

Schedule of Classes



SPRING 2012

SPRING 2012

CALENDAR OF EVENTS

Priority Registration Spring 2012 (current students) Nov. 14–18
New Student (never attended any college) Orientation/Registration*
 Tuesday, November 29, 9:00 a.m.
 Thursday, December 15, 1:00 p.m.
 Thursday, January 5, 9:00 a.m.
 Thursday, January 12, 3:00 p.m.
 Friday, January 13, 8:00 a.m.—4:30 p.m.

*New students may register any time during the registration period after attending an orientation session

Readmitted/Transfer Student Registration (8:00 a.m.—4:30 p.m.)
 Wednesday, November 30
 Wednesday, December 14
 Wednesday, January 4
 Wednesday, January 11
 Friday, January 13

Spring Classes Begin January 17
Last Day to Adjust Schedule by 6:00 p.m. January 18
Last Day to Withdraw with a "W" April 6
Priority Registration for Summer I, II, III, & Fall 2012 April 16–May 11

Cosmetology Information

Spring 2012 Cosmetology Application Deadline November 12
 Spring Mid-Term Cosmetology Application Deadline January 30
 Spring Mid Term Cosmetology Class Begins March 12
 Summer I 2012 Cosmetology Application Deadline April 13
 Fall 2012 Cosmetology Application Deadline July 5

Nursing Information

PN Program—
 August 2012 Nursing Program Application Deadline July 6
 Jan. 2013 Nursing Program App Deadline November 2, 2012
RN Program—
 January 2012 Nursing Program Application Deadlines October 7

Holidays/Breaks

Martin Luther King Jr. Holiday (No Classes) January 16
 Spring Break (No Classes) March 19–23
 Campus Closed March 22–23
 Memorial Day Holiday (CC) May 28
 Independence Day Holiday (CC) July 4

Final Exams May 7–10

Graduations & Ceremonies

Graduation Application Deadline March 18
 Awards Ceremony May 4
 Spring Commencement Exercises May 12

Other Important Dates

SGA Student Feed February 7 & 8
 TRiO Embracing Diversity February 22 & 23
 Drug & Alcohol Awareness Week March 12–16
 Spring Fling April 3 & 4
 Finals Breakfast May 7–10
 Book Buy Back May 9 & 10

NURSING KAPLAN ASSESSMENT TEST

Prospective nursing students must take the Kaplan Assessment Test which is scheduled in the Division of Student Affairs. The prospective



student should register for the assessment at www.coto.edu. The

Kaplan Assessment Test is scheduled for **Friday, June 1, 2012, and Friday, June 8, 2012**, for applicants applying to attend the August 2012 Practical Nursing class. **On the scheduled day of the assessment, prospective students must report to Student Affairs by 8:00 a.m. or 12:30 p.m. If an applicant fails to arrive by 8:00 a.m. or 12:30 p.m., his/her slot will be given to another prospective student.** The fee for this assessment is \$25.00.

\$\$\$SCHOLARSHIP\$\$\$

COTO Non-Traditional Scholarship

The COTO Non-Traditional Scholarship is for recent GED graduates with a composite score of 600. This scholarship pays tuition for up to two years. DEADLINE: December 1, 2011.



COTO Presidential and Foundation Scholarships

The COTO Presidential and Foundation Scholarships are awarded on a competitive basis to qualifying students. Application is available on the COTO website or in the Division of Student Affairs. DEADLINE: December 1, 2011.

The Office of Financial Aid in the Division of Student Affairs can provide information on additional scholarships, grants, and waivers.

GRADUATING IN MAY???

Students completing the requirements for GRADUATION in May 2012 should visit with the Registrar at the beginning of the Spring 2012 semester to apply for graduation. The Spring Graduation Ceremony will be held on May 12, 2012, at 2:00 p.m. in the Malvern High School Auditorium.



THE SUMMER 2012 SCHEDULE WILL BE AVAILABLE AT WWW.COTO.EDU BY THE END OF NOVEMBER 2011.

ALLIED HEALTH SCIENCES

FIRST SEMESTER CLASSES - - Practical Nursing – January 17, 2012-May 11, 2012

Dept	Crs#	Sec Course Name	Days	Start/End	Room	Instructor
AHHS	1000	01 First Year Interest Group	*TBA	TBA	H106	Songer
PNUR	1001	01 Med Terminology for PNs	*TBA	TBA	H106	Swaim
PNUR	1113	01 Body Structure & Function I	*TBA	TBA	H106	Blacklock
PNUR	1202	01 Nutrition in Health & Illness	*TBA	TBA	H106	Lackey
PNUR	1010	01 Practical Nursing Process I	*TBA	TBA	H106	Lackey
PNUR	1005	01 Practical Nursing Process II	*TBA	TBA	H106	Songer

*TBA: Nursing Students in first semester will attend classes Monday, Wednesday, & Thursday 8:00 a.m.-3:00 p.m.; Tuesday classes are 7:00 a.m.-3:00 p.m. Course orientation will be the first day of class.

SECOND SEMESTER CLASSES - - Practical Nursing – January 17, 2012-May 11, 2012

Dept	Crs#	Sec Course Name	Days	Start/End	Room	Instructor
PNUR	1203	01 Body Structure & Function II	*TBA	TBA	H108	Blacklock
PNUR	1210	01 Practical Nursing Process III	*TBA	TBA	H108	Blacklock
PNUR	1217	01 Practical Nursing Process IV	*TBA	TBA	H108	Lackey

*TBA: Nursing Students in second semester will attend classes Monday & Tuesday 8:00 a.m.-3:00 p.m. and Wednesday-Friday Practicum hours will vary. Course orientation will be the first day of class.

