standing. Students not meeting SAP at the end of the Warning semester will be placed on Financial Aid Suspension. Students will be given a Warning status only once. Failure to meet SAP for each semester thereafter will result in Financial Aid Suspension.

**Financial Aid Suspension:** Students who do not meet SAP at the end of a Warning Status or students who exceed 150% of the hours for a program will be placed on Suspension from Title IV aid. Any student that withdraws from all classes or completes the semester with a zero GPA will automatically be suspended for their next term of enrollment. If suspended because of GPA or minimum completion, a student must complete a semester with his/her own finances and meet SAP to regain eligibility. If a student has exceeded the 150% timeframe or academic progress reflects the inability to complete a program within the timeframe, the student will be suspended and the only option for reinstatement of aid is to appeal the suspension.

**Appeals:** Students who do not meet SAP and are placed on Financial Aid Suspension. If the student can demonstrate and provide documentation of unusual or mitigating circumstances, such as serious illness or death of a close family member, may appeal a Financial Aid Suspension. An appeal form and supporting documentation must be submitted to the Financial Aid Office before it will be reviewed by the appeals committee. The appeal must include what has changed in the student’s situation that will allow him or her to now meet SAP requirements. The appeal must include what has changed in the student’s situation that will allow him or her to now meet SAP requirements.

Students suspended because of exceeding the 150% timeframe will be required to include an academic plan along with their appeal form.

**Appeals submitted without supporting documentation will not be reviewed.** Students who appeal and are reinstated will automatically be reviewed following the semester of reinstatement. If SAP is being met, the student will be considered in good standing. If SAP is not met, the student is automatically placed back on Suspension. The decision of the Financial Aid Appeals Committee is final; there is no further appeal.

**Academic Plans:** Students suspended due to exceeding the 150% timeframe will be required to submit a degree plan with an appeal form. The degree plan must be completed by a Northark Academic Advisor. This plan will be used as a guide to determine courses needed for completion of a program. Financial aid will only be granted for courses needed for completion. Enrolling in courses not included in your academic plan will result in your aid being reduced or revoked.

Students are responsible for ensuring that their Major Code is correct with the Advising Office.
Return of Title IV Funds

If a student completely terminates enrollment, stops attending classes, or receives all failing grades or a combination of failing grades and withdrawals before completing more than 60% of the enrollment period, a calculation is performed to determine if a repayment is required. The amount of Title IV aid the student must return is determined by the Federal Formula for Return of Title IV Funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds to the programs from which they were awarded.

Refund/payment to the various programs will be in the following priority within 30 days:

1. Federal Family Education Loan Program  
   (Unsubsidized Federal Stafford Loan)  
   (Subsidized Federal Stafford Loan)  
2. Federal Pell Grant  
3. Other Title IV programs

A repayment may be required when cash has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than Federal College Work Study) for which the student qualified by the percentage of time during the term that the student was enrolled. The date used in the calculation is either the date of the complete withdrawal or the date issued by the instructor if a failing grade is earned for nonattendance. If a date cannot be determined, midpoint of the semester is used (50%).

If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e. that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned aid is allocated between the college and the student according to the portion of disbursed aid that could have been used to cover college charges and the portion that could have been disbursed directly to the student once college charges were covered. North Arkansas College will distribute the unearned aid back to the Title IV program as specified by law. The student will be billed for the amount the student owed to the Title IV programs and any amount due to the college resulting from the return of Title IV funds used to cover college charges.

Copies of the refund calculation are available upon request in the Financial Aid Office.

Official Withdrawal
Students who wish to withdraw from a class or classes must do so in the Office of the Registrar by completing an official “Change of Class Schedule” form. Notification from the Registrar’s Office to the Financial Aid Office is made regarding the student’s date of withdrawal. Federal formula requires a return of Title IV aid if the student received federal assistance and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is
equal to the number of days remaining in the semester divided by the number of calendar days in
the semester. Scheduled breaks of five or more consecutive days are excluded.

Scholarships

North Arkansas College offers several institutional and private scholarships each year. Specific
scholarship criteria can be found on the Northark scholarship webpage at

Scholarships (Institutional)

Presidential Scholarships
Presidential scholarships are awarded in three tiers.

1. Presidential-Gold Scholarship
2. Presidential-Silver Scholarship
3. Presidential-Bronze Scholarship

Athletic Scholarships
Basketball scholarships are awarded on the basis of demonstrated athletic ability and
scholastic achievement as determined by the coaches and the Director of Athletics.

Scholarships (Private)

1. Agriculture
   • Community First Bank Agriculture Scholarship
   • Cattleman’s Livestock Auction Agriculture Scholarship
   • First National Bank Agriculture Scholarship

2. Allied Health
   • Dr. Joe Bennett Radiology Technology Scholarship
   • Clara Benson Memorial Nursing Scholarship
   • Ernest H. Cecil Memorial Scholarship
   • Don & Linda R. Goertz Nursing Scholarship
   • Dr. Albert Hammon Memorial Scholarship
   • Harrison Rotary Scholarship
   • Kiwanis – Dr. Ken Siler Scholarship
   • Kiwanis – W.J. Milum Scholarship
   • Lynn and Marie Lair Scholarship
   • Dr. and Mrs. W.C. Langston Memorial Scholarship
   • Dr. O.B. McCoy Memorial Scholarship
   • Dr. H.D. Meyer Memorial Scholarship
   • Barbara and Thelma Muller Nursing Scholarship
   • Jackson Davis Reeves Memorial Scholarship
• Jack B. Tennyson Memorial Nursing Scholarship
• Jim and Gerry Whyte Medical Scholarship
• Trace Trammell Memorial Scholarship
• Dr. Tom Bell Memorial First Christian Church Memorial Scholarship
• Dr. Tom Bell Memorial Leslie Clinic Scholarship
• Veedis F. (Harmon) Jacobs Scholarship
• Nona Guynn & Kathryn Jones Nursing Scholarship

3. Arts
• Arkansas Fiddler’s Association Scholarship
• H.D. Dixon Scholarship
• H.K. and Galena McCaleb Vocal Music Scholarship

4. Athletic
• Tommy Dale Lawrence Pioneer Scholarship
• Bitsy Stockton Memorial Scholarship

5. Automotive
• Magness Toyota Scholarship

6. Business
• Anstaff Bank of Green Forest – FBLA
• Charles W. Dowdy Memorial Scholarship
• H&R Block Janice Henson Memorial Scholarship

7. Education
• Jennifer Green Memorial Scholarship
• Mike Hodges Memorial Scholarship
• Millie and Ray Sanders Southshore Foundation Scholarship
• Boone County Retired Teachers Irma Adair Memorial Scholarship

8. General (unclassified)
• ACC Academic All Star Scholarship
• Albright-Moore Memorial Scholarship
• Aunt Vine Scholarship
• Berry Family Scholarship
• Cathy and Larry Brandt Scholarship
• Eva Kay Abney Cantrell and Jewel Marie Abney Howard Continuing Scholarship
• John O. Campbell Single Parent Scholarship
• Carol Cartwright Memorial Scholarship
• Mosco Cash Scholarship
• Chapter AG, PEO, Martha Milburn, and Wanda Coffman Memorial Scholarships
• Bradley J. Dearing Memorial Scholarship
• Drewry Scholarship
• Garrison Scholarship
• Garry Family Scholarship
• Cody Allen Hall Memorial Scholarship
• Harrison Lions Club Jack Williams Memorial Scholarship
• Joe F. Keeling Scholarship
• Kiwanis – Bill Dill Scholarship
• Kiwanis – J. D. Barnett Scholarship
• Larry C. and Anita M. Miller Scholarship
• Nancy Family Scholarship
• North Arkansas Regional Medical Center Auxiliary Scholarship
• On-Course Scholarship
• Pemberton-Leimberg Scholarship
• Pepsi Bottling Group Scholarship
• Billy Ply Memorial Scholarship
• Horace A. Soper Scholarship
• William P. and Susan E. Stiritz General Scholarship
• William P. and Susan E. Stiritz Newton County Scholarship
• The Triplets’ Scholarship
• Dr. Frederick C. Turner, Jr. Memorial Scholarship
• Uncle Bockey Memorial Scholarship
• White Oak Station Scholarship
• Ernie and Annie Wright Scholarship
• Henry F. Banka Memorial Scholarship
• Benita Parrish Keeling Memorial Scholarship
• Ed Warabow Scholarship
• Ben Ruff Memorial Scholarship
• TRIO ETS Scholarship
• TRIO EOC Scholarship
• Women of Distinction Scholarship
• Jesse Myatt Moore Scholarship
• Polly Jenkins Memorial Scholarship
• Young Mothers – Circle of Life Scholarship

9. Humanities
• Doris Cecil Baker Memorial Scholarship
• Elizabeth Ford Creative Writing Scholarship

10. Manufacturing/Engineering/Drafting
• Val R. Bellora Memorial Scholarship
• Cumberland Presbyterian Scholarship
• Johnson Manufacturing Company Scholarship
11. Technical
   • Weldon Stevenson Technical Scholarship

12. Transfer
   • Jane Brockman Gearhart Scholarship
   • Dr. John A. White Transfer Scholarship

The FAFSA application, available January 1st, is the official scholarship application. The application priority deadline is May 1st.

Other Sources of Financial Aid/Scholarships

The programs listed below are awarded and administered by the Arkansas Department of Higher Education. Further information and applications may be obtained from the Arkansas Department of Higher Education website (www.adhe.edu) or by calling 1-800-54-STUDY.

   • Arkansas Academic Challenge Scholarship
   • Governor’s Scholars Program
   • Higher Education Go! Opportunities Grant
   • Workforce Improvement Grant (WIG)

Workforce Investment Act Scholarships (WIA)

The WIA Program provides classroom training scholarships. Funds are limited and federal eligibility guidelines must be met. To inquire about eligibility, visit the Arkansas Workforce Center or call (870) 741-6874.

Veterans' Benefits

North Arkansas College is approved by the Arkansas State Approving Agency for veterans and veterans’ beneficiaries who are working on a degree or certificate. Considerable financial aid is available to veterans of recent military service, service members, and members of reserve units. The dependents of certain other service persons may be entitled to educational assistance payments under various programs. All students must follow the curriculum outlined for their objectives since only specific courses may be applied toward VA certification and graduation. Students approved for or receiving benefits cannot charge tuition or other related expenses to their VA benefits. Information and applications may be obtained from the Veterans Coordinator located at the South Campus, the Department of Veterans Affairs, P. O. Box 1280, Building 65, Fort Root, North Little Rock, Arkansas 72115, or by calling 1-800-827-1000 or 1-888-442-4551.

Housing

The Student Services Office provides lists of apartments to students. Arkansas law does not allow community colleges to have campus residence halls.
Learning Commons

The Learning Commons is a drop-in tutoring center on South Campus that offers free services to Northark students. These services include:

- tutoring in Mathematics, Writing, English, Science, and other subjects
- use of computer lab and printer
- use of laptops and wi-fi
- use of large, sunny study room
- free coffee, hot tea, and hot chocolate.

Tutoring is offered on a drop-in basis rather than by appointment. Some of the tutors are retired teachers; others are students who excel academically. The Learning Commons is open from 8:00 a.m. – 5:00 p.m. Monday through Friday during the fall and spring semesters. It is located in M154 in the middle of the main building, just across the hall from the Little Theatre.

Libraries

The North Arkansas College Libraries are open to all faculty, staff, students, and community members within the area served by the college. There is a library on both the South and North campuses, and library staff is available at both locations to offer one-on-one assistance in using library resources, whether print, audio-visual, or electronic. A daily courier service allows the print collections to be shared between the two campuses. The libraries use the Library of Congress classification system for their print and audio-visual collections, and a single online catalog provides simultaneous searching of resources on both campuses. The online catalog is accessible through the libraries’ website at: [http://www.northark.edu/services/library.aspx](http://www.northark.edu/services/library.aspx)

The combined print collection for both campuses is approximately 20,000 volumes, and the libraries also provide access to several e-book collections having combined holdings in excess of 50,000 titles. Students and faculty are encouraged to use the inter-library loan services provided by the libraries for research materials not available locally.

The libraries receive current issues of more than 100 periodical titles and have earlier issues of many of those periodicals available in online subscription databases. Access to several online periodical indexes, covering current issues of over 15,000 periodical titles, with more than half available in full-text, is also provided. Northark libraries also offer off-campus access for students and faculty to most of the subscription databases through the campus portal system. Any authorized user of the Northark computer network may access online library materials on-campus. Library staff on either campus can provide assistance in using these resources.

South Campus Library

The South Campus or Main Library, located at 1515 Pioneer Drive, is the study and research center for the college. Its resources support the two-year curriculum of the college and provide a variety of services. The materials available for research include books, periodicals, newspapers,
microform, and audio-visual items. Over 30 computer workstations are available for student needs, from word processing to online research. Within the limitations of software licensing agreements, student-usable versions of all software taught on campus are available on at least some of the workstations in the library. The library has wireless internet access, allowing users to bring in their own wireless-capable laptops and link to the internet through the college’s wireless service. To provide a break from studying, the library has a Chat Room where students can read current newspapers and magazines, use their cell phones, catch up on their recreational reading, or just visit with friends. The South Campus Library also has quiet, well-lighted areas where students, faculty, and community patrons may study.

**Photo/Video Release Agreement**

North Arkansas College uses photographic, video, and/or digital images taken of students on college property and at college events, as well as quotes provided by students, in publications, advertisements, promotional materials, and audiovisual productions associated with marketing and/or student recruiting.

Currently-enrolled students may request not to be photographed or videotaped by sending written notification to Enrollment Services by October 1 of the fall semester and February 15 of the spring semester.

North Arkansas College assumes that failure to request in writing not to be photographed or videotaped demonstrates approval for the college to use images in its marketing and/or student recruitment materials.

**TRIO Student Support Services**

The mission of TRIO Student Support Services (TRIO-SSS) is to provide academic and other services that promote the success of first generation, low-income and/or disabled students. Northark’s TRIO-SSS is limited to 180 qualified participants and is funded by a grant from the U.S. Department of Education in the amount of $317,068. Services include:

- Assigned advisors who help chart each participant’s path to graduation and beyond
- Assistance with course selection and scheduling
- Advisors usually available without an appointment
- Scheduled one-on-one tutoring
- Financial information to help participants retain funding through graduation
- Personal finance information to help participants avoid student debt
- Equipment borrowing and reserved computer lab
- Cultural activities and trips to area universities
- *Students Support Students* student organization
- Helpful workshops and seminars
- Special online resources
- Support navigating college offices and resources
Students who would like to become a part of TRIO-SSS should contact Kim Brecklein, 870-391-3338, kbrecklein@northark.edu.

STUDENT LIFE

Student Activities

Student Center

Student Clubs and Organizations
Student Activities

The North Arkansas College staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insights. The Coordinator of Student Activities and Organizations works with students and faculty to present activities and programs appropriate to the students’ needs. Assistance and guidance will be provided to groups wishing to organize clubs and organizations appropriate to a community college.

Athletics

Northark has four intercollegiate athletic teams, which are members of the National Junior College Athletic Association and subject to that association’s rules and regulations. The Pioneers are the men’s basketball and baseball teams. The Lady Pioneers are the women’s basketball and fast pitch softball teams. Admission to Northark games is free to Northark students, faculty, and staff. Students must complete at least twelve hours of North Arkansas College course credit and maintain a 2.0 grade point average in order to compete.

Intramurals

The college provides intramural activities for students who wish to participate in sports other than those organized for intercollegiate competition. Students wishing to take part in intramural sports may do so by contacting the Athletic Department. Competition in flag football, basketball, softball, golf, and other sports is offered when possible.

Public Events Series

Throughout the year, the administration and student body offer special events of interest to the public. Concerts, art exhibits, films, lectures, and other social and cultural events in keeping with the community college standards are scheduled.

Spirit Squad

In support of the Pioneers and Lady Pioneers, the Spirit Squad participates in all home games and selected away games. Spirit Squad members must be degree-seeking and enrolled in at least 12 hours at Northark and maintain a 2.00 GPA. In addition, the Spirit Squad is involved in many college and community activities. Interested students should check with Matt Cummings, (870) 391-3222, for more information.
Student Center

North Arkansas College has a Student Center located on both the North and South Campus to provide an opportunity for students to socialize. The Weldon Stevenson Student Center on the North Campus is centrally located and has food vending machines and a large area for students. The South Campus Bradley Student Center is located close to Financial Aid, Counseling and Advising Services, the Bookstore, and the College Grill. The College Grill offers sandwiches, soup, and salads. Food vending machines are located in this area and in the main hallways of the South Campus. The Center Campus provides a food vending area on the first floor adjacent to the FedEx Atrium.

Student Clubs and Organizations

Arkansas Licensed Practical Nurse Association

AR LPN Association is a state organization for practical nurses enrolled in a PN program. Its purpose is to develop leadership and technical skills through a program of awareness and motivation. This organization is only open to practical nursing students. Interested students should contact Debbie Dean, Room A100D, 870-391-3369.

Association of Surgical Technologist Student Association (ASTSA)

The Association of Surgical Technologist (AST) is the national professional organization for surgical technologists. Their primary purpose is to ensure surgical technologists have the knowledge and skills to administer quality patient care. The student association promotes attendance of state and national meetings where professional and academic activities are presented. Opportunities for professional growth and development of communication and leadership skills are encouraged. Students may apply for scholarships for education. For more information contact Lita Parton, A108A, 870-391-3269.

Baptist Collegiate Ministry

The primary purpose of Baptist Collegiate Ministries is to deepen the spiritual ties of students. A variety of social functions is a part of the many activities for Christian interaction with students. Interested students should watch for monthly activities. Weekly meetings with a free lunch are held on Tuesdays 12:30 - 1:30 in the JPH Conference Room. For more information contact Barbara Searcy, 870-577-3342.

Career Pathways Initiative Student Leadership Council

The North Arkansas College CPI/SLC is a student group composed of all Career Pathways students. The SLC mission statement is: “We, the dedicated members of the CPI Student Leadership Council, will commit ourselves and challenge each other to grow personally,
professionally, emotionally, and spiritually by using compassion, unique perspective, and belief in others’ inherent goodness, integrity, and enormous potential to succeed.” The SLC accomplishes its mission by holding fundraisers and community service projects throughout the fall and spring semesters. Funds are used to assist CPI/SLC students who have financial emergencies that cannot be met by any other resource. Officers are elected annually and serve from August through May the following year. Meetings are held when deemed necessary throughout the fall and spring semesters. CPI/SLC emphasizes leadership, community involvement, and character development.

Cave Region Review

*Cave Region Review* is a literary journal dedicated to displaying the best literature and art from the Ozark region. The central purpose of *Cave Region Review* is to provide area writers and artists a quality outlet for their creative works, as well as provide Ozark residents access to these works. The journal is sponsored by the Northark English department and offers Northark students the opportunity to assist in all stages of publication.

Chi Alpha

Chi Alpha Christian Fellowship is a campus ministry dedicated to the spiritual needs and growth of students. Chi Alpha meets Thursday evenings at 6 pm during the school year and provides a free lunch each Wednesday on the south campus. Projects Chi Alpha is helping with include partnering with Feed One to end world hunger and partnering with Project Rescue to help victims of human trafficking. Ministry trips to share the Christian faith in the past five years have included trips to Bolivia, several southern countries in Africa, an unnamed country in the Himalayas, as well as various parts of the US. Other activities and events such as skiing in Colorado, floating the Buffalo, cookouts, game nights, and bonfires happen throughout the year. Students have the opportunity to attend regional, national and international activities that focus on outreach and leadership skills training. It is sponsored by the Assembly of God Ministries. For more information contact Joe Kissel @ 307-760-3687 or K C Jones @ 870-391-3125.

Electronics Club

The Electronics Club’s mission is to benefit the students enrolled in the Electronics Technology programs at North Arkansas College. The club provides tutoring for students in electronics courses and sponsors scholarships to help electronics students with tuition. The Electronics Club also provides community service by repairing electrical/electronic equipment. For more information, contact Dean Vail, 870-391-3375.

Kappa Beta Delta

The Kappa Beta Delta International Honor Society was established in 1997 to recognize and encourage accomplishment among students pursuing an associate’s degree in business, management or administration at two-year colleges accredited through the Accreditation Council for Business Schools and Programs (ACBSP). The professional organization also promotes the
mission of personal and professional improvement, and a life distinguished by honorable service to society. Selection criteria for students receiving the prestigious honor is based upon outstanding academic performance, which includes achieving a minimum 3.0 grade point average and ranking in the top 20 percent of their class. Faculty members are chosen based upon their exemplary contributions and teaching excellence within the higher educational profession. Individuals named to Kappa Beta Delta receive lifetime membership in the honor society.

Medical Laboratory Technology

This North Arkansas College organization encourages students to participate in community activities such as health fairs to promote development of their skills and patient contact. Fundraisers are held throughout the year to help send students to conferences and the Arkansas Medical Laboratory Educator’s Forum MLT Student Bowl.

Northark Agri Club

The North Arkansas College Agri Club promotes agriculture in the local community. Members build leadership and citizenship skills to prepare them to be future members and leaders of the agriculture community.

Northark Drama

In addition to providing theater experiences for Northark students, the Northark drama department’s vision includes the whole community of Harrison, Arkansas. Community members are encouraged to audition for Northark main-stage productions. The goal of the drama program is to include all ranges in productions in order to teach performance and communication skills and instill confidence. Open auditions allow more variety in play selection and create performance opportunities for all ages. Northark main-stage productions are most often seen at the Lyric Theater on the Harrison square. Information about upcoming events will be posted at www.northark.edu under Students and Clubs and Organizations.

Northark Veterans Club

The North Arkansas College Veterans Club strives to promote awareness of veterans and veterans’ issues on campus. Members carry out service projects to assist Northark and the community as a whole.

Northark Writers’ Group

The Northark Writers’ Group is an organization of creative writers who meet approximately bi-weekly to write together and to encourage each other as writers. Free membership is open to college students, faculty, and staff, as well as members of the community. Members are encouraged to share their writing via the group page on Portal, as well as to give helpful
feedback to others, but sharing writing is not required. Those interested in more information about the Northark Writers’ Group should email Celia DeWoody at cdewoody@northark.edu.

Phi Beta Lambda

Phi Beta Lambda, the largest and oldest collegiate business student organization in the world, is the premier business education association preparing students for careers in business. Phi Beta Lambda allows members to develop leadership, communication, and team skills as well as meet and network with others at the local, state, and national level.

Phi Theta Kappa

Phi Theta Kappa is an international honor society which promotes scholarship, leadership, fellowship, and service. Members are encouraged to compete for scholarships and participate in local, regional, national, and international meetings and engage in scholarly research projects. Phi Theta Kappa strives to create an intellectual climate that fosters academic excellence, protect academic integrity, and develop leadership. For more information contact Sherri Townsend at 870-391-3279.

Rad Tech Club

This North Arkansas College organization is for students in the Radiologic Technology Program. Fundraisers throughout the year help to send students to the Arkansas Society of Radiologic Technologists Annual State Meeting where professional and academic activities are presented.

Skills USA

Skills USA is a professional organization for trade, industrial, and technical students and instructors. Dedicated to developing well-rounded students and future employees, it provides leadership, citizenship, and character development programs as well as job skill training.

Student Association of Surgical Technologists

The Association of Surgical Technologists (AST) is the national professional organization for surgical technologists. Their primary purpose is to ensure surgical technologists have the knowledge and skills to administer quality patient care. The student association promotes attendance of state and national meetings where professional and academic activities are presented. Opportunities for professional growth and development of communication and leadership skills are encouraged. Students may apply for scholarships for education.

Student Government

North Arkansas College Student Government provides an official voice for students on issues that affect them. The members foster communication and cooperation among students, faculty, staff, and administration and work to improve all facets of the college. Officers are elected in
April and serve from May 1 to April 30 of the following year. Senators are selected in the fall of each year from the organizations that are registered members of Student Government. For information please contact Sarah Bing at sbing@northark.edu.

**Students Supporting Students**

Students Supporting Students provides members an environment that fosters friendship and a spirit of understanding among all people for the diverse community in which we live; opportunities for community service; and the development of individual character and leadership skills. Members seek to create positive change in themselves, their organization, and their community.
ACADEMIC INFORMATION

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Academic Grievance

If a student has a grievance concerning an instructor or method of instruction, the student should follow the procedure described below:

- The student should attempt to resolve the issue with the instructor.
- If resolution is not possible with the instructor, the student should speak with the chair of the department.
- Should the student be unable to resolve the grievance with the instructor or department chair, he/she may then speak with the dean of that division.
- Should the student be unable to resolve the grievance with the dean, he/she may then file a written grievance within five class days with the Northark Executive Vice President of Learning.
- If the student wishes to appeal the decision of the Executive Vice President of Learning, the student may appeal to the Institutional Standards and Appeals Committee, whose decision is final. Instructions for appeals to the Institutional Standards and Appeals Committee are available from the Executive Vice President of Learning.

Attendance

It is the responsibility of faculty members to advise their classes, in writing, of their attendance and makeup policies. It is the student’s responsibility to discuss any absences and the possibility of makeup work with the instructor as soon as possible.

Students are expected to attend all class meetings and officially withdraw from courses they are no longer attending. Faculty will not withdraw students from courses for any reason. (Please see Withdrawing from a class below.)

Students must consult the course syllabus for the attendance policy set by individual instructors.

Audits

Students who audit courses must be officially admitted to the college and pay regular tuition and fees for the course. Those who audit courses will receive a grade of “AU.” Students may audit courses only when class enrollment permits. Students need to consult with the instructor of the courses they want to audit for course work required.

A student may change a course from audit to credit through the 8th day of regular, semester-long classes. For shorter-length classes, please check with the Registrar’s Office. Students may also change from credit to audit prior to the end of the 10th week of regular, semester-long classes. For shorter-length classes, please check the Academic Calendar or the Registrar’s Office.

An auditing student may withdraw following normal withdrawal procedures any time during the withdrawal period and receive a grade of “W.”
Classification of Students

To be considered a member in good standing of a class, a student must have successfully completed the required minimum of work leading to a degree as follows: freshman – 29 or fewer credit hours, sophomore – 30 or more credit hours.

Clemency

Act 1000 of the 1991 General Assembly of the state of Arkansas requires that state colleges and universities establish policies for academic clemency for undergraduate students. North Arkansas College has a policy whereby students who have performed poorly early in their academic careers may petition the college to have their previously earned grades and credits removed from the calculation of their cumulative grade point averages. Students interested in petitioning for academic clemency may do so through the Office of the Vice President of Learning whose decision will be final. To be considered for academic clemency, the student must meet the following criteria:

I. Eligibility:
   1. The student must not have been enrolled in any institution of higher education, including Northark, for a period of three consecutive years prior to the term in which Academic Clemency is requested. The request for academic clemency must come in the first semester the student re-enrolls.
   2. During the student's previous enrollment, his or her grade point average should not have been higher than a 1.99 in the term or terms for which academic clemency is requested.

II. Stipulations:
   1. Academic clemency will be granted only after the student completes 12 hours of credit at North Arkansas College in one semester, excluding summer terms, with a grade point average of 2.00 or higher.
   2. Academic clemency can be granted only once.
   3. Academic clemency will cover all credits earned during the term or terms for which it is granted.
   4. While grade point averages will not reflect the credits for which the student is granted clemency and while those credits will not count toward graduation, the student's transcript will contain the student's entire academic record.
   5. Academic clemency does not restore eligibility for student financial aid, scholarships, or athletic eligibility.

College Success Courses

Northark offers four courses to improve student success. ORT 1003 College Success Skills is required of students whose placement scores are below college level in two or more areas, based on the ACT or COMPASS placement tests. ORT 1201 College Seminar: A Pathway to Success
is required of all new AA and AS students who do not need ORT 1003. Both courses provide an invaluable introduction to Northark and to college success in general. ALDH 1022 Staying the Course for Nursing and Allied Health is an elective course designed to help Nursing and Allied Health students make wise choices for greater success in college; course topics include essential study skills such as reading, note-taking, studying, application, test-taking, and writing for success in college, as well as self-responsibility, self-awareness, personal empowerment, emotional intelligence, critical thinking and self-esteem. ORT 0010 Orientation for Online Learners provides instruction in the use of Northark’s learning management system and is a co-/pre-requisite for any online or blended course.

First-time AA/AS students enrolled full time who fail to achieve a 1.40 GPA in their semester at Northark are required to complete either ORT 1003 College Success Skills or ORT 1201 College Seminar, whichever is appropriate, with a "C" or better by the end of their second semester.

Credit Earned Outside the Classroom

Students may earn credit in a variety of non-traditional ways. Only one-third (1/3) of the total number of credit hours for a degree can be credit from Articulated Credit, Challenge Exams, various examinations including AP, CLEP, and those for professional certification, or independent studies, all listed below.

Articulated Credit

Northark provides a means for local high school students to receive college credit for secondary school courses that are similar in content and standards to Northark courses. By articulating certain college courses with courses taught in area high schools, Northark helps students make a smooth transition from high school to college without experiencing delays, duplication of courses, or loss of credit. Secondary schools who are interested in developing articulation agreements should contact the Vice President of Learning. Students who have taken courses in high school articulated with Northark should bring that fact to the attention of their academic advisor when enrolling in college or attending the Northark Technical Center.

Challenge Exams

Some introductory courses may be challenged and credit received by successfully passing a comprehensive examination covering academic content and practical skills where appropriate. Students desiring to receive credit through the Challenge Exam process must enroll in the class to be challenged. The course instructor or responsible Dean either in person or through the Testing Center will administer challenge examinations. Students desiring to take Challenge Exams must do so no later than the first week of class in a regular semester, the second meeting of once-per-week classes, or the first two days of a summer semester. Students have the option to receive credit for the class with the grade earned on the Challenge Exam or to remain in the class. Should a student fail a Challenge Exam or not desire to take the grade received, course attendance or withdrawal is required during the semester in which the Challenge Exam was attempted. Successful completion of a Challenge Exam will be documented on a Challenge
Exam Credit Form. The responsible instructor will certify the student’s enrollment in the challenged class and the grade received on the challenge exam. If it is determined that the student is not officially enrolled in the class he/she is challenging, credit will not be granted. The Challenge Exam Credit Form will be forwarded to the responsible dean for review and then to the Registrar’s Office no later than the end of the second week of classes in a regular semester or end of the first week in a summer session. The Challenge Exam Credit Form will become part of the student’s academic record maintained by the Registrar.

Examinations

College Credit for Advanced Placement, CLEP, or Professional Certification Examinations will not be posted to an academic record until the student has successfully completed at least twelve semester credit hours of work at Northark.

Advanced Placement (AP)

The Advanced Placement Program, sponsored by the College Board, offers high school students the opportunity to participate in challenging college-level work. College credit for Advanced Placement will not be posted to an academic record until the student has successfully completed at least twelve semester credit hours of work at Northark. Students can receive credit, advanced placement, or both from many colleges and universities. Northark awards AP credit as shown in the chart below:

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Minimum AP Score For Credit</th>
<th>Northark Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3</td>
<td>ART 1003</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 1004</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MAT 2205</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>MAT 2205 &amp; 2305</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4</td>
<td>MAT 2205 &amp; 2305</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 1415</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>CHEM 1415 &amp; 1425</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>3</td>
<td>CIS 1613</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3</td>
<td>ECON 2313</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
<td>ECON 2323</td>
</tr>
<tr>
<td>English Language &amp;</td>
<td>3</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>Composition</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
English Literature & Composition 3 ENGL 1013 or ENGL 1023

Environmental Science 3 BIOL 1144

European History 3 HIST 1003
4 HIST 1003 & HIST 1013

Human Geography 3 GEOG 2003

Physics B 3 PHYS 2014
5 PHYS 2014 & 2024

Psychology 3 PSYC 2003

United State Government & Politics 3 PLSC 2003

United States History 3 HIST 2003
4 HIST 2003 & HIST 2013

Spanish Language 3 FL 1303
Statistics 3 MAT 2133

*If the student has received AP credit for ENGL 1013 or successfully completed ENGL 1013.

AP credit is not awarded for a course the student has already completed at the college/university level.

AP credit granted at other institutions is not automatically transferable to Northark. Students who wish to transfer AP credit must submit official documentation of earned scores.

Students who establish their eligibility to receive AP credit shall have credit recorded without grade points on their permanent records after they have successfully completed 12 credit hours at Northark.

Those desiring more information or to earn college credit through this program should contact the Registrar’s Office.

**Prior Learning Assessment**

Prior Learning Assessment (PLA) is a means of determining whether or not the knowledge, skills, and abilities a student has gained through prior learning match the knowledge, skills, and abilities a student would gain by completing a specific course. The following PLA venues will be accepted by Northark: CLEP, Professional Certification Exams, and Learning Counts.
CLEP

A student may earn credit at North Arkansas College by writing the CLEP examination. Northark accepts both the general and subject examination programs. College Credit for CLEP will not be posted to an academic record until the student has successfully completed at least twelve semester credit hours of work at Northark.

To receive college credit, a student may not have earned college credit nor have ever been enrolled in the course for which he/she is writing the test. Please see the American Council of Education (ACE) recommendations for minimum scores for granting credit available online at http://clep.collegeboard.org/develop/ace-credit. Those desiring more information or to earn college credit through this program should contact the Registrar’s Office.

Learning Counts

Learning Counts helps students evaluate their learning and experience through a six week online course. Students who are candidates for credit will identify specific Northark courses with a Learning Counts advisor. The candidate will then develop a portfolio demonstrating his/her experience and knowledge in the course content. The final portfolio will be reviewed by Learning Counts for credit. For more information please see the website at http://learningcounts.org/Pages/Default.aspx

Professional Certification Examinations

Numerous professional organizations offer rigorous professional certification examinations or licensure requirements that may be used to earn college credit for courses in related areas. The following list provides course equivalents for professional certifications. Credit may be granted toward degree or certificate programs subject to the one-third limit for all non-traditional credit. Those desiring more information or to earn college credit through this program should contact the Department Chair of Business and IT.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microsoft Office Specialist (MOS) Core Skills</strong></td>
<td></td>
</tr>
<tr>
<td>Certification Title</td>
<td>Course</td>
</tr>
<tr>
<td>MOS Microsoft Office Access (current version)</td>
<td>CIS 2423 Database Management</td>
</tr>
<tr>
<td>MOS Microsoft Office Excel (current version)</td>
<td>CIS 1333 Spreadsheet</td>
</tr>
<tr>
<td>MOS Microsoft Office Outlook (current version)</td>
<td>CIS 2812 Microsoft Outlook</td>
</tr>
<tr>
<td>MOS Microsoft Office PowerPoint (current version)</td>
<td>CIS 2533 Business Presentations</td>
</tr>
<tr>
<td>MOS Microsoft Office Word (current version)</td>
<td>CIS 1253 Word Processing</td>
</tr>
<tr>
<td><strong>Adobe Certified Expert</strong></td>
<td>CIS 2863 Image Editing</td>
</tr>
<tr>
<td>Photoshop Examination</td>
<td>CIS 2303 (Computer Illustration)</td>
</tr>
<tr>
<td>Illustrator Examination</td>
<td>(Adobe Illustrator)</td>
</tr>
<tr>
<td>Dreamweaver Examination</td>
<td>CIS 2833 Web Design II (Dreamweaver)</td>
</tr>
</tbody>
</table>
Flash Examination

**CompTIA**
A+ Certification
Security + Certification

**Cisco Systems**
Cisco Certified Networking Associate (CCNA)

**Cisco Certified Networking Professional (CCNP)**
Advanced Routing
Remote Access
Multi-layer Switching
Networking Troubleshooting

**Microsoft**
Any MCSA OS exam such as: 072-271 or 072-270, or 072-210
Any MCSA server exam such as: 072-215 or 072-224, or 072-227
Microsoft Certified Desktop Support Technician (MCDST, 072-271 & 272)
Microsoft 072-214 Security Exam

**Automotive Service Excellence (ASE)**
Engine Repair (A1)
Manual Drivetrain and Axles (A3)
Suspension and Steering (A4)
Brakes (A5)
Electrical Systems (A6)
Heating and Air Conditioning (A7)
Engine Performance (A8)

**Independent Studies**

CIS 2843 Foundations of 2-D Animation (Adobe Flash)

CIT 1144 Microcomputer Systems/A+
CIT 2403 Network Security II

CIT 1103 Network Fundamentals (CCNA 1)
CIT 1113 Routing Protocols and Concepts (CCNA 2)
CIT 2203 LAN Switching and Wireless (CCNA 3)
CIT 2213 Accessing the WAN (CCNA 4)

CIT 2664 CCNP 1 Advanced Routing
CIT 2674 CCNP 2 Remote Access
CIT 2684 CCNP 3 Multi-layer Switching
CIT 2694 CCNP 4 Network Troubleshooting

CIT 1123 Microsoft Professional Operating System
CIT 1133 Microsoft Server Operating System
CIT 1144 Microcomputer Systems/A+
CIT 2063 Troubleshooting/Help Desk
CIT 2403 Network Security II

AST 1104 Gasoline Engine Repair
AST 1503 Manual Drive Trains and Axles
AST 2704 Automotive Suspension and Steering
AST 1604 Automotive Brake Systems
AST 1203 Automotive Electronics I
AST 2203 Automotive Electronics II
AST 2103 Automotive Climate Control
AST 2304 Engine Performance II
There are sometimes exceptional circumstances in which students may need a special project or Independent Study to complete requirements for a major, certification, or graduation. However, requests to take a course as an Independent Study when the course is on the regular class schedule that same semester will not be approved unless there is approval from the instructor involved, written justification by the appropriate dean, and approval of the Vice President of Learning. Please note that only 1/3 of the total number of credit hours for a degree can be obtained through Advanced Placement, CLEP, Challenge Test, College Now, Independent Studies, or Professional Certification Examinations. Students must officially register for an Independent Study prior to actually beginning the study. Failure to do so may nullify the Independent Study. Normally, students register for Independent Studies during the designated registration periods; however, no student may register for Independent Studies after the first 30 days of a regular semester or the first 7 days of a summer session.

