



AECC Career School

Licensed by the Arkansas Division of Higher Education

Course Catalog **2023**

300 S. Spring Street, Suite 300

Little Rock, Arkansas 72201

501-615-8922 (office)

501-615-8887 (fax)

Email: admin@arecc.org or aeccoffice5@gmail.com

Website: arecc.org

Copyright 2023. Arkansas Employment Career Center

TABLE OF CONTENTS

Mission, Philosophy, and Vision.....	3
Board of Directors.....	4
Administration.....	4
Faculty.....	5
Holidays.....	6
Program Costs.....	7-9
Enrollment Periods.....	10-11
The Admissions Process.....	12-13
Academic Procedures.....	13-14
Job Placement Services.....	14
Refund Policy.....	14
Student Conduct Expectations.....	14-15
Prohibiting Sexual Harassment.....	15
Student Complaint Process.....	15-16
Course Descriptions.....	17-18

MISSION

The Arkansas Employment Career Center's mission is to provide opportunities to strengthen individuals, families, and communities, and to prepare individuals for opportunities in higher education, vocational, apprenticeship, entrepreneurship, and employment.

PHILOSOPHY

The Arkansas Employment Career Center's philosophy is committed to providing career opportunities through education and training, which allow individuals to create or enhance career opportunities. The Arkansas Employment Career Center is committed to providing superior customer service and ensuring all customer's equal access.

VISION

The Arkansas Employment Career Center's vision is to assist individuals, including those who are eighteen and up, not in school and who can't find employment, those in vocational rehabilitation, and those on temporary assistance for needy families (TANF/TEA), SSDI/SSI, and SNAP recipients.

The AECC Career School supports the mission, philosophy, and vision of the parent company Arkansas Employment Career Center.

Board of Directors

- President.....Mr. Allen Harris**
- Accredited Asset Management Specialist, College of Financial Professional, AR
- Vice President.....Mr. Howard Jackson**
- Bachelor of Science in Psychology, University of Arkansas at Pine Bluff, Pine Bluff, AR
 - Master of Science in Educational Leadership, Western Michigan University, MI
- Treasurer.....Mr. Maximillion Sprinkle**
- Bachelor of Science in Business Administration/Marketing, University of Arkansas at Pine Bluff, Pine Bluff, AR
 - Juris Doctorate, William H. Bowen School of Law, University of Arkansas at Little Rock, Little Rock, AR
- Secretary.....Ms. Keena J. Williams**
- Texas Life & Health Insurance License, TX
- Member.....Ms. Roxanne Woodworth**
- Winona Technical School, MN

Administration

- President/Executive.....Ms. Carla Daniels**
- Bachelor of Arts in English: University of Arkansas at Little Rock, Little Rock, AR
 - Master of Public Administration: University of Arkansas at Little Rock, Little Rock, AR
 - Candidate, Master of Theology Education; Antioch School of Church Planting and Leadership Development, IA
 - Candidate, Doctor of Ministry in Theology Education; Antioch School of Church Planting and Leadership Development, IA
- Director of Medical Programs.....Ms. Evelyn Woods**
- Bachelor of Sciences in Biology/Education
 - Associate of Science, degree in Nursing
 - Licensed by the Arkansas Department of Education as Science Educator
 - Certified by the Arkansas Career and Technical Education as Educator for Medical Professional Sciences
- Chief Operating Officer.....Mr. Rod Daniels**
- Bachelor of Arts in Criminal Justice; The University of Arkansas at Pine Bluff
 - Master of Arts in Public Administration; Webster University, Little Rock, AR
- Chief Financial Officer.....Mr. Larry Stricklen**
- Bachelor of Arts in Organizational Management; Philander Smith College, Little Rock, AR
 - U.S. Army Veteran
- Employment Specialist.....Ms. Nadin Lopez**
- Associates of Arts, University of Arkansas at Little Rock, Little Rock, AR
 - Studying for Bachelor's in Art Education and Bachelor's in Spanish
- Administrative Data Specialist.....Mr. Curtis James**

- High School Diploma, England, AR

Faculty

Ms. Natalie Hughes

- Southeast Arkansas Technical College, Pine Bluff, AR
- LPN Certification

Ms. Xaviera Brooks

- LPN Certification

Ms. Darnetta McTyer

- Associate of Science, Pulaski Technical College, North Little Rock, AR
- Certifications
 - National Pharmacy Technician (PTCB)
 - Certified Pharmacy Technician (CPhT)