THIRD SEMESTER CLASSES - - Practical Nursing – January 17, 2012-May 11, 2012

Dept	Crs#	Sec Course Name	Days	Start/End	Room	Instructor
AHHS	1030	01 NCLEX	*TBA	TBA	H119	Swaim
PNUR	1311	01 Practical Nursing Process V	*TBA	TBA	H119	Swaim
PNUR	1314	01 Practical Nursing Process VI	*TBA	TBA	H119	Blacklock

*TBA: Nursing Students in third semester will attend classes Monday & Tuesday 8:00 a.m.-3:00 p.m. and Wednesday-Friday Practicum hours will vary. Course orientation will be the first day of class.

ASSOCIATE DEGREE NURSING – LPN/PARAMEDIC TO RN

First Semester – January 2012-May 2012

Dept.	Crs#	Sec Course Name	Days	Start/End	Room	Instructor
RNUR	2008	01 Registered Nursing Process I	TBA	TBA	H119	Scott
RNUR	2008	02 Registered Nursing Process I	TBA	TBA	H119	TBA
RNUR	2014	01 Registered Nursing Process II	TBA	TBA	H119	Scott
RNUR	2014	02 Registered Nursing Process II	TBA	TBA	H119	TBA

Medication Assistant

(Must currently be a Certified Nursing Assistant with one year's experience)

January 20- March 30, 2012

Dept.	Crs#	Sec Course Name	Days	Start/End	Room	Instructor
MNUA	1117	01 Basic Medication Admin.	F	8:00A-2:00P	H119	Lackey
		Lab	F	2:00P-3:30P	H118	Lackey
		Clinical	Sat-Sun	6:30A-4:30P	NursHome	Lackey

(One day a week at 6 hours a day for 10 weeks = 60 Theory)

(One day a week for 1.5 hours a day = 15 Lab)

(10 hours for 4 days = 40 Clinical)

COURSES FOR CERTIFICATE OF PROFICIENCY

Certified Nursing Assistant

Dept	Crs#	Sec Course Name	Days	Start/End	Room	Instructor
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Feb. 6, 2012-Mar. 5, 2012

CNUA	1117	01 Nursing Assistant	MTWR	4:00P-10:00P	H119	Hughes
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Apr. 2, 2012-Apr. 23, 2012

CNUA	1117	01 Nursing Assistant	MTWR	4:00P-10:00P	H119	Hughes
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LPN/Paramedic to RN Prerequisite – January 2012-May 2012

Dept.	Crs#	Sec Course Name	Days	Start/End	Room	Instructor
RNUR	2113	01 Math for Nurses	T	5:00P-8:00P	H106	Lackey

APPLIED SCIENCE TECHNOLOGY

Dept.	Crs#	Sec Course Name	Days	Start/End	Room	Instructor
CISS	2133	01 Intro to UNIX & TCP/IP	MW	1:00P-3:20P	C102	Moix
CISS	2143	31 Computer Sec. Fund.	Online	dmoix@coto.edu		Moix
CISS	2233	01 Adv. Network Hardware	MW	9:30A-11:50A	C104B	Bailey
CISS	2253	01 Introduction to JAVA	TR	9:30A-11:50A	C102	Moix
CISS	2443	01 Intro. SQL	TR	9:30P-11:50P	C107	Bailey
CISS	2244	01 Network Security +	TR	1:00P-3:50P	C102	Moix
CNWT	1434	01 Cisco Net. Academy I	MW	1:00P-3:50P	C100	Bailey
CNWT	1444	01 Cisco Net. Academy II	TR	1:00P-3:50P	C100	Bailey
CJUS	1143	31 Police/Correctional Ethics	Online	mharper02@coto.edu		Harper
CJUS	2113	31 Crim Procedures & Evidence	Online	mharper02@coto.edu		Harper
CJUS	2253	31 Criminal Investigation	Online	mharper02@coto.edu		Harper
COSM	1209	01 Perm, Color & Chem. Treat	MWTR	8:00A-9:15A	Cosmo	Sullivan/Williams
COSM	1610	01 Mani, Pedi & Gen Nail Care	MWTR	9:15A-5:00P	Cosmo	Sullivan/Williams
*COSI	1006	01 Preparatory Training	MTWR	8:00A-12:00P	Cosmo	Sullivan/Williams
*COSI	1106	01 Cond. Theory & Pract. Clas.	MTWR	12:30P-4:30P	Cosmo	Sullivan/Williams

*COSI Classes are Instructor Training for Cosmetology. A student wanting to take these classes must have met the requirements for the Cosmetology program and earned their state cosmetology license.

Dept.	Crs#	Sec Course Name	Days	Start/End	Room	Instructor
ECDE	1113	55 Intro to Early Childhood	T	6:00P-7:15P	A304	Massey
ECDE	1123	55 Found of Early Childhood	R	6:00P-7:15P	A304	Massey
ECDE	1213	31 Curriculum & Materials	Online	jmassey@coto.edu		Massey
ECDE	1223	01 Early Childhood Practicum I	scheduled by instructor			TBA Massey
ECDE	2213	31 Special Edu. In Preschool	Online	jmassey@coto.edu		Massey
ECDE	2223	31 Art & Music for Preschool	Online	jmassey@coto.edu		Massey
ECDE	2233	31 Infants and Toddlers	Online	jmassey@coto.edu		Massey
ELCT	2113	01 Data, Voice & Video Cabling	MW	9:30A-11:20A	C100	Ashley
IEMT	1104	01 Fundamentals of Electricity	TR	9:30A-11:50A	C100	Ashley
IEMT	1203	01 Fluid Power	TR	6:00P-8:20P	C115	Stovall
MATH	1133	55 Tech Math (Hybrid)	T	4:00P-5:15	C100	Ashley
MCSE	1104	31 Microsoft Client	Online	dmoix@coto.edu		Moix
*TKDR	1105	01 Commercial Driving	Open			Jones Mill Carter
*TKDR	1102	01 Truck Driving Lab	Open			Jones Mill Carter