**Dean's List**

Full-time students completing 12 or more semester hours, whose grade point average is 3.70 or above for the current semester, will be placed on the Dean's List for special scholastic recognition. Part-time students who have completed six hours or more semester hours also become eligible upon completion of 12 cumulative semester hours if they have both semester and cumulative GPA's of 3.70 or above. College Preparatory courses are not considered for eligibility for the Dean's List.

**Definition of Credit Hour**

At North Arkansas College, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practical, studio work, and other academic work leading toward to the award of credit hours.

**Grade Changes Other Than Incomplete**

Any grade change other than an Incomplete (“I”) must be completed within the first two weeks of the following semester, excluding summer sessions. After this date any change must be documented and the documentation approved by the Vice President of Learning and submitted to the Registrar's Office for the change to be processed. The only basis for a grade change will be an error in calculation or recording. A grade that has been allowed to stand unchallenged for a period of five years is considered final.
Grade Point Average

A  4 quality points  
B  3 quality points  
C  2 quality points  
D  1 quality point  
F  0 quality points (computed in GPA)

I, IP, P, NC, W, and AU are not considered in determining GPA.

To compute grade point averages, multiply the quality points of each course grade received by the number of credit hours of that course, then divide the sum of those products by the total number of credit hours for which quality points were earned. Grades earned in College Preparatory courses are included in the computation of current term grade point average, but not included in cumulative grade point average.

Grade Reports

Normally, mid-term and final examinations are held in all courses. The mid-term grades are assigned chiefly to aid the instructor and student in assessing growth. Mid-term deficient grades are posted to Northark’s Campus Connect for students to review. Instructors have the option of posting all mid-term grades or only deficient mid-term grades to Campus Connect for students enrolled only for college credit. However, instructors must post midterm grades for all students enrolled for concurrent college and high school credit, and these grades will be reflected as nine-week grades on high school report cards.

Final grades are posted electronically on Northark’s Campus Connect for review. Students can review and print unofficial copies of their current grades and transcripts through the college’s Campus Connect. For official transcripts, contact the Registrar’s Office.

Grading Symbols

North Arkansas College uses the following grading symbols:

A  Excellent  
B  Good  
C  Average  
D  Lowest passing grade  
F  Failing  
I  Incomplete  
IP  In progress  
AU  Audit - denotes a student who registers and participates in a course in the usual manner but does not desire credit. The choice is indicated when registering.  
W  Withdrawal  
P  Passing - denotes satisfactory achievement in a course where completion of work is all that
is needed. Credits are earned but it has no impact on GPA.
NC No credit - denotes no credit earned. It has no impact on GPA.
CR Credit - denotes credit earned through exit testing, competency testing, or for prior learning.

Graduation

All candidates for graduation must make application by November 1 for fall graduation, March 1 for spring graduation or summer graduates participating in commencement, and June 1 for summer graduation to be sure they have satisfied the requirements for graduation.

To qualify as an associate degree, certificate of general studies, technical certificate or certificate of proficiency graduate from North Arkansas College, a student must:

1. Complete all course requirements for the degree or certificate as outlined in Northark’s current catalog.
2. Achieve a 2.00 cumulative GPA (2.65 cumulative GPA for the AAT Degree).
3. Complete through Northark at least 15 hours of credit for an associate degree or technical certificate or complete at least 7 credit hours for a certificate of proficiency.
4. North Arkansas College limits academic residency to no more than twenty-five percent of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner.
5. Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment, or any subsequent issue while continuously enrolled, but they must complete all degree requirements and apply for graduation within four (4) years of the catalog selected. This does not apply to programs that have been deleted from the curriculum. In the case of program deletions, those students majoring in these areas will be notified as soon as possible of this action.

Candidates for the A.A.S., Certificate, or Certificate of Proficiency in Crime Scene Investigation or Law Enforcement Administration should follow the program outlined in the catalog.

Academic honors will be awarded to students graduating with a 3.70-4.00 cumulative grade point average. The cumulative GPA is based on Northark course work taken through the semester in which the degree is awarded.

For a second degree at North Arkansas College, the student must meet all requirements for that degree under the appropriate catalog.

Northark automatically awards degree or certificate without student application when the Registrar’s Office can confirm eligibility. To ensure degree or certificate are confirmed and awarded the student should make application for graduation by the proper deadlines.
Incompletes

As a general rule, an instructor will not assign a grade of Incomplete (“I”) unless the student has completed approximately 80% of the course but has not been able, because of illness or other reason beyond his/her control, to finish the work assigned in the course. The student must contact the instructor to request an Incomplete (“I”) and make arrangements for completing the course. The instructor determines the requirements for making the “I.” An incomplete grade not made up within one semester automatically becomes an “F” unless the instructor notifies the Registrar’s Office in writing of a later date.

Integrity

North Arkansas College's commitment to academic achievement is supported by a strict but fair policy to protect academic integrity. This policy regards academic fraud and dishonesty as disciplinary offenses requiring disciplinary actions.

Academic fraud and dishonesty are defined as follows:

**Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

**Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

**Test tampering:** Intentionally gaining access to restricted test booklets, banks, questions, or answers before a test is given; or tampering with questions or answers after a test is taken.

**Plagiarism:** Intentionally or knowingly representing the words and ideas of another as one's own in any academic exercise.

Cases of cheating and plagiarism at Northark are considered to be serious offenses and are subject to one or more of the following alternatives:

- No credit for the assignment or opportunity for make-up.
- Loss of credit and dropped from the course.
- Permanent suspension from Northark.

Students may resolve disciplinary action by following this chain of command in the order given: the instructor, Department Chair or Program Director, Dean, and the Vice President of Learning.

Load

A semester hour is earned when students satisfactorily complete class work to which they devote
the equivalent of one hour per week in class and the equivalent of two hours per week out of class for approximately fifteen weeks. In laboratory courses it is necessary to spend more time for each semester hour of credit. The normal academic course load of North Arkansas College is 15 semester hours fall or spring semesters. No more than seven semester hours will be allowed during any single summer term. Twelve hours or more is considered a full-time student load and 18 hours is the maximum load, although some technical areas may require more. Students outside these technical areas who wish to take more than 18 hours in a regular semester or more than 7 hours in a single summer term must obtain written permission from the Vice President of Learning.

Overrides

Class enrollment limits are set based on a number of factors including availability of equipment to support instruction, maximum number of students an instructor can effectively teach, historical drop and challenge rates, and student safety considerations in laboratory/technical classes. In the event a class is closed due to full enrollment, a student may request an override of the enrollment limit from the course instructor. Overrides will generally be made only when there is no other section of the class available, and the student needs the class in order to complete a degree or certificate program on schedule. Typically, the instructor will consult with the appropriate dean prior to approving an override.

Pass/No Credit Grading Option

The intent of the optional P/NC grading system is to allow a student to explore unfamiliar areas of interest without jeopardizing his or her grade point average. Students may elect to take a course on a P/NC grading basis by filing a form in the Registrar's Office before the 8th class day of the semester. Students may take no more than one course per semester on a P/NC basis and no more than six credits taken on a P/NC basis may be applied toward graduation. A course taken on a repeat basis may not also be taken on a P/NC basis. Because of the nature and intent of some programs, there are specific courses that should not be taken on a P/NC basis. It is important to consult a counselor or the Dean in whose area the course is located before deciding on this grading option.

Probation

1. To be in good academic standing, all students must carry the required minimum cumulative grade point average as listed below. Students who fail to meet these standards will be placed on academic probation.

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Minimum Cumulative Grade Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-17</td>
<td>1.40</td>
</tr>
<tr>
<td>18-30</td>
<td>1.60</td>
</tr>
<tr>
<td>31-45</td>
<td>1.75</td>
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<tr>
<td>46-60</td>
<td>1.90</td>
</tr>
<tr>
<td>61 or above</td>
<td>2.00</td>
</tr>
</tbody>
</table>
2. Students on academic probation, not achieving the minimum cumulative grade point as stated above, shall be suspended for one semester (excluding summer session) except as noted in #3 below. Students placed on academic suspension for the second time shall be suspended for one year. Students placed on academic suspension for the third time shall be suspended for a three-year period or may appeal.

3. Students on academic probation achieving at least a 2.00 grade point average for each semester enrolled will be continued on academic probation until the minimum cumulative grade point is achieved. Any semester a 2.00 is not achieved students will be placed on academic suspension.

4. Students on current academic suspension at another institution will not be permitted to enroll at North Arkansas College for one semester. Students will enter on academic probation and must achieve the minimum cumulative grade point or be suspended.

5. Northark will not accept for transfer credit hours earned during an academic suspension period.

Any exceptions to the above stated admission standards may be appealed to the Vice President of Learning.

**Repeating Courses**

All courses may be repeated. Only the grade earned during the most recent enrollment in residence is computed in the cumulative grade point average.

**Standards to Apply for RN and PN Licensure**

The practice of Nursing is regulated by the Arkansas State Board of Nursing that has the mission to protect the public and act as a public advocate. In the Nurse Practice Act, the Board outlines the conditions in which a newly graduated RN or PN student may apply for an Arkansas license and the privilege to take the RN licensing exam, the NCLEX-RN or NCLEX-PN. Even though students may complete a program of study in an RN or PN degree program, this is not a guarantee that the student will be allowed to test or receive a license if the student has ever pleaded guilty, nolo contendere (a plea accepting charges without admitting guilt) to, or been found guilty of offenses listed below (excerpted from the Nurse Practice Act located at http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx). Act 1208 of 1999 provides an opportunity to request a waiver of eligibility criteria related to Criminal Background in certain circumstances.

Prospective students must notify the Dean of Nursing and Allied Health of any criminal background at the time of application for an RN or PN program, and may contact the Arkansas State Board of Nursing legal counsel for specific questions. All RN and PN students undergo criminal background checks prior to participating in clinical education while in the program, and again with the Licensure Application.

**NURSE PRACTICE ACT**
**SUBCHAPTER 3 – LICENSING**
17-87-312. Criminal background checks.
Except as provided in subdivision (l)(1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to, or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:

1. Capital murder as prohibited in § 5-10-101;
2. Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
3. Manslaughter as prohibited in § 5-10-104;
4. Negligent homicide as prohibited in § 5-10-105;
5. Kidnapping as prohibited in § 5-11-102;
6. False imprisonment in the first degree as prohibited in § 5-11-103;
7. Permanent detention or restraint as prohibited in § 5-11-106;
8. Robbery as prohibited in § 5-12-102;
9. Aggravated robbery as prohibited in § 5-12-103;
10. Battery in the first degree as prohibited in § 5-13-201;
11. Aggravated assault as prohibited in § 5-13-204;
12. Introduction of controlled substance into the body of another person as prohibited in § 5-13-210;
13. Terroristic threatening in the first degree as prohibited in § 5-13-301;
14. Rape as prohibited in §§ 5-14-103;
15. Sexual indecency with a child as prohibited in § 5-14-110;
16. Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 – 5-14-127;
17. Incest as prohibited in § 5-26-202;
18. Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
19. Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
20. Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
21. Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3);
22. Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;
23. Felony adult abuse as prohibited in § 5-28-103;
24. Theft of property as prohibited in § 5-36-103;
25. Theft by receiving as prohibited in § 5-36-106;
26. Arson as prohibited in § 5-38-301;
27. Burglary as prohibited in § 5-39-201;
28. Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;
29. Promotion of prostitution in the first degree as prohibited in § 5-70-104;
(30) Stalking as prohibited in § 5-71-229;
(31) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection;
(32) Computer child pornography as prohibited in § 5-27-603;
(33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.

(f) (1) (A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending
the results of the criminal background check.
(B) The permit shall be valid for no more than six (6) months.
(2) Except as provided in subdivision (l)(1) of this section, upon receipt of
information from the Identification Bureau of the Department of Arkansas State
Police that the person holding the letter of provisional licensure has pleaded
guilty or nolo contendere to, or has been found guilty of, any offense listed in
subsection (e) of this section, the board shall immediately revoke the
provisional license.

(g) (1) The provisions of subsections (e) and subdivision (f)(2) of this section may be
waived by the board upon
the request of:
(A) An affected applicant for licensure; or
(B) The person holding a license subject to revocation.
(2) Circumstances for which a waiver may be granted shall include, but not be
limited to, the following:
(A) The age at which the crime was committed;
(B) The circumstances surrounding the crime;
(C) The length of time since the crime;
(D) Subsequent work history;
(E) Employment references;
(F) Character references; and
(G) Other evidence demonstrating that the applicant does not pose a threat to the
health or safety of the public.

(h) (1) Any information received by the board from the Identification Bureau of the
Department of Arkansas State Police pursuant to this section shall not be
available for examination except by:
(A) The affected applicant for licensure, or his authorized representative; or
(B) The person whose license is subject to revocation or his or her authorized
representative.
(2) No record, file, or document shall be removed from the custody of the
Department of Arkansas State Police.

(i) Any information made available to the affected applicant for licensure or the
person whose license is subject to revocation shall be information pertaining to
that person only.

(j) Rights of privilege and confidentiality established in this section shall not
extend to any document created for purposes other than this background check.

(k) The board shall adopt the necessary rules and regulations to fully implement the
provisions of this section.
For purposes of this section, an expunged record of a conviction or a plea of guilty or no contest to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or no contest plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.

Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:

(A) Capital murder as prohibited in § 5-10-101;
(B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
(C) Kidnapping as prohibited in § 5-11-102;
(D) Rape as prohibited in § 5-14-103;
(E) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
(F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;
(G) Incest as prohibited in § 5-26-202;
(H) Arson as prohibited in § 5-38-301;
(I) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201; and
(J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

**Student Conduct**

The Board of Trustees of North Arkansas College has the authority to establish rules and regulations which will facilitate the operation of the college, and which are in the best interest of the college community. North Arkansas College assumes that, by the act of registering, the student agrees to obey all rules and regulations set forth by the college.

The administration reserves the right to deny participation in the internal life of the college community to any individual or group that knowingly and deliberately violates any campus rule with which they disagree. Students do not have the right to invade the privacy of others, to damage the property of others, to disrupt the regular and essential operation of the college, or to interfere with the rights of others.

The jurisdiction and discipline of the college shall apply to conduct that occurs on property owned, occupied, or used by the college; while a student is attending or participating in any college-related activity; or in any location if the conduct adversely affects the student’s suitability as a member of the college community or is detrimental to the interests of the institution.

Violation of these policies may result in probation or suspension from any classroom activity. Visitors to Northark’s campuses are subject to the same standards of conduct as Northark.
students; violation may result in visitors being denied access to Northark campuses, services, and events.

Students who are victims of or witnesses to a violation of any of the following policies should fill out an Incident Report Form and return it to office of the Vice President of Learning or the Vice President of Student Services.

1. **Cellular Phones and Pagers**
   The use of cellular phones and pagers in the classroom is prohibited at Northark.

2. **Cheating, Plagiarism, Test Tampering**
   (Please see “Integrity,” above.)

3. **Firearms and Weapons**
   Carrying and using firearms, ammunition, knives, clubs, or any other assault weapon on college property is prohibited by state statute. Firearms and weapons may not be kept in the building or in vehicles on campus. Discharge of firecrackers or any other type of firework is prohibited.

4. **Gambling**
   Any form of gambling on campus or at any college-sponsored activity is forbidden by state statute.

5. **Inappropriate Use of Computers**
   To maintain the highest level of computing service to Northark’s students and staff, Northark

![Please click here for details of the Computer Use Policy.](#)

   This policy helps to enforce national, state, and local laws regarding the use of computers, the Internet, and email. Any misuse of the college’s computers could result in a loss of computing privileges. The Information Technology Department monitors the use of each computer and takes the appropriate action when the policy has been violated. For more questions about the Computer Use Policy or to report malicious or suspicious computing practices, please see Rick Williams, Room C503, on the Center Campus or call 391-3233.

6. **Intoxicants and Drugs**
   The use or possession of drugs, intoxicating liquors, and/or beer while on college property is strictly prohibited by state statute. Entering the campus under the influence of drugs or intoxicating liquor is likewise prohibited.

7. **Physical or Verbal Abuse**
   Physical or verbal abuse of any person on the property of North Arkansas College or disregard for the physical well-being or rights of any person on Northark-owned property, or any conduct which threatens or endangers the health, safety, or well-being of any such person is prohibited.
8. **Sexual Harassment**

Sexual harassment will not be tolerated at North Arkansas College. Please click here for details of the Sexual Harassment Policy in the Student Handbook.

Please click here for details of the Sexual Harassment Policy in the Employee Handbook.

9. **Stalking**

Arkansas state statute defines stalking as a purposeful “course of conduct that harasses another person and makes a terroristic threat with the intent of placing that person in imminent fear of death or serious bodily injury or placing that person in imminent fear of the death or serious bodily injury of his or her immediate family.” Stalkers use several methods and instruments to harass and threaten their victims: telephone, computer (Internet/E-mail), fax, letters, gifts, following (walking/transport), going to the victim’s home or place of employment, vandalism.

10. **Student Dress**

Northark students are expected to dress in a manner appropriate for responsible adults in an educational setting.

11. **Theft**

Theft, vandalism, defacement, or damage to property of North Arkansas College, its premises, or to the property of other students or members of the Northark community is prohibited.

12. **Threats**

Any act of threat, including profane or abusive language, perpetrated for the purpose of harassing or submitting any member of the college to pain, discomfort, or indignity, whether in or on Northark property is prohibited.

13. **Tobacco**

North Arkansas College is committed to providing its students and employees a safe and healthy environment. Because of this commitment, on October 1, 2005, all college campuses became tobacco free. As of this date, tobacco consumption is no longer permitted on any college property.

14. **Vandalism**

Students are expected to respect the property of college and that of others. Damage to or destruction of such property is prohibited.

**Title IX**

**NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

North Arkansas College is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, and sexual violence. No form of sexual discrimination will be tolerated. See the
Policy Statement
To assure Northark provides an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, and sexual violence, it is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College’s educational programs and activities, and also prohibit retaliation for asserting claims of sex discrimination.

Title IX Statement
It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College’s educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated the following Title IX Coordinators to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

DESIGNATED TITLE IX COORDINATORS
Lead Coordinator:  Dr. Doug Gere, Academic Advisor, South Campus Room.184B, Harrison, AR  72601
(870)391-3204                        dgere@northark.edu

Kris Greening, Director Human Resources
303 N. Main, Center Campus, Room 401, Harrison, AR  72601
(870) 391-3215, (870) 754-4578           kgreening@northark.edu

Link to Northark’s Title IX Policy and Procedure:
http://support.northark.edu:8080/secure/attachment/18167/North%20Arkansas%20College%20Title%20IX%20Policy%20and%20Procedure%20Report%205%202015.docx

Withdrawals

Students who wish to withdraw from a class or classes must do so in the Office of the Registrar. For withdrawal dates and deadlines, consult the academic calendar online, in the Northark catalog, or in the Student Handbook/Planner.

Students withdrawing from a class prior to the withdrawal deadline date listed on the academic calendars in the front of the catalog will receive a “W.” Students withdrawing from a class that differs from the fifteen-week regular semester or a five-week summer session will have the same percentage of time to withdraw with a grade of “W.”

Without the instructor’s written permission, students may not be re-instated into a class from which they have officially withdrawn. No reinstatement may be made after the final
examination period has begun.

Caution: Financial Aid recipients should take note that dropping some/all classes may partially reduce or revoke financial aid and could result in a significant account balance due or, if financial aid residual has already been received, some repayment may be required.
CURRICULA

Philosophy of General Education

General Education Assessment Rationale

General Learning Outcomes

Transfer Curriculum

State Minimum Core Curriculum
Philosophy of General Education

The General Education component of college life is designed to expose all students to a common body of knowledge. The learning outcomes of general education will be common to all students regardless of major. Goals leading to these outcomes will be incorporated into classroom practices by faculty so that course objectives will be clearly linked to the goals of general education.

General Education Assessment Rationale

The General Education component consists of institution-wide requirements that prepare students to assume an active role in their society and require them to build skills for advanced studies and lifelong learning. The general education component directly targets cognitive skills but indirectly develops affective skills such as learning to be an effective citizen, building self-esteem, and appreciating the arts. These skills directly affect the quality of the individual’s life. However, the development of such skills defies quantitative measurement and may not be otherwise evident for several years. For purposes of assessment, the general education component at North Arkansas College focuses on measurable outcomes.

General Learning Outcomes

When students have completed the general education component of their studies, they should be able to:

1. Apply critical thinking and problem solving skills across disciplines.

2. Apply life skills in areas such as teamwork, interpersonal relationships, ethics, and study habits.


4. Use technology appropriate for learning.

5. Discuss issues of a diverse global society.

6. Demonstrate math and/or statistical skills.

Transfer Curriculum

Many students have plans for completing a baccalaureate degree at a senior college or university. At Northark, these students have an opportunity to begin work that will apply toward the completion of requirements for a major field of study at a four-year institution. Advisors assist students in the selection of courses leading to the proper sequences.

Students who plan to attend a particular college should consult the catalog and admissions office
of that college for information concerning required and elective courses.

**State Minimum Core Curriculum**

Act 98 of 1989 provides for the establishment of a minimum core of courses which will apply toward the general education core requirements for baccalaureate degrees at state-supported institutions of higher education and which will be fully transferable between state institutions. The term "State Minimum Core" will be used to describe this core curriculum.

Before transferring to any institution, a student should check with the transfer counselor at that institution to verify courses required by particular majors.

Courses included in the college’s core curriculum are as follows:

**English/Communications (Nine hours required from the following)**
- ENGL 1013  English Composition I
- ENGL 1023  English Composition II
- SPCH 1313  Fundamentals of Oral Communications

**Math (Three hours required from the following)**
- MAT 1223  College Algebra
- MAT 1233  Trigonometry
- MAT 2123  Survey of Calculus
- MAT 2205  Analytical Geometry and Calculus I
- MAT 2305  Analytical Geometry and Calculus II
- MAT 2403  Analytical Geometry and Calculus III

**Science (Eight hours required from the following)**
- BIOL 1004  General Biology for Non-Majors
- BIOL 1014  General Biology
- BIOL 1304  General Botany
- BIOL 1504  General Zoology
- CHEM 1004  Introductory Chemistry
- CHEM 1214  Fundamentals of Chemistry
- CHEM 1415  College Chemistry I
- CHEM 1425  College Chemistry II
- GEOL 1014  General Geology
- PHSC 1004  Fundamentals of Physical Science
- PHSC 1044  Introduction to Astronomy
- PHYS 2014  College Physics I
- PHYS 2024  College Physics II

**Fine Arts/Humanities (Six hours required from the following)**
- ENGL 2013  American Literature I
- ENGL 2023  American Literature II
- ENGL 2213  World Literature I
ENGL 2223  World Literature II
ART 1003  Art Appreciation
FA 1203  Film Classics I
FA 1213  Film Classics II
DRAM 1003  Theatre Appreciation
MUS 1003  Music Appreciation
PHIL 1003  Introduction to Philosophy
PHIL 2203  World Religions

Social Sciences (Three hours required from the following)
HIST 2003  United States History I
HIST 2013  United States History II
PLSC 2003  American National Government

Social Sciences (Six hours required from the following)
ANTH 2023  Cultural Anthropology
ECON 2313  Principles of Macroeconomics
ECON 2323  Principles of Microeconomics
GEOG 2003  Human Geography
HIST 1003  History of Western Civilization I
HIST 1013  History of Western Civilization II
PSYC 2003  General Psychology
SOC 2013  Introduction to Sociology
Associate Degree Requirements

Associate of Arts

Associate of Science in Agriculture

Associate of Science in Business

Associate of Science in Criminal Justice

Associate of Science in Pre-Engineering

Associate of General Studies

Arts and Sciences Requirements

Humanities

Social and Behavioral Science

Lab Science
ASSOCIATE DEGREE REQUIREMENTS

Associate of Arts

The Associate of Arts Degree is for the student who plans to transfer to a four-year institution. Course work totaling 60 hours is required for the A.A. degree. The curriculum requires a demonstration of competency in communications (oral and written) and mathematics and a mastery of skills and knowledge against specified performance standards in specific areas or disciplines. Remedial/developmental education courses are used for placement purposes only and cannot be used to fulfill degree requirements. Typically, the field of study is not specified in the degree title. The emphasis is such that the student may meet the lower division requirements in General Education for most four-year institutions. Students planning to transfer should follow carefully the curriculum advised by the senior institution to which they will transfer.

Associate of Science in Agriculture

The Associate of Science in Agriculture is a transfer degree for the student who plans to major in an agricultural related field. Northark has agreements with the University of Arkansas at Fayetteville and with Arkansas Tech University to offer students seamless options for transfer into specified agriculture majors or concentrations using the AS in Agriculture degree. Students planning to transfer into one of the specified majors/areas of concentrations at either of these transfer institutions should work closely with a Northark advisor to follow the prescribed selection of courses, and other requirements, needed for transfer into the program with junior level classification.

Associate of Science in Business

The Associate of Science in Business Degree is for the student who plans to major in business and transfer to one of the Arkansas universities listed below; it is not designed for the business major who plans to transfer to the University of Arkansas Fayetteville’s Walton College of Business. Course work totaling 62 hours is required for the A.S. in Business Administration degree. The curriculum requires a demonstration of competency in communications (oral and written) and mathematics and a mastery of skills and knowledge against specified performance standards in specific areas or disciplines. Remedial/developmental education courses are used for placement purposes only and cannot be used to fulfill degree requirements. Students planning to transfer should follow carefully the curriculum advised by the senior institution to which they will transfer.

The Associate of Science in Business will transfer to the following Arkansas universities, and students should select either BA 1003 or BA 2103 as a directed elective depending on the university to which they plan to transfer:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 1003</td>
<td>Arkansas Tech University</td>
</tr>
<tr>
<td></td>
<td>University of Arkansas at Little Rock</td>
</tr>
<tr>
<td></td>
<td>University of Arkansas at Monticello</td>
</tr>
</tbody>
</table>
The Associate of Science in Criminal Justice is a transfer degree for the student who plans to major in a criminal justice related field. Northark has an agreement with Arkansas State University (Jonesboro) to offer students a seamless option for transfer into the Bachelors program in Criminology. Students planning to transfer to ASUJ or another transfer institution should work closely with a Northark advisor to follow the prescribed selection of courses, and other requirements, needed for transfer into a bachelor’s program.

The Associate of General Studies degree is for the student who plans to transfer to a four-year institution, but wants to take lower division courses outside of General Education. Students completing this degree should meet the lower division requirements in General Education but will not be guaranteed transfer as a college junior.

The Associate of Science in Pre-Engineering is a transfer degree for the student who plans to major in a STEM (Science, Technology, Engineering, Math) field. Northark has an agreement with the University of Arkansas to offer students a seamless option for transfer into the Bachelors program in Biological Engineering (B.S.B.E.) or Biomedical Engineering (B.S.Bm.E). Students planning to transfer to UA or another transfer institution should work closely with a Northark advisor to follow the prescribed selection of courses, and other requirements, needed for transfer into a bachelor’s program.

ARTS AND SCIENCES REQUIREMENTS

Humanities

Courses approved as fulfilling the humanities requirement may be chosen from the following list. Courses must be from at least two fields to meet requirements. At least three hours must be chosen from literature.

Art

- ART 1003 Art Appreciation
- ART 1103 Basic Design I (Two Dimensional)
- ART 1113 Basic Design II (Sculpture)
- ART 1203 Drawing I
- ART 1213 Drawing II
- ART 1303 Photography I
<table>
<thead>
<tr>
<th>Department</th>
<th>Courses</th>
</tr>
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<tbody>
<tr>
<td>ART 1313 Photography II</td>
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</tr>
<tr>
<td>ART 2203 Painting I</td>
<td></td>
</tr>
<tr>
<td>ART 2213 Painting II</td>
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<tr>
<td>Drama</td>
<td>DRAM 1103 Beginning Acting I</td>
</tr>
<tr>
<td>DRAM 1113 Beginning Acting II</td>
<td></td>
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<tr>
<td>DRAM 1003 Theatre Appreciation</td>
<td></td>
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<tr>
<td>English</td>
<td>ENGL 2013 American Literature I</td>
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<tr>
<td>ENGL 2023 American Literature II</td>
<td></td>
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<tr>
<td>ENGL 2113 English Literature I</td>
<td></td>
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<tr>
<td>ENGL 2123 English Literature II</td>
<td></td>
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<tr>
<td>ENGL 2213 World Literature I</td>
<td></td>
</tr>
<tr>
<td>ENGL 2223 World Literature II</td>
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<td>Fine Arts</td>
<td>FA 1203 Film Classics I</td>
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<td>FA 1213 Film Classics II</td>
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<td>Foreign Language</td>
<td>FL 1303 Beginning Spanish I</td>
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<td>FL 1313 Beginning Spanish II</td>
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<td>Music</td>
<td>MUS 1003 Music Appreciation</td>
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<td>Philosophy</td>
<td>PHIL 1003 Introduction to Philosophy</td>
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<td>PHIL 2203 World Religions</td>
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<td>PHIL 2303 Old Testament Survey</td>
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<td>PHIL 2403 New Testament Survey</td>
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**Social and Behavioral Science**

Courses approved as fulfilling the social and behavioral science requirement may be chosen from the following disciplines:

- Anthropology (ANTH)
- Economics (ECON)
- Geography (GEOG)
- History (HIST)
- Political Science (PLSC)
- Psychology (PSYC)
- Sociology (SOC)

**Lab Science**

<table>
<thead>
<tr>
<th>Department</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Biology</td>
<td>BIOL 1004 General Biology for Non-Majors</td>
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<td>BIOL 1014 General Biology</td>
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BIOL 1144 Environmental Biology
BIOL 1304 General Botany
BIOL 1434 Fundamentals of Anatomy & Physiology
BIOL 1504 General Zoology
BIOL 2014 Microbiology
BIOL 2214 Anatomy & Physiology I
BIOL 2224 Anatomy & Physiology II

Chemistry
CHEM 1004 Introductory Chemistry
CHEM 1214 Fundamentals of Chemistry
CHEM 1224 Chemistry II for Health-Related Professions
CHEM 1415 College Chemistry I
CHEM 1425 College Chemistry II
CHEM 2114-2214 Organic Chemistry

Geology
GEOL 1014 General Geology

Physical Science
PHSC 1004 Fundamentals of Physical Science
PHSC 1044 Introduction to Astronomy

Physics
PHYS 2014 College Physics I
PHSC 2024 College Physics II
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Biomedical Electronics Technology

Business Administration
   Accounting Emphasis
   Administrative Support Emphasis
Logistics & Supply Chain Emphasis (pending ADHE approval)
   Management Emphasis

Crime Scene Investigation (Collaborative Program)

   Criminal Justice

   Engineering Technology

   General Technology

   Information Technology
   Digital Media Emphasis
   Network/Systems Administration Emphasis
   Software Development

Law Enforcement Administration (Collaborative Program)

   LPN to RN Nursing

   Medical Laboratory Technology

   Paramedic

   Radiologic Technology

   Registered Nursing

   Surgical Technology
ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science Degree leads the student directly to employment in a specific career. The curriculum requires demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The courses within the designated major (a requirement for this degree) include certain established technology core courses. Remedial/developmental education courses are used for placement purposes only and cannot be used to fulfill degree requirements. (Intermediate Algebra may be used to fulfill the mathematics requirement in some A.A.S. Degrees.) The range of hours is 60-72 semester credit hours. Selected health-related programs may exceed 72 semester hours, but should not exceed 80 semester hours unless required by accrediting or approval agencies.

AAS Transfer Disclaimer
The Arkansas Department of Higher Education has requested that all Arkansas institutions offering the Associate of Applied Science (AAS) degree publish the following general disclaimer:

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

Biomedical Electronics Technology
The AAS in Biomedical Electronics Technology prepares students for entry-level positions as Biomedical Electronics Technicians. This challenging program prepares students for careers maintaining and repairing medical equipment utilized in the full range of health care facilities. Employment projections show double digit growth in this field for the foreseeable future. A wide range of coursework supplements the core electronics curriculum to ensure that students are fully prepared to work in medical facilities. Students are encouraged to take the Biomedical Electronics Technician (BMET) Certification Examination offered by the Association for the Advancement of Medical Instrumentation (AAMI) in their final semester or immediately following graduation.

Business Administration
The AAS in Business Administration is for the student who wants a two-year degree program providing current skills leading to employment in the field of business. Due to the broad range of careers available in this field, the degree has three areas of specialization (emphases) to accommodate most students’ needs: (1) Accounting; (2) Administrative Technology; or (3) Management. Additionally, specific course requirements may be modified to accommodate student career goals with written approval of the Dean. More detailed descriptions of each area of specialization follow.
Accounting Emphasis
The Accounting Emphasis stresses modern accounting practices and how they fit into modern business practice. The critical importance of proper business ethics in the accounting profession is emphasized in this program.

Administrative Support Emphasis
The Administrative Technology Emphasis prepares students for careers as administrative assistants and other supporting roles in modern business settings.

Logistics & Supply Chain Emphasis
The success of a business often depends on the efficient management of the flow of goods across the global marketplace—a process that grows increasingly complex. The Logistic and Supply Chain emphasis equips students to handle this complexity by combining logistics and operations management training and provides a practical understanding of procurement, operations, and logistics.

Management Emphasis
The Management Emphasis prepares students for management positions in existing companies and positions them to take advantage of entrepreneurial opportunities in a small business setting.

Crime Scene Investigation Degree (Collaborative Program)
The A.A.S. Degree in Crime Scene Investigation, only for individuals employed by a law enforcement agency, is the culmination of the three-step process that begins with the Crime Scene Investigation Certificate of Proficiency. Students who enroll in this program of study will obtain thirty-five to thirty-eight degree hours by completing basic law enforcement training at an ACLEST-accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Each grouping of allowable courses meets or exceeds the requirement of a minimum of forty-five classroom hours to receive three hours of credit. Taking an additional twenty-four to twenty-seven credit hours from North Arkansas College will complete this degree.

Criminal Justice
The Associate of Applied Science (AAS) in Criminal Justice is a two-year degree program designed to lead directly to employment, or career advancement, in the field of Criminal Justice. Typical careers include law enforcement, probation officer, corrections officer or even social work.

The AAS degree is stackable with the Associate of Science (AS) degree in Criminal Justice. However, any student who plans to transfer to a four-year institution, or plans to eventually pursue a bachelor’s degree, should follow the Associate of Science (AS) path in Criminal Justice.
Engineering Technology

The AAS in Engineering Technology builds on skills developed in the Engineering Technology Certificate of Proficiency and Technical Certificate. Students extend their knowledge of electrical and electronic theory, test equipment, interpreting schematic diagrams, repair techniques, basic circuit design, and simulation techniques, sensor theory and operation, and interfacing electrical and electronic equipment with computer systems. The program especially emphasizes training students on cutting-edge industrial technology, including networked programmable logic controllers (PLCs), solid state variable frequency motor drives, robotics, and machine vision systems. This field is an area of critical importance to industry in the face of mounting global competition in the manufacturing sector and presents excellent opportunities for rewarding careers. Due to the broad range of skills in demand in this field, the degree has several elective options and opportunities for internship that allow students to tailor their programs to specific industries or areas of interest. Additionally, specific course requirements may be modified to accommodate student career goals with written approval of the Dean. ET 2001 Internship is available for students interested in improving their technical skills and making contacts within the industry.