Dr. Michael Turley

- Bachelor of Arts in Mathematics, University of San Diego, San Diego, CA
- Master of Aeronautical Sciences, Embry-Riddle Aeronautical University, San Diego, CA
- Master of Arts in Teaching, University of Central Arkansas, Conway, AR
- Doctor of Philosophy in Leadership Studies, University of Central Arkansas, Conway, AR
- U.S. Air Force, Major (O-4; Retired)

Mr. James Houston, II

- Bachelor of Science; Systems Engineering
- Minors in Mathematics, and Geographic Information Systems
- Certified Licensed Teacher Arkansas Department of Education as Computer Science/Technical

Ms. India Roy

- Certificate in Medical Assisting, Eastern College, Little Rock, AR
- Associate of Science, Pulaski Technical College, North Little Rock, AR

2023 Holidays

TO BE OBSERVED

New Year's Day.....	Sunday, January 1, 2023
Martin Luther King Day.....	Monday, January 16, 2023
Presidents Day.....	Monday, February 20, 2023
Spring Break.....	Monday, March 20 – Friday, March 24, 2023
AECC Career School Reopens.....	Monday, March 27, 2023
Good Friday.....	Friday, April 7, 2023
Memorial Day.....	Monday, May 29, 2023
Juneteenth.....	Monday, June 19, 2023
Independence Day.....	Tuesday, July 4, 2023
Labor Day.....	Monday, September 4, 2023
Columbus Day.....	Monday, October 9, 2023
Veterans Day.....	Saturday, November 11, 2023
Veterans Day Observed.....	Friday, November 10, 2023
Thanksgiving Holiday.....	Monday, November 20 – Friday, November 24, 2023
AECC Career School Reopens.....	Monday, November 27, 2023
Christmas Holiday.....	Monday, December 18 – December 29, 2023

AECC CAREER SCHOOL PROGRAMS

Business Skills Training Program

Training in instruction in the following Microsoft 365 programs:

Microsoft Word 365, Level I - (Two Days: M – T)

Microsoft Excel 365, Level I - (Three Days: W – T)

Total: 40 hours

Word (\$399.00 - Two Days; M – T)

Excel (\$499.00 - Three Days; W – F)

Class Time: 9:00am – 3:00pm

Microsoft Powerpoint - (Two Days: M – T)

Microsoft Outlook - (One Day – W)

Total: 24 hours

Powerpoint (\$399.00 - Two Days; M – T)

Outlook (\$299.00 - One Day – W)

Night Classes are available for all courses.

Pre-Employment Career Readiness Training

Training includes courses in the following: Resume Development, Interview Techniques, and Job Search. The O'NET Interest Profiler assessment is given prior to training. Participants who complete the training will receive a certificate.

Total hours: 30 hours; Total price: \$799 (T – F; includes books)

Class Time: 9:00am – 3:00pm

Customer Service Skills Training Program

Training includes courses in the following: Communication Skills, Listening Skills, Telephone Skills, and Customer Service Skills. The O'NET Interest Profiler assessment is given prior to training. Participants who complete the training will receive a certificate.

Total: 30 hours; Total price: \$699 (M – Th; includes books)

Class Time: 9:00am – 5:00pm

Certified Nursing Assistant Training Program

The Certified Nursing Assistant Training program employs the “objectives from the Arkansas LTCF nursing assistant training curriculum for all units of instruction.” The courses shall consist of a combination of classroom and clinical instruction. The requirements for state certification will be a minimum of ninety (90) hours of training, with a balance between seventy-four (74) hours of theory instruction and sixteen (16) hours of skill training.

Total Price: \$1,025 (including books, lab fee, CPR, and testing fee)

Day classes meet: M – F for 3 weeks: 8:00am – 2:30pm

Night classes meet: M – F for four weeks: 5:30pm – 9:30pm

Certified Pharmacy Technician Program

The Certified Pharmacy Technician Program is a Pharmacy Technician Certification Board (PTCB) Recognized Education/Training Program. It is designed to train students to become pharmacy technicians, complete the Arkansas Application for Pharmacy Technicians for licensure, and take the Pharmacy Technician Certification Exam (PTCE). The students will learn how to ensure the well-being of the patients who receive medication. Course instruction includes the following topics: medications, federal requirements, patient safety, quality assurance, and ordering and processing medication.