*TKDR contact dcarter@coto.edu or call 501-282-8031(cell phone), 501-332-0278, or 501-332-0262 for more information

ARTS & SCIENCES

Dept	Crs#	Sec Course Name	Days	Start/End	Room	Instructor
BIOL	1124	01 Intro. To Biology	MW	12:30P-2:50P	B307	Schultz, J
BIOL	1124	02 Intro. To Biology	TR	12:30P-2:50P	B307	Schultz, J
BIOL	1124	31 Intro. To Biology	Online	jschultz@coto.edu		Schultz, J
BIOL	1133	31 Nutrition	Online	kwinblack@yahoo.com		Black
BIOL	2123	01 Env. Science	MW	12:30P-1:45P	I108	Claffin
BIOL	2123	02 Env. Science	MW	2:00P-3:15P	I108	Claffin
BIOL	2224	01 Anatomy & Phys. I	MW	9:30A-11:50A	B306	Irwin
BIOL	2224	02 Anatomy & Phys. I	TR	9:30A-11:50A	B307	Schultz
BIOL	2234	01 Anatomy & Phys. II	MW	12:30P-2:50P	B306	Irwin
BIOL	2234	02 Anatomy & Phys. II	TR	9:30A-11:50A	B306	Irwin
BIOL	2234	31 Anatomy & Phys. II	Online	dpope@coto.edu		Pope
BIOL	2244	01 Microbiology	TR	12:30P-2:50P	B306	Irwin
CHEM	1214	01 General Chemistry I	TR	12:30P-2:50P	B303	Young
CHEM	1214	02 General Chemistry I	MW	6:00P-8:20P	B303	Young

Dept	Crs#	Sec Course Name	Days	Start/End	Room	Instructor
COMM	2113	01 Oral Communication	MW	9:30A-10:45A	I102	Palmer
COMM	2113	02 Oral Communication	MW	11:00A-12:15P	I102	Palmer
COMM	2113	03 Oral Communication	M	6:00P-8:50P	I110	Hughes
COMM	2113	31 Oral Communication	Online	chughes@coto.edu		Hughes
ECON	2113	31 Prin. of Macroecon	Online	thunnicuttc@coto.edu		Hunnicuttc
ECON	2213	55 Prin. of Microecon	T (Hyb)	11:00A-12:15P	I102	Hunnicuttc
EDUC	2113	55 Foundations of Educ	T (Hyb)	12:30P-1:45P	I104	Weak
EDUC	2123	01 Instructional Tech.	TR	11:00A-12:15P	B110	Boyett
EDUC	2223	31 Child Growth and Dev	Online	vduckery@sbcglobal.net		Duckery
ENGL	1103	01 Basic Writing	MW	12:30P-1:45P	I201	Pierce
ENGL	1103	02 Basic Writing	MW	3:30P-4:45P	I201	Pierce
ENGL	1103	03 Basic Writing	TR	8:00A-9:15A	I201	Pierce
ENGL	1103	04 Basic Writing	TR	12:30P-1:45P	I201	Phillips
ENGL	1103	05 Basic Writing	TR	2:00P-3:15P	I201	Pierce

ARTS & SCIENCES (CONT'D)