General Technology

The AAS in General Technology enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any single technology program offered by the College. This is accomplished by selecting courses from two or more different technical disciplines and developing a coherent technical program having both a major technical focus and support courses directly related to the career objective. In order to be considered for admission to this program, the student completes a proposed program of study with the assistance of a career counselor and the Business and Technical Dean.

Information Technology

The AAS in Information Technology is designed for the student who desires a two-year degree program providing current skills leading to employment in the field of Information Technology. Due to the broad range of careers available in this field, the degree has four areas of specialization (emphases) to accommodate most students’ needs: (1) Digital Media, (2) Network/Systems Administration Technology, and (4) Software Development. Additionally, specific course requirements may be modified to accommodate student career goals with written approval of the Dean. All options emphasize development of the skills necessary to apply current technology toward solution of today’s business problems. More detailed descriptions of each area of specialization follow.

Digital Media Emphasis

The Digital Media Emphasis prepares students for careers in digital media, including print, web, and video formats. The program combines strong technical preparation in current graphical software applications with courses that enhance the student’s creative talents. In this track, students have a choice to specialize in either graphic or web design.
Certifications:
Adobe Certified Expert (Photoshop, Illustrator, InDesign, Flash, Dreamweaver)
Apple Certified Professional Final Cut Pro 6
Adobe Certified Associate (Photoshop, Illustrator, InDesign, Flash, Dreamweaver)

Network/Systems Administration Emphasis
The challenging Network/Systems Administration Emphasis not only prepares students for careers involving data, voice and video communication, and network administration, but also prepares them to operate today’s computer hardware, communication networks, and operating system software. Several courses in the program utilize the Cisco Networking Academy Curriculum that prepares students for the Cisco Certified Networking Associate (CCNA) Certification Exam. Preparation for additional certifications (Microsoft Certified Systems Associate [MCSA], Linux Professional Institute [LPI], etc.) is available through this curriculum. CIT 2001 CIT Internship is available for students interested in improving their technical skills and making contacts within the industry.

Software Development Emphasis
The Software Development Emphasis is a challenging program that prepares motivated students to write computer software to solve business problems using the Microsoft.NET development environment. The primary programming language in this emphasis is Microsoft C#. Students will learn to create both MS Windows Applications and professional MS ASP Web Applications that access and process data from MS SQL Server. The demand and salaries for .NET programmers are high due to the pressing need for industry to streamline business processes and take advantage of the operational efficiencies available with modern information technology. Students new to programming are strongly encouraged to consider the Applied Programming Certificate of Proficiency as a first step before entering this program.

Law Enforcement Administration Degree (Collaborative Program)
The A.A.S. Degree in Law Enforcement Administration, only for individuals employed by a law enforcement agency, is the culmination of the three-step process that begins with the Law Enforcement Administration Certificate of Proficiency. Students enroll in this program of study will obtain up to thirty-six degree hours by completing basic law enforcement training at an ACLEST-accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Each grouping of allowable courses meets or exceeds the requirement of a minimum of forty-five classroom hours to receive three hours of credit. Taking an additional twenty-seven to twenty-eight credit hours from North Arkansas College will complete this degree.

LPN to RN Nursing
The LPN to RN Bridge prepares Licensed Practical Nurses to become Registered Nurses. The program begins each January. Graduates of this program are eligible to apply to write the National Council Licensure Examination for Registered Nurses. The AAS Nursing Degree Programs are approved by the Arkansas State Board of Nursing, University Tower Building,
Admission
To be eligible for admission into the LPN to RN Program, LPNs must:

1. Meet the admission requirements for the Associate Degree in Nursing Program in current Northark catalog and make application by September 1.
2. Have evidence of satisfactory completion of a state-approved Practical Nursing Program.
3. Have verification of current unencumbered LPN Licensure.
4. Have, from their employers, on the employers’ letterhead, verification of 3 months or 120 hours of employment as an LPN.
5. Have completed the 16 hours of prerequisites.
6. Upon admission to the program, the student will submit to a criminal background check prior to clinical experience. Two to six months before completion of the program, the student will undergo both a state and federal criminal background check for licensure as a nurse in Arkansas, which requires a fingerprint card. The Criminal Background Check shall be completed no earlier than 12 months prior to the application for licensure by examination. Students seeking licensure in another state must contact that state for licensure requirements. A 10 Panel UA drug screen will be completed by accepted applicants. Information regarding the time and lab where the drug screen is to be performed will be given to the student in the orientation information before starting nursing classes.

All science courses required by the nursing program taken prior to entry in the program must be successfully completed within five years of acceptance into the program. Science courses older than five (5) years must be repeated.

MAT 1134 or ET 1134 Applied Algebra and Trigonometry will not be accepted as an option for the math requirement for this program.

See AAS, Registered Nursing Degree for additional information. Also see Standards to Apply for RN and PN Licensure.

Medical Laboratory Technology

The Medical Laboratory Technology (MLT) Program is a two-year program which provides clinical and didactic education in the field. Upon graduation the student receives an Associate of Applied Science degree. The program is designed to prepare the student to take the American Society of Clinical Pathologist (ASCP) examination for Medical Laboratory Technicians after graduation. This examination certifies the applicant as a registered Medical Laboratory Technician, MLT (ASCP). Contact the Program Director for additional information concerning admission requirements for the program.

Admission
To be eligible for admission, the student must:

1. Be accepted as a student in the college. (See admission requirements)
2. Have completed the ACT, ASSET, or COMPASS test and have scores sent to Northark (see college requirements for placement). Transfer students must submit a complete transcript. All college preparatory classes (based on ACT, ASSET, and/or COMPASS test scores) must be completed with a “C” or above before being accepted into the program.
3. Receive a “C” or above for any prerequisite courses (ALDH 1013 Basic Phlebotomy and BIOL 1434 or higher Fundamentals of Anatomy and Physiology or higher) required for the MLT Program as well as each course required in the MLT curriculum.
4. Hold a 2.5 grade point average for admission to the MLT Program.
5. Complete the Medical Laboratory Technology Program application by May 1 for program consideration. The application process must be renewed yearly. The student will be subject to any revised entrance requirements that may be in effect at the time of reapplication. The application file must include the following:
   A. Medical Laboratory Technology Program Application form
   B. Reference forms (2) from employers, teachers, medical personnel, etc.
   C. Health-Related Work Form (if applicable)
   D. All transcripts
6. Complete the health statement and turn it into the MLT Program Director by the first day of MLT classes. Immunizations listed are required of all persons participating in the clinical component associated with the Northark MLT Program. The only exception would be for medical reasons. An annual tuberculosis skin test (PPD) or chest x-ray is required. Students must furnish proof of MMR and Varicella verified or declination. Students must obtain the Hepatitis B vaccine series or sign a waiver.
7. Carry malpractice insurance which is obtained each fall when paying dues.
8. Accept by phone or in writing by the date indicated on the acceptance letter for all students offered a place on the entering class of the MLT Program.
9. Be willing, if required by some clinical affiliates, to undergo a criminal background check before being placed into that clinical site.
10. Complete MLT 1003 Orientation to Clinical Laboratory Science in the fall semester in which the student has been accepted into the program if he/she has not already completed the course.

**Technical Standards**

North Arkansas College Medical Laboratory Technology (MLT) Program has specified the following nonacademic criteria (Technical Standards) which all applicants are expected to meet in order to participate in the MLT training program and function as a laboratory professional. These essential functions have been formulated in compliance with Section 504 of the Rehabilitation Act 29 U.S.C.A. Section 794 and the Americans with Disabilities Act 1992.

1. Observation: The applicant must possess a sufficient sense of vision to obtain accurate readings and complete report forms accurately, to analyze results and apply
techniques to discriminate color reactions, and to ready charts, graphs, instrument scales, and printouts.

2. Communication: The applicant must possess a sufficient sense of speech and hearing to be able to effectively and efficiently receive and transmit information to patients, fellow students, faculty and staff, and all members of the health care team.

3. Motor: The applicant must possess sufficient motor function and muscle strength to perform all basic testing procedures, to manipulate tools, equipment and instruments, to lift supplies and reagent boxes up to 40 pounds, 42 inches off the floor, and to apply the manual dexterity necessary to perform phlebotomy.

4. Intellectual and Conceptual Abilities: The applicant must be able to measure, calculate, reason, analyze, evaluate, and synthesize data and information, solve problems, recognize emergency situations, and take appropriate actions in a timely manner.

5. Behavioral and Social Attributes: The applicant must possess the emotional health required for full utilization of the applicant’s intellectual abilities, the exercise of good judgment, and prompt completion of all responsibilities required of a MLT. Applicants must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environments and methodologies, display flexibility, and possess sufficient aptitude in interactive skills and sensitivity to maintain a cooperative productive climate of work relationships.

MAT or ET 1134 Applied Algebra and Trigonometry will not be accepted as an option for the math requirement for this program.

**Paramedic**

This degree is for paramedics who desire a leadership role in their chosen field. Directors, shift supervisors, and EMS instructors would benefit from this degree. Candidates working on a Bachelor’s Degree in Emergency Management or a Bachelor’s in EMS would find this study essential. This course follows the Department of Transportation National EMS Education Standards and instructional Guidelines.

MAT or ET 1134 will not be accepted as an option for the math requirement in this program.

**Admission**

Prospective students must:

1. be accepted as a student in the college
2. be accepted into the Paramedic Program
3. be 18 years of age
4. have a high school diploma or GED certificate
5. be in good health
6. have a current Arkansas EMT certification or be in the testing phase
7. be currently certified in AHA Health Care Provide CPR
8. have completed ACT and/or the COMPASS test and have scores sent to Northark
9. have all immunization records on file
10. have two written recommendations
11. carry malpractice insurance which is obtained each semester when paying fees
12. have a minimum grade of “C” in each prerequisite course and in each course required in the Paramedic Program.

Students should consult the Allied Health counselor concerning admission requirements. A grade of “C” or above is required in all major core courses in order to progress within the program.

**Radiologic Technology**

The Radiologic Technology Program is a two-year program providing clinical and didactical education in the field. Upon graduation, the student will receive an Associate of Applied Science degree, as well as eligibility to take the American Registry of Radiologic Technologists Examination for Radiographers. This examination certifies the applicant as a Registered Technologist, RT (R), ARRT.

In addition to the regular college admission requirements, prospective students must submit a Radiologic Technology Program application file by March 1. No student will be considered for program admission unless the file is complete. Only applicants who have completed or have in progress BIOL 2214 Anatomy & Physiology I, BIOL 2224 Anatomy & Physiology II, and CP 0933, MAT 1011 and MAT 1012 (or a higher level of mathematics) will be considered. Students are required to maintain a minimum grade of “C” in each course required in the entire Radiologic Technology Program curriculum. This includes both general education and Radiologic Technology courses. An overall GPA of 2.0 is required for admission into the Program and for graduation. For further information, contact the program director. The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Phone: 312-704-5300 or on the Web: www.jrcert.org.

MAT or ET 1134 will not be accepted as an option for the math requirement for this program.

**Registered Nursing**

The major purpose of the Department of Nursing at North Arkansas College is to provide an associate degree education for those qualified individuals who want to provide direct patient care as members of the health care delivery system. Graduates of this program are eligible to apply to write the National Council Licensure Examination for Registered Nurses. The AAS Nursing Degree Programs are approved by the Arkansas State Board of Nursing, University Tower Building, Suite 800, 1123 South University, Little Rock, AR 72204-1619. Phone: 501-686-2700 or on the Web: www.arsbn.org. The AAS Nursing Degree Programs are accredited by the Accreditation Commission for the Education in Nursing, Inc. (ACEN), 3334 Peachtree Rd. NE, Suite 850, Atlanta, GA, 30326. Phone: 404-975-5000, Fax 404-975-5020 or Web: www.acenursing.org. Students admitted into the Registered Nursing Program begin Fundamentals of Nursing (Nursing 1107) during the fall semester.
Philosophy and Purpose of the Associate Degree Nursing Program

The philosophy of the Associate Degree Nursing Program at North Arkansas College is based on the National League for Nursing (NLN) 2010 Core Competencies of Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry. The nursing faculty believes that each core competency is supported by the Core Values of Caring, Diversity, Ethics, Excellence, Holism, Integrity, and Patient-Centered Care. The program curriculum and instruction regarding nursing practice are also guided by the national standards from the Quality and Safety of the Education of Nurses (QSEN), Institute of Medicine (IOM), State Nurse Practice Act (ArBON), and the American Nurses Association (ANA).

Admission
To be eligible for admission, the student must:

1. Be accepted as a student in the college. (See admission procedures)
2. Complete the nursing application with Health statement and attachments for the coming year before April 1 for fall class. The written application must be renewed yearly.
3. Have completed the ACT, ASSET, or COMPASS Test and have scores sent to Northark (see College Requirements for Placement). Transfer students must submit a complete transcript to the Registrar’s Office.
4. Have completed all college preparatory classes based on his/her scores on the ACT, ASSET, and COMPASS test with a “C” or above before being accepted into the Nursing Program.
5. Have an official high school transcript or GED scores sent to the Registrar’s Office.
6. Have official transcripts of colleges/universities attended sent to Northark’s Registrar’s Office.
7. Have a minimum grade of “C” in each prerequisite course to Nursing 1107 (CP 0933, MAT 1123, or MAT 1133 or above, BIOL 2214 Anatomy and Physiology I, and ALDH 1042 Medical Terminology) and in each course required in the Nursing curriculum.
8. Hold a 2.5 grade point average.
9. Immunizations listed are required of all persons participating in the clinical component associated with Northark’s Department of Nursing. The only exception would be for medical reasons. Immunizations required by the RN program include two MMR’s or a positive rubella for antibodies, Hepatitis B series, Tdap, and Varicella.
10. Be certified in cardiopulmonary resuscitation (CPR) for health care professionals by the American Heart Association. Students must maintain certification throughout the program.
11. Carry malpractice insurance which is obtained each fall when paying fees. The nursing faculty strongly recommend that nursing students maintain adequate health care coverage and disability insurance such that they will be protected in the event of illness and/or injury associated with clinical nursing experiences.
12. Be registered and have fees paid by the date indicated on the acceptance letter.
13. Upon admission to the program, the student will submit to a criminal background check prior to clinical experience. Two to six months before completion of the program, the student will undergo both a state and federal criminal background check for licensure as a nurse in Arkansas, which requires a fingerprint card. The Criminal Background Check shall be completed no earlier than 12 months prior to the application for licensure by examination. Students seeking licensure in another state must contact that state for licensure requirements. A 10 Panel UA drug screen will be completed by accepted applicants. Information regarding the time and lab where the drug screen is to be performed will be given to the student in the orientation information before starting nursing classes.

Applicants who have been convicted of a crime must notify the R.N. Program Director at the time of application.

If an applicant has pleaded guilty or nolo contendere to any offense listed in Act 1208 of 1999, he/she is not eligible for Arkansas licensure. (Act 1208 of 1999 provides an opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances.) For additional information, students should contact the R.N. Program Director and see Standards to Apply for RN and PN Licensure.

Meeting all criteria and submitting an application does not guarantee admission into NURS 1107. The number of students admitted will vary according to resources available prior to registration. Students not accepted must resubmit a new application for admission by the application deadline to be reconsidered for enrollment in the next class. The student must meet all admission requirements and will be subject to any revised entrance requirements that may be in effect at the time for re-application. Students who withdraw from NURS 1107 or NURS 2158 for any reason must again meet eligibility requirements and reapply for admission.

All science courses required by the nursing program taken prior to entry in the program must be successfully completed within five years of acceptance into the program. Science courses older than five (5) years must be repeated.

MAT 1134 or ET 1134 Applied Algebra and Trigonometry will not be accepted as an option for the math requirement for this program.

**Surgical Technology**

The Surgical Technology Program prepares graduates to function in the operating room as members of the surgical team in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. The curriculum combines classroom and laboratory instruction with actual surgical suite experience. Successful completion of the program prepares the graduate to write the National Certification Examination to become a Certified Surgical Technologist (CST), which is a requirement for graduation from the program. MAT 1134 or ET 1134 Applied Algebra and Trigonometry will not be accepted as an option for the math requirement for this program.
TECHNICAL CERTIFICATES

Accounting

Administrative Support

Automotive Service Technology

Collision Repair Technology

Construction Equipment Operation

Construction Technology

Crime Scene Investigation (Collaborative Program)

Engineering Technology

General Studies

Heating, Ventilation, and Air Conditioning

Law Enforcement Administration (Collaborative Program)

Manufacturing Technology

Network/Systems Administration

Paramedic

Practical Nursing

Pre-Allied Health

Small Business Management

Software Development

Surgical Technology

Welding Technology
TECHNICAL CERTIFICATE

The Technical Certificate is a planned and coherent program of classroom and laboratory/shop work at the collegiate level that recognizes the completion of a specified level of competency in an occupational field. The program of study may be a stand-alone program or part of an associate degree curriculum.

The curriculum requires a demonstration of competency in communications (oral and written) and mathematics and a mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements. The range of credit hours is 24-42 undergraduate semester hours. Exceptions to this range will be allowed when required by accrediting or approval agencies.

Accounting

The Accounting Certificate prepares the student to work successfully in an accounting department of a large company or to perform the majority of the accounting functions for a smaller company. The certificate can be applied toward the AAS degree in Business Administration – Accounting Emphasis or to satisfy one of the technical disciplines required for the AAS Degree in General Technology.

Administrative Support

The Administrative Technology Certificate Program prepares the student for careers in clerical, general secretarial, and administrative assistant careers. Students will learn to operate computers and other office machines, become proficient with common business software, and develop good work and organizational habits. This program emphasizes the development of personal attitudes and traits that enable students to work harmoniously with employers and co-workers. The certificate can be applied toward the AAS in Business Administration – Administrative Support Emphasis or to satisfy one of the technical disciplines required for the AAS in General Technology.

Automotive Service Technology

The Automotive Service Technology (AST) Program, based on the Automotive Service Excellence (ASE) curriculum developed by the National Automotive Technical Education Foundation (NATEF), prepares students for careers in the automotive service industry. Students concentrate on seven (7) major areas of automotive service with emphasis on preparation for the associated ASE Certification examinations. Additionally, students learn proper shop management procedures through extensive lab assignments in the AST Department’s live shop. The certificate can be used as one of the technical disciplines required for the AAS in General Technology.

Students are strongly encouraged to purchase a basic set of tools after the first semester in the
AST program. Almost all dealerships and independent repair facilities require technicians to have their own tools and are reluctant to hire technicians who do not. A number of tool manufacturers (Snap-On, SK, MAC, etc.) provide significant educational discounts to students. Information on these discount purchase programs is available from AST program instructors.

**Collision Repair Technology**

The Collision Repair Technology Certificate, based on the Automotive Service Excellence (ASE) curriculum developed by the National Automotive Technical Education Foundation (NATEF), prepares students for careers in the collision repair industry. Students learn to use hand and power tools to prepare and finish paint-damaged surfaces, repair and replace metal, glass, and electrical components, straighten and repair damaged frames, use modern collision estimating and parts look-up software, and perform basic electrical/electronic troubleshooting and repair of the complex systems in today’s automobiles. The Certificate can be used as one of the technical disciplines required for the AAS in General Technology.

**Construction Equipment Operation**

The Construction Equipment Operation Certificate teaches students how to properly operate and maintain the heavy equipment used to excavate and move earth as part of the construction industry. Students spend the majority of class time operating equipment on job sites located within Northark’s service area to develop the skills needed for success in the construction industry. The certificate can be used as one of the technical disciplines required for the AAS in General Technology and is frequently combined with the Certificate of Proficiency in Truck Driving to allow students to work for employers who required employees to hold a Commercial Driver’s License (CDL).

**Construction Technology**

The Construction Technology Certificate provides the student with current skills in residential and commercial construction with emphasis on green building techniques and materials. National building, electrical and plumbing codes are covered in each subject area to prepare students for the Arkansas General Contractors licensing examination. Courses are also offered in Energy Audit and Building Analysis to prepare students for jobs in the energy conservation sector. Internships are available for students interested in improving their technical skills and making contacts within the industry. This Certificate may be combined with another area of technical specialization to satisfy requirements for the AAS in General Technology. Construction Technology training is accredited with the National Center for Construction Education and Research (NCCER).

**Crime Scene Investigation (Collaborative Program)**

The Crime Scene Investigation Certificate is only for individuals employed by a law enforcement agency. Students who enroll in this program of study will obtain twenty-seven to thirty degree hours by completing basic law enforcement training at an ACLEST-accredited academy and attending advanced courses presented by the Criminal Justice Institute of the
University of Arkansas. Each grouping of allowable courses meets or exceeds the requirement of a minimum of forty-five classroom hours to receive three hours of credit. Taking an additional six to nine credit hours from North Arkansas College will complete this certificate. This is the second step of a three-step process for completing an A.A.S. in Crime Scene Investigation.

**Engineering Technology Certificate**

The Engineering Technology Certificate builds on the skills developed in the Certificate of Proficiency and provides students more advanced skills in computer aided design and manufacturing, mechanical and hydraulic systems, and electrical and electronic troubleshooting. This program prepares students for more advanced study in the AAS Engineering Technology options. Additionally, this certificate may be used as the principal technical discipline required for the AAS in General Technology. ET 2001 Engineering Technology Internship is available for students interested in improving their technical skills and making contacts within the industry.

**General Studies**

The Certificate of General Studies is a one-year certificate which:

- Provides recognition of the completion of a body of knowledge in general education;
- Serves as an intermediate step toward an Associate of Arts Degree; and/or recognizes as a “completer” a student who has successfully completed a significant number of courses in general education but does not intend to complete an Associate of Arts Degree;
- Establishes a measurable means of documenting student mastery of many of the competencies identified in the SCANS report (Secretary’s Commission on Achieving Necessary Skills, 1991).

**Heating, Ventilation, and Air Conditioning Certificate**

The Heating, Ventilation, and Air Conditioning Certificate prepares students for careers in the maintenance and installation of residential and commercial HVAC systems. The program prepares students for the American Refrigeration Institute Certification Examination that students must pass to become licensed technicians. The Certificate may be used as one of the technical disciplines required for the AAS in General Technology. HVAC 1001 HVAC Internship is available for students interested in improving their technical skills and making contacts within the HVAC industry. HVAC 1001 may be repeated up to three times for credit.

**Law Enforcement Administration (Collaborative Program)**

This Law Enforcement Administration Certificate is only for individuals employed by a law enforcement agency. Students who in this program of study will obtain twenty-one hours by completing basic law enforcement training at an ACLEST-accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Each grouping of allowable courses meets or exceeds the requirement of a minimum of forty-five
classroom hours to receive three hours of credit. Taking an additional fifteen credit hours from North Arkansas College will complete this certificate. This is the second step of a three-step process for completing an A.A.S. Degree in Law Enforcement Administration.

**Manufacturing Technology**

The Manufacturing Technology Technical Certificate is designed to provide training necessary to obtain a position in the Machine Tool Technology Industry. Students will learn safety in the workplace, the basics of blueprint reading, technical math skills, manual M and G-code writing, computer numeric controlled (CNC) machinery set up and operation, machine tool routine maintenance, decision making and problem solving skills, and managing a career in the manufacturing technology industry. In addition, students practice job planning and management, quality and inspection, process adjustment and improvement, technical communication, properties of metals, and computer programs related to machining. Students completing this degree are eligible to take NIMS (National Institute for Metalworking Skills) certifications which are desired by industry employers.

**Network/Systems Administration**

The Network/Systems Administration Certificate prepares students not only for careers involving data, voice and video communication, and network administration, but also to operate today’s computer hardware, communication networks, and operating system software. Several courses in the program utilize the Cisco Networking Academy Curriculum and will prepare students for the Cisco Certified Networking Associate (CCNA) Certification Examination. Preparation for additional certifications (Microsoft Certified Systems Associate [MCSA], Linux Professional Institute [LPI], etc.) is available through this curriculum. The certificate may be applied to the AAS in Information Technology – Network Technology Emphasis or may be used as one of the technical disciplines required for the AAS in General Technology. CIS 2001 CIS Internship is available for students interested in improving their technical skills and making contacts within the industry.

**Paramedic**

The Paramedic Program at North Arkansas College offers a one-year technical certificate which produces Paramedics for advanced hospital care and transportation. This program meets and exceeds the current national DOT standards and curriculum. Graduates are eligible to take the State and National Registry Tests. Students train in area hospitals as well as on Arkansas paramedic level ambulances.

**Admission**

Prospective students must:

13. be accepted as a student in the college
14. be accepted into the Paramedic Program
15. be 18 years of age
16. have a high school diploma or GED certificate
17. be in good health
18. have a current Arkansas EMT certification or be in the testing phase
19. be currently certified in AHA Health Care Provide CPR
20. have completed ACT and/or the COMPASS test and have scores sent to Northark
21. have all immunization records on file
22. have two written recommendations
23. carry malpractice insurance which is obtained each semester when paying fees
24. have a minimum grade of “C” in each prerequisite course and in each course
required in the Paramedic Program.

Program Cost
Tuition charges per semester hour as approved by the Northark Arkansas College Board of
Trustees. Paramedic books, liability insurance, name badges, and uniforms will be an additional
cost. This does not include certification in costs for ACLS, ITLS or PTLS, or PALS.

Practical Nursing (PN)

This Certificate Program admits students twice a year, starting in August and ending in July,
starting in January and ending in December. Classroom instruction at the college is coordinated
with clinical experience in the nursing care of patients at the local hospital and nursing homes.
Upon successful completion of the program, the student is eligible to take the National Council
Licensure Examination for Practical Nurses.

Admission
To be eligible for admission the student must:

1. Be accepted as a student in the college (see admission procedures).
2. Complete and submit the PN Program application by April 15 for the August class and
   October 15 for the January class. The written application for admission must be renewed
   yearly. Applicants applying after the deadline will be considered for admission if space is
   available and they meet the admission criteria stated in the admission requirements.
3. Have completed the ACT, COMPASS, or ASSET Test and have scores sent to Northark
   (see College Requirements for Placement). Transfer students must submit a complete
   transcript.
4. Must complete all college preparatory classes based on scores on the ACT, COMPASS or
   ASSET test with a “C” or above before being accepted into the PN Program.
5. Have official high school transcript or GED scored sent to the Registrar’s Office at
   Northark.
6. Have official transcripts from colleges/universities attended sent to Registrar’s Office at
   Northark. Must hold a 2.5 grade point average or higher for entry into the program.
7. Complete the prerequisite course BIOL 1434, Fundamentals of Anatomy and Physiology
   or BIOL 2214, Anatomy and Physiology I and BIOL 2224, Anatomy and Physiology II
   with a minimum grade of a “C.” It must be successfully completed within five years of
   entry into the program.
8. Have a CNA license and submit it with the application.
9. Submit a completed health form on the first day of class verifying good physical and
   mental health which may also include a negative drug screen.
10. Submit the following immunizations on the first day of class:
   a. MMR – Two MMRs or a positive rubella titer for antibodies.
   b. Hepatitis B series or sign a waiver.
   c. Tdap within the last 10 years. The Tetanus, Diphtheria, Petussis (Tdap) immunization is needed every 10 years to remain protected.
   d. Tuberculin (TB) skin test within the last year. The TB skin test is required annually and must remain current throughout the program. If a negative TB test cannot be provided, a negative chest x-ray must be provided to the program.
   e. Varicella – verification of having chickenpox, a positive titer or signing a waiver must be provided.

11. Be certified in cardiopulmonary resuscitation (CPR) “healthcare Provider Course” prior to entry in the PN Program. Students must maintain certification throughout the program. CPR must be obtained through the American Heart Association.

12. Students must carry malpractice insurance which is obtained each semester when paying fees.

13. Students who are offered a place in an entering class must accept by phone or writing by the date indicated on the acceptance letter or the position will be given to the next alternate.

14. Attend an all-day orientation session prior to starting the program.

15. Upon admission to the program, the student will submit to a criminal background check prior to clinical experience. Students will also submit to a Federal and Arkansas criminal background check during the last 8 weeks of the PN Program. All persons seeking initial licensure as a nurse in Arkansas are required to undergo a Federal and Arkansas criminal background check.

If you have pled guilty or been convicted of a crime, you must check this on the PN Program application. If an applicant has been convicted, pleaded guilty, or nolo contendere to any offense listed in Act 1208 or 1999, he/she is not eligible for Arkansas licensure. Act 1208 and 1999 provides opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances. If you need additional information, contact the Director of the PN Program and see Standards to Apply for RN and PN Licensure.

16. Falsification of any information in the application process may result in dismissal from the program.

All PN classes must be successfully completed with a “C” or above, including Fundamentals of Anatomy and Physiology.

**Pre-Allied Health**

The Certificate in Pre-Allied Health provides foundation courses for students seeking admission in Allied Health programs with selective admission criteria. Students must have a minimum grade of “C” in each course.

**Small Business Management**
The Certificate in Small Business Management is a two-semester program that provides students with basic computer skills as well as the coursework to enable them to write a business plan, understand accounting principles, manage people and resources, obtain financing and market their new business venture.

**Software Development**

The Software Development Certificate of Proficiency is a challenging certificate for individuals who wish to develop professional oriented programming skills using Microsoft.NET development environment. The primary programming language in this emphasis is Microsoft C#. This certificate is particularly suited to students who have prior programming experience but need to modernize their skills. All courses in this certificate can be fully applied toward the AAS Degree in Information Technology—Software Development Emphasis.

**Surgical Technology**

The Surgical Technology Program prepares graduates to function in the operating room as members of the surgical team in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. The curriculum combines classroom and laboratory instruction with actual surgical suite experience. Successful completion of the program prepares the graduate to write the National Certification Examination to become a Certified Surgical Technologist (CST), which is a requirement for graduation from the program.

**Welding Technology**

The Welding Technology Certificate provides state-of-the-art training on common welding processes (Shielded Metal Arc [SMAW], Metal Inert Gas [MIG], Tungsten Inert Gas [TIG], oxy-acetylene and plasma cutting) and extensive skill building in each welding position. Additionally, American Welding Society (AWS) Certification for structural plate and pressure pipe is available. The Certificate may be used as one of the technical disciplines required for the AAS in General Technology.
CERTIFICATES OF PROFICIENCY

Applied Programming

Building Performance Analyst

Certification Welding

Climate Control Manual Drive Trains Technology

Collision Repair Technology

Computer Aided Design

Construction Equipment Operation

Construction Technology

Crime Scene Investigation (Collaborative Program)

Emergency Medical Technician

Engineering Technology

Gas Engine Repair and Brake Technology

Gas Metal Arc Welding (GMAW)

Heating, Ventilation, and Air Conditioning

Information Technology – Network/Systems Administration Emphasis

Law Enforcement Administration (Collaborative Program)

Manufacturing Technology

Nursing Assistant

Phlebotomy Technician

Pre-Allied Health

Shielded Metal Arc Welding (SMAW)

Truck Driving
Welding
CERTIFICATE OF PROFICIENCY

The Certificate of Proficiency is awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The award is granted for programs requiring 7-18 undergraduate semester credit hours. The program of study may be a stand-alone program or part of a technical certificate or associate degree curriculum. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements.

Applied Programming

The Applied Programming Certificate of Proficiency is for the student interested in developing basic programming skills to be used in their work as well as for students wishing to continue beyond this program and become professional object oriented programmers. This certificate uses MS Visual Basic as its primary programming language. Upon completion of this certificate, students are able to access data from MS Access databases using Visual Basic. With the web design courses, students will also be able to build attractive web sites. Several courses in this certificate can be applied towards the AAS Degree in Information Technology – Software Development Emphasis. Additionally, this certificate can be used as one of the technical disciplines required for the AAS in General Technology.

Building Performance Analyst

The Building Performance Analyst Certificate of Proficiency prepares the student to meet the increased growth in energy awareness. Upon completion, students will be able to determine the energy efficiency of a residential structure and make recommendations to improve energy efficiency utilizing modern green technology.

Certification Welding

The Certification Welding Certificate of Proficiency documents advanced welding skills demonstrated by students in achieving industry standard welding certifications. Courses in this certificate can be used as one of the technical disciplines required for the AAS degree in General Technology.

Climate Control Manual Drive Trains Technology

The Certificate of Proficiency in Climate Control Manual Drive Trains Technology emphasizes advanced techniques in automotive climate control and manual drive trains and axles.

Collision Repair Technology

The Collision Repair Technology Certificate of Proficiency quickly prepares the student for entry-level positions in Collision Repair Technology. The CRT Certificate of Proficiency may be applied towards the Technical Certificate in CRT or as one of the technical disciplines
Computer Aided Design

The Computer Aided Design (CAD) Certificate of Proficiency quickly prepares the student for entry-level positions in drafting, computer aided design, computer aided manufacturing, construction, and land use management. Due to the sequential nature of the CAD courses in this certificate, students should allow one year instead of a semester to complete the certificate. The Certificate of Proficiency may be applied towards the Technical Certificate in CAD or as one of the technical disciplines required for the AAS in General Technology. CAD 1001 CAD Internship is available for students interested in improving their technical skills and making contacts within the industry.

Construction Equipment Operation

The Construction Equipment Operation Certificate of Proficiency provides students with a credential preparing them for entry level positions in the construction industry after a semester of instruction, and it provides certification of basic operating skills to employers.

Construction Technology

The Construction Technology Certificate of Proficiency quickly prepares the student for entry-level positions in the construction industry. The Certificate of Proficiency may be applied toward the Construction Technology Technical Certificate or as one of the technical disciplines required for the AAS in General Technology. CT 1001 CT Internship is available for students interested in improving their technical skills and making contacts within the industry.

Crime Scene Investigation (Collaborative Program)

The Crime Scene Investigation Certificate of Proficiency is only for individuals employed by a law enforcement agency. Students who enroll in this program of study will obtain fifteen degree hours by completing basic law enforcement training at an ACLEST-accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Each grouping of allowable courses meets or exceeds the requirement of a minimum of forty-five classroom hours to receive three hours of credit. Taking an additional three hours from North Arkansas College will complete this Certificate of Proficiency. This is the first of a three-step process in completing the A.A.S. in Crime Scene Investigation.

Emergency Medical Technician

The Emergency Medical Technician Certificate of Proficiency provides entry level skills for employment by an Emergency Medical Service provider. The student should be 18 year if age, have a high school diploma or GED and must have a current AHA Health Care Provider CPR Card. Students who complete EMS 1105 and EMS 1102 are eligible to challenge National Registry and State Exam. The Certificate of Proficiency can be applied towards the Paramedic
Technical Certificate or the AAS in Paramedic.

Engineering Technology

The Engineering Technology Certificate of Proficiency develops skills necessary for entry level employment in the manufacturing or industrial maintenance fields. Students will develop basic skills in mathematics, information technology, drafting and design, and manufacturing processes. This program prepares students for more advanced work in the Engineering Technology Technical Certificate or the AAS in Engineering Technology. Additionally, this certificate may be used as one of the minor technical disciplines required for the AAS in General Technology. ET 2001 Engineering Technology Internship is available for students interested in improving their technical skills and making contacts within the industry.

Gas Engine Repair and Brake Technology

The Certificate of Proficiency in Gas Engine Repair and Brake Technology emphasizes troubleshooting techniques in a step-by-step procedure throughout the program of study. Students will demonstrate procedures in the troubleshooting and maintenance of gasoline engines and brake systems. Safe removal and reinstallation procedures for clutch, transmission and drivetrains are emphasized. Courses in this certificate can be applied towards the Technical Certificate in AST or as one of the technical disciplines required for the AAS in General Technology.

Gas Metal Arc Welding (GMAW)

The Certificate of Proficiency in Gas Metal Arc Welding provides concentrated training to develop advanced skill techniques in MIG and Flux Core Welding. Students will also perform inspection on equipment (drive rollers, contact tips, and gauges) and accessories (clothing, hand tools, and base metal) on a daily basis to ensure safe operation techniques. Courses in this certificate can be applied towards the Technical Certificate in Welding or as one of the technical disciplines required for the AAS in General Technology.

Heating, Ventilation, and Air Conditioning

The Heating, Ventilation, and Air Conditioning (HVAC) Certificate of Proficiency quickly prepares students for entry-level positions in Heating, Ventilation, and Air Conditioning. The HVAC Certificate of Proficiency may be applied towards the Technical Certificate in HVAC or as one of the technical disciplines required for the AAS in General Technology. HVAC 1001 HVAC Internship is available for students interested in improving their technical skills and making contacts within the HVAC industry.

Information Systems – Network/Systems Administration

The Information Technology-Network/Systems Administration Certificate of Proficiency is designed for students to learn the fundamental skills of computer hardware and software
repair. Students will learn basic skills in network technologies and equipment, tools and techniques for personal computer repair, managing routing and switching technology, and basic network wiring and physical layer technologies for an entry level position in computer systems administration. This degree is stackable with other certificates and degrees offered allowing completion of additional degrees in Network/Systems Administration. Upon completion of this certificate of proficiency, graduates will be prepared to take the industry certification exam, CompTIA A+. Students completing this degree are prepared for an entry position as a computer repair technician or Linux System Operator.

**Law Enforcement Administration (Collaborative Program)**

The Law Enforcement Administration Certificate of Proficiency is only for individuals employed by a law enforcement agency. Students who enroll in this program of study will obtain up to fifteen degree hours by completing basic law enforcement training at an ACLEST-accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Each grouping of allowable courses meets or exceeds the requirement of a minimum of forty-five classroom hours to receive three hours of credit. Taking an additional three credit hours from North Arkansas College will complete this Certificate of Proficiency. This is the first of a three-step process in completing the A.A.S. in Law Enforcement Administration.

**Manufacturing Technology**

The Manufacturing Technology Certificate of Proficiency is designed to provide training necessary to obtain an entry level position in the Machine Tool Technology Industry. Students will learn safety in the work place, the basics of blueprint reading, basic technical math skills, manual M and G-code writing, computer numeric controlled (CNC) machinery set up and operation, machine tool routine maintenance, decision making and problem solving skills, and managing a career in the manufacturing technology industry. This course is stackable with courses offered in the next semester allowing completion of a technical certificate in machine tool technology, Manufacturing Technology.

**Nursing Assistant**

The Nursing Assistant Certificate of Proficiency provides the student the knowledge and skills training to successfully complete requirements to be eligible to take the Certified Nursing Assistant Examination to become a CNA in Arkansas.

**Phlebotomy Technician**

The Phlebotomy Technician Certificate of Proficiency introduces the student to basic laboratory techniques and prepares students to perform entry-level tasks in a laboratory setting and to perform venipunctures and dermal punctures. This program provides excellent preparation for other Allied Health programs and is beneficial to individuals currently employed in the Allied Health profession or currently enrolled in another Allied Health program. Upon completion of the required courses, the student is eligible to take the Phlebotomy Certificate Examination.
offered by the American Society of Clinical Pathology, PBT (ASCP). Students must be 18 years or older in order to enroll in the Phlebotomy Practicum as well as to be certified as a phlebotomy technician.

**Pre-Allied Health**

The Pre-Allied Health Certificate of Proficiency is designed for students who wish to enter the Nursing and Allied Health career pathway at the EMS or CNA level and continue on after completion of this program to apply for the PN or Paramedic programs. It enables students to complete pre-requisites for the PN or Paramedic programs and acquire an employment credential in one semester.

**Shielded Metal Arc Welding (SMAW)**

The Certificate of Proficiency in Shielded Metal Arc Welding emphasizes advanced techniques in MIG and Flux Core Welding. Proper operation of FCAW and GMAW equipment will be emphasized. Courses in this certificate can be applied towards the Technical Certificate in Welding or as one of the technical disciplines required for the AAS in General Technology.

**Truck Driving**

The Truck Driving Certificate of Proficiency provides students the knowledge and skills training to successfully complete requirements for the Arkansas Class A Commercial Driving License. Students must maintain a 75% average for all portions of the course. Overall program objectives are:

- To train drivers to be competent in the safe operation of a truck for hire or in private business.
- To teach students federal, state, and local laws relating to safe operation of commercial trucks
- To teach students portions of the Interstate Commerce Act that pertain to the truck driving profession
- To train students in all non-driving activities required by the trucking industry
- To teach students the importance of employee-employer relationships relating to job security and customer service.

Prerequisites: Prior to enrolling in the Truck Driving Program, applicants must be at least 18 years old to qualify for an intrastate (within the state of Arkansas) CDL or 21 years old to qualify for an interstate (able to cross state lines) CDL. Additionally, applicants must have a satisfactory Department of Motor Vehicle (DMV) record check and have passed the Department of Transportation (DOT) drug-screening test and physical exam prior to being accepted into the program. This Certificate may be used as one of the technical disciplines required for the AAS in General Technology.
Welding Technology

The Welding Certificate of Proficiency provides concentrated training to develop welding skills as expeditiously as possible. Only welding courses are included in the certificate. Courses in this certificate can be applied towards the Technical Certificate in Welding or as one of the technical disciplines required for the AAS in General Technology.
AUXILIARY EDUCATION SERVICES

Adult Education Program

Bachelor’s Degrees

Career Ladder Programs (Nursing)

Career Pathways

Community Nursing Assistant

Continuing and Community Education

Cooperative Work Experience

Developmental Education

Emergency Medical Services

Honors Program

NAPHE

Northark Technical Center

Online Learning

STEMPrep Partnership
Adult Education Program

This program assists adults in the North Arkansas College service area to improve basic skills or complete their educational goals through the high school level. To enroll, students must be 16 years or older, not currently enrolled in a high school, and meet other state and local requirements.

Adult Basic Education

This program accepts adults who are seeking assistance in improving skills equivalent to the basic grades of one through twelve. The instruction is provided FREE of charge to all students. Individualized as well as small group instruction is available. Subjects include reading, math, spelling, and writing.

General Educational Development (G.E.D.)

This FREE program accepts students who seek assistance in completing their GED (High School Equivalency). The GED credential is based on four tests. The tests cover reading and writing, social studies, science, and mathematics. The tests also measure communication, information-processing, problem solving, and critical-thinking skills. The GED Test is designed to measure academic skills and knowledge in subjects that are learned during four years of high school. The GED Test is then taken on the computer. Classes are offered to help students learn individually or in a small group.

English as a Second Language

The Adult Education Program offers free English as a Second Language (ESL) classes for all individuals whose native language is not English. ESL classes are offered in Boone, Carroll, and Madison Counties.

The main adult education center is located at the Center Campus of North Arkansas College. Classes and tutorial services are available in Boone, Carroll, Madison, Marion, and Newton Counties. For additional information, please call the Adult Education Department at (870) 391-3198 or (870) 423-4455 in Berryville.

Bachelor’s Degrees

Arkansas Tech University – Russellville

The Arkansas Tech Partnership Program, which combines the efforts of North Arkansas College and Arkansas Tech University, allows students the opportunity to complete select bachelor’s degrees without having to travel to Russellville. Bachelor’s Degrees in Early Childhood Education and Nursing (RN to BSN) are currently being offered. For more information, please call Tavonda Brown at (870) 391-3331.
Arkansas State University – Jonesboro

A partnership with Arkansas State University – Jonesboro allows students the opportunity to complete a bachelor’s degree in Mid-Level Education. For more information, students should contact JoAnn Walden at Northark.

Franklin University

Eligible students may earn a bachelor’s degree in any of sixteen business or computer science areas through Franklin University. Students combine their associate’s degree with additional selected Northark classes and forty semester credit hours of online courses with Franklin. For additional information contact Rose Halliday at (870) 391-3338.

John Brown University – Siloam Springs

Eligible students may earn a Bachelor’s Degree in Organizational Management from John Brown University. Classes are taught on the Northark campus. The B.S. Degree in Organizational Management is a year-and-a-half program designed to give adult students a comprehensive understanding of organizations, including their environments, objectives, processes, and members. For further information contact your academic adviser.

University of Arkansas at Fayetteville

Eligible students may earn a Bachelor’s Degree in Human Resource Development from the University of Arkansas at Fayetteville. Classes are taught using interactive television and web-based courses. Information packets may be picked up in the Student Services Office at North Arkansas College, or call Kim Brecklein at (870) 391-3338 for further information.

Career Ladder Programs (Nursing)

Upon completion of the Associate Degree in Nursing (ADN) at Northark, students may be eligible to enter a Bachelor of Science in Nursing (BSN) completion program. Contact the Dean of Allied Health for more information.

Career Pathways

The Arkansas Career Pathways Initiative is an economic development grant-funded program for low income parents who desire to improve their employment opportunities through education and/or training. Students who have a child under the age of 21 living in the home with them and are current or past TEA recipients, or are receiving benefits from DHS such as Medicaid or food stamps, or are at or below 250% of the Federal Poverty Level should qualify for Career Pathways.
Career Pathways assists with financial barriers such as tuition, childcare, and transportation. CPI will also provide academic and career counseling, remediation in preparation for college entrance exams, tutoring, referrals to outside assistance agencies, and coordination with other Northark assistance programs. CPI facilitates student employment through job readiness skills training, Career Readiness Certification (CRC), resume writing, employment research, placement, and follow-up. We “wrap” our students with total support so they can become self-sustaining citizens of their community.

Career Pathways offices are located in Suite 201 on the second floor of the Northark Center Campus and can be reached at (870) 391-3153.

**Community Nursing Assistant Program**

The Nursing Assistant Program introduces basic concepts and principles in assisting with nursing care. The program emphasizes development of fundamental nurse assistant skills, techniques, and knowledge. The program serves as a starting point for a variety of health careers. Clinical experience in area health care facilities provides the student an opportunity to develop nursing skills by giving direct patient care. The Nursing Assistant Certificate of Proficiency prepares students to successfully complete requirements to be eligible to take the Certified Nursing Assistant Examination. For further information contact Michelle Hirsh at (870) 391-3347.

**Continuing and Community Education**

Continuing and Community Education is a vital service of the total educational program at North Arkansas College. Northark is dedicated to providing education opportunities for all who can profit from the instruction. Continuing and Community Education offerings are developed in response to observed or stated needs, requests, and interests of the residents of our community. The thrust of the non-credit program is to provide meaningful, lifelong learning for citizens of all ages to develop their personal potential, upgrade occupational skills, or simply engage in recreational activity. These courses are offered as non-credit and professional credit courses, seminars, workshops, and other activities. Customized programs can be developed to meet the workforce development needs of businesses and industries in Northark’s service area. We are committed to offering quality, continuing and community education programs and to sharing the academic talents and college resources with the community we serve. For further information, contact Amy Bell at (870) 391-3100.

**Cooperative Work Experience**

Cooperative Work Experience provides an opportunity for students to obtain additional experience in a work setting. North Arkansas College personnel will develop appropriate training stations and provide supervision in cooperation with business and industry.

Each training station develops training plans. Cooperative work experience may be substituted for courses only in the major field. Related classes must be completed or arrangements made to attend these classes during Cooperative Work Experience, which will occur during final four
weeks of the student's last semester.

**Objectives**

1. To provide on-the-job work experience for students in the last semester of training in the service area in which they are enrolled.
2. To provide training on equipment and in actual situations which students would not have available in school.
3. To expose students to potential career opportunities.
4. To enhance students' transition from an educational setting to the world of employment.
5. To positively promote vocational education to the business and industrial communities.
6. To provide local business/industry with a cost-effective alternative to recruiting and training entry-level employees.

**Developmental Education**

For a variety of reasons, students may not have the academic background they need to succeed in college-level courses. For this reason, North Arkansas College offers College Preparatory courses (courses with a prefix of CP or RED) for students who need additional academic work before enrolling in college classes. The goal of these college preparatory classes is to help students make a successful adjustment to college. Classes are offered in English, math, reading, vocabulary, and study skills. In order to pass a developmental course, students are generally required to earn a grade of “C” or better. (It should be noted that courses numbered below 1000 do not count toward graduation, nor are they included when the registrar calculates grade point averages for the Dean's List.) For further information contact Dr. Laura Berry at (870) 391-3280.

**Emergency Medical Services**

**Emergency Medical Responder**

The Emergency Medical Responder is the frontline EMS Provider who volunteers with area responders to provide skills acquired in this course. This entry-level EMS training requires problem solving, patient assessment, people skills, and knowledge of the EMS system. This course allows someone to explore an interest in the EMS field. Following the National Standard Curriculum, this course assists anyone who needs to be the first on the scene, especially useful to police, firemen, school bus drivers, public service personnel, or others interested in pursuing an EMS career.

**Requirement**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMS 1022</td>
<td>Emergency Medical Responder</td>
<td>2</td>
</tr>
</tbody>
</table>

**Advanced Emergency Medical Technician**

Advanced EMT is the level between EMT and Paramedic. This is the entry level into advanced life support. This course follows the 1985 Department of Transportation National Standard Curriculum and reviews basic principles and procedures and introduces advanced techniques in emergency care. It covers fluid resuscitation and advanced airways procedures. Successful
completion of these courses allows the student to challenge the Certification Exam to become certified in Arkansas. Prerequisite: Arkansas EMT Certification.

**Requirement**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1107</td>
<td>Advanced Emergency Medical Technician</td>
<td>7</td>
</tr>
</tbody>
</table>

**Honors Program**

North Arkansas College’s Honors Program offers creative and stimulating learning opportunities for exceptional students. Honors sections of general education classes are taught each semester. All honors courses transfer to four-year institutions and/or count toward an associate degree. Honors students work in small classes on individual and group activities. To graduate from the honors program, students need a 3.3 GPA and 18 hours of honors classes, including Critical Thought – PHIL 1103. They may take honors classes without completing the requirements for graduation. The requirements for taking an honors class are: 1) a 22 composite ACT and 3.3 GPA from high school, 2) a 23 ACT English and 3.3 GPA from high school, OR 3) 12 or more college hours with a 3.3 GPA. If students do not meet the requirements for taking an honors class, they may still take a class with permission of the instructor and honors coordinator. For further information and eligibility requirements, contact Sherri Townsend at 391-3279. Honors classes are as follows:

**FALL**

- College Algebra: MAT 1223H
- English Comp. I: ENGL 1013H
- Gen. Psychology: PSYC 2003H
- U.S. History I: HIST 2003H
- Western Civilization I: HIST 1003H
- World Literature I or II: ENGL 2213H or 2223H

**SPRING**

- Art Appreciation: ART 1003H
- Critical Thought: PHIL 1103H
- English Comp. II: ENGL 1023H
- Gen. Biology: BIOL 1004H
- Intro to Sociology: SOC 2013H
- Oral Communications: SPCH 1313H
- Public Speaking Honors: SPCH 2303H
- U.S. History II: HIST 2013H
- Western Civilization II: HIST 1013H

**NAPHE**

In 1997, North Arkansas Regional Medical Center (NARMC) and North Arkansas College formed a not-for-profit partnership known as the North Arkansas Partnership for Health Education (NAPHE) to provide regional health education programs and services.
In 2002, NAPHE merged with the University of Arkansas for Medical Sciences (UAMS) to become part of their statewide system of Area Health Education Centers (AHEC) with the new name NAPHE at Harrison. In addition to UAMS and AHEC, its partners include the Donald W. Reynolds Center on Aging in Little Rock, the Schmieding Center for Senior Health and Education in Springdale, the Corporation for National and Community Service, Mountaincrest Rehabilitation, the Boone County Health Unit, Area Agency on Aging of Northwest Arkansas, Boone County Hometown Health Improvement Coalition, Arvest Bank, Community First Bank, and First Federal Bank. The NAPHE coalition serves as a state and federal model for community collaboration to address health education, training, wellness, and healthy lifestyles.

NAPHE is proud to offer the following programs and services:

- Certified Nursing Assistant Training Program
- Professional Continuing Health Education
- Consumer Health Education
- Emergency Medical Training and Certification Programs
- CPR and First Aid Training for Health Care Professionals and Consumers
- Senior Health and Caregiver Education and Training
- Career Planning, Exploration, Counseling, and Articulation: Summer Health and Science Camp and Medical Professions Education (in partnership with North Arkansas Technical Center)
- AmeriCorps VISTA Team Project Site
- Tobacco-Free Boone County Coalition (providing education and awareness to the community while encouraging healthy lifestyle changes in business, industry, and individuals)
- Tobacco Cessation Program (a research-based program with high success rates)
- Prescription Assistance
- Lifestyle Counseling
- Workforce Wellness
- Walking Clubs Development and Support
- Community Health Resource Center (health information and resources for all area residents)
- Support Groups (Tobacco Cessation, Grandparents as Parents, Dementia, Fibromyalgia, Arthritis, and Chronic Pain)
- Region 2 Prevention Resource Center (providing the five-county region with locally-based resources to address drug and alcohol prevention)

NAPHE at Harrison (NAPHE) is recognized locally, statewide, and nationally as an "Outstanding Organization." In 2000, NAPHE was selected as one of fifty two-year college programs worldwide to receive the "Benchmark Practice" award from USDE and USDA for "Outstanding Achievement" in promoting economic development. In 2001 it received the "Outstanding Organization" award from Boone County Hometown Health Coalition. In 2004 it received the "Outstanding Organization" award from the Harrison Chamber of Commerce and was recognized for "Outstanding Success" as an AmeriCorps VISTA project site by the
Corporation for National and Community Service. NAPHE at Harrison was also nominated by the Arkansas Department of Health for the Southern Growth Policy Board and included in their "Best Practices" Publication. NAPHE at Harrison is proud to be a model for the 21st Century Community College Partnership.

NAPHE is located at Northark's Center Campus; phone (870) 391-3367 or toll free (888) 625-9930 or www.northark.edu/naphe.

Northark Technical Center

The Northark Technical Center (NTC) allows highly motivated high school sophomores, juniors, and seniors who reside in the North Arkansas College service area to take technical courses on the college campus. Students may earn elective high school credits each year as well as earning college credits in one of many different technical programs. Students spend one-half day at their high school and one-half day on the Northark campus. The participating high schools and the Arkansas Department of Career Education provide funding for tuition and fees, and the Northark Technical Center loans textbooks to the students at no additional cost. Credit earned while attending the Northark Technical Center may be combined with articulated credit earned at local high schools which may enable students to complete up to a full year of a college program while still in high school. Detailed information about the opportunities available through the NTC and Northark’s Articulated Credit Policy can be viewed at www.northark.edu.

Students interested in enrolling at the Northark Technical Center should contact their high school counselor or call the Technical Center at 870-391-3146.

Programs available to high school students at the Northark Technical Center include:

Automotive Service Technology
The Automotive Service Technology (AST) program prepares high school students for entry-level positions as Automotive Service Technicians. All courses taken through the Northark Technical Center may be applied toward a Technical Certificate or an Associate of Applied Science Degree.

Collision Repair Technology
The Collision Repair Technology (CRT) program prepares high school students for entry-level positions in the Collision Repair industry. All courses taken through the Northark Technical Center may be applied towards a Technical Certificate or an Associate of Applied Science Degree.

Construction Technology/Heating, Ventilation, and Air Conditioning
The Construction Technology/Heating, Ventilation, and Air Conditioning (HVAC) program prepares the student for entry-level positions in the construction industry. All courses taken through the Northark Technical Center may be applied toward a Technical Certificate or an Associate of Applied Science Degree.
Engineering Technology
The Engineering Technology program prepares students for careers in engineering technology, manufacturing, and biomedical equipment repair. Students will enroll in a series of courses offering lecture and a hands-on, problem-solving method of learning.

Information Technology
The Information Technology (IT) Digital Media:

Digital Media (Career Communications or Graphic Design)
The Digital Media option prepares high school for careers in digital media, including print, web, and video formats. The program combines strong technical preparation in current graphical software applications with courses that enhance the student’s creative talents. All courses taken through the Northark Technical Center may be applied towards a Technical Certificate or an Associate of Applied Science Degree.

Medical Professions Education
The Medical Professions Education program prepares high school students for careers in health care professions, including entry level jobs as Certified Nursing Assistants and Emergency Medical Technicians. All courses taken through the Northark Technical Center may be applied toward a Certificate or an Associate of Applied Science Degree.

Welding
The Welding Technology (WLD) program provides high school students training to develop welding skills. All courses taken through the Northark Technical Center may be applied towards a Technical Certificate or an Associate of Applied Science Degree.

Online Learning
Northark students have the opportunity to take many courses online on e-Learning, the learning management system available through the Northark Portal. Some courses are offered entirely online, requiring students to come to campus (or another approved proctored site) to take major exams and/or a final exam. Other courses are available in a blended format, allowing students to complete a course partially on campus face-to-face with an instructor and partially online. Both fully online and blended courses carry a co/pre-requisite of Orientation for Online Learners course (ORT 0010).

Students who would like more information about the online learning program may contact Nikki Davidson, 391-3263.

STEMPrep Partnership with the University of Arkansas
The STEM Preparation Program is designed for students at two-year colleges in Arkansas who are interested in a degree in science, engineering or math. Through this program, Northark students can take selected University of Arkansas science, engineering and math classes online at Northark tuition rates.
COURSE CLASSIFICATION SYSTEM
COURSE CLASSIFICATION SYSTEM

At North Arkansas College all courses carry identifying department prefixes and numbers that designate the level of the course, whether or not it is a part of a sequence or a one-semester course.

The numbering system aids students in planning programs. The digits in a course number also indicate the level of the course and whether it will carry college credit. Explanation of that system is as follows:

<table>
<thead>
<tr>
<th>Digits from</th>
<th>Level/Credit Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001-0999</td>
<td>College Preparatory classes that do not count toward associate degree requirements nor are they intended for transfer.</td>
</tr>
<tr>
<td>1000-1999</td>
<td>Freshmen level courses designed for the associate degree at North Arkansas College or for transfer to other institutions of higher education.</td>
</tr>
<tr>
<td>2000-2899</td>
<td>Advanced or sophomore level courses required in the associate degree program at North Arkansas College or for transfer to institutions of higher education.</td>
</tr>
<tr>
<td>2900-2999</td>
<td>Special project courses, which may carry 1-5 hours credit which may or may not transfer to other institutions.</td>
</tr>
</tbody>
</table>

The college reserves the right to cancel courses each semester for which adequate enrollment cannot be maintained.

The last digit of each four-digit number indicates the number of credit hours for the course.

Courses are alphabetized according to their prefix, not department.
AGRICULTURE

AGRI 1004, Introductory Animal and Poultry Science (4)
The lecture portion stresses the importance of animal and poultry production in American agriculture and covers principles of production and management of livestock, poultry, and their products. The lab complements the lecture and includes a study of facilities used in production, processing, and management of animal agriculture.

AGRI 1102 Careers in Agriculture, Food, and Life Sciences (2)
This course offers an orientation to the broad spectrum of careers available in agricultural, food, and life sciences.

AGRI 1114 Principles of Horticulture (4)
This course teaches the basic principles underlying the propagation, production and handling of horticultural. Topics of discussion range from in-door houseplants to commercial production of fruit and nut trees, vines, and berries. Botany is helpful but not required.

AGRI 1204 Introduction to Plant Science (4)
This course introduces the basics of agricultural crop plant structure, growth, and production.

AGRI 2003 Introduction to Weed Science (3)
This course introduces fundamental, practical concepts of weed control and weed biology, equipment, and techniques used in modern weed control practices. This course also teaches basic recommendations and systems for specific agronomic and horticultural crops.

AGRI 2012 Livestock Judging and Selection (2)
This course will provide the fundamental knowledge to help students successfully evaluate livestock of each species and will establish within the students logical, problem solving skills and exceptional public speaking skills needed to publically defend their reasoning behind their decision within the Livestock Industry. Prerequisite: AGRI 1004, Intro to Animal & Poultry Science

AGRI 2014 Pest Management (4)
This course introduces basic principles of pest management as they relate to vertebrate animals, insects, plant diseases, and weeds. Selected pests are studied with emphasis on current management approaches and alternative pest control.

AGRI 2023 Introduction to Equine Industry (3)
This course provides an examination of careers and business opportunities in the equine industry. Students will gain the opportunity to identify high quality horses through evaluation of conformation and locomotion. Students will also gain skill at oral presentation and be knowledgeable of costs and responsibilities associated with horse ownership.

AGRI 2143 Feeds and Feeding (3)
This course introduces principles of animal nutrition, composition, digestibility of feeds, balanced rations, and feeding of farm animals. Prerequisite: AGRI 1004 Introductory Animal
AGRI 2204 Soil Science (4)
This course covers the classification and properties of soils – physical, biological, and chemical. It covers the effects on soils by fertilizers and other treatments, planned or unplanned. There will be three hours of lecture per week and two hours of lab/field work per week (minimum of thirty hours per semester). Prerequisites: CHEM 1004 or higher.

AGRI 2213 Behavior of Domestic Animals (3)
This course covers behavior associated with domestication and the effects of selective breeding, physical and social environments, and the developmental stage on social organization, aggressive behavior, sexual behavior, productivity, and training of domestic animals.

AGRI 2313 Introduction to Agribusiness (3)
This course introduces the fundamental concepts of agriculture business within the framework of how the agriculture industry operates and functions in a global economy. It focuses on the basic principles of the issues and concepts that agricultural businesses and markets encounter. The course provides an overview of the economic theories associated with the production, consumption, and marketing of agricultural products as well as the policies designed to achieve efficiency and overall welfare goals in agriculture. Prerequisite: ECON 2323.

ADMINISTRATION OF JUSTICE

AJ 1003 Introduction to Criminal Justice (3)
The course includes organization and jurisdiction of local, state, and federal regulatory and law enforcement agencies, organization of state and federal court systems, the philosophy and history of law enforcement, and constitutional limitations of law enforcement. It also presents an overview of crime and organized crime, police problems, and police terminology and ethics, with a survey of professional career opportunities and qualifications requirements. (ACTS Department/Number/Title – CRJU 1023 Introduction to Criminal Justice)

AJ 1053 Foundations of Criminology (3)
This course introduces students to the various sociological patterns and theories of crime and criminals. The focus is on the incidences, types, causes, consequences and prevention of crime within American Society. Prerequisite: AJ 1003.

AJ 2033 Introduction to Juvenile Delinquency (3)
This course introduces students to the American juvenile justice system. Featured topics include historical perspectives, causation, environmental influences, juvenile justice processes, definition and extent of delinquency, and prevention/treatment methodologies. Prerequisite: AJ 1003.

AJ 2043 Community Relations in Law Enforcement (3)
This course covers the various components of human relations utilized in law enforcement and the way those relationships interact and collide with public expectations and sentiment about law enforcement. Focuses on the dynamic nature of police relationships with citizens, other police officers, and how those relationships are crucial to maintaining professional policing in America.
AJ 2253 Criminal Investigation (3)
This course examines the fundamentals and various methods used in criminal investigations, procedures incorporated at crime scenes, collection and presentation of physical evidence, and methods used by police services laboratories. Introduces students to practical criminal investigations and the various components thereof. Focuses on the systematic examination and interpretations of crime scenes and their relationship pertaining to crime and people who commit criminal acts. Prerequisite: AJ 1003.

AJ 2263 Criminal Evidence and Procedure (3)
This course provides an in depth look at the rules of evidence and procedures used within the operational level of law enforcement and other legal professions. Examines criminal procedures, professional conduct of witnesses, and the importance of safeguarding personal constitutional liberties. Introduces students to the various aspects of criminal procedures. It is mostly concerned with United States court decisions and their relevance to arrests, searches/seizures, interrogations, sentencing practices, and civil liabilities. Analyzes legal safeguards and impediments facing legal professionals and how they affect the performance of their duties. Prerequisite: AJ 1003.

ALLIED HEALTH

ALDH 1013 Basic Phlebotomy (3)
This course provides the student with the basic principles and techniques of specimen collection by venipuncture and dermal puncture. Other topics include: anatomy and physiology of the circulatory system, safety and handling procedures, healthcare delivery system, clinical laboratory departments, phlebotomy equipment and supplies, communication skills, and professionalism. Prerequisite: Enrollment in an Allied Health program or approval of the MLT Director.

ALDH 1022 Staying the Course for Nursing and Allied Health, (2)
Staying the Course is an elective course designed to help Nursing and Allied Health students make wise choices for greater success in college. The students will learn essential study skills including reading, note-taking, studying, application, test-taking and writing for success in college. The course focuses on self-responsibility, self-awareness, personal empowerment, emotional intelligence, critical thinking and self-esteem. This will be accomplished through use of self-assessment tools, guided journal writing, and case studies in critical thinking.

ALDH 1041, 2, 3 Medical Terminology (1-3)
This course studies terminology used in all areas and levels of the health care professions. Emphasis is on understanding with proficiency medical words, their derivatives, and the formation of related terms.

ALDH 1051 Cardiac Arrhythmia (1)
This sixteen-week course introduces the interpretation of cardiac arrhythmias designed for health care professionals. The purpose of the course is to assure that accurate interpretation of cardiac
rhythms will be made, that life-threatening situations will be recognized, and that appropriate interventions will be initiated according to approved American Heart Association guidelines.

**ALDH 2003 Pharmacology (3)**
This course gives members of the health care team a thorough and practical understanding of pharmacology. Emphasis is placed on therapeutic actions, dosage, drug-interactions, and drug terminology.

**ALDH 2103 Advanced Phlebotomy (3)**
This course is a continuation of Basic Phlebotomy. It will go into more depth about clinical laboratory departments and testing and specialized phlebotomy procedures such as bleeding times, therapeutic collections, difficult draws, blood cultures, glucose tolerance testing. Also included in this course are in-depth discussions on HIPAA, medical and legal issues and healthcare law procedures. The students will also learn to perform waived tests such as glucose screening, urinalysis dipsticks, and pregnancy tests. This course will include preparation for the Phlebotomy Certificate Examination. This course will be offered on demand only. Prerequisite: ALDH 1013.

**ALDH 2203 Phlebotomy Practicum (3)**
This course consists of supervised experience in an approved clinical site designed to develop skills involved in venipuncture, dermal puncture, specialized phlebotomy techniques, specimen transport, and handling and processing, as well as to develop entry-level computer skills and other tasks expected of a phlebotomy technician. A minimum of 120 hours of clinical training is required with a minimum of 100 successful venipuncture’s, 25 successful dermal punctures, and orientation in the laboratory. Upon successful completion of this course, the student will be eligible to take the Phlebotomy Certificate Examination. This course will be offered on demand only. Pre or co-requisites: ALDH 2103 and 18 years of age or older.

**ANTHROPOLOGY**

**ANTH 2023 Cultural Anthropology (3)**
This course continues the introduction to anthropology concentrating on the principles and concepts of cultural and social anthropology and linguistics including ethnology, social organization and dynamics, and language as a cultural phenomenon. (ACTS Department/Number/Title – ANTH 2013 Cultural Anthropology)

**ART**

**ART 1003 Art Appreciation (3)**
This course develops enjoyment and understanding of art as relevant to society and world cultures through the study and subsequent analysis of architecture, sculpture, drawing, and painting. Honors section available. (ACTS Department/Number/Title – ARTA 1003 Art Appreciation)

**ART 1003H Art Appreciation Honors (3)**
This course develops enjoyment and understanding of art as relevant to society and world
cultures through the study and subsequent analysis of architecture, sculpture, drawing, and painting. Prerequisite: ACT Reading score of 23 or higher and ACT composite score of 22 or higher or 92 or higher on COMPASS Reading OR 3.3 GPA with 12 or more college credit hours OR permission of instructor. (ACTS Department/Number/Title – ARTA 1003 Art Appreciation).

ART 1103 Basic Design I (Two Dimensional) (3)
This is a practical study of perception and the elements and principles of design as a basis for all creative work in the visual arts. Emphasis is placed on two-dimensional design including color theory including a section on creative poster and interior/exterior design.

ART 1113 Basic Design II (Sculpture) (3)
This course is the same as Basic Design I, with emphasis placed on three-dimensional design (sculpture) in such media as paper, cardboard, plaster, and clay, and includes carving, modeling, and assemblage.

ART 1203 Drawing I (3)
This course concentrates on composing drawing in a variety of media including pencil, pen, brush, and conte crayon. Included is the study of anatomy, shading techniques, and perspective, including still life, landscape, and figure-study.

ART 1213 Drawing II (3)
This course further investigates the principles of drawing through advanced use of media and technique. Emphasis is placed on gesture, proportion, volume, and developing a personal style. Prerequisite: ART 1203.

ART 1303 Photography I (3)
This course introduces photographic imaging with an overview of digital and film photography and its history, and includes techniques of photo craftsmanship, composition, cameras, lenses, exposure, focus, printing, lighting, and limited photo editing.

ART 1313 Photography II (3)
This course continues the development of technical control, analysis of picture structure, and individual modes of expression within various disciplines of photography. Students will be introduced to digital photo editing as well as traditional darkroom techniques. Prerequisite: ART 1303.

ART 2003 Public School Art (3)
This course covers the creative growth of children and methods and techniques necessary for the direction of a creative art program in the public schools. It offers experience with appropriate art materials.

ART 2203 Painting I (3)
This is a basic, creative approach to painting, including preparation of canvas and other painting surfaces, color mixing, and techniques for work in still life, landscape and portrait, etc. The student has a choice of media.
ART 2213 Painting II (3)
This is the same as ART 2203 but for more advanced study. Individuals have a choice of subject matter and media. Prerequisite: ART 2203

ART 2103 Ceramics I (3)
This is an introductory course designed to offer the student an opportunity to explore ceramic media and processes. Through lectures, demonstrations, and hands-on assignments, students will be able to develop a basic understanding of ceramic materials, forming techniques and rudimentary studio practices.

ART 2113 Ceramics II (3)
This is an advanced study into the concepts and practices involved in the ceramic making process. Students will further their development with a directed study focusing on wheel throwing and hand building techniques. Prerequisite: ART 2103

AUTOMOTIVE SERVICE TECHNOLOGY

AST 1104 Gasoline Engine Repair (4)
This course provides the student with an introduction to automotive engines, the use and care of hand tools, precision tools, special tools and equipment. Construction and theory of operation with attention to engine components are included. In addition, cooling and lubrication of modern engines as well as preventative maintenance and use of shop and flat rate manuals are covered. Safety is emphasized. Pre- or co-requisite: CT 1021; prerequisite: Compass Reading score 44 or higher, ACT Reading score 10 or higher, or equivalent.

AST 1203 Automotive Electronics I (3)
This course assumes a sound understanding of basic electronic concepts and test equipment. Topics include theory and operation of electronic control systems, including sensors, actuators, and microprocessor-based scanned control systems. Additionally, power generation, conditioning, and distribution will be covered. This course together with AST 2203 Automotive Electronics II provides the preparation necessary for students to obtain ASE Certification in the area of Automotive Electronics. Prerequisite: ET 1003 or higher ET course or permission of instructor.

AST 1403 Automatic Transmission (3)
This course is designed to cover diagnosis and repair of the mechanical and electronic components on a late model vehicles transmission and transaxle transmissions. This course covers diagnosing differences in engine performance problems and transmission problems. Included are principles of hydraulics, gear reduction and the diagnosis and repair of computer and electronic shifting systems.

AST 1503 Manual Drive Trains and Axles (3)
This course covers the entire power train on a late model vehicle with a standard transmission. Beginning with the flywheel, the course traces the flow of power from engine through the flywheel, to the transmission, through the differential assembly and ending at the wheel hub.
Included is the principle of gear reduction as it applies to the theory, operation, and repair of manual transmissions, rear axles, and transaxles. Several types of four-wheel drive systems will also be taught.

**AST 1604 Automotive Brake Systems (4)**
This course concentrates on the theory and operation of disc and drum brake systems. Basic hydraulic principles as well as the operation and components of the brake foundation system are taught. This course includes an in-depth study of the various types of power brake systems, including vacuum suspended systems, Hydro-Boost™ systems, and several types of anti-lock braking systems. Pre- or co-requisite: CT 1021; prerequisite: Compass Reading score 44 or higher, ACT Reading score 10 or higher, or equivalent.

**AST 1704 Engine Performance I (4)**
This course concentrates on fuel, ignition, and emission systems and is closely linked with AST 1203 Automotive Electronics I. Troubleshooting and repair of these systems on trainers and vehicles is emphasized. This course and AST 2304 Engine Performance II provide the preparation necessary for students to obtain ASE Certification in the area of Engine Performance. Co-requisite: AST 1203.

**AST 2103 Automotive Climate Control (3)**
This course begins the study of the theory of refrigeration. The refrigeration cycle and the basic components and construction of compressors, lines, expansion valves, expansion tubes, condensers, evaporators, blower motors, and air distribution systems are covered. Time will be devoted to the study of automatic temperature control systems including the latest computer monitored systems. Heating and ventilation, an important part of the vehicle's climate control system, will also be covered. Service and maintenance procedures as well as basic safety are heavily emphasized. Co-requisite: AST 1203 or higher AST course or permission of instructor.