Dept	Crs#	Sec	Course Name	Days	Start/End	Room	Instructor	Dept	Crs#	Sec	Course Name	Days	Start/End	Room	Instructor
ENGL	1113	01	Composition I	MW	8:00A-9:15A	I101	Thompson	MATH	1013	76	Basic Algebra	TR	9:30A-10:45A	I202	Rogers
ENGL	1113	02	Composition I	MW	11:00A-12:15P	I101	Pierce	MATH	1013	77	Basic Algebra	TR	11:00A-12:15P	I202	O'Neal
ENGL	1113	03	Composition I	MW	12:30P-1:45P	I101	Thompson	MATH	1013	78	Basic Algebra	TR	12:30P-1:45P	I202	O'Neal
ENGL	1113	04	Composition I	MW	2:00P-3:15P	I109	Railsback	MATH	1013	79	Basic Algebra	TR	2:00P-3:15P	I202	O'Neal
ENGL	1113	05	Composition I	TR	9:30A-10:45A	I101	Thompson	MATH	1013	80	Basic Algebra	TR	3:30P-5:30P	I202	Walker
ENGL	1113	06	Composition I	TR	11:00A-12:15P	I109	Lovett	MATH	1013	81	Basic Algebra	TR	6:00P-8:00P	I202	Blackerby
ENGL	1113	07	Composition I	TR	2:00P-3:15P	I102	Crump	MATH	1023	01	Int. Algebra (Lecture)	MW	9:30A-10:45A	I109	Walker
ENGL	1113	08	Composition I	W	6:00P-8:50P	I108	Hall	MATH	1023	70	Intermediate Algebra	MW	8:00A-9:15A	I202	Colananni
ENGL	1113	31	Composition I	Online	bpierce@coto.edu		Pierce	MATH	1023	71	Intermediate Algebra	MW	9:30A-10:45A	I202	Simms
ENGL	1213	01	Composition II	MW	8:00A-9:15A	I102	Crump	MATH	1023	72	Intermediate Algebra	MW	11:00A-12:15P	I202	Walker
ENGL	1213	02	Composition II	MW	9:30A-10:45A	I101	Thompson	MATH	1023	73	Intermediate Algebra	MW	12:30P-1:45P	I202	Walker
ENGL	1213	03	Composition II	MW	2:00P-3:15P	I102	Crump	MATH	1023	74	Intermediate Algebra	MW	2:00P-4:00P	I202	Colananni
ENGL	1213	04	Composition II	TR	9:30A-10:45A	I102	Crump	MATH	1023	75	Intermediate Algebra	TR	8:00A-9:15A	I202	Rogers
ENGL	1213	05	Composition II	TR	11:00A-12:15P	I101	Thompson	MATH	1023	76	Intermediate Algebra	TR	9:30A-10:45A	I202	Rogers
ENGL	1213	06	Composition II	TR	2:00P-3:15P	I101	Thompson	MATH	1023	77	Intermediate Algebra	TR	11:00A-12:15P	I202	O'Neal
ENGL	1213	31	Composition II	Online	mmills@coto.edu		Mills	MATH	1023	78	Intermediate Algebra	TR	12:30P-1:45P	I202	O'Neal
ENGL	2213	01	World Literature I	MW	12:30P-1:45P	I102	Crump	MATH	1023	79	Intermediate Algebra	TR	2:00P-3:15P	I202	O'Neal
ENGL	2213	02	World Literature I	T6	6:00P-8:50P	I109	Merriott	MATH	1023	80	Intermediate Algebra	TR	3:30P-5:30P	I202	Walker
ENGL	2213	31	World Literature I	Online	mmills@coto.edu		Mills	MATH	1023	81	Intermediate Algebra	TR	6:00P-8:00P	I202	Blackerby
ENGL	2223	01	World Literature II	TR	12:30P-1:45P	I102	Crump	MATH	1143	01	College Algebra	MW	9:30A-10:45A	I108	Colananni
GEOG	1113	01	Geography	MW	2:00P-3:15P	I110	Laymon	MATH	1143	02	College Algebra	MW	11:00A-12:15P	I108	Colananni
GEOG	1113	02	Geography	R	6:00P-8:50P	I110	Emmons	MATH	1143	03	College Algebra	TR	2:00P-3:15P	I108	Walker
GOVT	2113	01	Am. National Gov't	MW	12:30P-1:45P	I110	Laymon	MATH	1143	04	College Algebra	TR	6:00P-7:15P	I108	Walker
GOVT	2113	02	Am. National Gov't	TR	8:00A-9:15A	I101	Schmidt	MATH	1143	31	College Algebra	Online	coreyboby@yahoo.com		Boby
GOVT	2113	03	Am. National Gov't	T6	6:00P-8:50P	I110	Shray	MATH	2153	01	^Plane Trigonometry	MW	8:00A-9:15A	I108	Simms
GOVT	2113	31	Am. National Gov't	Online	jwells@coto.edu		Wells	MATH	2163	01	^Business Calculus	TR	8:00A-9:15A	I108	Simms
GOVT	2123	31	State and Local Gov't	Online	jwells@coto.edu		Wells	MATH	1223	31	Math for Elem&Mid Sch II	Online	jes.walker@gmail.com		Walker
HIST	1113	01	Civ thru 16th Century	MW	11:00A-12:15P	I110	Schultz, M	PHIL	2113	01	Intro. To Philosophy	MW	2:00P-3:15P	I101	Lambert
HIST	1113	02	Civ thru 16th Century	TR	8:00A-9:15A	I110	Schultz, M	PHIL	2113	02	Intro. To Philosophy	TR	2:00P-3:15P	I109	Lambert
HIST	1113	31	Civ thru 16th Century	Online	mschultz@coto.edu		Schultz, M	PHIL	2113	31	Intro. To Philosophy	Online	mary.k.leigh@gmail.com		Leigh
HIST	1123	01	Civ since 16th Century	TR	11:00A-12:15P	I110	Schultz, M	PHYC	1114	31	Earth Science	Online	bmiller@coto.edu		Miller
HIST	2113	01	U.S. Hist thru 1865	MW	8:00A-9:15A	I110	Schultz, M	PHYC	1134	01	Physical Science	MW	12:30P-2:50P	B303	Young
HIST	2113	02	U.S. Hist thru 1865	TR	12:30P-1:45P	I110	Schultz, M	PHYC	1134	02	Physical Science	TR	9:30A-11:50A	B303	Young
HIST	2113	03	U.S. Hist thru 1865	W	6:00P-8:50P	I110	Schmidt	PHYS	1221	01	Life Fitness	T2	2:00P-4:00P	I110	Alpe
HIST	2143	31	Arkansas History	Online	mschultz@coto.edu		Schultz, M	PHYS	1221	31	Life Fitness	Online	dannerb@obu.edu		Danner
HUMN	2113	01	Humanities: Art	MW	11:00A-12:15P	I109	Railsback	PSYC	1113	01	General Psychology	MW	9:30A-10:45A	I110	Weak
HUMN	2123	01	Humanities: Music	TR	9:30A-10:45A	I109	Lovett	PSYC	1113	02	General Psychology	MW	11:00A-12:15P	I104	Wood
HUMN	2123	02	Humanities: Music	TR	12:30P-1:45P	I109	Lovett	PSYC	1113	03	General Psychology	TR	11:00A-12:15P	I104	Wood
HUMN	2133	31	Humanities: Theater	Online	aadair@coto.edu		Adair	PSYC	1113	04	General Psychology	M	6:00P-8:50P	I109	Watson
MATH	1003	70	Basic Math	MW	8:00A-9:15A	I202	Colananni	PSYC	1113	31	General Psychology	Online	pweak@coto.edu		Weak
MATH	1003	71	Basic Math	MW	9:30A-10:45A	I202	Simms	PSYC	2113	01	Abnormal Psyc	MW	2:00P-3:15P	I104	Wood
MATH	1003	72	Basic Math	MW	11:00A-12:15P	I202	Walker	PSYC	2113	02	Abnormal Psyc	R	6:00P-8:20P	I109	Jordan
MATH	1003	73	Basic Math	MW	12:30P-1:45P	I202	Walker	PSYC	2123	01	Developmental Psyc	TR	8:00A-9:15A	I104	Prince
MATH	1003	74	Basic Math	MW	2:00P-4:00P	I202	Colananni	PSYC	2123	31	Developmental Psyc	Online	pweak@coto.edu		Weak
MATH	1003	75	Basic Math	TR	8:00A-9:15A	I202	Rogers	READ	1013	01	Academic Reading	MW	11:00A-12:15P	I201	Weak
MATH	1003	76	Basic Math	TR	9:30A-10:45A	I202	Rogers	READ	1013	02	Academic Reading	TR	9:30A-10:45A	I201	Weak
MATH	1003	77	Basic Math	TR	11:00A-12:15P	I202	O'Neal	READ	1013	03	Academic Reading	TR	11:00A-12:15P	I201	Weak
MATH	1003	78	Basic Math	TR	12:30P-1:45P	I202	O'Neal	SOCI	1113	01	Intro. To Sociology	MW	8:00A-9:15A	I104	Aud
MATH	1003	79	Basic Math	TR	2:00P-3:15P	I202	O'Neal	SOCI	1113	02	Intro. To Sociology	MW	9:30A-10:45A	I104	Wood
MATH	1003	80	Basic Math	TR	3:30P-5:30P	I202	Walker	SOCI	1113	03	Intro. To Sociology	TR	9:30A-10:45A	I104	Wood
MATH	1003	81	Basic Math	TR	6:00P-8:00P	I202	Blackerby	SOCI	1113	04	Intro. To Sociology	TR	2:00P-3:15P	I104	Aud
MATH	1013	70	Basic Algebra	MW	8:00A-9:15A	I202	Colananni	SOCI	2123	31	Social Problems	Online	fflores@coto.edu		Flores
MATH	1013	71	Basic Algebra	MW	9:30A-10:45A	I202	Simms	SPAN	1123	01	Elem. Spanish II	R	6:00P-8:50P	I101	Cozzi
MATH	1013	72	Basic Algebra	MW	11:00A-12:15P	I202	Walker	^Web-Enhanced Courses							
MATH	1013	73	Basic Algebra	MW	12:30P-1:45P	I202	Walker	(Hyb) Hybrid courses meet half of the contact time in the classroom; the remaining half is delivered online.							
MATH	1013	74	Basic Algebra	MW	2:00P-4:00P	I202	Colananni								
MATH	1013	75	Basic Algebra	TR	8:00A-9:15A	I202	Rogers								