**AST 2203 Automotive Electronics II (3)**
This course is a continuation of AST 1203 and emphasizes diagnosis and repair of faults in modern automotive control systems. Extensive trainer and vehicle-based troubleshooting will be performed. Prerequisite: AST 1203 or permission of instructor.

**AST 2304 Engine Performance II (4)**
This course is a continuation of AST 1704 Engine Performance I. Understanding the contribution that each control system makes to the “drivability” of a vehicle will be emphasized. Extensive time will be devoted to developing systematic methods of diagnosis and repair through the use of trainers and vehicles. Prerequisite: AST 1704 or permission of instructor.

**AST 2704 Automotive Suspension & Steering (4)**
This course introduces the student to the theory and operation of modern suspension and steering systems. The study of the suspension system includes wheels and tires, hubs, bearings, seals, springs, and the vehicle frame. Various designs and construction of each of these components will be covered. Suspension and steering systems start with the basic theory of steering geometry and all of the related factors. Wheel alignment of both front and rear wheels and the construction and operation of the various manual and power steering components is included. Prerequisites:
BUSINESS ADMINISTRATION

BA 1003 Introduction to Business (3)
This course surveys the field of business administration in such functional areas as marketing, production, business organizations and ownership, financial management, communication, taxation, and regulation with an emphasis on computer simulation. (ACTS Department/Number/Title – BUSI 1013 Introduction to Business)

BA 1103 Business Mathematics (3)
This course is a survey of mathematic fundamentals including a review of decimals and percentages. Some of the business areas stressed are: discounts, markup, taxes, interest, insurance, and loans. Pre/Co-requisites: ACT Math score of 11 or higher OR COMPASS Pre-Algebra score of 31 or higher OR CP 0911 or MAT 1011 or ET 1001 with a “C” or higher.

BA 1111 Phi Beta Lambda (PBL) (1)
Phi Beta Lambda provides opportunities for post-secondary students to develop leadership, communication, and team skills. It also gives students an opportunity to meet and network with others at the local, state, or national levels. This course may be repeated for credit up to four times (maximum number of four hours credit).

BA 1113 Introduction to Accounting (3)
This course presents a survey of the basic concepts of accounting for a sole proprietorship as well as other concepts including accounts payable, accounts receivable and the preparation of financial statements. This course is intended for entry-level business students and as preparation for BA 2003, Accounting Principles I.

BA 1213 Financial Mathematics (3)
This course covers advanced topics in business mathematics calculations. Areas stressed include exchange rates, corporate stocks and bonds, annuities, and business statistics. Students will utilize financial calculators and 10-key machines. Prerequisite: BA 1103.

BA 2000 Business Administration Internship (1)
This course provides an opportunity for students to earn credit toward an Associate of Applied Science (AAS) degree in Business Administration through supervised on-the-job training in a field directly related to their program of study. Generally, credit will be granted based on 40 hours of supervised work experience. Arrangements with employers offering internship opportunities will be documented using a North Arkansas College Cooperative Internship form. This course may be repeated for credit up to three times (maximum number of three hours credit). Prerequisite: Enrollment in the AAS in Business Administration.

BA 2003 Accounting Principles I (3)
This course provides a broad overview of the fundamental purposes, theory, and methods of accounting. Emphasis is on the construction and interpretation of accounting statements and their related schedules. BA 1113, one year of high school accounting, or equivalent business
experience is recommended. (ACTS Department/Number/Title – ACCT 2003 Principles of Accounting I)

**BA 2013 Accounting Principles II (3)**
The first semester continues with more complex situations then goes further into analyzing the use of accounting information in planning, appraising, and controlling business operation. Prerequisite: BA 2003. (ACTS Department/Number/Title – ACCT 2013 Principles of Accounting II)

**BA 2023 Fundamentals of Managerial/Cost Accounting (3)**
This course studies basic principles of cost and managerial accounting with an emphasis in departmentalization budgets, standard costs, variance analysis, job order, and process costs. It also provides a study of accounting principles, concepts, and procedures to aid in management for internal use in planning, controlling, and decision making. Prerequisites: BA 2003 and 2013.

**BA 2103 Business Communications (3)**
This course teaches principles and mechanics of business writing and application of principles to specific business writing situations. Prerequisites: ENGL 1013 (ACTS Department/Number/Title – BUSI 2013 Business Communications)

**BA 2113 Spreadsheet Applications for Accounting (3)**
This course will integrate spreadsheet applications with accounting knowledge. Businesses use spreadsheets in a variety of accounting applications and this course will explore the usefulness of spreadsheets to the business. Prerequisites: BA 2003, BA 2013, and CIS 1333

**BA 2133 Introduction to Statistics (3) (Same as MAT 2133)**
This course provides an introduction to probability and statistics and is open to students in all areas. It covers the topics of descriptive statistics, probability and application, probability distributions of random variables, and inference. It is offered spring semester. Prerequisite: MAT 1223 with a grade of “C” or better. (ACTS Department/Number/Title – BUSI 2103 Business Statistics)

**BA 2213 Integrated Office Procedures (3)**
This course is a survey of current office procedures utilizing current technology. Prerequisite: CIS 1253, CIS 1333, and CIS 2423.

**BA 2713 Legal Environment of Business (3)**
This course studies the legal environment as it applies to business institutions and business activities. A wide range of topics will go from the history of the law to current ethics of the law and the effects of high technology on the legal environment. (ACTS Department/Number/Title – BLAW 2003 Legal Environment of Business)

**BA 2733 Business and Professional Ethics (3)**
This course introduces contemporary ethical issues within the context of business firms and professional organizations. The scope of this course places particular emphasis on case studies involving ethical dilemmas and conflict management in the workplace. Students examine the
dynamics of ethical leadership, focusing on the inherent value of honesty, integrity, morality, and
honorable behavior, while developing an awareness of the consequences of unethical conduct in
modern society.

BA 2803 Business Administration Capstone Project (3)
The Capstone Project is the culmination of the AAS in Business Administration Degree. The
course gives students the opportunity to integrate and extend their knowledge of business
principles to solve real world business problems. Students must have completed or be currently
enrolled in the following courses in order to participate in the Capstone Project course: BA 1113
or higher, BA 2103, CIS 1333, ECON 2313 or ECON 2323, and MM 1303. Prerequisite:
Permission of instructor or Department Chair.

BIOLOGY

BIOL 1004 General Biology for Non-Majors (4)
This is a general overview of biology for students who are not majoring in science. This course
relates man to his environment and to the living organisms around him. This is a course in the
biological sciences that helps fulfill the laboratory science requirements of some transfer
programs. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP
0913 with a “C” or better or co-requisite of CP 0912 AND ACT Math score of 15 or higher (26
or higher on COMPASS Algebra) or CP 0922 with a “C” or better. (ACTS
Department/Number/Title – BIOL 1004 Biology for Non-Majors)

BIOL 1014 General Biology (4)
This is a general overview of biology for students who may or may not be majoring in science.
This course relates man to his environment and to the living organisms around him. This is a
course in the biological sciences that fulfills the laboratory science requirements of some transfer
programs. Honors section available. Prerequisite: ACT Reading score of 19 or higher (82 or
higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912 AND ACT Math
score of 15 or higher (26 or higher on COMPASS Algebra) or CP 0922 with a “C” or better. (ACTS
Department/Number/Title – BIOL 1014 Biology for Majors)

BIOL 1014H General Biology Honors (4)
This is a general overview of biology for students who may or may not be majoring in science.
This course relates man to his environment and to the living organisms around him. This is a
course in the biological sciences that fulfills the laboratory science requirements of some transfer
programs. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP
0913 with a “C” or better or co-requisite of CP 0912 AND ACT Math score of 15 or higher (26 or
higher on COMPASS Algebra) or CP 0922 with a “C” or better. (ACTS Department/Number/Title
– BIOL 1014 Biology for Majors)

BIOL 1144 Environmental Biology (4)
This course is composed of a series of lectures and discussions introducing the topics of
environmental science including factors related to population, water, soil, wildlife, forest and air
quality. It includes the study of man's interaction with the environment, the energy crisis, and
pollution problems including solid waste, noise, pesticides, radiation, and poisonous substances.
Offered in even-year spring semesters. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912 AND ACT Math score of 15 or higher (26 or higher on COMPASS Algebra) or CP 0922 with a “C” or better.

**BIOL 1304 General Botany (4)**
This course introduces the plant sciences with emphasis on the function, structure, and growth of flowering plants. It satisfies laboratory science requirements and is a prerequisite in many fields. Offered each fall semester. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912 AND ACT Math score of 15 or higher (26 or higher on COMPASS Algebra) or CP 0922 with a “C” or better. (ACTS Department/Number/Title – BIOL 1024 Botany for Non-Majors)

**BIOL 1434 Fundamentals of Anatomy and Physiology (4)**
This course studies the fundamentals of anatomy and physiology of the human body with emphasis on body structure, functions of each body system, and basic chemistry. Prerequisites: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912.

**BIOL 1504 General Zoology (4)**
This course introduces zoological principles relating to cells, organ systems, development, genetics, ecology, and animal phyla. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912 AND ACT Math score of 15 or higher (26 or higher on COMPASS Algebra) or CP 0922 with a “C” or better. (ACTS Department/Number/Title – BIOL 1054 Zoology)

**BIOL 2014 Microbiology (4)**
The lecture part of this course places the emphasis on basic concepts of bacteria, viruses, fungi, metazoans, protozoans, and immunological principles as they relate to man and his environment. In the laboratory, emphasis is on identification and handling of microorganisms. Prerequisite: A “C” or better in any college-level biology course AND a “C” or better in CHEM 1004 or 1214 or 1415 or a “B” or better in each of two semesters of high school chemistry. (ACTS Department/Number/Title – BIOL 2004 Introductory Microbiology)

**BIOL 2214 Anatomy and Physiology I (4)**
This study introduces the anatomy and physiology of the human body with emphasis on body structure and function. Topics covered will include chemical, cellular, and tissue level of organization; integumentary, skeletal, muscular, and nervous systems. Prerequisite: A “C” or better in CHEM 1004 or 1214 or 1415 or a “B” or better in each of two semesters of high school chemistry. (ACTS Department/Number/Title – BIOL 2404 Human Anatomy and Physiology I)

**BIOL 2224 Anatomy and Physiology II (4)**
This course studies in detail the anatomy and physiology of the human body with emphasis on body function. Topics covered will be the special senses; endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems; metabolism; fluid-electrolyte and acid-base balance; and genetics. Prerequisite: A “C” or better in BIOL 2214. (ACTS Department/Number/Title – BIOL 2414 Human Anatomy and Physiology II)
COMPUTER AIDED DESIGN

CAD 1001 CAD Internship (1)
This course provides an opportunity for students to earn credit toward the CAD technical certificate (TC) or certificate of proficiency (CP) through supervised on-the-job training in a field directly related to their program of study. Generally, credit will be granted based on 30 to 40 hours of supervised work experience for each credit hour. Arrangements with employers offering internship opportunities will be documented using a North Arkansas College Cooperative Internship form. Pre/co-requisite: Enrollment in the CAD TC or CP program that allows internship credit and permission of the instructor.

CAD 1203 Introduction to Computer Aided Design (3)
This course teaches students to use modern CAD software to produce two-dimensional drawings for construction and manufacturing applications. It also covers coordinating systems, proper dimensioning, use of sectioning and projections for visualization, symbol libraries, file management, and collaborative techniques. It introduces students to three-dimensional design and visualization tools and their use as an aid to 2D design. It also demonstrates basic principles of Computer Aided Manufacturing (CAM) to show how 2D CAD designs are converted to Computer Numeric Control (CNC) programs to direct automated machining equipment. Pre/co-requisite: CIS 1103 or permission of the instructor.

CAD 1233 Engineering Graphics (3)
This course introduces design fundamentals, including orthographic and isometric projections, sections, auxiliary views, accepted dimensioning practices, and rapid sketching techniques. It also includes a survey of various industrial shop-floor and in-filed sketching practices required for quick change design requirements in today’s competitive manufacturing environment.

CAD 2833 Architectural Computer Aided Design (3)
This course introduces the student to AutoDesk Revit software with emphasis on architectural applications. Development of floor, foundation, and framing plans, proper architectural dimensioning, sectioning, symbology, and 3D visualization and presentation will be covered. Pre/co-requisite: CIS 1103 or permission of instructor.

CAD 2843 Parametric Solid Modeling (3)
This course will introduce the student to AutoDesk Inventor software with an emphasis on the principles of feature-based solid modeling within constraint parameters. Parametric means that geometric definitions of the design such as dimensions can be varied or edited at any time in the design process, automatically updating the design. Students will learn to isolate and “sketch” concept ideas, adding dimensions to constrain the feature to design requirements. Students will learn to extrude, revolve, and sweep the 2D sketch to create the base solid, and “place” features such as fillets and holes to identify and define feature relationships to complete the design. Additionally, students will learn to conduct analysis of designs to meet strength, volume, range of motion, and other design requirements. Pre/co-requisite: CIS 1103 or permission of the instructor.
CONSTRUCTION EQUIPMENT OPERATION

CEO 1103 Construction Equipment Safety (3)
This course introduces the student to basic safety information and procedures relative to the operation of heavy equipment.

CEO 1109 Basic Operating Principles (9)
The course presents students information relative to the basic operating principles of heavy equipment. Skills include starting and stopping, using clutches, brakes and power controls, basic operating, inspecting equipment, and using the operator’s manual. Safety is emphasized. Co-requisite: CEO 1103; pre-or co-requisite CT 1021; prerequisite: Compass Reading score 44 or higher, ACT Reading score 10 or higher, or equivalent.

CEO 1201 Soil Types and Characteristics (1)
This course acquaints the student with practical procedures for dealing with problems presented when moving different types of soils. Safety is emphasized.

CEO 1301 Survey and Measurement (1)
This course includes reading and understanding levels, adjusting instruments, and identifying and reading grade stakes for removing earth. In addition, information concerning measurement and container capacity and land measurement will be covered. Safety is emphasized.

CEO 1501 Landscaping and Agriculture Grading (1)
This course includes procedures for land leveling, fills for structures, drainage and diversion ditches, construction of farm ponds, and terracing. Safety is emphasized.

CEO 1506 Construction Equipment Operation I (6)
This course involves practical application of the procedures taught in 1201, 1301, and 1501. The basic operating procedures practiced will be refined in this lab. Safety is emphasized. Prerequisite: CEO 1109.

CHEMISTRY

CHEM 1004 Introductory Chemistry (4)
This is a survey course which introduces chemistry as it applies to the real world. It includes basic topics of the scientific method, measurement, states of matter, atomic structure, the periodic table, chemical properties, and chemical reactions. Appropriate for general education. Not appropriate for science majors. Prerequisites: 19 or higher (ACT Reading) or 82 or higher (COMPASS Reading) or completion of CP 0913 with “C” or better or co-requisite CP 0912 AND 19 or higher (ACT Math) or 41 or higher (COMPASS Algebra) or 1 or higher (COMPASS
CHEM 1214 Fundamentals of Chemistry (4)
This is a survey course appropriate for majors in health-related professions and general education (non-science) majors. It includes basic topics of the scientific method, measurement, states of matter, atomic structure, the periodic table, chemical properties, and chemical reactions as well nomenclature, atomic and molecular structure, bonding, and reactions. Prerequisite: 19 or higher (ACT Reading) or 83 or higher (COMPASS Reading) or completion of CP 0913 with “C” or better or Co-requisite CP 0912 AND 21 or higher (ACT Math) or 49 or higher (COMPASS Algebra) or Pre/Co-requisite CP 0933. (ACTS Department/Number/Title – CHEM 1214 Fundamentals of Chemistry)

CHEM 1224 Chemistry II for Health-Related Professions (4)
This course is a continuation of CHEM 1214 designed for majors in health-related professions. This is an introductory course in organic chemistry and biochemistry, with emphasis on the chemistry of human physiology. This course will be offered only on demand. Prerequisites: A “C” or better in CHEM 1004 or 1214 or 1415. (ACTS Department/Number/Title – CHEM 1224 Chemistry II for Health Related Professions)

CHEM 1415 College Chemistry I (5)
This algebra-based chemistry course is applicable for chemistry and other science majors and pre-professional students. This is the first course of a two-course sequence. The course content provides a foundation for work in advanced chemistry and related sciences and includes in-depth study of nomenclature, atomic and molecular structure, stoichiometry, bonding, and reactions. Prerequisites: 19 or higher (ACT Reading) or 82 or higher (COMPASS Reading) or completion of CP 0913 with “C” or better or co-requisite CP 0912 AND 21 or higher (ACT Math) or 54 or higher (COMPASS Algebra) or 1 or higher (COMPASS College Algebra) or completion of CP 0933 with “C” or better. (ACTS Department/Number/Title – CHEM 1414 Chemistry I for Science Majors)

CHEM 1425 College Chemistry II (5)
This course is a continuation of CHEM 1415 with laboratory emphasis on introductory qualitative analysis. Prerequisites: A “C” or better in CHEM 1415 AND a “C” or better in MAT 1223 or higher. (ACTS Department/Number/Title – CHEM 1424 Chemistry II for Science Majors)

CHEM 2114-2214 Organic Chemistry (4)
This is a two-semester course in the fundamentals of organic chemistry recommended for chemistry, biology, and pre-professional majors. It studies the structure, properties, synthesis, and typical reactions of the various series of hydrocarbons and their derivatives with emphasis on reaction mechanisms. It is offered only on demand. Prerequisite for 2114: CHEM 1425 with a grade of “C” or better. Prerequisite for 2214: CHEM 2114 with a grade of “C” or better.
COMPUTER INFORMATION SYSTEMS

CIS 1013 Computer and Keyboarding Fundamentals (3)
This keyboarding course emphasizes the development of basic keyboarding skills using proper techniques to build keyboarding fluency. Concepts in computer fundamentals, file management, and word processing will also be covered. This course is recommended as preparation for CIS 1103, Introduction to Information Technology. (ACTS Department/Number/Title – BUSI 1103 Keyboarding).

CIS 1103 Introduction to Information Technology (3)
Introduction to IT provides a working vocabulary of terms used by computer personnel and an introduction to the latest version of Microsoft Office, an integrated software package that encompasses database management, presentation graphics, spreadsheet, and word processing applications. In addition to providing marketable skills, mastery of this course will enhance students’ efficiency and effectiveness. This course also provides an opportunity to use the Internet and email as learning tools and emphasizes proper file management. Students with limited keyboarding skills should take CIS 1013, Computer and Keyboarding Fundamentals before or along with CIS 1103. (ACTS Department/Number/Title – CPSI 1003 Introduction to Computers)

CIS 1113 Introduction to Digital Media (3)
This course provides an introduction to concepts, terminology, and design theory central to the field of digital media. Students will receive an orientation to the software applications and lab facilities available for their use. Career opportunities within the field will be studied with an emphasis on creative problem solving and the importance of meeting deadlines.

CIS 1123 Introduction to GIS (3)
Geographic Information Systems (GIS) are used across all disciplines and business sectors to collect and analyze information based on spatial location (location on a map). This course introduces students to ArcGIS software (the industry standard software for GIS) and its application in many disciplines. GIS is fast becoming a very valuable skill in a vast number of positions in business and industry. Pre/Co-requisite: CIS 1103 or permission of instructor.

CIS 1253 Word Processing (3)
This course introduces terminology and application of current word processing software in the production and formatting of documents for business and personal use. Application documents include letters, memos, reports, tables, forms, and specialized documents. Course content will also include file management. Successful completion of this course will prepare students for the Microsoft Office Specialist Certification. Prerequisite: CIS 1103 or permission of instructor.

CIS 1333 Spreadsheet (3)
This course introduces terminology and application of current spreadsheet software in the production of worksheets and charts for business and personal use. Course content will include file management with a study of Microsoft Excel. Students will utilize the following concepts and tools: planning and creating multiple worksheets in a workbook, linking information, editing, creating formulas, using functions, creating graphical representations of data, and
analyzing data. Successful completion of this course prepares a student to pass the Microsoft Office Specialist Exam for Excel. Prerequisite: CIS 1103 and BA 1103 or CP 0922, MAT 1012, or CP 0633 or higher math course with a “C” or better or permission of the instructor.

CIS 1603 Introduction to Programming (3)
This course introduces students to basic procedural programming concepts. These concepts include data types, assignment statements, selection statements, repetition statements, arrays and collections, and parameterized procedures. This course prepares students to take Object Oriented Programming I course for instruction in professional programming as a career path. Students without prior programming experience are strongly encouraged to take this course in a 16 week format using Visual Basic. Pre/co-requisite: CIS 1103 or permission from the instructor.

CIS 1653 Database Design (3)
Software: Either ORACLE or SQL Server depending on student demand. Many Windows and web applications access database. In this course students will learn the basics of working with database applications using industry standard and structured query language statements (SQL). Students will learn to design and administer databases using data defines language statements (DDL). They will also learn to access data manipulation language statements (DML). These DML statements will include SELECT, INSERT, UPDATE, and DELETE. Prerequisite: CIS 1103 or permission of instructor.

CIS 1663 Intermediate Programming (Visual Basic) (3)
This course continues the development of applied programming skills using Visual Basic and focuses on practical topics such as form design, multi-form applications, collections, file handling, database access, and printing. It introduces object oriented programming only in a minimal way. Software: latest Visual Basic.NET. Pre- or Co-requisite: CIS 1603.

CIS 2103 Computerized Accounting (3)
The course emphasizes the application of computers to sound accounting practices, using QuickBooks software. Students learn to direct the computer functions to accomplish the various steps learned in accounting principles in accordance with generally accepted procedures. Prerequisite: BA 1113 or 2003 or Dean's approval.

CIS 2243 Desktop Publishing (Adobe InDesign) (3)
This course teaches basic desktop publishing skills using the software Adobe InDesign. InDesign is a comprehensive program that allows the user to create output-ready layouts that interface seamlessly with Adobe Photoshop and Adobe Illustrator. Students learn not only the skills needed in desktop publishing but also the basics of publishing and graphic design. Prerequisite: CIS 1103

CIS 2263 E-Commerce (3)
In this web development capstone course students will combine prior knowledge of object oriented programming principles, an industry standard OOP language, and language specific web development libraries to design and build a fully functional business web site. This web site will include dynamic web page built on-demand from an industry standard database. It will also incorporate a secure payment system using PayPal. Prerequisites: CIS 2883 and CIS 2853.
CIS 2303 Computer Illustration (3)
This course focuses on learning to use Adobe Illustrator, the leading industry standard for professional illustration. Students will use Illustrator to create projects from simple graphics, icons, and text to complex and multilayered illustrations. Prerequisite: CIS1103 Introduction to Information Technology.

CIS 2313 Digital Media Projects (3)
This course provides experience on projects incorporating a variety of digital media tools. This course is a capstone for digital media students to be taken at the end of their program of study to prepare them for employment in the field. Students will produce several projects of increasing complexity over the semester and complete a professional portfolio of their work. Prerequisites: CIS 1113, CIS 2303, CIS 2713, CIS 2863, CIS 2243, CIS 2543, and CIS 2833.

CIS 2423 Database Management (3)
This course introduces terminology and application of current database management software in the production of relational databases. Course content will include file management with a study of Microsoft Access, including the uses of tables, queries, forms, and reports. This course introduces the fundamentals of database design, analysis, and management. Successful completion of this course prepares a student to pass the Microsoft Office Specialist Exam for Access. Prerequisite: CIS 1103 or permission of the instructor.

CIS 2443 Database Development (3)
Software: Either ORACLE or SQL Server depending on student demand. In this programming course students will focus on writing complex SQL queries to access data stored in an industry standard database. Upon completion of this course students will be able to write transactions using parameterized stored procedures. Prerequisites: CIS 1653 or permission of instructor.

CIS 2533 Business Presentations (3)
This course introduces terminology and application of current presentation graphics software in the production of presentations for business and personal use. Course content will include file management with a study of Microsoft PowerPoint. Students will utilize concepts and tools to create high quality, professional presentations. Successful completion of this course prepares a student to pass the Microsoft Office Specialist Exam for PowerPoint. Prerequisite: CIS 1103 or permission of the instructor.

CIS 2543 Introduction to Project Management (3)
This course provides hands-on experience with several software applications in the use of information technology for solving business problems. Topics include word processing and desktop publishing features; spreadsheet design, formulas, and charts; database design principles and implementation; presentation design and techniques; and integration among these applications. Students will work in groups on a variety of projects with a variety of tools. Prerequisite: CIS 1103.

CIS 2643 Selected Topics in .NET Computing (C#) (3)
Since the pace of change of computer software is occurring at a rapid rate, this course examines
some of the latest software technology being developed by Microsoft. Prerequisite: CIS 2853.

CIS 2653 Object Oriented Programming I (3)
Software: C#.NET. The purpose of this course is to introduce students to object oriented programming fundamentals. Emphasis will be placed on writing programs that use classes, objects, and collections. Students will use the basic procedural programming statements from Introduction to Programming to create and use fields, properties, and methods within classes. This course will also include practical programming assignments that utilize Microsoft libraries to create Windows forms and to do simple file IO. Prerequisite: CIS 1603 or permission of instructor.

CIS 2663 Data Access (3)
Software: either JAVA or C# based on student demand. All OOP languages have libraries of types that are used to simplify access to a variety of data sources. These types are used to access files, databases, and XML streams in either connected or disconnected configurations. Disconnected data sets are particularly useful when access web sites and web databases where open connections are not maintained. In this very important course, students will learn to write programs that access files, XML data, and industry standard databases such as ORACLE or SQL Server. Prerequisite: CIS 2443 or permission of instructor, Pre or co-requisite: CIS 2743.

CIS 2713 Web Design I (XHTML) (3)
This course covers the basics of the Hypertext Markup Language (HTML) and extensions (XHTML) used to code web pages. It introduces Cascading StyleSheets (CSS 2) to managing web page layout and formatting. Prerequisite: CIS 1103 or permission of instructor.

CIS 2743 Object Oriented Programming II (3)
Software: C#.NET. The purpose of this course is to teach students to write intermediate level programs that utilize all of the five .NET types; classes, structures, enumerations, interfaces, and delegates/events. Conceptually, students will also learn to implement the three pillars of object oriented programming: encapsulation, inheritance, and polymorphism. Emphasis will be placed on using polymorphic variables to write code that is more stable. Finally, students will learn to create and use libraries of their own customized types. Prerequisite: CIS 2653 or permission of instructor.

CIS 2833 Web Design II (Dreamweaver) (3)
This course provides an introduction to web design using Adobe Dreamweaver, the leading web development tool for creating dynamic web pages and websites. It includes basic instruction in HTML, together with instruction in the most current versions of Adobe Dreamweaver. Prerequisite: CIS 1103

CIS 2853 Object Oriented Programming III (3)
Software: C#.NET. The purpose of this course is to learn to develop an application framework that utilizes object oriented tools and techniques from previous courses to build applications that are both extensible and maintainable. This framework will implement important design principles delineated by the Gang of Four; 1) program to an interface not an implementation, 2) favor composition over inheritance and 3) find what varies and encapsulate it. The framework
will consist of an n-tiered layered architecture that uses selected design patterns in its implementation. Prerequisite: CIS 2743 or permission of the instructor.

CIS 2863 Image Editing (Adobe Photoshop) (3)
This course teaches the basic elements of image editing using Adobe Photoshop, a software application creating original art, retouching or modifying existing art, and composition with multiple images. It is the tool of choice for graphic professionals, but is also a useful tool for anyone who is interested in enhancing digital photos. Prerequisite: CIS 1103

CIS 2873 Web Development I (3)
Software: JSE or C# depending on student demand. In this course students will learn to create and publish custom web application. Topics include multi-page web applications, testing and debugging web applications, session and application variables, cookies, server controls, validation controls, and user controls. Prerequisites: CIS 2713; Pre or co-requisite: CIS 2743 or permission of the instructor.

CIS 2883 Web Development II (3)
Software: JSE or C# depending on student demand. The development of professional web sites can be quite complex. Topics will include secure connections, restricted logins, user roles, profiles, and emailing from a web site. Students will also learn to use intermediate and advanced web controls on their forms. Prerequisite: CIS 2873; Pre or co-requisite: CIS 2663 or permission of instructor.

COMPUTER INFORMATION TECHNOLOGY

CIT 1101 Computer Troubleshooting I (1)
This course provides hands-on experience in maintaining, troubleshooting, and repairing computer hardware and software. Students use industry-standard shop procedures covering parts look-up and acquisition, documentation and record keeping, use of technical data resources, and customer relations management. Pre- or co-requisite: CIT 1143 or permission of instructor.

CIT 1103 Network Fundamentals (CCNA 1) (3)
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI model and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices, and implementing IP addressing schemes. Pre-/Co-requisite: CIS 1103 or higher CIS/CIT computer course or permission of the instructor.

CIT 1113 Routing Protocols and Concepts (CCNA 2) (3)
This course describes the architecture, components, and operation of routes and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIP vi, RIP v2, EIGRP, and OSPF. By the end of the course, students will be able to recognize and correct common routing issues and problems. Students
complete a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs in each chapter. Prerequisite: CIT 1103 Network Fundamentals or permission of the instructor.

**CIT 1123 Microsoft Operating Systems I (3)**
This course prepares students for the Microsoft Certified Professional Windows XP Professional Certification Exam. Topics include workstation pre-install planning, installation and configuration, workgroup and local account creation and management, workgroup object security and management, workgroup printers and remote access, application support, network interoperability, workstation monitoring, and troubleshooting. Prerequisite: CIS 1103 or permission of the instructor.

**CIT 1133 Microsoft Operating System II (3)**
This course prepares students for the Microsoft Certified Professional Windows 2003 Certification Exam. Topics include server pre-install planning, installation and configuration, active directory, domain account creation and management, domain object security and management, domain printers and server remote access, network interoperability, and server monitoring and troubleshooting. Prerequisite – CIT 1123 or permission of the instructor.

**CIT 1143 PC Repair/A+ (3)**
This course covers microprocessor systems technology with an emphasis on standard PC computer systems. Topics include standard PC architecture, troubleshooting PC hardware, peripheral interfacing, and recent developments in the computer industry. Coursework includes and supplements the Cisco Information Technology Essentials I and II curricula. This course prepares students for the Comp/TIA A+ computer technician hardware and operating systems tests. Pre/Co-requisite: CIS 1103 or higher CIS/CIT computer course or permission of the instructor.

**CIT 1201 Computer Troubleshooting II (1)**
This is one of two courses emphasizing hands-on training in computer and network repair. This course provides additional hands-on experience in maintaining, troubleshooting, and repairing computer hardware and software. Students use industry-standard shop procedures covering parts look-up and acquisition, documentation and record keeping, use of technical data resources, and customer relations management. Pre/Co-requisite: CIT 1143 or permission of instructor.

**CIT 1253 Network Security I (3)**
This is a course that prepares students for any of the basic network security certification exams, such as COMPTIA’s Security+. This course provides students with a fundamental understanding of network security principles and implementation. Topics include the types and methods of attacks, security topologies, intrusion detection systems, firewalls, physical security, security policies, and basic computer forensics. Prerequisite: CIT 1103 or permission of instructor.

**CIT 2001 CIT Internship (1)**
This course provides an opportunity for students to earn credit toward the AAS in Information Technology, Network/Systems Administration Emphasis, and the technical certificate (TC) in
Network/Systems Administration through supervised on-the-job training in a field directly related to their program of study. Generally, credit will be granted based on 30 to 40 hours of supervised work experience for each credit hour. Arrangements with employers offering internship opportunities will be documented using a North Arkansas College Cooperative Internship form. Pre-/Co-requisites: Enrollment in the AAS in IT, Network/Systems Administration, or Network/Systems Administration TC program that allows internship credit and permission of the instructor.

CIT 2113 Unix/Linux Operating Systems (3)
This course introduces the UNIX/Linux operating system. Topics include installation, structure, operating system commands, graphical user interfaces, administration tools and techniques, and implementation of common networking services. Network security will be emphasized. The course will be based on the objectives of the Linux+, SAIR Linux LCP, and LPI Linux Level I certifications. Pre/Co-requisite: CIS 1103.

CIT 2203 LAN Switching and Wireless (CCNA 3) (3)
This course provides a comprehensive, theoretical, and practical approach to learning the technologies needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. This course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network. Prerequisite: CIT 1103 Network Fundamentals or permission of the instructor. It is not required that students follow in series but it is recommended that CIT 2203 follow CIT 1113.

CIT 2213 Accessing the WAN (CCNA 4) (3)
This course teaches the WAN technologies and network services required by converged applications in enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. By the end of the course students will have learned how to detect, troubleshoot, and correct common enterprise network implementation issues. Prerequisite: CIT 1103 Network Fundamentals or permission of the instructor. It is not required that students follow in series but it is recommended that CIT 2213 follow CIT 2203.

CIT 2403 Network Security II (3)
Network Security II is an advanced course that provides students with the knowledge and skills necessary to design and support network security. CCNA Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. This course is hands-on and career-oriented and emphasizes practical experience. CCNA Security aims to develop an in-depth understanding of network security principles as well as the tools and configurations available. Prerequisites: CIT 1143 and CIT 1253. Pre- or Co-requisites: CIT 1113 or CIT 2203.
CIT 2413 Network Technology Capstone (3)
This is the capstone course for the students in the Network/Systems Administration Emphasis of the Information Technology AAS degree. Topics include network and IT infrastructure design and implementation, case studies of existing networks, hands-on implementation of a simulated network and IT infrastructure and the project design and management skills necessary to complete a project. Emphasis will be on real-world implementations, security and the design process. Prerequisite: CIT 2203 or permission of instructor. Co-requisite: CIT 2213 or CIT 2403.

COLLEGE PREPARATORY (See also ORT and RED)

CP 0816 Introduction to Language (6)
This course is designed to help students who need additional composition and reading experience before enrolling in ENGL 1013. The course content focuses on the integration of reading and writing, providing the essential grammar principles and reading techniques for effective college writing. Enrollment in the course is required based on placement testing. Prerequisite: ACT English score of 15 or lower (59 or lower on COMPASS).

CP 0911 Fundamentals of Algebra (1)
This course provides a comprehensive review of basic mathematics that students will apply in their field of study. Enrollment in this course is voluntary or required based on placement scores. The instruction for this course will be given via computerized instructional modules with an instructor present during all class meetings.

CP 0912 College Reading (2)
This is a reading course which improves students’ reading comprehension and vocabulary. The course offers instruction in and practice of all the critical reading strategies necessary for efficient college reading. Enrollment in this course is voluntary or required based on placement testing. This course is a co-requisite of ENGL 1013 if a student’s reading score is 18 or below (ACT) or 82 or below (COMPASS).

CP 0913 Fundamentals of Language (3)
This course assists students who need additional composition and reading experience when enrolling in ENGL 1013. The course content focuses on supplementary reading and writing to facilitate student success in ENGL 1013. It also teaches the essential grammar principles and reading techniques for effective college writing. Enrollment in the course is required based on placement testing. Prerequisite: ACT English score of 16-18 (60-79 on COMPASS) OR CP 0816 with a “C” or better, Co-requisite: ENGL 1013.

CP 0922 Fundamentals of Algebra II (2)
This course is a continuation of Fundamentals of Algebra I. It provides a comprehensive review of basic algebra that students will apply in their field of study. The instruction for this course will be given via computerized instructional modules with an instructor present during all class meeting. Prerequisite: completion of CP 0911 or ET 1001 with a “C” or higher OR Co-requisite of CP 0911 and CP 0933.
CP 0933 Fundamentals of Algebra III (3)
This course is the third course of the Fundamentals of Algebra sequence. It provides a comprehensive study of mathematics that students will apply in their course of study. The course content is individualized for each student and will include topics that are necessary for completion of students’ degree. The instruction for this course will be given via computerized instructional modules with an instructor present during all class meetings. Prerequisite: completion of CP 0922 or ET 1002 with a “C” or higher OR Co-requisite of CP 0922.

COLLISION REPAIR TECHNOLOGY

CRT 1004 Collision Repair IA (4)
This course includes tool, equipment, and safety orientation and offers instruction in sanding, straightening, and fitting of major panels, as well as repair of flexible and rigid plastics and fiberglass. Co-requisite: ET 1001; pre/ co-requisite CT 1021; prerequisites: Compass Reading score 44 or higher, ACT Reading score 10 or higher, or a “C” or better in RED 1011.

CRT 1005 Structural Analysis and Damage Repair (5)
Instruction includes use methods of manual frame measuring equipment used in unitized and conventional frame repair and methods of analyzing damage. Instruction is given in the use of frame equipment, frame and body construction, and straightening. The use of computer laser body alignment system is taught. Unibody sectioning procedures and safety are also presented. This course is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

CRT 1014 Collision Repair IB (4)
This is a continuation of CRT 1004 with emphasis on building skills for the auto body trade. It covers procedures on how to rough, shrink, buff, and finish; painting preparations and techniques; removal and replacement of auto glass, headliners, dash, and seats. Prerequisite: CRT 1004.

CRT 1015 Non-Structural Analysis and Damage Repair (5)
This course provides the basics in auto collision repair, personal safety, shop safety, use of hand tools, power tools and equipment, use and handling of repair materials, diagnosis and classification of damage, physical characteristics of metal and repair of damaged sheet metal. This course is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

CRT 1024 Collision Repair IIA (4)
This course places emphasis and advanced application on use of frame straightening, equipment, painting techniques and collision repair, estimating theory, and computer application. Prerequisite: CRT 1014 or 1108.

CRT 1025 Automotive Painting and Refinishing (5)
This course teaches students how to properly use safety and refinish equipment, understand and apply the proper undercoat system, determine areas to be refinished, as well as methods of
sanding and applying automotive paint. Students will learn about blending paint along with removing minor imperfections. The theory and practice involved in the application of tri-coat paint systems, color tinting and plastic refinishing is also covered. This course is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

**CRT 1034 Collision Repair IIB (4)**
This course enables students to apply knowledge and skills developed in earlier courses to extend their capabilities in the collision repair field. Major emphasis will be on rebuilding wrecked vehicles and paint finishes. Prerequisite: CRT 1024.

**CRT 1035 Mechanical and Electrical (5)**
This course provides instruction for diagnosing and servicing of driver’s side and passenger’s side air bags restraint systems and components. Instruction in removing and protecting open lines and wiring, removal and replacement of stationary glass, electrical wiring, removal and replacement of engine and suspension components. This course is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

**CRT 1108 Collision Repair I (8)**
This course includes tool, equipment, and safety orientation with emphasis on building skills for the Collision Repair trade. It offers instruction in sanding, straightening, alignment, and fitting of major panels; repairing flexible plastic, rigid plastic, and fiberglass; procedures on how to rough, shrink, buff, and finish; painting preparation and techniques; removal and replacement of auto glass, headliners, dash, and seats. Co-requisite: ET 1001; pre/co-requisite CT 1021; prerequisites: Compass Reading score 44 or higher, ACT Reading score 10 or higher, or a “C” or better in RED 1011 Reading for Technical Careers.

**CRT 1208 Collision Repair II (8)**
This course is a continuation of CRT 1108 which emphasizes advanced application such as use of frame straightening equipment, painting techniques, collision repair, and estimating theory with computer application. Prerequisite: CRT 1108 or 1014 and ET 1003.

**CRT 2605 Collision Repair III (5)**
This course is a continuation of CRT 1208 and includes the removal and replacement of auto body parts, glass, trim, and electrical wiring. Emphasis is given to estimation of damages and wrecked automobile rebuilding. Prerequisite: CRT 1208 or 1034.

**CONSTRUCTION TECHNOLOGY**

**CT 1001 CT Internship (1)**
This course provides an opportunity for students to earn credit toward the Construction Technology technical certificate (TC) or certificate of proficiency (CP) through supervised on-the-job training in a field directly related to their program of study. Generally, credit will be granted based on 30 to 40 hours of supervised work experience for each credit hour. Arrangements with employers offering internship opportunities will be documented using a North Arkansas College Cooperative Internship form. Students may repeat this course up to 3
times for up to 3 hours of credit. Pre/Co-requisites: Enrollment in the Construction Technology TC or CP program that allows internship credit and permission of the instructor.

**CT 1003 Blueprint Reading and Estimating (3)**
This course introduces the student to basic construction drawings and specifications. Course content will cover architectural symbols, scales and dimensioning, construction terminology, project estimating and required materials from various construction drawings.

**CT 1021 Industrial Safety (1)**
This course provides students with the basic safety knowledge required in today’s industrial workplace. Topics covered include accident reduction, safety training, safety involvement, safety inspections, accident investigations, industrial hygiene, ergonomics, machine guarding, tool safety, materials-handling safety, electrical and fire safety, hazard communication and OSHA regulations related to these topics. Successful students will receive their 10 hour OSHA General Industry or OSHA 10 hour Construction Industry certification as appropriate for their program of study. (Formerly GTT 1021)

**CT 1206 Construction Technology I (6)**
This course introduces the student to the construction trade and includes basic safety, construction math, hand and power tools, construction drawings, communication and employability skills, and material handling. Other areas include construction drawings, building envelope systems, floor and wall systems and introduction to green building technology. Students will complete the National Center for Construction Education and Research (NCCER) core curriculum and Carpentry Level 1. Pre/co-requisite: CT 1021; prerequisites: Compass Reading score 44 or higher, ACT Reading score 10 or higher.

**CT 1213 Light Equipment Operations (3)**
This course introduces various pieces of light construction equipment commonly used at a construction site, including the skid steer, backhoe, aerial lifts, forklift, electric power generator and air compressors. An overview of general safety, operation and maintenance procedures is given for each type of equipment covered in accordance with NCCER guidelines. Pre/co-requisites: CT 1206 and CT1021.

**CT 1223 Construction Technology IA (3)**
This course introduces the student to the construction trade and includes basic job-site safety, construction math, hand and power tools, site layout, and concrete and reinforcing materials. Students will complete the first half of the NCCER core curriculum during this course with an introduction to green building technology. This course also prepares students for the Arkansas Commercial or Residential Contractor's licensing examination. It covers content and organization of the National Building Codes, National Fire Prevention Association Codes, and introduces techniques to efficiently use this information during the examination Pre or Co-requisite: CT 1021; prerequisites: Compass Reading score 60 or higher, ACT Reading score 13 or higher, or RED 1011.

**CT 1233 Construction Technology IB (3)**
This course is a continuation of CT 1223 and includes introduction to construction drawings, basic communication and employability skills, and material handling. Other areas include floor and wall systems and continuation of green building techniques and materials. Students will complete the NCCER core curriculum during this course. This course continues to prepare students for the Arkansas Commercial or Residential Contractor’s licensing examination. Prerequisite: CT 1223 with a “C” or better.

**CT 1303 Commercial and Residential Plumbing (3)**
This course covers theory, design, planning, and installation of modern commercial and residential plumbing systems and introduces National Building Code requirements for plumbing and drainage systems.

**CT 1306 Construction Technology II (6)**
This course introduces the student to roof framing, roofing applications, exterior finishing, interior finishes including doors, flooring, cabinet installation and trim work. Practical application of green building techniques and materials will be emphasized in addition to project management. This course covers the curriculum content of NCCER Carpentry Level 2. Pre/co-requisite: CT 1021

**CT 1323 Construction Technology IIA (3)**
This course is a continuation of CT 1206/CT 1233 with emphasis on roof framing, roofing applications, exterior finishing and basic stair layout. Practical application of green building techniques will be continued. This course continues to prepare students for the Arkansas Commercial or Residential Contractor’s licensing examination. Prerequisite: CT 1206 or CT 1233 with a “C” or better.

**CT 1333 Construction Technology IIB (3)**
This course is a continuation of CT 1323 with emphasis on interior finishes; including doors, flooring, cabinet installation, and trim work. Practical application of green building techniques will be continued. This course continues to prepare students for the Arkansas Commercial or Residential Contractor’s licensing examination. Prerequisite: CT 1323 with a “C” or better.

**CT 1803 Modern Cabinet Making (3)**
This course covers construction, finishing, installation and trimming of modern cabinets. Course content includes material selection, estimating, layout and fabrication, various finishes, hardware and trim selection and professional installation techniques. Both wall mounted and free standing cabinetry are covered in this course. Pre/co-requisite: CT 1021.

**CT 2403 Electrical Wiring (3)**
This course introduces the student to safety rules, regulations, and electrical hazards on the job; including the OSHA-mandated lockout/tagout procedure. This course also covers electrical devices and wiring techniques common to residential construction and maintenance while covering appropriate NEC requirements. (Formerly GTT 2403)

**CT 2603 Building Analysis & Energy Audit (3)**
This course introduces the student to the proper construction of the building envelope using green materials and techniques. Students will demonstrate proper energy auditing procedures with focus on inspection of the home’s insulation and the associated parts of the building shell. The students will also be able to demonstrate proper diagnostic procedures used to evaluate air leakage through the
building shell using blower door testing along with the analysis of base load consumption of appliances and lighting. Students will be introduced to the fundamentals of HVAC/R and EPA regulations throughout this course.

**DRAMA**

**DRAM 1003 Theatre Appreciation (3)**
This course is an introductory survey to concepts in theatre arts. Students are introduced to stagecraft, design, and performance. The course covers an overview of acting styles, history, and genres in lecture and open discussion. Students attend live performances and participate in forum discussion and written response regarding the experience. (ACTS Department/Number>Title – DRAM 1003 Theatre Appreciation)

**DRAM 1103 Beginning Acting I (3)**
This course offers fundamental training in acting. Topics include the roles of the actor and director, theories of casting and acting, steps in rehearsing, interpretation of roles with practical application of the principles learned through improvisation and scenes from plays. Complete productions are offered to the student body and the public each term.

**DRAM 1113 Beginning Acting II (3)**
This course offers fundamental training in acting. Students enrolled in this course will not only participate in developing dramatic roles for live performance but in addition undertake studies in acting styles, methods and various theories of acting and directing, steps in rehearsing, interpretation of roles with practical application of the principles learned through improvisation. Beginning Acting II students will also prepare oral presentations of various theatre artists. Complete productions are offered to the student body and the public each term. Prerequisite: DRAM 1103, Beginning Acting I.

**DRAM 1203 Introduction to Technical Theatre I Studio/Non-Studio (3)**
This is a practical course in creative stage set design and construction, including instruction in the areas of public relations, light control, costume design, makeup, and other areas of play production.

**DRAM 1213 Introduction to Technical Theatre II (3)**
This class offers the sophomore level of Theatre Production for the transfer student in Fine and Performing Arts; course content is a continuation of Drama 1203. Prerequisite: DRAM 1203.

**DRAM 2203 Advanced Acting (3)**
The Advanced Acting class is for students who have successfully completed Acting I and II and demonstrate the qualities which define the professional attitude required in order to study acting on the advanced level. Evaluation is performance based, but is dependent on completion of all assignments.

**ECONOMICS**

**ECON 2313 Principles of Macroeconomics (3)**
This course introduces the fundamental concepts of macroeconomics within the framework of
the American capitalist system. It focuses on the aggregate behavior of the economy. Specific topics include the market system, consumption, investment, government revenue and expenditures, national income, the business cycle, inflation, unemployment aggregate demand, aggregate supply, fiscal policy, monetary policy, and the banking system. It emphasizes class discussion of contemporary economic issues and the development of critical thinking and problem solving skills. (ACTS Department/Number/Title – ECON 2103 Principles of Macroeconomics)

**ECON 2323 Principles of Microeconomics (3)**

This introduces the fundamental concepts of microeconomics and focuses on economic decisions made by individuals, specifically consumers and producers. Specific topics include demand and supply, elasticity, consumer behavior, utility, costs of productions, types of competition, antitrust regulation, labor markets, distribution of income, and international trade. Emphasis is on the development of critical thinking and problem solving skills within various economic scenarios. (ACTS Department/Number/Title – ECON 2203 Principles of Microeconomics)

**EDUCATION**

**EDUC 1213 Education Profession (3)**

This course provides an overview of the education profession. Topics include school organization, educator roles, school curriculum, teacher characteristics, contemporary issues, careers in education, legal and ethical concerns, and the certification and admission process. Thirty hours observations in a school are required.

**EDUC 2013 Child Growth and Development (3)**

This course studies 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. It introduces students to ways to observe and evaluate children’s development and recognize possible delays in development and provides practical application of theory through a variety of hands-on experiences and observations. Prerequisite: EDUC 1213.

**EDUC 2213 Educational Technology (3)**

Educational Technology introduces the prospective teacher to the applications of technology in education. Students use computer-based technologies and traditional media to explore teaching methods, create instructional materials, locate outside sources of information, and establish links of professional communication. Knowledge is applied through one hour per week lecture and two hours per week working on projects. Prerequisites: CIS 1103 or permission of the instructor.

**EMERGENCY MEDICAL SCIENCES**

**EMS 1022 Emergency Medical Responder (2)**

This course provides training in emergency medical care for those who are apt to be the first persons responding to an accident. The course emphasizes development of skills in patient
assessment and emergency medical care procedures. The course is especially useful to policemen, firemen, school bus drivers, and other public service personnel.

**EMS 1102 Emergency Medical Technology Practicum (2)**
The EMT-Practicum course introduces basic skills necessary for EMT to function in the emergency room and pre-hospital environments. Co-requisite: EMS 1105.

**EMS 1103 Preparatory (3)**
This course introduces students to advanced pre-hospital. Topics include the wellbeing of the paramedic, medical ethics, professionalism, responsibilities, EMS systems, medical/legal considerations, therapeutic communications, life span development, stress management, pharmacology review, and airway management and ventilation. Prerequisites: EMS 1105 and 1101.

**EMS 1105 Emergency Medical Technology (5)**
The EMT course is an introductory study of the existing medical emergency services and the basic principles, procedures, and techniques of emergency care. The course follows the national Standard Curriculum Guidelines as set forth by the Department of Transportation. Upon successful completion of this course, the EMT candidate will meet the requirements to challenge the Arkansas EMT certification exam. Prerequisite: Must be CPR certified. Co-requisite: EMS 1102.

**EMS 1303 Patient Assessment (3)**
This course addresses the needs of the patient, the skills and knowledge necessary to meet them, and priorities for the accomplishment of each need. The history of patient assessment is covered along with special challenges the paramedic may face in the field. Physical exam techniques are discussed with attention to each anatomical region. Other topics include patient assessment in the field; scene appraisal, initial assessment, focused history and physical exam; detailed physical exam; and ongoing assessment. Clinical decision-making and documentation will complete this area of study.

**EMS 1314 Medical Emergencies I (4)**
This course discusses the respiratory anatomy and physiology, normal respiratory function and mechanics of respiration, and introduction to the use of cardiac monitoring. It also emphasizes the respiratory system assessment, pathophysiology of respiratory distress, and evaluation and management of respiratory distress due to medical and trauma related problems. Care of patients with cardiac disorders includes etiology, pathophysiology, clinical features, cardiac disease processes, and ACLS. This course prepares the EMT-P to assess and manage those cardiac emergencies that result from coronary atherosclerosis, along with a number of conditions involving pathology of the peripheral circulation. Emphasis is placed on the interpretation of cardiac dysrhythmias taught earlier. Treatment of the patient’s clinical signs and symptoms is stressed.

**EMS 1325 Medical Emergencies II (5)**
This course covers recognition, management, and pathophysiology of patients with medical emergencies. This course covers all medical emergencies excluding cardiac and respiratory.
Topics are neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology and nephrology, toxicology and substance abuse, hematology, environmental emergencies, infectious disease, gynecological problems, obstetrical emergencies, and psychiatric emergencies. Problem solving, treatment, and recognition of each medical condition are emphasized.

EMS 1354 Trauma Management (4)
This course covers the management and treatment of traumatic injuries involving soft tissues, central nervous system, and musculoskeletal structures. It includes materials based upon, and is compatible with, the material contained in the Advanced Trauma Life Support of the American College of Surgeons and their pre-hospital protocol document, and the Pre-Hospital Trauma Life Support Program by the National Association of EMT's. Shock or lack of cellular oxygen, its significance, and its management are covered in depth. The class covers body fluids, osmosis, and pathophysiology of shock, evaluation, and resuscitation. The current pre-hospital treatment of shock and trauma-related injuries is covered.

EMS 1423 Special Considerations (3)
This course explores challenging EMS situations that provide the paramedic with the greatest difficulty in the field. These range from neonatology, pediatrics, geriatrics, emergencies, abuse and assault, the challenged patient, acute interventions for the chronic-care patient, and assessment-based management. Ambulance operations, medical incident command, rescue awareness and operations, hazardous materials, and incidents along with crime scene awareness are discussed. This course goes beyond the DOT curriculum, and a discussion of rural EMS concludes this course.

EMS 1521 Introduction to Clinical Areas (1)
This course consists of supervised rotations through selected clinical areas. It emphasizes developing and improving skills to reinforce classroom instruction. Clinical areas that need emphasizing include Emergency Department and OR/Recovery. Specific skills practiced during this time include I. V. therapy, intubations, and EKG recognition.

EMS 1542 Paramedic Clinical Practicum I (2)
This is a supervised rotation in clinical settings. It emphasizes the application of previous course work in the clinical environment. Clinical areas emphasized include the Emergency Department, OR/Recovery, Critical Care, Labor and Delivery, and others that provide the patient contacts needed to meet the ALS curricula. The student will be able to use skills learned in the previous semester. Specific skills to be practiced during this time include patient assessment, endotracheal intubations, medication administration, and EKG recognition.

EMS 1551 Paramedic Clinical Practicum II (1)
This course uses situational simulations to help students apply their knowledge and skills in a mock situation. This type of system helps students prepare for their field internship. The indication and administration of cardiac drug therapy along with defibrillation and synchronized cardioversion is covered and practiced in this course. Prerequisite: EMS 1542 Paramedic Clinical Practicum I.

EMS 1561 Introduction to Field Internship (1)
This is a supervised rotation that introduces the EMS system and the service with which the student will be doing field internship. During this phase the student functions as a team member and be evaluated as such.

EMS 1564 Field Internship (4)
This is a supervised experience in pre-hospital care settings. It emphasizes the application of previous course work in the field environment. During this time the student applies the knowledge and skills learned during the year. This is a true field internship experience for the student, who must demonstrate the ability to serve as the team leader. The evaluation is based on the student’s ability to act as the team leader of an ALS unit providing the appropriate care in the pre-hospital setting.

EMS 1631 Paramedic Skills Lab I (1)
This course consists of laboratory exercises that sharpen the skill level of paramedic students in patient assessment, venous access, airway management, and cardiac emergencies. This skill lab provides students the opportunity to practice those skills that will be expected when they enter the practicum.

EMS 1632 Paramedic Skills Lab II (2)
This course uses situational simulations to help students apply their knowledge and skills in a mock situation to help students prepare for their field internship. The indication and administration of cardiac drug therapy along with defibrillation and synchronized cardioversion is covered and practiced in this course.

EMS 1641 Paramedic Skills Lab III (1)
This course uses situation simulations to help students apply their knowledge and skills in a mock situation. This lab helps the students to prepare for their certification exam. Prerequisite: EMS 1632 Paramedic Skills Lab II.

ENGINEERING

GNEG 1013 Introduction to Engineering (3)
This introductory course for undergraduates introduces the fields of engineering and many of the modeling and problem solving techniques used by engineers. It also introduces the students to the engineering profession and some of the computer tools necessary for pursuing a degree in engineering. Pre/co-requisite: MAT 1223, College Algebra. Co-requisite: students must be enrolled in the University of Arkansas’ STEM Preparatory Program.

ENGLISH

ENGL 1013 English Composition I (3)
In this course students read and discuss professional essays and then write clear, concise, well-developed expository essays of their own based upon reading and discussion. Instruction guides the student through the preparation and writing of a series of essays as well as a research paper following the MLA format. Students will also complete mastery benchmark exams to demonstrate their competence in the use of grammar, punctuation, and writing strategies. An honors section is available. Prerequisite: English score of 19 (ACT) or 80 (COMPASS) or higher
AND Reading score of 19 (ACT) or 82 (COMPASS) OR co-requisite of CP 0912 or CP 0913.

(ACTS Department/Number/Title – ENGL 1013 Composition I)

**ENGL 1013H English Composition I Honors (3)**
In this course students read and discuss professional essays and then write clear, concise, well developed expository essays of their own based upon reading and discussion. Instruction guides the student through the preparation and writing of a series of essays as well as a research paper following the MLA format. Students will also complete mastery benchmark exams to demonstrate their competence in the use of grammar, punctuation, and writing strategies. Prerequisite: ACT English score of 23 or higher and ACT composite score of 22 or higher or 92 or higher on COMPASS Reading and 96 or higher on COMPASS Writing OR permission of instructor. (ACTS Department/Number/Title – ENGL 1013 Composition I)

**ENGL 1023 English Composition II (3)**
Instruction continues (from ENGL 1013) to emphasize developing students’ writing skills. Students write a minimum of five essays in response to readings in the literary genres of prose fiction, drama, and poetry. Students prepare and write a research paper dealing with a book-length literary work. An honors section is available. Prerequisite: a “C” or higher in English 1013 or 1113. (ACTS Department/Number/Title – ENGL 1023 Composition II)

**ENGL 1023H English Composition Honors (3)**
Instruction continues (from ENGL 1013) to emphasize developing students’ writing skills. Students write a minimum of five essays in response to readings in the literary genres of prose fiction, drama, and poetry. Students prepare and write a research paper dealing with a book-length literary work. Prerequisite: a “C” or higher in ENGL 1013H or an “A” in ENGL 1013 OR permission of instructor. (ACTS Department/Number/Title – ENGL 1023 Composition II)

**ENGL 1033 Technical Report Writing (3)**
This course emphasizes developing the student’s ability to write clearly, concisely, and accurately. The student studies and writes short technical reports, technical proposals, abstracts, business letters, a resume, and a formal research report. Prerequisite: A “C” or higher in ENGL 1013. (ACTS Department/Number/Title – ENGL 2023 Introduction to Technical Writing)

**ENGL 2013 American Literature I (3)**
English 2013, American Literature I, surveys the chief literary works produced in America from colonial times to 1865. Prerequisite: ENGL 1023 with a “C” or higher or permission of instructor. (ACTS Department/Number/Title – ENGL 2653 American Literature I)

**ENGL 2023 American Literature II (3)**
English 2023, American Literature II, surveys the chief literary works produced in America from 1865 to the present. Prerequisite: ENGL 1023 with a “C” or higher or permission of instructor; ENGL 2013 is not a prerequisite for ENGL 2023. (ACTS Department/Number/Title – ENGL 2663 American Literature II)

**ENGL 2113-2123 English Literature I, II (3)**
In the first semester, students study major English works of poetry, drama, and prose from the
Middle Ages through the 18th century, including the Renaissance. In the second semester, students study works by English writers of the Romantic, Victorian and modern periods. Prerequisite for either course: English 1023 with a “C” or higher or permission of instructor; 2113 is not a prerequisite for 2123. (ACTS Department/Number/Title – ENGL 2673 British Literature I, ENGL 2683 British Literature II)

**ENGL 2213-2223 World Literature I, II (3)**
This is a sequence that acquaints students with outstanding works of ancient, medieval and modern writers that have had a wide appeal outside the countries in which they originated. Prerequisite: ENGL 1023 with a “C” or higher or permission of instructor; 2213 is not prerequisite for 2223. Honors section available. (ACTS Department/Number/Title – ENGL 2113 World Literature I, ENGL 2123 World Literature II)

**ENGL 2213H-2223H World Literature I, II Honors (3)**
This is a sequence that acquaints students with outstanding works of ancient, medieval and modern writers that have had a wide appeal outside the countries in which they originated. Prerequisite: a “C” or better in ENGL 1023H or an “A” in ENGL 1023 OR 3.3 GPA with 12 or more college credit hours OR permission of instructor. (ACTS Department/Number/Title – ENGL 2113 World Literature I, ENGL 2123 World Literature II)

**ENGL 2303-Creative Writing I (3)**
This course directs students toward the production of material that may be marketable in contemporary publications. This first semester of the Creative Writing sequence introduces the basics of poetry and short story writing. Prerequisite: ENGL 1013 with a grade of “C” or higher. (ACTS Department/Number/Title – ENGL 2013 Introduction to Creative Writing)

**ENGL 2313 Creative Writing II (3)**
This course directs students toward the production of material that may be marketable in contemporary publications. The second semester of the Creative Writing sequence encourages students to polish their work for publication. Prerequisite: ENGL 2303 with a grade of “C” or higher or permission of the instructor.

**ELECTRONICS TECHNOLOGY**

**ET 1001 Technical Mathematics I (1)**
This course provides a comprehensive review of basic mathematics that students will apply in their Certificate or AAS programs. The course content is individualized for each student and will include fractions, decimals, percentages, measurement, metric system, formula manipulation, computer familiarization, and calculator use. Students will be given an opportunity to demonstrate mastery of course content during the first week of class. Those who succeed may begin MAT 1002, Technical Mathematics II, in the second week of class. Students who are confident of their basic math skills may choose to enroll in ET 1001 and ET 1002 concurrently. (Formerly MAT 1001)

**ET 1002 Technical Mathematics II (2)**
This course covers basic algebraic, geometric, and trigonometric skills that students will apply in
their Certificate or AAS programs. Topics include signed numbers, algebraic notation, linear
equations in one and two variables, measurement, rectangular coordinates, geometric terms,
estimating and billing, introduction to trigonometry, and individual and group problem solving
skills. The course typically begins during the second week of a semester to allow students to
demonstrate mastery of the prerequisite course ET 1001. Prerequisite: ET 1001 or CP 0613 with
a grade of "C." (Formerly MAT 1002)

**ET 1003 Introduction to Electronics (3)**
This is an introductory-level course in electronics. The course topics include Ohm's law, circuit
configuration, typical test equipment, electrical and electronic components, and some
troubleshooting. Pre/Co-requisite: ET 1001 and 1002 or permission of instructor and Compass
Reading score of 44 or higher or ACT Reading score of 10 or higher.

**ET 1014 Principles of Electronics (4)**
This is the first electronics course for AAS programs in Industrial Electronics and Biomedical
Electronics. Course topics include Ohm's Law, resistive, capacitive and inductive circuits,
transformers, and passive filters. Also covered are Kirchhoff's laws, network theorems,
troubleshooting, and test equipment use. Prerequisite: ET 1001 and ET 1002 or higher or
permission of instructor and Compass Reading score of 44 or higher or ACT Reading score of 10 or higher.

**ET 1024 Semiconductor Devices (4)**
This course teaches theory and application of semiconductor devices including diodes, bipolar
and field effect transistors, metal oxide devices, thyristors, and the biasing, gain, and impedance
characteristics of basic amplifiers. Students also study basic op-amps comparators summing
amps, and active filters. Prerequisite: ET 1014.

**ET 1134 Applied Algebra & Trigonometry (4)**
This course continues the topics introduced in ET 1002 with emphasis on skills needed for the
AAS degrees in Biomedical Electronics, Engineering Technology, General Technology, and
Information Technology: Network/Systems Administration Emphasis, as well as the Technical
Certificate in Computer Aided Design. Topics include factoring, solving equations, graphing
functions, polynomials, radicals, complex numbers, j-operator, angular measure, and
trigonometric functions. Prerequisites: ET 1002 or CP 0933, MAT 1123, or MAT 1133 with a
"C" or better or Math ACT of 19 or higher (45 or higher on Compass algebra domain).
(Formerly MAT 1134)

**ET 2001 ET Internship (1)**
This course provides an opportunity for students to earn credit toward the Associate of Applied
Science (AAS), technical certificate (TC), or certificate of proficiency (CP) in Engineering
Technology through supervised on-the-job training in a field directly related to their program of
study. Generally, credit will be granted based on 30 to 40 hours of supervised work experience
for each credit hour. Arrangements with employers offering internship opportunities will be
documented using a North Arkansas College Cooperative Internship form. Pre-/Co-requisite:
Enrollment in the Engineering Technology AAS, TC, or CP program that allows internship
credit and permission of the instructor.
ET 2014 Digital Electronics Systems (4)
Topics for this course include digital logic gates and their circuits, number systems and codes, arithmetic circuits, Boolean algebra, Karnaugh maps, multiplexers and demultiplexers, flip-flops, clocks, registers, counters, memories, D-A and A-D conversions, and frequency counters. Prerequisite: ET 1003 or higher.

ET 2023 Introduction to Embedded Systems (3)
The course covers the basics of embedded systems programming utilizing C programming language. The emphasis will be on using C language to program an embedded microcontroller unit (MCU) to control various hardware peripherals. The details of an MCU will be discussed detailing the basic components that compose an MCU such as the processor core, memory, and peripherals. Common programming techniques will be used to introduce the student to program flow, operators, functions and data types. Prerequisite: ET 2014.

ET 2042 Service Lab (2)
This course provides hands-on experience in the servicing of electronic equipment. Students will use repair shop procedures to diagnose, troubleshoot and repair basic equipment. Students perform shop maintenance paperwork, acquisition of parts, customer relations, and proper use of technical resource materials. Prerequisite: ET 1024 or permission from the instructor.

ET 2114 Sensors and Signal Processing (4)
This course studies advanced amplifiers, op-amps, comparators, summing amps, active filters, instrumentation amplifiers, analog/digital conversion, special JC’s, digital signal processing, and communication circuits. The course emphasizes the use of these circuits with sensors and instrumentation in biomedical and industrial applications. Students will learn advanced electronic troubleshooting techniques including researching and purchasing replacement parts. Prerequisite: ET 1024.

ET 2323 Biomedical Instrumentation (3)
This course matches measurable physiological events of the human body with appropriate transducers and instrumentation. Theory and operation of the principle classes of biomedical instrumentation and monitoring equipment are examined. Laboratory exercises will focus on principles of medical instrumentation and will be closely integrated with clinical experience. Prerequisites: BIOL 1434, CHEM 1004, or permission of the instructor.

ET 2332 Biomedical Clinical Practicum I (2)
This course provides students with clinical experience in a hospital biomed department. Students perform supervised preventative and corrective maintenance and develop an understanding of the supporting hospital’s equipment management system. Students will be required to keep a journal documenting their clinical experience. 90 clinical hours. Co-requisite: ET 2323.

ET 2333 Biomedical Systems (3)
This course is a continuation of ET 2323 Biomedical Instrumentation emphasizing the integration of instrumentation into complete systems for medical monitoring and analysis. The use of network technology to allow hospital-wide integration of systems and remote monitoring.
is studied. Prerequisite: ET 2323 or permission of the instructor.

**ET 2342 Biomedical Clinical Practicum II (2)**
This course is a continuation of ET 2332 and will complete clinical experience requirements for the AAS degree in Biomedical Electronics Technology. Students are required to maintain a journal documenting their clinical experience. There will be 90 clinical hours. Prerequisites: ET 2332 or permission of instructor.

**ET 2412 Motor Principles 1L (2)**
This course is a study of the fundamentals of motors and motor control. The subject matter includes DC motors, single-phase AC motors and three phase AC motors. Emphasis is on motor characteristics, wiring, starting circuits, and solid-state control equipment. The national Electrical Code Standards for all circuits are emphasized. Prerequisite: ET 1003 or higher.

**ET 2414 Industrial Electricity/Motors (4)**
This course is a study of the fundamentals of motors and motor control. The subject matter includes switches, relays, transformers, three-phase power systems, DC motors, single-hose motors, overload, protection, and motor controllers. The National Electrical Code Standards for all circuits are emphasized. Prerequisite: ET 1003 or higher.

**ET 2444 Industrial Automation and Robotics (4)**
This course is an integrated application of microprocessor and electromechanical theories. Study includes servo systems, machine vision systems, computer hierarchical control, programming, interfacing, robotic principles, sensors, interfacing, and automation, application, and implementation. Prerequisite: ET 2414 or permission of instructor.

**ET 2454 Industrial Control Systems (4)**
This course covers architecture, programming, and interfacing of representative microprocessors with emphasis on industrial control applications. It uses microprocessor-based trainers to cover instruction sets, addressing schemes, input/output control, interrupts, arithmetic operations, assembly-level programming, subroutines, and peripheral interfacing, and applies basic microprocessor theory to the operation of microcontrollers using microcontrollers common to industry. This culminates in a study of Programmable Logic Controllers (PLCs), which trains students in typical programming and interfacing applications found in local industries. Pre/Co-requisite - ET 2014.

**ET 2803 Engineering Technology Capstone (3)**
In this course the student will perform in-depth research related to solving real world engineering problems. Solutions will take the form of designs, prototype fabrications, or detailed engineering proposals. Students will work as members of interdisciplinary teams with industry partners to develop project management skills. Students will utilize advanced engineering technology including CAD design software, 3D prototyping technology, CNC equipment, and electronic control systems. This course is intended for students in the last semester of their instructional program to hone their skills as a productive member of an engineering project team. Prerequisite: Permission of the instructor.
FINE ARTS

FA 1203 Film Classics I (3)
Film Classics I introduces the critical study of film as an art form, exploring basic theoretical concerns and techniques of film form and structure while presenting a survey of important film genres. Students will learn to evaluate films in discussion and written critiques from lecture, reading, and watching films. Film Classics I is not a prerequisite of Film Classics II thus, these courses may be taken in any order.

FA 1213 Film Classics II (3)
Film Classics II focuses on the study of film as an art form using lecture and films. Students will study the history and development of motion pictures and will view, evaluate, and critique landmarks in the art of movie making. Film Classics I is not a prerequisite of Film Classics II thus, these courses may be taken in any order.

FOREIGN LANGUAGE

FL 1303-1313 Beginning Spanish I and II (3)
Both courses are designed for students beginning their study of the language. Each stresses, by means of classroom participation and laboratory recordings, the basic vocabulary and grammatical structures that will enable the student to speak, read, and write Spanish. In addition, students will learn something about the culture of which the Spanish language is an integral part. The prerequisites for FL 1313 is a C or higher in FL 1303 OR a C or higher in each of 2 years of high school Spanish OR permission of instructor. (ACTS Department/Number/Title – SPAN 1013 Spanish I, SPAN 1023 Spanish II).

FL 2303 Intermediate Spanish I (3)
This course is designed for students with basic competence in beginning skills who wish to continue their study of the language. The course stresses, by means of classroom participation and laboratory recordings, the vocabulary and grammatical structures that will enable the student to listen and comprehend, speak, read, and write Spanish on an intermediate level. In addition, students will continue study of the cultures of which the Spanish language is an integral part. Spanish will be used extensively as the language of instruction in this course. Prerequisite: FL 1313 Beginning Spanish II with a “C” or higher or permission of instructor. (ACTS Department/Number/Title – SPAN 2013 Spanish III)

FL 2313 Intermediate Spanish II (3)
This course is designed for students with a mastery of beginning skills who wish to continue their study of the language. The course continues to build upon, by means of classroom participation and laboratory recordings, the basic vocabulary and grammatical structures that will enable the student to listen with comprehension, speak, read, and write Spanish on an intermediate level. In addition, students will continue study of the cultures of which the Spanish language is an integral part. The course will be conducted principally in Spanish. Prerequisite:
FL 2303 Intermediate Spanish I with a “C” or higher or permission of instructor. (ACTS Department/Number/Title – SPAN 2023 Spanish IV)

GEOGRAPHY

GEOG 2003 Human Geography (3)
This course stresses the interrelationships between the natural factors of the environment and man's activities. Emphasis is placed on the role of geography in understanding social problems and in determining economic and political activities. (ACTS Department/Number/Title – GEOG 1113 Human Geography)

GEOLOGY

GEOL 1014 General Geology (4)
This course surveys the earth's crustal features and the forces which form and recycle it. Labs will include the study of rocks, minerals, land formation, and topographic maps of local and global interest. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912 AND ACT Math score of 15 or higher (26 or higher on COMPASS Algebra) or CP 0922 with a “C” or better. (ACTS Department/Number/Title – GEOL 1114 Physical Geology)

HISTORY

HIST 1003 History of Western Civilization I (3)
This course surveys western world development from ancient and medieval history to the modern era as far as the mid-seventeenth century. Interest is centered on the cultural, scientific, religious, and political contributions of the great western civilizations. An honors section is available. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912. (ACTS Department/Number/Title – HIST 1213 Western Civilization I)

HIST 1003H History of Western Civilization I Honors (3)
This course surveys western world development from ancient and medieval history to the modern era as far as the mid-seventeenth century. Interest is centered on the cultural, scientific, religious, and political contributions of the great western civilizations. Prerequisites: ACT Reading score of 23 or higher and ACT composite score of 22 or higher or 92 or higher on COMPASS Reading OR 3.3 GPA with 12 or more college credit hours OR permission of instructor. (ACTS Department/Number/Title – HIST 1213S Western Civilization I)

HIST 1013 History of Western Civilization II (3)
This course surveys western world development from the mid-seventeenth century to the present era. This course concentrates on the study of modern society, including its intellectual, military, and political conflicts. An honors section is available. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912. (ACTS Department/Number/Title – HIST 1223 Western Civilization II)
HIST 1013H History of Western Civilization II Honors (3)
This course surveys western world development from the mid-seventeenth century to the present era. This course concentrates on the study of modern society, including its intellectual, military, and political conflicts. Prerequisites: ACT Reading score of 23 or higher and ACT composite score of 22 or higher or 92 or higher on COMPASS Reading OR 3.3 GPA with 12 or more college credit hours OR permission of instructor. (ACTS Department/Number/Title – HIST 1223 Western Civilization II)

HIST 2003 United States History I (3)
This course surveys the significant phases of the history of the United States from its beginnings to the Civil War and Reconstruction. It stresses the political development of the republic and the military aspects of its rise to its present eminence as well as cultural, social and economic history. An honors section is available. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912. (ACTS Department/Number/Title – HIST 2113 United States History I)

HIST 2003H United States History I Honors (3)
This course surveys the significant phases of the history of the United States from its beginnings to the Civil War and Reconstruction. It stresses the political development of the republic and the military aspects of its rise to its present eminence as well as cultural, social and economic history. Prerequisites: ACT Reading score of 23 or higher and ACT composite score of 22 or higher or 92 or higher on COMPASS Reading OR 3.3 GPA with 12 or more college credit hours OR permission of instructor. (ACTS Department/Number/Title – HIST 2113 United States History I)

HIST 2013 United States History II (3)
This course studies the origins and development of the problems confronting a great industrialized world power. Both World Wars and the issues arising from them are topics of special emphasis. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912. (ACTS Department/Number/Title – HIST 2123 United States History II)

HIST 2013H United States History II Honors (3)
This course studies the origins and development of the problems confronting a great industrialized world power. Both World Wars and the issues arising from them are topics of special emphasis. Prerequisites: ACT Reading score of 23 or higher and ACT composite score of 22 or higher or 92 or higher on COMPASS Reading OR 3.3 GPA with 12 or more college credit hours OR permission of instructor. (ACTS Department/Number/Title – HIST 2123 United States History II)

HIST 2233 History of Arkansas (3)
This course studies the political, economic, social, and cultural development of Arkansas from Native American culture up to the present time. Special emphasis is placed on the contributions of Arkansas to its region and nation. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912.
HEALTH INFORMATION TECHNOLOGY

HIT 1002 Introduction to Health Information Technology (2)
This introductory course surveys the history of health records, professional ethics, and the functions of a health information department, retention of records, medical forms, and health information practices. It serves as an introduction to numbering, filing, storage systems, and basic medical record procedures, including release of information; a study of the responsibilities to health care administration, medical staff, and other medical professionals. It is also an introduction to the Joint Commission on Accreditation of Health Care Organizations (JCAHCO) standards for the health care record.