BUSINESS TECHNOLOGY

Dept	Crs#	Sec	Course Name	Days	Start/End	Room	Instructor	Dept	Crs#	Sec	Course Name	Days	Start/End	Room	Instructor
ACTG	1113	01	^Principles of Accounting I	MW	8:00A-9:15A	A308	Crutchfield	DATA	1123	04	^Fund of Info. Tech.	MW	12:30P-1:45P	B110	Hunnicuttt
ACTG	1203	01	^Principles of Accounting II	TR	9:30A-10:45A	A308	Crutchfield	DATA	1123	05	^Fund of Info. Tech.	M	6:00P-8:50P	B110	Moix
ACTG	2313	01	^Federal Income Tax	TR	12:30P-1:45P	A308	Avery	DATA	1123	06	^Fund of Info. Tech.	TR	8:00A-9:15A	B110	Hunnicuttt
BOIS	1113	01	Bus Calculator Applications	TR	8:00A-9:15A	B107	Boyett	DATA	1123	07	^Fund of Info. Tech.	TR	9:30A-10:45A	B110	Hunnicuttt
BOIS	2303	31	Business Communication	Online	jbeard@coto.edu		Beard	DATA	1123	08	^Fund of Info. Tech.	TR	11:00A-12:15P	B110	Staff
DATA	1123	01	^Fund of Info. Tech.	MW	8:00A-9:15A	B110	Boyett	DATA	1123	09	^Fund of Info. Tech.	F	9:00A-11:50A	B110	Moix
DATA	1123	02	^Fund of Info. Tech.	MW	9:30A-10:45A	B110	Boyett	DATA	1123	31	Fund of Info. Tech.	Online	cboyett@coto.edu		Boyett
DATA	1123	03	^Fund of Info. Tech.	MW	11:00A-12:15P	B110	Hunnicuttt	DATA	1123	32	Fund of Info. Tech.	Online	cboyett@coto.edu		Boyett

BUSINESS TECHNOLOGY (CONT'D)