HEALTH, PHYSICAL EDUCATION, AND RECREATION

HPER 1001 Physical Conditioning Activities I (1)
This course studies the fundamentals and techniques involved in circuit training through lectures and activities.

HPER 1003 Personal Health and Safety (3)
This course motivates the student toward a positive health behavior. It includes a study of individual and group health problems and safety procedures at home, at school, and on the highway. (ACTS Department/Number/Title – HEAL 1003 Personal Health)

HPER 1012 Theory and Practice of Baseball I (2)
This course emphasizes the fundamentals, techniques, team play, and strategy of baseball and stresses rules, coaching principles, and organizational methods.

HPER 1013 First Aid (3)
This course prepares the student to administer emergency aid to victims of accidents or injury. Upon successful completion of this course, students receive College and University certification in Community CPR and standard first aid.

HPER 1022 Theory and Practice of Basketball I (2)
This course emphasizes the fundamentals, techniques, team play and strategy of basketball and stresses rules, coaching principles, and organizational methods.

HPER 1032 Theory and Practice of Softball I (2)
This course emphasizes the fundamentals, techniques, team play, and strategies of softball and stresses rules, coaching principles, and organizational methods.

HPER 2001 Physical Conditioning Activities II (1)
This course studies fundamentals and techniques involved in circuit training through lectures and activities.
HPER 2003 Foundations of Physical Education (3)
This course includes the history, philosophy, aims, objectives, fundamental principles, and professional opportunities in physical education. It emphasizes current trends, innovations, and problems in physical education.

HPER 2012 Theory and Practice of Baseball II (2)
This course emphasizes the fundamentals, techniques, team play, and strategy of baseball and stresses rules, coaching principles, organizational methods, scouting, statistics, and teaching techniques. Prerequisite: HPER 1012.

HPER 2022 Theory and Practice of Basketball II (2)
This course involves the study of the fundamentals, techniques, team play, and strategy of basketball and stresses rules, coaching principles, organizational methods, scouting, statistics, and teaching techniques. Prerequisite: HPER 1022.

HPER 2032 Theory and Practice of Softball II (2)
This course emphasizes the fundamentals, techniques, team play, and strategies of softball and stresses rules, coaching principles, organizational methods, scouting, statistics, and teaching techniques.

HEATING, VENTILATION, AND AIR CONDITIONING

HVAC 1001 HVAC Internship (1)
Students will have the opportunity to acquire additional field training by skilled HVAC/R technicians. Students are required to participate in a minimum of 40 hours of articulated field training. Pre/Co – requisite: HVAC 1106 or HVAC 1216.

HVAC 1102 Introduction to HVAC/R (2)
This course covers HVAC/R history, heat transfer and thermodynamics, pressure and temperature theory, basic refrigeration cycle and components, safety practices, and tool identification/usage. Pre or Co-requisites: ET 1001 or higher, CT 1021, and COMPASS Reading Score 62 or higher, or ACT Reading Score 14 or higher or RED 1011.

HVAC 1106 Heating Fundamentals (6)
This course introduces the student to the fundamentals of heating. Topics covered in lecture/lab include installation, operation, and troubleshooting of gas fired heating systems, oil fired heating systems, electric heating systems, and hydronic heating systems. Pre or Co-requisite: HVAC 1102

HVAC 1113 HVAC Control Wiring and Components (3)
This course offers in-depth study of the control wiring and components that are commonly found in the HVAC field. Topics covered in lecture/lab include basic electricity, electric power and circuits, series and parallel wiring, thermostatic control systems, low and high voltage controls, wiring schematics and diagrams, motors, and electronic controls.
HVAC 1201 NATE/ICE Certification I (1)
This course will prepare the student to take the Industry Competency Exam (ICE). Students are required to take and pass the Residential Air Conditioning and Heating section of this exam. Students are also encouraged to take the North American Technician Excellence (NATE) Exam upon completion of the program. Pre/Co-requisite: HVAC 1106.

HVAC 1216 Air Conditioning and Refrigeration Fundamentals (6)
This course introduces the student to the fundamentals of air conditioning and refrigeration. Topics covered in lecture/lab include the theory and concepts of refrigeration, types of refrigerants, psychrometrics, operations, troubleshooting and installation techniques of air conditioning systems, heat pump systems, and geothermal heat pump systems. Prerequisite: HVAC 1106.

HVAC 1222 Refrigerant Management and EPA Certification (2)
This course will prepare the student to take the Environmental Protection Agency’s Section 608 Refrigerant Certification Exam. Topics covered in lecture/lab include the Montreal Protocol, the Clean Air Act, ozone depletion, global warming, basic refrigeration theory and application. Also included: refrigerants, recovering, recycling, and reclamation, recovery cylinders, leak detection, and dehydration processes pertaining to small appliances, high pressure systems, and low pressure systems.

HVAC 2201 NATE/ICE Certification II (1)
This course is a continuation of NATE / ICE Certification I in preparing the student to take the Industry Competency Exam (ICE). Students are required to take and pass the Residential Air Conditioning and Heating section of this exam. Students are also encouraged to take the North American Technician Excellence (NATE) Exam upon completion of the program. Prerequisite: HVAC 1201.

HVAC 2202 Residential Load Calculation (2)
This course offers in-depth study of the Manual J residential load calculations. Topics covered include calculating and completing Manual J forms and utilizing Manual J software to automate this process.

HVAC 2213 Residential Air Distribution and Fabrication (3)
This course offers in-depth study of residential air distribution and air flow balancing. Topics covered in lecture/lab include Manuals D, S, and T for duct design, static pressures, sizing practices and applications. Ductwork fabrication and installation practices will also be covered.

HVAC 2402 International Mechanical Code (2)
This course provides an in-depth study of the International Mechanical Codes. Topics covered in lecture include terminology, general regulations pertaining to ventilation, exhaust systems, duct systems, combustion air, chimneys and vents, specific appliances, piping, refrigeration, solar systems, etc.

HVAC 2413 Building Automation and Energy Management (3)
This course explores the latest technologies and controls used in building automation and energy management. Topics covered in lecture/lab include direct digital controls (DDCs), internet controls for HVAC, pneumatics, and multi-zone systems. Optimization of HVAC systems to reduce energy consumption will be emphasized. Prerequisites: HVAC 1106 and HVAC 1216 or permission of instructor. Pre/co-requisites ET 2414 or ET 2412 with a grade of “C” or better.

**HVAC 2504 Commercial Refrigeration Fundamentals (4)**
This course introduces the student to the fundamentals of commercial refrigeration. Topics covered include components of commercial refrigeration, troubleshooting and operating conditions, commercial ice machines, walk-in coolers, high pressure and low pressure systems, and cooling towers. Prerequisite: HVAC 1216 with a grade of “C” or better.

**MATHEMATICS**

**MAT 1011 Mathematics for Career and Technology I (1)**
This course provides a comprehensive review of basic mathematical concepts in the context of technical areas and builds on those skills through applications. Using a modular, mastery-based, and technology-assisted approach, students will complete the core modules and additional modules required for their degree plan. (This course is designed to be used in certain Certificate and AAS degree programs.)

**MAT 1012 Mathematics for Career and Technology II (2)**
This course is a continuation of Mathematics for Career and Technology II. The mathematics is in the context of technical areas and builds on those skills through applications. Using a modular, mastery-based, and technology-assisted approach, students will complete the core modules and additional modules required for their degree plan. (This course is designed to be used in certain Certificate and AAS degree programs.)

**MAT 1123 Mathematics for Career and Technology III (3)**
This course is the third course of the Mathematics for Career and Technology sequence. The mathematics is in the context of technical areas and builds on those skills through applications. Using a modular, mastery-based, and technology-assisted approach, students will complete the core modules and additional modules required for their degree plan. (This course is designed to be used in certain AAS degree programs.) Prerequisite: ACT Math 19 or above or completion of MAT 1012 or ET 1002 with C or higher.

**MAT 1223 College Algebra (3)**
This is a course for all students who show by their score on the mathematics placement examination that they are ready for college level mathematics. Usually students who enroll in this course will have had the equivalent of two years of high school algebra. Topics include sets, relations, and functions, the real number system, complex numbers, polynomials, and systems of equations. An honors section is available. Prerequisite: Math ACT of 21 or higher or COMPASS Algebra score of 54 or higher or COMPASS College Algebra score of 1 or higher or CP 0933 or MAT 1133 or ET 1134 with a “C” or better. (ACTS Department/Number/Title – MATH 1103 College Algebra)
MAT 1223 College Algebra—Five Day (3)
This is a course for all students who show by their score on the mathematics placement examination that they are ready for college level mathematics. Usually students who enroll in this course will have had the equivalent of two years of high school algebra. Topics include sets, relations, and functions, the real number system, complex numbers, polynomials, and systems of equations. Prerequisite: Math ACT of 19 or higher or COMPASS Algebra score of 41 or higher or CP 0933, MAT 1123, or ET 1134 with a “C” or better. (ACTS Department/Number/Title – MATH 1103 College Algebra)

MAT 1223H College Algebra Honors (3)
This is a course for all students who show by their score on the mathematics placement examination that they are ready for college level mathematics. Usually students who enroll in this course will have had the equivalent of two years of high school algebra. Topics include sets, relations, and functions, the real number system, complex numbers, polynomials, and systems of equations. Prerequisite: ACT Math score of 23 or higher (58 or higher COMPASS Algebra) and ACT composite score of 22 or higher OR permission of instructor. (ACTS Department/Number/Title – MATH 1103 College Algebra)

MAT 1233 Trigonometry (3)
Trigonometry is the study of trigonometry equations, identities, solutions of right and oblique triangles, and inverse functions. Prerequisites: MAT 1223 with a “C” or better or Math ACT of 26. (ACTS Department/Number/Title – MATH 1203 Plane Trigonometry)

MAT 1243 Quantitative Literacy (3)
Quantitative Literacy is designed to provide students with mathematical understanding and skills to be productive workers, discerning consumers, and informed citizens. Content strands include personal, state, and national finance; statistics and probability; mathematical modeling; quantities and measurement. Students will solve problems using mathematical reasoning involving logic, proportions, algebra, and relations. This course may serve as an alternative to College Algebra for the non-STEM major. Prerequisite: Math ACT of 19 or higher or COMPASS Algebra score of 36 or higher or CP 0933, MAT 1123, or ET 1134 with a “C” or better.

MAT 2003 Number Systems for Elementary Teachers I (3)
This course includes sets and numbers, systems of numeration, the system of natural numbers, the system of whole numbers, elementary number theory, and solution sets of open sentences. It is offered on demand. Prerequisite: MAT 1223 with a grade of “C” or better.

MAT 2013 Number Systems for Elementary Teachers II (3)
This course continues MAT 2003, Number Systems for Elementary Teachers I. Included is the study of mathematical systems, elementary algebra, probability and statistics, and an introduction to geometry. Prerequisite: MAT 2003 with a “C” or better.

MAT 2123 Survey of Calculus (3)
This is a survey course in calculus for business and economics students that cover algebra review, differentiation, exponential and logarithmic functions, and integration. It is offered spring semester. Prerequisite: MAT 1223 with a grade of “C” or better or permission of Dean. (ACTS Department/Number/Title – MATH 2203 Survey of Calculus)
MAT 2133 Introduction to Statistics (3) (Same as BA 2133)
This course provides an introduction to probability and statistics and is open to students in all areas. It covers the topics of descriptive statistics, probability and application, probability distributions of random variables, and inference. It is offered spring semester. Prerequisite: MAT 1223 with a grade of “C” or better. (ACTS Department/Number/Title – MATH 2103 Introduction to Statistics)

MAT 2205 Analytic Geometry and Calculus I (5)
The first course in a three-semester sequence provides comprehensive covering of the concepts of analytic geometry and differential and integral calculus. This first course introduces analytic geometry, limits and continuity, the derivative, the differential, the definite integral, and applications. Prerequisite: MAT 1223 and 1233 with “C’s” or better in each OR Math ACT of 26 and permission of Dean. (ACTS Department/Number/Title – MATH 2405 Calculus I)

MAT 2305 Analytic Geometry and Calculus II (5)
This course is a continuation of MAT 2205. It covers transcendental functions, advanced integration, polar coordinates, vectors in a plane, improper integrals, and hyperbolic functions. Prerequisite: MAT 2205 with a grade of “C” or better. (ACTS Department/Number/Title – MATH 2505 Calculus II)

MAT 2403 Analytic Geometry and Calculus III (3)
This course is a continuation of MAT 2305. It covers indeterminate and improper forms, solid analytic geometry, and vectors in three dimensions, differential calculus functions of several variables, multiple integration, and infinite series. Prerequisite: MAT 2305 with a grade of “C” or better. (ACTS Department/Number/Title – MATH 2603 Calculus III)

MEDICAL LABORATORY TECHNOLOGY

MLT 1003 Orientation to Clinical Laboratory Science (3)
This course introduces students to the concepts utilized throughout all disciplines which make up Clinical Laboratory Science. The content of the course includes clinical laboratory policies, medical terminology, laboratory safety, laboratory mathematics, medical law and ethics, and statistics and quality control utilized in the clinical laboratory.

MLT 1203 Clinical Microscopy (3)
This course includes theory and application to include principles, testing, and pathological states in urinalysis and body fluid analysis and proper care, operation, and use of a microscope and equipment utilized in the testing of urine and body fluids. Prerequisite: Acceptance in the MLT Program Clinical Phase and MLT 1003.

MLT 1212 Clinical Practicum I (2)
This course provides supervised experience in the clinical laboratory designed to develop additional skills and technical abilities in phlebotomy and urinalysis. Prerequisite: MLT 1203 and ALDH 1013 with a grade of “C” or better.
MLT 2212 Basic Immunology (2)
This course includes a survey of basic immunology principles to provide the student with a general background in immunology. Emphasis will be placed on certain concepts and major aspects of the immune response (and more detailed discussions will be held later in immunohematology). The specific and nonspecific immune responses as well as humoral and cellular immunity will be covered. An overview of autoimmunity, immunodeficiency and other immune diseases will be covered. Upon completion of this course, the student will understand the role immunology plays in the treatment of patients. Prerequisite: Acceptance into the MLT Program and MLT 1003

MLT 2214 Clinical Hematology (4)
This course includes principles, testing, and pathological states in hematology. Emphasis is placed on the most common procedures utilized in a hematology department and a basic understanding of hematopoiesis. Upon completion of the course, the student will understand the clinical role hematology plays in the treatment of patients. Prerequisite: Grade of “C” or better in all previous MLT courses or approval of instructor.

MLT 2223 Clinical Practicum II (3)
This course provides supervised experience in a clinical laboratory designed to develop entry-level skills and technical abilities in hematology and coagulation. Prerequisite: MLT 2214 with a grade of “C” or better.

MLT 2234 Clinical Chemistry (4)
This course includes principles, testing, and pathological states in chemistry and toxicology. It emphasizes the most common procedures utilized in a chemistry department and a basic understanding of how increases and decreases of various chemicals interact within the body. Upon completion of the course, the student will understand the clinical role chemistry plays in the treatment of patients. Prerequisite: Grade of “C” or better in all previous MLT courses or instructor’s approval.

MLT 2243 Clinical Practicum III (3)
This course provides supervised experience in a clinical laboratory designed to develop entry-level skills and technical abilities in clinical chemistry. Prerequisite: MLT 2234 with a grade of “C” or better.

MLT 2254 Serology & Immunohematology (4)
This course includes principles, testing, and pathological states in immuno-hematology. This course focuses on ABO and Rh systems, cross matching, antibody detection and identification, and drawing and processing of blood components. Prerequisite: Grade of “C” or better in all previous MLT courses or instructor’s approval.

MLT 2263 Clinical Practicum IV (3)
This course provides supervised experience in a clinical laboratory designed to develop entry-level skills and technical abilities in serology and immunohematology. Prerequisite: MLT 2254
with a grade of “C” or better.

**MLT 2274 Clinical Microbiology (4)**
This course includes principles, procedures, and pathological states in clinical microbiology. Emphasis is placed on culturing techniques, staining techniques, specimen collection, isolation and identification of common pathogens encountered in clinical settings, identification of normal flora found in various parts of the body, and antibiotic sensitivities. This course also covers an overview of the proper collection, basic identification, and differentiation of *Mycobacterium tuberculosis* from other acid fast bacilli. Prerequisite: Grade of “C” or better in all previous MLT courses or instructor’s approval.

**MLT 2283 Clinical Practicum V (3)**
This course provides supervised experience in a clinical laboratory designed to develop entry-level skills and technical abilities in clinical microbiology. Prerequisite: MLT 2274 with a grade of “C” or better.

**MID-MANAGEMENT**

**MM 1003 Principles of Marketing (3)**
This course includes the topics of fundamental functions performed in marketing, including various methods, agencies, and factors responsible for the execution of these functions. It also covers marketing methods, policies, and problems of manufacturers, jobbers, wholesalers and retailers, channels of distribution, price policies, competition, marketing analysis, and sales promotion. (ACTS Department/Number/Title – MKTG 2003 Principles of Marketing)

**MM 1203 Principles of Management (3)**
Students in this course study basic management principles, management concepts, functions, planning, organizing, directing, controlling, systems concepts, controlling management applications, and social responsibilities of management.

**MM 1303 Human Relations (3)**
This course provides a basic understanding of the relationships between people and provides business and social skills necessary for personal attributes, ethical conduct, supervision, and leadership.

**MM 2003 Supply Chain Management (3)**
This course is an introduction to basic concepts of supply chain management such as inbound logistics and outbound logistics, demand forecasting, inventory management, warehousing, materials handling and transportation. The basics of supply chain modeling for the optimization and monitoring of a supply chain will be covered using mathematical programming models. Supply chain management provides training in the areas of efficient administration and control of logistical components: transportation, inventory, packaging, warehousing, and materials handling as well as customer service and their eventual integration.

**MM 2113 Professional Selling and Advertising (3)**
This course is specifically designed to teach the tools of professional selling and advertising
methods to students. Students will learn successful sales techniques for retail and non-retail customers. Students will also learn to develop an advertising program for products and services and the appropriate medium to use. Prerequisite: MM 1203 and MM 1303.

**MM 2123 Inventory Management (3)**
This course explores the industrial purchasing cycle for materials acquisition and management. Students will study inventory control concepts, models for dependent and independent demand inventory systems, material requirements planning systems, distribution requirements planning techniques, and classical reorder point inventory models. Recent developments in supplier qualifications, appraisals, source selection, buying practices, value analysis, policies, and international purchasing will also be discussed. Prerequisite - BA 1213 with a grade of “C” or better.

**MM 2203 Human Resource Management (3)**
The course surveys personnel procedures in business. Areas of discussion include labor-management problems, recruitment and placement of personnel, work conditions, record keeping, classification and wage standardization programs, pension system, employment incentive systems, and interviewing techniques.

**MM 2413 Hospitality Management (3)**
This course provides a study of hospitality with career opportunities in food service, hotels, clubs and related businesses such as hospital, schools and the military.

**MM 2503 Transportation Management (3)**
This course provides a study of career opportunities in transportation management in the different transit systems.

**MM 2813 Governor’s Cup Competition (3)**
The Donald W. Reynolds Governor’s Cup Business Plan Competition is designed to encourage students to research, write, and present a professional business plan. Students taking this course will build on the business plan developed as part of the BA 2803 Business Administration Capstone Project course. Students will work in teams or as individuals to prepare a formal opportunity/feasibility analysis which includes identification of market needs, setting financial goals, planning the product or service, and conducting a thorough market analysis. The business plan produced during this course will demonstrate how the management team will be assembled and organized, specify profit goals, and learn how and where to seek funding for the proposed business. Students will submit their business plans for review by the Governor’s Cup Selection Committee. Students whose plans are selected for competition will present their proposals at the Donald W. Reynolds Governor’s Cup Competition.

**MANUFACTURING TECHNOLOGY**

**MT 1002 Metallurgy (2)**
This course is a study of the chemical and mechanical properties of ferrous and non-ferrous metals and the effects of heat treatment and alloys of metal.
MT 1004 Computer Numerical Control (4)
Instruction includes manual G and M code programming of CNC machinery, managing a career as a machinist, applying mathematical operations, and performing process adjustments and improvements. Prerequisite: COMPASS Reading score 44 or higher, ACT Reading score10 or higher or equivalent. Co-requisite ET 1001, 1002, or 1134 or MAT 1123 or higher.

MT 1102 Quality Control (2)
Instruction includes performing quality control and inspection, the use of precision measuring tools and applying measurements.

MT 1203 Manufacturing Processes IA (3)
This is the first semester of a two semester course covering the basic concepts of computer assisted manufacturing. Instruction includes basic design in SolidWorks computer aided design software, G and M code output using Gibbs Cam computer assisted machining software, safety, CNC lathe and mill setup and operation, and the use of measuring tools. Pre-/Co-requisite: CT 1021.

MT 1213 Manufacturing Processes IB (3)
This is the second semester of a two semester course covering the basic concepts of computer assisted manufacturing. Instruction includes G and M code writing, blue print reading, geometric tolerance, Haas control functions, and CNC lathe and mill operation. Prerequisite: MT 1203; pre-/co-requisite: CT 1021.

MT 1214 Manufacturing Processes I (4)
Instruction includes CNC milling and turning setup and operation. Students will also learn and apply decision making and problem solving skills. Pre-/Co-requisite: CT 1021. Prerequisite: COMPASS Reading score 44 or higher, ACT Reading score 10 or higher or equivalent.

MT 2004 Computer Assisted Machining (4)
Instruction includes the use and application of SolidWorks 3-D parametric design software, and GibbsCAM computer assisted machining software. Prerequisite: MT 1004, ET 1001; Co-requisite ET 1002 or 1134 or MAT 1123 or higher.

MT 2423 Power Transmission Systems (3)
This course covers the principles of power transmission and its application in industry. Some of the topics covered in this course include hydraulic pumps, control valves, cylinder seals, air compressors, filters, pressure regulators, pressure control valves, and flow controls. It also covers content on rotary and linear motion mechanisms, gears trains, belts, linkages, bearings, mechanical troubleshooting, and drive elements.

MT 2433 Mechanical Devices (3)
This course includes the topics of rotary and linear motion mechanisms, gears trains, belts, linkages, bearings, mechanical troubleshooting, drive elements, machinery safety requirements, electromechanical systems, and the application of mechanical devices in industry with an
emphasis on production fixturing. Pre or co-requisite: ET 1001 and 1002 or ET 1134, CP 0933, MAT 1123, or MAT 1133 or higher and CT 1021.

MT 2614 Manufacturing Processes II (4)
This is an advanced course intended to go beyond the basic concepts of computer assisted manufacturing and provide the skills needed to obtain an entry level position in a modern manufacturing facility. Instruction includes planning and managing machining jobs, performing machining jobs, applying metalworking theory and applying properties of materials. Prerequisite: MT 1214; ET 1002 or ET 1134, CP 0933, or MAT 1123 or higher.

MUSIC

MUS 1003 Music Appreciation (3)
This course surveys music history literature, with emphasis on listening to and evaluating all types of music. It includes the works and influence of the major composers, the media through which music is produced, instruments of the orchestra and voice, solo and ensemble; and elements, form, and terminology. It also stresses current events and encourages attendance at live concerts and selective radio and television listening. (ACTS Department/Number/Title – MUSC 1003 Music Appreciation)

NURSING - ASSISTANT

NURS 1003 Community Nursing Assistant I (3)
This course provides students with basic information, observation, and experience in a wide variety of health-related careers and related topics. It provides the beginning skill levels necessary for Nursing Assistant course completion.

NURS 1013 Community Nursing Assistant II (3)
This course is for students continuing in the Nursing Assistant Program. Emphasis is placed upon the development and fundamental nurse assistant skills, techniques, and knowledge. The program serves as a starting point for a variety of health careers. Clinical experience in health care facilities provides the student an opportunity an area to develop nursing skills by giving direct patient care.

NURS 1006 Community Nursing Assistant (6)
The Nursing Assistant Program introduces basic concepts and principles in assisting with nursing care. Emphasis is placed upon the development of fundamental nurse assistant skills, techniques, and knowledge. The program serves as a starting point for a variety of health careers. Clinical experience is in area health care facilities, providing the student an opportunity to develop nursing skills by giving direct patient care.

NURSING - LPN TO RN

NURS 105A Fundamentals of Nursing Process (10)
After successful completion of the Spring Semester, each student is awarded 10 hours credit for his/her Practical Nursing Education.
NURS 2158 Nursing Process I (8)
Nursing Process I introduces the LPN to basic concepts, attitudes, knowledge, and skills of the registered nurse, thereby facilitating the role transition from licensed practical nurse to registered nurse. The philosophy, conceptual framework, and objectives of Northark’s Nursing Department are introduced. Utilizing an integrated approach and building upon the foundation of fundamental nursing knowledge and skills, the nursing process, human functioning health alterations, wellness-illness, stages of the life cycle, stress-adaptation, communication, and professional ethics are explored for individuals of all age groups. The nursing process is used to focus on needs of individuals responding to stressors related to the following concepts: mental health, nutrition, pharmacology, fluid and electrolytes, obstetrics, gaseous transport, sensorimotor, body defense mechanisms, perioperative, and growth and development. Clinical laboratory experience is in the nursing laboratory and in health agencies, providing the student opportunities to develop nursing skills by giving direct patient care. Prerequisite: Acceptance into LPN-RN Program (RN Degree Code).

NURS 2167 Nursing Process II (7)
Nursing Process II is a 10 week course and is a continuation of Nursing Process I for the LPN-RN Bridge student. The Student Learning Outcomes are expanded upon in this course with core competencies focusing on medical surgical and psychiatric nursing. Course outcomes include continuing the transition from LPN to RN, expanding the student’s knowledge base and skills and developing professional behaviors appropriate to the ADN role. Theory and clinical experiences are related to the course content. Prerequisite: NURS 2158, NURS 1011.

NURS 2178 Nursing Process III (8)
Nursing Process III is a 16 week course and is a continuation of Nursing Process II for the LPN-RN Bridge student. The Student Learning Outcomes are expanded upon in this course with core competencies focusing on medical surgical and maternal-newborn nursing. The course outcome is demonstration of the transition from LPN to RN, at the entry level. Theory and clinical experiences are related to the course content. Prerequisite: NURS 2167.

NURS 2182 Nursing Perspective (2)
Nursing Perspectives is a 16-week course in which students examine, research, discuss, and debate current health care issues and emerging trends. This course incorporates the Student Learning Outcomes with a focus on the core competencies related to the legal and ethical issues of managing and delegating care, cultural competency, safety, and informatics. Prerequisite: NURS 2104 or NURS 2178.

NURSING - REGISTERED

NURS 1001 Math for Nursing (1)
Nursing math teaches refresher math and calculation and measurement of medication dosage. This course is critical to nurses’ ability to safely administer medications.

NURS 1011 Pharmacology I (1)
Pharmacology I is a 16 week course which focuses on giving the nursing student a thorough and practical understanding of pharmacology. Emphasis is placed on generic names, therapeutic actions, indications/uses, side effects, adverse reactions, and nursing implications of medication administration. Safety, clinical reasoning, and patient teaching concepts are stressed to reduce preventable errors and promote positive patient outcomes. Co-requisite: NURS 1114 or NURS 2158.

NURS 1107 Fundamentals of Nursing (7)
Fundamentals of Nursing is a 16 week course designed to introduce the Traditional RN student to the Student Learning Outcomes of Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry. Course outcomes include introduction to the core competencies. The course combines theory and clinical experiences to introduce the student to patient safety, the nursing process, communication, cultural diversity, legal and ethical concepts of nursing, and patient-centered care. Prerequisite: Acceptance into RN program (RN Degree Code).

NURS 1114 Medical-Surgical Nursing I (4) (8 week course)
Medical-Surgical Nursing I is an 8 week course designed to introduce the Traditional RN student to the study of adult-medical surgical patients. Student Learning Outcomes are expanded upon which include the importance of providing patient-centered care, therapeutic communication, supporting teamwork, and providing for patient safety. The significance of evidence-based practice, quality improvement and informatics is integrated to promote positive patient outcomes. Theory and clinical experiences are related to the course content. Prerequisite: NURS 1107.

NURS 1124 Maternal-Neonatal Nursing (4) (8-week course)
Maternal Neonatal Nursing is an 8 week course focusing on nursing care of the child-bearing family. The Student Learning Outcomes serve as the basis for course outcomes and are incorporated into experiences in theory and clinical. Emphasis is placed on the role and practice of the nurse in assisting the patient and family during the antepartal, intrapartal, postpartal, and neonatal periods. Prerequisite: NURS 1114.

NURS 2021 Pharmacology II (1)
Pharmacology II is a 16 week course that is a continuation of NURS 1011, Pharmacology I. Emphasis is placed on generic names, therapeutic actions, indications/uses, side effects, adverse reactions, and nursing implications of medication administration. Safety, clinical reasoning, and patient teaching concepts are stressed to reduce preventable errors and promote positive patient outcomes. Co-requisite: NURS 2104 or NURS 2178.

NURS 2031 Pharmacology III (1)
Pharmacology III is a 16 week course that is a continuation of NURS 2021, Pharmacology II. Emphasis is placed on generic names, therapeutic actions, indications/uses, side effects, adverse reactions, and nursing implications of medication administration. Safety, clinical reasoning, and patient teaching concepts are stressed to reduce preventable errors and promote positive patient outcomes. Co-requisite NURS 2128 or NURS 2167.

NURS 2104 Medical-Surgical Nursing II (4) (8-week course)
Medical-Surgical Nursing II is an 8 week course that continues the study of adult medical-surgical patients. The Student Learning Outcomes are expanded upon with an emphasis on patient-centered care, cultural diversity, communication, teamwork, and clinical reasoning. Safety concepts are emphasized to reduce preventable errors and promote positive patient outcomes. Theory and clinical experiences are related to the course content. Prerequisite: NURS 1114.

NURS 2113 Gerontological Nursing (3)
Gerontological Nursing provides evidence-based theory and practice concepts in the care of the older client. This course is intended to familiarize the RN student with health care issues for the client who is 65 years or older. Core concepts include critical thinking, therapeutic communication, ethical/legal issues, cultural concepts, community resources, assessment techniques, nutritional needs, delegation, prioritization, and collaboration while caring for the older client. Prerequisites: NURS 1107 or current LPN or RN license.

NURS 2114 Pediatric Nursing (4) (8 week course)
Pediatric Nursing is an 8 week course that focuses on nursing care of the pediatric patient. Emphasis is placed on the core competencies continued from Medical-Surgical Nursing I and II with the focus of care in the pediatric patient and family in schools, primary, and acute care. The Student Learning Outcomes serve as the basis for course outcomes and are incorporated in theory and clinical experiences. Prerequisite: NURS 2104 and PSYC 2103.

NURS 2128 Medical-Surgical Nursing III (8)
Medical-Surgical Nursing III is a 16 week course that is a continuation of Medical-Surgical Nursing II. Student Learning Outcomes are expanded upon in this course with emphasis on core competencies of managing care in emergent and acute care patients, clinical decision making, informatics, collaboration, teaching/learning, professional behavior, and legal/ethical aspects of care. Theory and clinical experiences are related to the course content. Prerequisite: NURS 2114 and NURS 2021.

ORIENTATION

ORT 0010 Orientation for Online Learners (0)
This online course provides instruction in the use of Northark’s learning management system and is a co-/prerequisite for any online or blended course.

ORT 1003 College Success Skills (3)
This course teaches students the skills which are necessary for success in college level study. Some of the skills which are learned and practiced by the students include efficient note taking, test preparation, test-taking techniques, and financial literacy. In addition, students complete interest and ability inventories which help them decide on majors which are best suited to their strengths.

ORT 1201 College Seminar: A Pathway to Success
This course is designed to ease student transition to college life during the first year. Students will adjust to the higher education learning environment through an introduction to campus
resources, development of academic skills, an orientation to campus technologies, and research into career opportunities. The course is required of all new AA and AS students who do not need ORT 1003.

**PHYSICAL EDUCATION**

**PE 1041 Table Tennis (1)**
This course emphasizes rules, regulations, strategy, skills, and etiquette.

**PE 1061 Beginning Swimming (1)**
This is a beginning course for non-swimmers, offering basic skills with emphasis on saving one's life (drown proofing). This course is offered on demand.

**PE 1071 Intermediate Swimming (1)**
This course provides instruction in basic strokes and personal safety skills and is designed for weak swimmers. Red Cross intermediate and swimmer courses are the basis for skill requirements. This course is offered on demand.

**PE 1111-1211, 2111-2211 Varsity Baseball (1)**
These courses provide the actual practice of varsity baseball.

**PE 1121-1221, 2121-2221 Varsity Basketball (1)**
These courses provide the actual practice of varsity basketball.

**PE 1131 Varsity Dance Team (1)**
This course provides the actual practice of varsity dancing for Northark basketball games and pep rallies. This course may be repeated for credit up to four times (maximum number of four credit hours.)

**PE 1151-1251, 2151-2251 Varsity Cheerleading (1)**
These courses provide credit for the actual practice of varsity cheerleading.

**PE 1161 Beginning Tennis (1)**
This course emphasizes the fundamental skills of tennis: strokes, team tactics, and tennis etiquette.

**PE 1171 Beginning Golf (1)**
This course emphasizes fundamental skills of golf, rules and etiquette.

**PE 1181 Beginning Handball and Racquetball (1)**
This course introduces the playing of handball and racquetball and includes various types of shots, strategy, and actual play.

**PE 1191 Weight Training I (1)**
This course covers the development of increased physical capacity, including greater muscle endurance, greater strength, greater power, and increased speed of movement.
PE 1231 Intramural Activities (1)
This is an activity course that teaches the rules and skills of basketball, softball, volleyball, and flag football through actual game participation. The student enjoys an excellent physical workout.

PE 1261 Intermediate Tennis (1)
This course is a continuation of PE 1161. Emphasis is placed on refinement of the fundamental skills, tactics, and specialty shots of tennis. Prerequisite: PE 1161 or permission of instructor.

PE 1271 Intermediate Golf (1)
This course is a continuation of PE 1171 and is designed for students seeking to advance their golf skills. Improved skills and strategies are emphasized. Prerequisite: PE 1171 or permission of instructor.