Dept	Crs#	Sec	Course Name	Days	Start/End	Room	Instructor
DATA	1213	01	^Word Processing (Word)	MW	11:00A-12:15P	B104	Beard
DATA	1233	01	Database Mgmt. (Access)	TR	12:30P-1:45P	B110	Boyett
DATA	1243	01	Spreadsheet Apps. (Excel)	TR	11:00A-12:15P	B104	Crutchfield
DATA	2203	31	Integrated Apps. (MS Office)	Online	thunnicut@coto.edu		Hunnicut
DATA	2303	31	Adv. Word Processing (Word)	Online	jbeard@coto.edu		Beard
ECON	2113	31	Princ. of Macroeconomics	Online	thunnicut@coto.edu		Hunnicut
ECON	2213	55	Princ. of Microeconomics	T (Hyb)	11:00A-12:15P	I102	Hunnicut
MATH	1123	01	Business Math	MW	9:30A-10:45A	A308	Crutchfield
MATH	2163	01	Business Calculus	TR	8:00A-9:15A	I108	Simms
MEDT	1143	01	Medical Terminology II	TR	8:00A-9:15A	A308	Hughes
MEDT	1223	01	Principles of Disease	TR	9:30A-10:45A	B104	Hughes
MEDT	2213	01	Basic Pharmacology	MW	12:30P-1:45P	B104	Hughes
MEDT	2413	01	*Adv. Medical Office Adm.	Internship			Hughes
MEDT	2414	01	Medical Assisting	TR	2:00P-4:20P	B105	Hughes

Dept	Crs#	Sec	Course Name	Days	Start/End	Room	Instructor
MEDT	2053	01	Medical Billing	MW	2:00P-3:15P	B104	Hughes
MGMT	1113	31	Principles of Management	Online	crcrutchfield@coto.edu		Crutchfield
MGMT	2013	31	Human Resource Mgmt	Online	crcrutchfield@coto.edu		Crutchfield
MGMT	2343	31	Small Business Mgmt	Online	crcrutchfield@coto.edu		Crutchfield
SECR	1003	01	^Beginning Keyboarding	MW	8:00A-9:15A	B105	Beard
SECR	1003	02	^Beginning Keyboarding	TR	2:00P-3:15P	B105	Staff
SECR	1213	01	*Office Administration	Internship			Beard

***Advanced Medical Office Administration and Office Administration** students will spend 9 hours per week at an assigned internship site to earn credit for this course. Available sites and times will be assigned by the instructor on a first-come, first-serve basis during priority registration.

^Web-enhanced courses.

(Hyb) Hybrid courses meet half of the contact time in the classroom; the remaining half is delivered online.

STUDENT AFFAIRS

Dept	Crs#	Sec	Course Name	Days	Start/End	Room	Instructor
GNEC	1012	01	Prin. of Collegiate Succ.	MW	9:30 - 10:20A	A304	Lazenby
GNEC	1012	02	Prin. of Collegiate Succ.	TR	9:30 - 10:20A	A304	Lazenby
GNEC	1012	03	Prin. of Collegiate Succ.	TR	11:00 - 11:50A	A304	Francis
10 weeks: (January 17 to April 5, 2012)							
GNEC	1001	01	Student Opp. Seminar	T	8:00 - 9:15A	A303	Moix
GNEC	1001	02	Student Opp. Seminar	T	12:30 - 1:45P	A303	Brownfield

Dept	Crs#	Sec	Course Name	Days	Start/End	Room	Instructor
GNEC	1001	03	Student Opp. Seminar	T	2:00 - 3:15P	A303	Mitchell
GNEC	1001	04	Student Opp. Seminar	W	8:00 - 9:15A	A303	Overton
GNEC	1001	05	Student Opp. Seminar	W	9:30 - 10:45A	A303	Winiacki
GNEC	1001	06	Student Opp. Seminar	W	2:00 - 3:15P	A303	See
GNEC	1001	31	Student Opp. Seminar	Online	dbrown@coto.edu		Brownfield

ONLINE CLASSES BY DIVISION

Dept	Crs#	Sec	Course Name	Instructor Email	Instructor
APPLIED SCIENCE TECHNOLOGY					
CISS	2143	31	Computer Sec. Fund.	Online dmoix@coto.edu	Moix
CJUS	1143	31	Police/Correctional Ethics	Online mharper02@coto.edu	Harper
CJUS	2113	31	Crim Procedures & Evidence	Online mharper02@coto.edu	Harper
CJUS	2253	31	Criminal Investigation	Online mharper02@coto.edu	Harper
ECDE	1213	31	Curriculum & Materials	Online jmassey@coto.edu	Massey
ECDE	2213	31	Special Edu. In Preschool	Online jmassey@coto.edu	Massey
ECDE	2223	31	Art & Music for Preschool	Online jmassey@coto.edu	Massey
ECDE	2233	31	Infants and Toddlers	Online jmassey@coto.edu	Massey
MCSE	1104	31	Microsoft Client	Online dmoix@coto.edu	Moix
ARTS & SCIENCES					
BIOL	1124	31	Intro. To Biology	Online jschultz@coto.edu	Schultz, J
BIOL	1133	31	Nutrition	Online kwinblack@yahoo.com	Black
BIOL	2234	31	Anatomy & Phys. II	Online dpope@coto.edu	Pope
COMM	2113	31	Oral Communication	Online chughes@coto.edu	Hughes
ECON	2113	31	Prin. of Macroecon	Online thunnicut@coto.edu	Hunnicut
EDUC	2223	31	Child Growth and Dev	Online vduckery@sbcglobal.net	Duckery
ENGL	1113	31	Composition I	Online bpierce@coto.edu	Pierce
ENGL	1213	31	Composition II	Online mmills@coto.edu	Mills
ENGL	2213	31	World Literature I	Online mmills@coto.edu	Mills
GOVT	2113	31	Am. National Gov't	Online jwells@coto.edu	Wells
GOVT	2123	31	State and Local Gov't	Online jwells@coto.edu	Wells
HIST	1113	31	Civ thru 16th Century	Online mschultz@coto.edu	Schultz, M

Dept	Crs#	Sec	Course Name	Instructor Email	Instructor
HIST	2143	31	Arkansas History	Online mschultz@coto.edu	Schultz, M
HUMN	2133	31	Humanities: Theater	Online aadair@coto.edu	Adair
MATH	1143	31	College Algebra	Online coreyboby@yahoo.com	Boby
MATH	1223	31	Math for Elem&Mid Sch II	Online jes.walker@gmail.com	Walker
PHIL	2113	31	Intro. To Philosophy	Online mary.k.leigh@gmail.com	Leigh
PHYC	1114	31	Earth Science	Online bmiller@coto.edu	Miller
PHYS	1221	31	Life Fitness	Online dannerb@obu.edu	Danner
PSYC	1113	31	General Psychology	Online pweak@coto.edu	Weak
PSYC	2123	31	Developmental Psyc	Online pweak@coto.edu	Weak
SOCI	2123	31	Social Problems	Online rflores@coto.edu	Flores
BUSINESS TECHNOLOGY					
BOIS	2303	31	Business Communication	Online jbeard@coto.edu	Beard
DATA	1123	31	Fund of Info. Tech.	Online cboyett@coto.edu	Boyett
DATA	1123	32	Fund of Info. Tech.	Online cboyett@coto.edu	Boyett
DATA	2203	31	Integrated Apps. (MS Office)	Online thunnicut@coto.edu	Hunnicut
DATA	2303	31	Adv. Word Processing (Word)	Online jbeard@coto.edu	Beard
ECON	2113	31	Princ. of Macroeconomics	Online thunnicut@coto.edu	Hunnicut
MGMT	1113	31	Principles of Management	Online crcrutchfield@coto.edu	Crutchfield
MGMT	2013	31	Human Resource Mgmt	Online crcrutchfield@coto.edu	Crutchfield
MGMT	2343	31	Small Business Mgmt	Online crcrutchfield@coto.edu	Crutchfield
STUDENT AFFAIRS					
GNEC	1001	31	Student Opp. Seminar	Online dbrown@coto.edu	Brownfield

CONTINUING EDUCATION

Course Name	Start Date	Time	Instructor	Fee
Conversational Spanish I	February 1	TBA	TBA	\$80
Welding Basics	March 1	TBA	TBA	\$90

Course Name	Start Date	Time	Instructor	Fee
Internet Basics	April 5	TBA	TBA	\$80
Conversational Spanish II	April 19	TBA	TBA	\$80



IMPORTANT INFORMATION

BOOKSTORE HOURS & INFORMATION

COTO Bookstore hours for the **Spring 2012** term are as follows:

Monday – Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 4:30 p.m.

Visa, MasterCard, Discover, and personal checks are accepted. Telephone number and driver's license numbers must be provided with personal checks.

STUDENT RIGHTS & RESPONSIBILITIES

ACCREDITATION – COTO is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413, 800.621.7440 / 312.263.0456, www.ncahlc.org.

COURSE SCHEDULE NOTICE – COTO reserves the right to make any necessary changes (i.e., instructor assignments, room assignments, tuition/fee increase, etc.) in the class schedule.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION – COTO does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, age, sexual orientation, veteran status, disability, or any other category protected by law.

STUDENT WITH DISABILITIES – COTO provides services to accommodate students with disabilities are available. If you require such services, please provide documentation to the Student Success/504 Coordinator in the Division of Student Affairs.

STUDENT RESPONSIBILITIES – Students are expected to read the Catalog/Handbook (available in the Division of Student Affairs or online) to be knowledgeable of college policies, rules, and procedures.

WHEN ARE THE DEADLINES FOR PAYING TUITION?

All students must have a financial aid award in place, an established payment plan with the COTO Business Office or cash to pay for the semester in which they are enrolled. The following are dates when these arrangements or payments must be made to remain registered:

Spring 2012	January 6, 2012
Summer I and II 2012	May 1, 2012
Summer II	June 15, 2012
Fall 2012	July 27, 2012

APPLYING FOR FINANCIAL AID - The Financial Aid Office, located in the Division of Student Affairs, will assist you in applying for financial aid. Complete and submit the Free Application for Federal Student Aid at www.fafsa.ed.gov or pick up a form in the Financial Aid Office as early as possible prior to the beginning of the semester. Students need to visit the Arkansas Department of Higher Education website (www.adhe.edu) for additional scholarship information. Complete and submit the COTO Scholarship Application to be considered for a variety of available scholarships. November 1, 2011, is the priority deadline for financial aid for the Spring 2012 term.

GRADUATION

Students completing the requirements for graduation in May 2012 should visit with the Registrar at the beginning of the Spring 2012 semester to apply.

SELF SERVICE

Access your schedule, grades, financial aid, business account, and advisor through Self Service. Go to www.coto.edu, click on Self Service, and follow the directions.

TUITION*

Arkansas Residents	\$62.00/semester credit hour
Out-of-State Residents	\$124.00/semester credit hour
International Students	\$183.00/semester credit hour
Non-Credit Courses	Will vary according to class
Auditing	Same as for-credit

STANDARD FEES*

Security Fee	\$6.00/semester
Technology Fee*	\$8.00/semester credit hour
Building/Supply User Fee	\$8.00/semester credit hour
Student Government Fee*	\$1.00/semester credit hour
Lab Fee*	\$5.00/lab course
Science Lab Fee*	\$10.00/science lab course
Assessment Fee	\$10.00/semester
Math Lab Fee	\$100.00/math lab course
Cabling Lab Fee	\$100.00/cabling lab
Cisco Fee	\$150.00/Cisco course
MCSE	\$100.00/MCSE course
Online Course Fee	\$35.00/online course
COMPASS/ASSET	\$10.00/exam
Nursing Entrance Test (Kaplan)	\$25.00/exam
Nursing Fee (LPN to RN Program)	\$157.00/semester

OTHER FEES

Returned Check Fee	\$15.00/check
Schedule Change (drop/add) Fee	\$5.00/course
Withdrawal from College	no charge
International Student Processing Fee*	\$100.00

*Tuition and Fees subject to change.