PE 1281 Intermediate Handball and Racquetball (1)
This course is a continuation of PE 1181 and is designed for students seeking to advance their handball and racquetball skills. The course emphasizes improved skills and strategies. Prerequisite: PE 1181 or permission of instructor.

PE 1291 Weight Training II (1)
This course is a continuation of PE 1191. Improvement of weight training techniques beyond the beginning level is developed. Prerequisite: PE 1191 or permission of instructor.

PE 1301 Beginning Walking/Jogging (1)
This is a basic fitness program that stresses exercise through walking and jogging.

PE 1311-1411, 2311-2411 Varsity Softball I & II (1)
These courses provide credit for the actual practice of varsity softball.

PE 1321 Yoga for Fitness (1)
Yoga for Fitness provides a balanced approach to fitness through movement, breath exercise, relaxation techniques and mediation. Topics include stretching and strengthening, posture, balance, focus, concentration and stress reduction. This course is designed for the beginner student but will be useful for those with experience in yoga.

PE 2051 Aerobics (1)
The strenuous activities included in this course provide a workout for the cardiorespiratory system and physical activity.

PE 2301 Intermediate Walking and Jogging (1)
This course is a continuation of PE 1301 and is designed for students who want to advance in their fitness and walking/jogging abilities.

PE 2321 Introduction to Martial Arts (1)
This course will introduce the student to basic martial arts in the styles of taekwondo, basic self-defense, basic jujitsu, and kick boxing with stretching and cardio exercise.

**PHILOSOPHY**

**PHIL 1003 Introduction to Philosophy (3)**
This course represents philosophical problems, and proposed answers in knowledge, metaphysics, politics, religion, and values will be critically assessed in probing the nature of man and his world. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912. (ACTS Department/Number/Title – PHIL 1103 Philosophy)

**PHIL 1103 Critical Thought (3)**
Critical Thought introduces the student to the terminology and skills of critical thinking. The course pairs learning of terms with practical application of thinking skills across the curriculum. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912. (ACTS Department/Number/Title – PHIL 1003 Introduction to Critical Thinking)

**PHIL 1103H Critical Thought Honors (3)**
Critical Thought introduces the student to the terminology and skills of critical thinking. The course pairs learning of terms with practical application of thinking skills across the curriculum. Prerequisite: ACT Reading score of 23 or higher and ACT composite score of 22 or higher or 92 or higher on COMPASS Reading OR 3.3 GPA with 12 or more college credit hours OR permission of instructor. (ACTS Department/Number/Title – PHIL 1003 Introduction to Critical Thinking)

**PHIL 2203 World Religions (3)**
This is the historical survey of the great world religions with special treatment of their concepts of God, creation, man, scripture, ethics, and salvation. This rational analysis concentrates on Animism, Shintoism, Jainism, Zoroastrianism, Hinduism, Buddhism, Taoism, Confucianism, Judaism, Islam, and Christianity. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912.

**PHIL 2303 Old Testament Survey (3)**
This study of the Old Testament emphasizes the historical and religious development of the Israelites as a particular people and nation.

**PHIL 2403 New Testament Survey (3)**
This course studies the development of the Christian Church with particular emphasis given to John the Baptist, Jesus of Nazareth, and Saul of Tarsus and their impact on the founding of Christianity.

**PHYSICAL SCIENCE**

**PHSC 1004 Fundamentals of Physical Science (4)**
This one-semester course is designed for non-science majors. It involves a study of the scientific
method of discovery and its application to the fields of geology, astronomy, chemistry, meteorology, and physics. Limited emphasis is placed on mathematical applications. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912 AND ACT Math score of 15 or higher (26 or higher on COMPASS Algebra) or CP 0922 with a “C” or better. (ACTS Department/Number/Title – PHSC 1004 Physical Science)

**PHSC 1044 Introduction to Astronomy (4)**
This is an introductory course that surveys the whole field of descriptive astronomy. It highlights discoveries in planetary science, stellar evolution, and galactic astronomy. Laboratory includes outdoor telescopic observations. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912 AND ACT Math score of 15 or higher (26 or higher on COMPASS Algebra) or CP 0922 with a “C” or better. (ACTS Department/Number/Title – PHSC 1204 Introduction to Astronomy)

**PHYSICS**

**PHYS 2014 College Physics I (4)**
This first semester of the College Physics sequence provides non-calculus treatment of the principles of mechanics, heat, and sound. Prerequisite: MAT 1223 with a grade of “C” or better and MAT 1233 with a grade of “C” or better or permission of instructor. (ACTS Department/Number/Title – PHYS 2014 Algebra/Trigonometry-Based Physics I)

**PHYS 2024 College Physics II (4)**
This second semester of the College Physics sequence provides non-calculus treatment of the principles of electricity, magnetism, and light and a brief introduction to modern physics. Prerequisite: PHYS 2014 with a grade of “C” or better. (ACTS Department/Number/Title – PHYS 2024 Algebra /Trigonometry-Based Physics II)

**PHYS 2144 University Physics I (4)**
This course introduces the principles of mechanics, wave motion, temperature and heat, with calculus. Pre or co-requisite: MAT 2205 Analytic Geometry & Calculus I.

**POLITICAL SCIENCE**

**PLSC 2003 American National Government (3)**
This course devotes full attention to the theory, organization, politics, functions, and problems of the federal system. It traces the patterns of growth of self-government to the adoption of the federal form; and it deals initially with general aspects of American government and then turns to national institutions, their powers, functions, and related activities. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912. (ACTS Department/Number/Title – PLSC 2003 American National Government)
NURSING--PRACTICAL

PN 1006 Clinical I (6)
This accomplishes the clinical experience in the nursing home setting and the hospital. The student will apply basic nursing concepts while caring for geriatric and adult patients. The student will complete assignments to demonstrate application of concepts learned in the classroom. Pre or co-requisites: BIOL 1434 or 2214 and 2224. Co-requisites: PN 1105, and 1012.
(August and January classes)

PN 1005 Pharmacology (5)
This course prepares the Practical Nursing student for medication administration. The first section provides a basic math review, conversions between the apothecary, household and metric system, as well as dosage calculations, including pediatric and I.V. calculations. The relationship of the nursing process, critical thinking, communication, growth and development, safety, cultural aspects, and legal and ethical aspects to medication administration are covered in the second section. The third section continues with integration of the above concepts with the classification of medications and medications used for disorders according to body systems. The classifications of medications are also integrated throughout the curriculum in Nursing of Adults, Mother and Infant, Children and Mental Health. Pre or co-requisites: BIOL 1434 or 2214 and 2224. Co-requisites: PN 1006, 1105, 1012.

PN 1012 Nursing of the Geriatric Patient (2)
This course explains the role of the nurse in meeting the physiologic, psychosocial, and spiritual needs of the elderly. Course content includes the normal aging process, effects of aging on the body, physiologic, psychosocial, and spiritual needs of the elderly, effects of medications in the elderly, and leadership and management skills of the nurse. The concepts from Basic Nursing will be integrated in this course. Pre or co-requisites: BIOL 1434 or 2214 and 2224. Co-requisites: PN 1006 and 1105.

PN 1105 Basic Nursing Principles and Skills (5)
This course lays the foundation for the development of a competent, caring, and professional Practical Nurse. The first part of the course contributes to the personal and professional development of the student. Content includes study skills, nursing history, education, and organizations; role of the Practical Nurse; healthcare delivery systems and economics. The second part of the course provides the basic concepts and skills necessary to meet the physiologic, psychosocial, and spiritual needs of the patient. The concepts of the nursing process, critical thinking, caring, communication, culture, and principles of growth and development, legal and ethical concerns, and safety are covered to provide a foundation for patient care. The course continues with the concepts mentioned above interwoven into the knowledge and skills related to physiologic, psychosocial, and spiritual needs of the patient. Special needs and procedures are then covered including care of the surgical patient, medication administration, and intravenous therapy. Pre or co-requisites: BIOL 1434 or 2214 and 2224. Co-requisites: PN 1006 and PN 1012.
PN 2001 Mental Health and Nursing Care of the Mentally Ill (1)
This course introduces basic concepts of personality development, common psychiatric
disturbances, and emotional responses to specific situations. Concepts from Basic Nursing,
Pharmacology, and Nutrition are integrated into the course as related to the care of the mentally
ill.

January class prerequisites: PN 1006, 1105, 1012, 2002, 2003, 2004, BIOL 1434 or 2214 and

August class prerequisites: PN 1006, 1105, 1012, 2002, 2004, 2106, 2211, 2014, BIOL 1434 or

PN 2002 Nursing of Mother and Infant (2)
This course introduces the principles of caring for the child-bearing family. Content includes
prenatal, labor, delivery, and postnatal care of the mother and infant. Concepts from Basic
Nursing, Nutrition, and Pharmacology are integrated into the course as related to the nursing care
of the mother and infant.

January class prerequisites: PN 1006, 1105, 1012, BIOL 1434 or 2214 and 2224. Co-requisites

August class prerequisites: PN 1006, 1105, 1012, BIOL 1434 or 2214 and 2224. Co-requisites

PN 2003 Clinical II (3)
This accomplishes the clinical experience in the hospital setting. The student will continue to
apply concepts and perform basic nursing skills while caring for adult patients with medical-
surgical conditions. The student will complete assignments to demonstrate application of
concepts learned in the classroom.

January class prerequisites: PN 1006, 1105, 1012, BIOL 1434 or 2214 and 2224. Co-requisites

PN 2004 Nursing of Adults I (4)
This course provides the student with the knowledge of caring for the adult patient. The
definition, physical assessment, etiology, diagnostic test, signs and symptoms, medical and
surgical treatment and nursing process are covered according to the endocrine, cardiovascular,
hematopoietic and lymphatic and respiratory systems. The concepts and skills from Basic
Nursing, Geriatrics and Pharmacology are integrated into the course as related to the nursing care
of the adult.

January Class Prerequisite: PN 1012, 1105, 1006, BIOL 1434 or 2214 and 2224. Co-requisites

August Class Prerequisite: PN 1006, 1105, 1012, BIOL 1434 or 2214 and 2224. Co-requisites

PN 2005 Clinical III F (5)
This clinical experience is a continuation of Clinical II. The student will also complete a management and leadership rotation with a charge nurse at the nursing homes or the hospital. The student will complete assignments to demonstrate application of concepts learned in the classroom.


PN 2014 Nursing of Adults II (4)
This course provides the student with the knowledge of caring for the adult patient. The definition, physical assessment, etiology, diagnostic test, signs and symptoms, medical and surgical treatment and nursing process are covered according to the musculoskeletal, neurological, urinary, reproductive, gastrointestinal, biliary, sensory, integumentary and immune system. The concepts and skills from Basic Nursing, Geriatrics, and Pharmacology are integrated into the course as related to the nursing care of the adult.


PN 2106 Clinical II (6)
This clinical experience is accomplished mainly in the hospital setting and specialty areas. The student will continue to apply concepts and perform basic nursing skills while caring for patients in a variety of areas including medical-surgical nursing, maternity nursing, pediatric nursing, mental health, and specialty areas. The students will also observe in other health care settings including home health, physician offices, health department, and Boone County Special Services. The students will complete assignments to demonstrate application of concepts learned in the classroom.


PN 2108 Clinical III S (8)
The majority of this clinical rotation will take place in the hospital. During this rotation the students will continue to apply concepts and perform basic nursing skills while caring for patients in a variety of areas, including medical-surgical nursing, maternity nursing, pediatric nursing, mental health, and specialty areas. The students will also observe in other health-care settings, including home health, physician offices, health department, and Boone County Special Services. The student will also complete a management and leadership rotation with a charge nurse at the nursing homes or the hospital. The student will complete assignments to demonstrate application of concepts learned in the classroom.

**PN 2111 Management and Leadership (1)**
This course prepares the Practical Nursing student for entry into practice as well as the management and leadership role as a charge nurse in the long-term care facility. Content includes NCLEX-PN, job application and resume, leadership styles, conflict resolution, team building, therapeutic communication skills, delegation, time management, motivating employees and evaluating performance.


**PN 2211 Nursing of Children (1)** This course introduces the principles of caring for the child from infancy through adolescence. The definition, methods of determining diagnosis, signs and symptoms, medical and surgical treatment, and nursing care are covered according to pediatric-related illnesses. The concepts in Basic Nursing, Pharmacology, and Nutrition are integrated as related to the nursing care of children.


**PSYCHOLOGY**

**PSYC 2003 General Psychology (3)**
This course investigates basic principles and theories of behavior in the areas of learning, memory, perception, development, biological basics of behavior, motivation and emotion, personality, stress, abnormal behavior and therapy, and social and interpersonal relationships. An honors section is available. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912. (ACTS Department/Number/Title – PSYC 1103 General Psychology)

**PSYC 2003H General Psychology Honors (3)**
This course investigates basic principles and theories of behavior in the areas of learning, memory, perception, development, biological basics of behavior, motivation and emotion, personality, stress, abnormal behavior and therapy, and social and interpersonal relationships. Prerequisite: ACT Reading score of 23 or higher and ACT composite score of 22 or higher or 92 or higher on COMPASS Reading OR 3.3 GPA with 12 or more college credit hours OR
PSYC 2103 Human Growth and Development (3)
This course studies the principles of physical, emotional and social growth of the infant, the young child, the adolescent, and the adult in the family. Prerequisite: PSYC 2003 with a grade of “C” or higher or permission of instructor. (ACTS Department/Number/Title – PSYC 2103 Developmental Psychology)

RADIOLOGIC TECHNOLOGY

RADT 1103 Introduction to Radiologic Technology (3)
This course introduces the field of Radiologic Technology, department and hospital organization, professional ethics, medico-legal considerations, patient care, basic radiation protection, radiographic equipment and procedures. Prerequisite: Program Admission.

RADT 1122 Patient Care (2)
This course introduces the principles of routine and emergency patient care as related to the field of Radiologic Technology. Co-requisites: RADT 1103, 1144, and 1162.

RADT 1144 Radiographic Procedures I (4)
Radiographic Procedures I presents the principles of radiographic anatomy, positioning, and terminology to include the chest and thorax, extremities, and vertebral column. Co-requisites: RADT 1103, 1122, and 1162.

RADT 1162 Clinical Practice I (2)
This course introduces the clinical setting to include office procedures, image processing, patient transportation and basic radiographic procedures with direct supervision of a Registered Technologist. Co-requisites: RADT 1103, 1122, and 1144.

RADT 1184 Radiographic Imaging (4)
This course provides an in-depth study of exposure factors, technique, devices for improving image quality, methods of minimizing exposure, factors affecting radiographic image quality, and procedures used for radiographic quality control. Prerequisite: RADT 1103.

RADT 1203 Radiographic Physics (3)
This course includes production of x-rays, their interaction with matter, basic x-ray circuits, methods of rectification and the construction of x-ray tubes. Prerequisite: MAT 1011 and MAT 1012 or MAT 1123 or higher. Co-requisites: RADT 1184, 1232, and 1242.

RADT 1232 Radiographic Procedures II (2)
This course is a continuation of RADT 1144 Radiographic Procedures I. It also presents the principles of anatomy, positioning, and terminology to include the skull, gastrointestinal tract, and genitourinary system. Co-requisite: RADT 1184, 1203, and 1242.

RADT 1242 Clinical Practice II (2)
This course is a continuation of RADT 1162, Clinical Practice I. The student will continue to
perform routine radiographic procedures with direct supervision of a Registered Technologist. Co-requisites: RADT 1184, 1203, and 1232.

**RADT 1262 Clinical Practice III (2)**
This course is a continuation of RADT 1242 Clinical Practice II. The student will continue to perform routine radiographic procedures with direct supervision of a Registered Technologist. Prerequisite: RADT 1242.

**RADT 2112 Clinical Practice IV (2)**
This course is a continuation of RADT 1261 Clinical Practice III. The student will continue to perform routine radiographic procedures with direct supervision of a Registered Technologist. Prerequisite: RADT 1262

**RADT 2123 Radiation Protection (3)**
This course studies the effects of human exposure to radiation with emphasis on diagnostic x-ray. It includes patient and technologist exposure, the concepts of maximum permissible dose, shielding, and methods of x-ray detection and measurement. Prerequisite: RADT 1184.

**RADT 2143 Special Procedures (3)**
This course presents specialized radiographic equipment, procedures and the use of contrast media that includes fluoroscopy, tomography, mobile radiography, angiography, and mammography. Co-requisites: RADT 2123, 2173, and 2193.

**RADT 2173 Radiographic Pathology (3)**
This course studies basic disease processes as they relate to radiographic procedures. Co-requisite: RADT 2123, 2143, and 2193.

**RADT 2193 Clinical Practice V (3)**
Clinical Practice V is a continuation of RADT 2112 Clinical Practice IV. Students will increase their proficiency in routine radiographic procedures and include mobile radiography, special procedures, and trauma with direct supervision of a Registered Technologist. Co-requisites: RADT 2123, RADT 2143, and RADT 2173.

**RADT 2203 Advanced Imaging Modalities (3)**
This course studies highly specialized imaging modalities including CT, MRI, ultrasound, nuclear medicine, and oncology along with cross-sectional anatomy. Prerequisite: RADT 2143.

**RADT 2222 Radiologic Evaluation (2)**
This course consists of analyses of radiographic images and quality that include positioning, technique, and patient shielding. Co-requisite: RADT 2203, 2253, and 2262.

**RADT 2253 Clinical Practice VI (3)**
This is a continuation of RADT 2193 Clinical Practice V. Students finalize clinical proficiency and include CT, MRI, ultrasound, nuclear medicine, and oncology with direct supervision of a Registered Technologist. Co-requisites: RADT 2203, 2222, and 2262.
RADT 2262 Seminar in Radiologic Technology (2)
This course provides additional study in the field of Radiologic Technology to enhance the employability of the student and registry exam success. Co-requisite: RADT 2203, 2222, and 2253.

READING (College Preparatory)

RED 1011 Reading for Technical Careers (1)
This is a reading course tailored for students enrolled in career and technical education (CTE) programs and will focus on improving reading, comprehension, vocabulary, and speed so that students can efficiently extract information from the technical literature applicable to their program of study. Students will be pre- and post-tested using the COMPASS reading placement test with the goal of reaching a placement score of 82 by the end of the course. However, the overarching goal of the course is to ensure that CTE students have the literacy and information gathering skills necessary for success in their chosen program of study. Enrollment in this course may be voluntary or required based on placement testing. This course is a co-requisite for all CTE courses for students with a reading placement score of less than 14 on the ACT or less than 62 on the COMPASS.

RED 1021 Vocabulary Enhancement (1)
This course is recommended for students who want to increase their knowledge of words. It emphasizes the development of vocabulary through the use of context clues, affixes and roots, and the dictionary. This course is designed for students whose reading skills are college level or above. Prerequisite: CP 0741, high scores on placement testing, or successful completion of humanities courses. This course is held in the College Preparatory Lab in the Learning Assistance Center.

SOCIOLOGY

SOC 2013 Introduction to Sociology (3)
This course studies the major physical, cultural, and psychological factors in the origin, growth, structure, and functioning of group life. Broad subdivisions to be emphasized include the scientific approach to society, culture, human nature and socialization, human organization, collective behavior, and social institutions. An honors section is available. Prerequisite: ACT Reading score of 19 or higher (82 or higher on COMPASS) or CP 0913 with a “C” or better or co-requisite of CP 0912. (ACTS Department/Number/Title – SOCI 1013 Introduction to Sociology)

SOC 2013H Introduction to Sociology Honors (3)
This course studies the major physical, cultural, and psychological factors in the origin, growth, structure, and functioning of group life. Broad subdivisions to be emphasized include the scientific approach to society, culture, human nature and socialization, human organization, collective behavior, and social institutions. Prerequisite: ACT Reading score of 23 or higher and ACT Composite score of 22 or higher or 92 or higher on COMPASS Reading OR 3.3 GPA with 12 or more college credit hours OR permission of instructor. (ACTS Department/Number/Title –
SOCI 1013 Introduction to Sociology

SOC 2203 Social Problems (3)
This course is a sociological analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations. Prerequisite: SOC 2013 with a grade of “C” or higher or permission of instructor. (ACTS Department/Number/Title – SOCI 2013 Social Problems)

SPEECH

SPCH 1313 Fundamentals of Oral Communication (3)
This course assists students through the preparation and presentation of various types of speeches. Students learn to organize, outline, and deliver speeches based on recognized principles of communication. (ACTS Department/Number/Title – SPCH 1003 Introduction to Oral Communication)

SPCH 1313H Fundamentals of Oral Communication Honors (3)
This course assists students through the preparation and presentation of various types of speeches. Students learn to organize, outline, and deliver speeches based on recognized principles of communication. (ACTS Department/Number/Title – SPCH 1003 Introduction to Oral Communication)

SPCH 2303 Public Speaking (3)
Public Speaking assists students through an integrated study of theory and practice to be more competent in oral communications situations. Student’s study and practice skills in a variety of oral communications styles, including interpersonal, small group, and individual speech presentations.

SPCH 2303H Public Speaking Honors (3)
Public Speaking assists students through an integrated study of theory and practice to be more competent in oral communications situations. Student’s study and practice skills in a variety of oral communications styles, including interpersonal, small group, and individual speech presentations. As this is an honors class, students are provided more opportunities for out-of-classroom cultural enrichment and individual projects. Students must meet eligibility for the honors program: ACT Reading score of 23 or higher and ACT composite score of 22 or higher or 92 or higher on COMPASS Reading OR 3.3 GPA with 12 or more college credit hours OR permission of instructor.

SURGICAL TECHNOLOGY

SUR 1101 Introduction to Surgical Technology (1)
This course introduces the student to the profession of surgical technology, the surgical team members, roles and responsibilities of the surgical technologists, personal and professional relations, the history of surgery, organization and management of various types of health care
facilities, interdepartmental relationships, communication techniques, and legal, ethical, and moral aspects of practice.

**Certificate prerequisites:** ALDH 1042 or 1043, Medical Terminology, BIOL 1434 Basic Anatomy & Physiology.

**AAS prerequisites:** ALDH 1042 or 1043 Medical Terminology, BIOL 2214 Anatomy & Physiology I, BIOL 2224 Anatomy & Physiology II, BIOL 2014 Microbiology

**SUR 1102 Surgical Asepsis (2)**
This course emphasizes the principles of surgical asepsis and safety in the surgical environment. Included are operating room attire, creating and maintaining the sterile field, scrubbing, gowning and gloving, development of the “surgical conscience,” the study of microorganisms and their relationship to disease and illness, immunologic defense mechanisms, the process of infection, methods to control infection, wound healing, principles of sanitation, disinfection, and sterilization.

**Certificate prerequisites:** ALDH 1042 or 1043, Medical Terminology, BIOL 1434 Basic Anatomy & Physiology.

**AAS prerequisites:** ALDH 1042 or 1043 Medical Terminology, BIOL 2214 Anatomy & Physiology I, BIOL 2224 Anatomy & Physiology II, BIOL 2014 Microbiology.

**SUR 1103 Perioperative Fundamentals (3)**
This course provides the student with skills necessary to function as a surgical technologist. It emphasizes establishing and maintaining asepsis, basic case preparation, instrumentation, suture materials and usage, draping techniques, OR furniture and supplies, basic and specialty equipment, scrub and circulating roles, and physical aspects of an operating room. It also teaches safety in the surgical environment and methods to establish, maintain, and coordinate safe patient care.

**Certificate prerequisites:** ALDH 1042 or 1043, Medical Terminology, BIOL 1434 Basic Anatomy & Physiology.

**AAS prerequisites:** ALDH 1042 or 1043 Medical Terminology, BIOL 2214 Anatomy & Physiology I, BIOL 2224 Anatomy & Physiology II, BIOL 2014 Microbiology.

**SUR 1012 Lab Practicum I (2)**
Laboratory experience allows students to observe, and return demonstrate the principles and procedures taught in the classroom in a non-patient contact environment. It provides practicing of skills to achieve a satisfactory level of performance.

**Certificate prerequisites:** ALDH 1042 or 1043, Medical Terminology, BIOL 1434 Basic Anatomy & Physiology.

**AAS prerequisites:** ALDH 1042 or 1043 Medical Terminology, BIOL 2214 Anatomy &
SUR 1112 Patience Care Concepts (2)
This course provides fundamental principles and skills of basic patient care concepts to include pediatric, geriatric, and patients with special needs. It includes preoperative preparation, positioning and prepping, care of specimens, vital signs, urethral catheterization, hemostasis, fluid and blood replacement, and documentation. Students are also introduced to surgical pharmacology, concepts of anesthesia, and emergency protocol. (Prerequisites listed on next page.)

Certificate prerequisites: ALDH 1042 or 1043, Medical Terminology, BIOL 1434 Basic Anatomy & Physiology.

AAS prerequisites: ALDH 1042 or 1043 Medical Terminology, BIOL 2214 Anatomy & Physiology I, BIOL 2224 Anatomy & Physiology II, BIOL 2014 Microbiology.

SUR 1121 Lab Practicum II (1)
This course emphasizes the application of advanced principles and patient care, case preparation, and procedures in a non-patient contact environment.

SUR 1123 Surgical Procedures I (3)
This course familiarizes learners with surgical procedures. It emphasizes patient care, surgical anatomy, equipment and supplies needed for procedures, and surgical sequence. Students learn about pathophysiology, diagnostic tests, preoperative and postoperative care, and complications of surgery. Areas studied include diagnostic surgery, endoscopic surgery, general surgery, gastrointestinal surgery, and obstetric and gynecological surgery.

Certificate prerequisites: ALDH 1042 or 1043, Medical Terminology, BIOL 1434 Basic Anatomy & Physiology.

AAS prerequisites: ALDH 1042 or 1043 Medical Terminology, BIOL 2214 Anatomy & Physiology I, BIOL 2224 Anatomy & Physiology II, BIOL 2014 Microbiology.

SUR 1133 Surgical Procedures II (3)
This course explores the areas of orthopedic surgery, genitourinary surgery, ophthalmic surgery, and ear, nose, and throat surgery. It emphasizes patient care, surgical anatomy, supplies and equipment needed, sequence of procedures, pathophysiology, diagnostic tests, preoperative and postoperative care, and complications of surgical procedures.
Prerequisites: SUR 1012, 1101, 1102, 1103, 1112, 1123, and 1213.

SUR 1143 Advanced Surgical Procedures (3)
This course emphasizes the specialty areas of plastic and reconstructive surgery, thoracic, peripheral and cardiovascular surgery and neurosurgery. Prerequisites: SUR 1133 and 1213.
SUR 1213 Clinical Practicum I (3)
This course introduces the perioperative/surgical environment in a health care facility. It includes supervised clinical experience in application of learned theory and principles, basic patient care procedures, aseptic techniques, safe practice, and beginning skills of sterilization and disinfection. Students will be assigned to cases in the operating room where they will learn to become proficient in their skills.

Certificate prerequisites: ALDH 1042 or 1043, Medical Terminology, BIOL 1434 Basic Anatomy & Physiology.

AAS prerequisites: ALDH 1042 or 1043 Medical Terminology, BIOL 2214 Anatomy & Physiology I, BIOL 2224 Anatomy & Physiology II, BIOL 2014 Microbiology.

SUR 1214 Clinical Practicum II (4)
This course is a continuation of SUR 1213 with a focus on moderately complex surgical cases. An increased level of proficiency is achieved in all areas of the operating room.

Prerequisites: SUR 1012, 1101, 1102, 1103, 1112, 1123, and 1213

SUR 1224 Clinical Practicum III (4)
This course is a continuation of clinical coursework in all subspecialty areas of the operating room at an advanced level. Prerequisites: SUR 1133 and 1214

SUR 2103 Surgical Nursing (3)
This course provides fundamental principles and skills for nurses desiring to work in the surgical environment. It includes surgical asepsis, basic surgical nursing skills, surgical supplies, equipment and instrumentation, safety, and patient care responsibilities. Prerequisites: Enrollment in or completion of an accredited registered nursing program.

TECHNICAL STUDIES

TECH 1102 Technical Communications (2)
This course is designed to assist students in preparing to meet the expectations of the workplace. It introduces concepts in the areas of self-management, professional development, teamwork, problem solving, resume writing and interviewing techniques. Topics include how to communicate effectively through reading, writing, and speaking. In addition, students will engage in practice of soft skills necessary to be successful in the employment setting. This course is offered for technical programs and is not designed to be a transfer course.

TRUCK DRIVING

TTD 1004 CDL Training (4)
This course prepares students for successful completion of all requirements for an Arkansas Class A Commercial Driving License (CDL), including the written test, pre-trip inspection, and off-road skills test. The course also includes training in all non-driving activities required by the trucking industry. Prerequisite: Compass Reading score 44 or higher, ACT Reading score 10 or
higher, or equivalent.

**TTD 1103 CDL Refresher Course (3)**
This course provides a refresher for experienced Truck Drivers who need to obtain or renew a Class A Commercial Driver's License. Prerequisites: Must be an experienced semi-tractor trailer driver with at least one-year experience. Students must have a temporary CDL permit as well as a current Department of Transportation physical.

**TTD 1106 Tractor Trailer Driving (6)**
This course covers orientation of the tractor-trailer and operation of the trucking industry. It emphasizes safety, basic operation, advanced operation procedures, vehicle maintenance, and non-vehicle activities. Field exercises and road trips provide practical application.

**TTD 2006 Truck Driving Internship (6)**
This course provides students the opportunity to drive with a professional truck driver in order to gain experience in a supervised setting, make trucking industry contracts, and document driving experience as an aid to finding employment. Arrangements with employers will be documented using a Northark Cooperative Internship form. Co-requisite: TTD 1106.

**WELDING**

**WLD 1104 Welding I (4)**
This course in electric arc welding provides students with knowledge of equipment, safety precautions, and shop practice. Students will make basic types of welds in most positions, and study welding nomenclature, design of joints, and electric classifications. Pre/co-requisite: CT 1021; prerequisite: Compass Reading score 44 or higher, ACT Reading score 10 or higher, or equivalent.

**WLD 1184 Welding Application and Procedures (4)**
This course is designed for individuals enrolled in technical programs requiring a general knowledge of welding and cutting processes. This course is not designed to teach welding as a means of artistic expression. It will cover the fundamentals, safety precautions, and shop practices related to Gas Metal Arc Welding, Flux-Core Welding and Cutting Processes.

**WLD 1204 Welding II (4)**
This course is an advanced Shielded Metal (electric) Arc Welding course. Students will perform advanced arc welding techniques using mild steel electrodes in the flat, horizontal, vertical, up, and overhead positions on structural plate. The course emphasizes identifying and analyzing defects in welding joints. Prerequisite: WLD 1104

**WLD 1304 TIG Welding (4)**
This course includes in-depth study and practice of the gas tungsten arc welding process. The student's experience begins with the development of manipulative skills though the media of oxyacetylene welding, then progresses to similar application with TIG Welds in the standard positions. The student masters joint designs on carbon steel, aluminum, and stainless steel. Prerequisite: WLD 1104
**WLD 1403 Collision Repair Welding (3)**
This course covers the Gas Metal Arc Welding (GMAW), also known as Metal Inert Gas (MIG), process of repairing and joining high strength steel and other steels using manufacturers’ specifications/procedures. Additionally, the Gas Metal Arc Welding process of repairing and joining aluminum materials is covered.

**WLD 1404 MIG Welding (4)**
This course includes in-depth study and practice of the gas metal arc welding process. The student will learn the principles of constant voltage power source and the mechanics and maintenance of the wire feeding system. Upon successful completion of the course, the student knows about and is able to practice the following: short circulating transfer on stainless and mild steel, globular transfer with flux cored wire on mild steel, and spray transfer mode used on aluminum.

**WLD 1453 Welding Layout and Fabrication (3)**
This course covers the theory and practice of layout and fitting of pipe and structural steel. Basic welding skills with arc, MIG and oxyacetylene are prerequisites. The student learns the process of fabricating structure from pipe and steel through a series of competency-based exercises. Prerequisite: WLD 1104

**WLD 2505 Certification Welding (5)**
This course teaches advanced techniques using low hydrogen electrodes to prepare students to pass the American Welding Society and American Society for Mechanical Engineers Structural Welding Test. Prerequisites: WLD 1104 and 1204

**WLD 2605 Pipe Welding (5)**
This course develops skills used in the welding of both transmission pipeline and piping systems. It emphasizes the particular skills needed to meet the standards of the American Petroleum Institute. Prerequisite: WLD 1204

**WLD 2705 Advanced TIG Certification (5)**
This course is a detailed study and practice of Tungsten Inert Gas (TIG) welding procedures used in industry. The student will learn advanced techniques that are applicable to the pipeline and tube welding job market. This course will develop skills necessary to pass the American Welding Society (AWS) test for structural pipe welding. Prerequisite: WLD 1304.

**WLD 2805 Flux Core Certification (5)**
This course provides an in-depth study of advanced techniques in the (3G and 4G) uphill and overhead position. The training will prepare the student to pass the American Welding Society (AWS) structural welding x-rayed test. Pre/Co-requisite: WLD 1404.
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M.Ed., Ed.D., University of Arkansas

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M.A., Duke University

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M.N.S.C., University of Arkansas for Medical Sciences
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M.A., Morehead State University

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A.D.N. North Arkansas College

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M.F.A., University of Alabama

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M.S.N.c, American Sentinel

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Registered Nursing

Art

Registered Nursing

Business and Information Technology

English

Business and Information Technology

Director, Medical Laboratory Technology

Director, Practical Nursing

Practical Nursing

Registered Nursing

Social Sciences

Practical Nursing

Registered Nursing
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Fine Arts, and Education
Life Sciences
Director, Emergency Medical Sciences
Department Chair, Business and
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M.S., Arkansas Tech University
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M.S., Nova Southeastern University

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ASE Certified Master Technician

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B.S.N., Drury College

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M.A., University of Texas Austin

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M.S. University of Texas

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M.S., Kansas State University

Jeff Smith
A.A., North Arkansas College

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Director, Surgical Technology

Mathematics

English

Business and Information Technology

Director, Radiologic Technology

Mathematics

Adult Basic Education

Agriculture

HVAC

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M.S.N., Arkansas State University  
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Sandy White
<table>
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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Pam Richiert</td>
<td>Director</td>
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<tr>
<td>Pam Freer</td>
<td>ETS</td>
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<td>Carol Gilley</td>
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<td>Holly Sanderson</td>
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<td>Charles Summers</td>
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DIRECTORY LISTINGS, FAX NUMBERS, AND OFFICE LOCATION BY CAMPUS

(Area Code - 870)

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>North Arkansas College (Main Switchboard)</td>
<td>743-3000</td>
<td>(Fax – 391-3250)</td>
</tr>
<tr>
<td>North Arkansas College (North Campus)</td>
<td>391-3386</td>
<td>(Fax – 391-3190)</td>
</tr>
<tr>
<td>Accounts Payable - Vendors</td>
<td>391-3236</td>
<td>(Fax – 391-3326)</td>
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<tr>
<td>Admissions Office</td>
<td>391-3505</td>
<td>(Fax – 391-3330)</td>
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<tr>
<td>Adult Education/GED</td>
<td>391-3198</td>
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<td>Advising Center</td>
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<td>AHEC – NW</td>
<td>391-3367</td>
<td>(Fax – 391-3507)</td>
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<td>Allied Health, Nursing, &amp; Technical Programs</td>
<td>391-3262</td>
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<td>Arts, Sciences, Business &amp; Info Technology</td>
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<td>Business Office</td>
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<td>Business and Technology Dean</td>
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Outreach & Workforce Development Dean 391-3181
Payroll 391-3206
Placement Testing 391-3276
President’s Office 391-3211
Public Relations & Marketing 391-3242
Purchasing 391-3290
Registrar’s Office 391-3241 (Fax – 391-3339)
Secondary Center 391-3513 (Fax – 391-3190)
Services for the Hearing Impaired 391-3111
Special Events Coordinator 391-3547
Student Accounts 391-3219 (Fax – 391-3255)
Student Activities and Organizations 391-3155
Student Services 391-3235
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Testing Center 391-3334
TRIO 391-3135
Truck Driving Program 391-3188
24-Hour “What’s Happening” Hotline 391-3333
Veterans’ Affairs 391-3115 (Fax – 391-3190)
Vice President of Finance/Administration 391-3216
Vice President of Institutional Advancement 391-3229
Vice President of Learning Office 391-3316 (Fax – 391-3232)
Vice President of Student Services (Interim) 391-3101 (Fax – 391-3103)
Writing Center 391-3361
## Office Location by Campus

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<th><strong>North Campus</strong></th>
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