All students are given a \$15 printing paper allowance (PPA). After the PPA is spent, a print card must be purchased in the Bookstore for additional printing.

REFUND POLICY

Fall and Spring Term Refunds are made as follows:	Day 1 – 11	100%
Summer Term Refunds are made as follows:	Day 1 – 5	100%

***No refunds (0%) will be given after the last day shown above.**

TUITION REFUND POLICY – To be eligible for a tuition refund, you must officially withdraw or drop classes through the Business Office before the **eleventh** day of classes. **NOTE:** Tuition Refund Checks will be issued after the final refund period has ended.

COMPASS ASSESSMENTS

There is a \$10.00 fee for the COMPASS assessment. This assessment, scheduled in the Division of Student Affairs, is offered on Fridays at 9:00 a.m. and 1:00 p.m. Prospective students should allow at least three hours for the assessment.



REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The Family Education Rights and Privacy Act designates certain information related to students as "Directory Information" and gives the College the right to disclose such information to anyone inquiring without having to ask students for permission, unless the students specifically request in writing that all such information not be made public without their written consent. The categories of "Directory Information" are listed in the *College of the Ouachitas Catalog/Handbook* and in the *College of the Ouachitas Operating Policy and Procedure Manual*. A copy of the policy statement on privacy rights may be obtained from the Office of Student Affairs upon request. If you wish to withhold the disclosure of all of the items of "Directory Information," fill out the form below and submit it to the Registrar.

This form must be received in the Office of Student Affairs within the first two weeks of each semester. If it is not received in that office by that date, all directory information may be disclosed for the remainder of the semester at the discretion of the College. A new form for non-disclosure must be completed each semester. This form becomes invalid at the end of the semester identified below.

Please consider very carefully the consequences of any decision made by you to withhold any category of "Directory Information," as any future request for such information from non-institutional persons or organizations will be refused. Examples of this non release information includes letters of reference, listing in the graduation program, honors listing, etc. College of the Ouachitas will honor the student's request to withhold all of the categories listed below but cannot assume responsibility to contact the student for subsequent permission to release them. Regardless of the effect upon the student, College of the Ouachitas assumes no liability for honoring your instructions that such information may be withheld.

I have carefully read the above and request that all "Directory Information" not be disclosed to non-institutional persons or organizations by the College without my prior written permission:

Term (circle one): Fall Spring Summer I Summer II Summer III 20_____

Student's Printed Name: _____ Student ID: _____

Student's Address: _____ Telephone No.: _____

Today's Date: _____ Student's Signature: _____

Return completed form: Registrar, Division of Student Affairs, Room A100.

HOW DO I ACCESS MY ONLINE COURSE?

1. Log on to the COTO Webpage at www.coto.edu.
2. Select **Online Courses** from the left navigation bar.
3. Enter your Blackboard **Username and Password**.

WHAT IS MY BLACKBOARD USERNAME & PASSWORD?

1. Your Blackboard Username is your **first initial + last name + last four digits of your student ID***, **not your Social Security number**. Example, if the last four digits of John Public's User ID is 1234, his Username would be jpublic1234.
2. Your Password is your **last name + last four digits of your student ID***, **not your Social Security Number**. Example, if the last four digits of John Public's Student ID is 1234 his Password is public1234.
3. Click **Login** button.

TAKING AN ONLINE CLASS?

NOTE: Online courses are not available until the first day of classes. Students are required to log in to their online course the first day of the semester.

FINAL EXAM SCHEDULE - SPRING 2012

Final exam times and dates for Internet courses will be announced at a later date by those course instructors. Final Exams will be given in **ALL** classes. Exams should be taken on designated days/times.

Regular Class Meeting Time	Final Exam Date	Final Exam Time
MW 8:00	Monday, May 7	8:00 - 10:00
MW 11:00	Monday, May 7	10:30 - 12:30
MW 2:00	Monday, May 7	1:00 - 3:00
Open	Monday, May 7	3:30 - 5:30
MW 6:00, M 6:00	Monday, May 7	6:00 - 8:00
TR 8:00	Tuesday, May 8	8:00 - 10:00
TR 11:00, T 11:00	Tuesday, May 8	10:30 - 12:30
TR 12:30, T 12:30, TR 1:00	Tuesday, May 8	1:00 - 3:00
TR 3:30, T 4:00	Tuesday, May 8	3:30 - 5:30
TR 6:00, T 6:00	Tuesday, May 8	6:00 - 8:00
MW 9:30	Wednesday, May 9	8:00 - 10:00
F 9:00	Wednesday, May 9	10:30 - 12:30
MW 12:30, MW 1:00	Wednesday, May 9	1:00 - 3:00
MW 3:30	Wednesday, May 9	3:30 - 5:30
W 6:00	Wednesday, May 9	6:00 - 8:00
Open	Thursday, May 10	8:00 - 10:00
TR 9:30	Thursday, May 10	10:30 - 12:30
TR 2:00, TR 2:00	Thursday, May 10	1:00 - 3:00
Open	Thursday, May 10	3:30 - 5:30
R 6:00	Thursday, May 10	6:00 - 8:00

STUDY HARD!