Total: 120 hours

Total price: \$1,499 (including books, lab fee, practice test, and license fee)

Day classes meet: M T Th for eight weeks; 9:00am – 1:00pm

Night classes meet: M T Th for eight weeks; 5:30pm – 10:00pm

Hybrid classes are available.

Certified Clinical Medical Assistant Program

The Certified Clinical Medical Assistant Program is a program that will prepare students to function as professionals in multiple healthcare settings. It will prepare students to assist physicians by performing functions related to the clinical aspects of a medical office. The students will learn how to assist with the administration of medications, perform an EKG electrocardiogram, obtain laboratory specimens for testing, educating patients, or other related tasks.

Total: 140 hours

Total price: \$2,800 (including books, lab fee, practice tests, and national certification testing)

Day classes meet: M T Th for 14 weeks; 9:00am – 1:00pm

Night classes meet: M T Th for 14 weeks; 5:30pm – 9:30pm

Hybrid classes are available.

Entry Level Cyber Security Program

The Entry Level Cyber Security Program will prepare students to learn networking fundamentals, Linux fundamentals, system administration procedures, detect threats and learn how to respond to them, forensics and malware/ransomware techniques.

Total: 144 hours

Total price: \$2,900 (includes books, software, and the certification testing)
Classes meet: M: 8:00pm - 10:00pm, T Th: 6:00pm – 10:00pm for 14 weeks

ENROLLMENT PERIODS

Enrollment periods are at least thirty days prior to the first day of classes for each program

PROGRAM TERM DATES FOR 2023*

**Business Skills Training Program
Microsoft Suite 365: Outlook, Excel, Word, and PowerPoint**

Day & Night Schedule

Outlook	Excel	Word	PowerPoint
Contact School for Available Dates			

**Pre-Employment Career Readiness Training Program
Customer Service Skills Training Program**

Pre-Employment Career Readiness Training	Customer Service Skills Training
Contact School for Available Dates	

Certified Nursing Assistant Training Program (CNA)

Day Schedule	Night Schedule
January 17- February 6	January 9- February 6
February 27- March 17	February 21- March 20
April 10- April 28	April 3- May 1
May 22- June 12	May 15- June 12
July 3- July 24	June 26- July 24
TBA	TBA

Certified Pharmacy Technician Program (CPhT)

Day Schedule	Night Schedule
January 23- March 28	February 13- April 17
April 3- June 2	April 24- June 22
June 12- August 7	-
-	July 3- August 28
August 21- October 25	-
-	September 4- October 31

Clinical Medical Assistant Program (CCMA)

Day Schedule	Night Schedule
January 16- April 25	February 13- May 22
May 8- August 17	May 29- September 11
August 28- December 7	-

*Dates may change due to weather conditions and/or other factors. Check with your advisor or AECC representative for any program modifications.

THE ADMISSIONS PROCESS

Admissions Requirements

- AECC Career School Admission's Application
- Driver's License or State Identification
- O'NET Interest Profiler Assessment

Falsifying the Admission Application

The AECC Career School expects applicants for admission to be honest and professional in all their dealings with the school. AECC Career School will act against applicants who deliberately lie or misrepresent their background in their application materials.

If false, misrepresented, or misleading information is discovered during or after the admission process, please be advised of the following time frames and actions that will ensue.

- Before the application process is completed, the application will not be processed, and no admission offer will be forthcoming.
- After admission and prior to enrollment, the admission offer will be rescinded.
- After admission and enrollment, the student will be administratively withdrawn from all classes.
- After a certificate has been earned, that certificate will be revoked.

Evidence suggesting that an applicant has lied, misrepresented, or acted to mislead reviewers with respect to any component of the applicant's background will be brought to the President/Executive Director or designee. The President/Executive Director or designee will evaluate the relevant evidence and consult with any parties involved with the application prior to making a decision regarding the disposition of the application. If the applicant or student wishes to appeal the decision, an appeal can be made in writing to the President/Executive Director. No punitive action against the applicant or student will occur until the issue is resolved.

Equal Access for Students with Disabilities

In compliance with federal regulations, it is the policy of the AECC Career School to respond in a manner that does not result in discrimination to a student's request for course accommodation, substitution, and other adjustments because of a documented disability. The AECC Career School will collaborate in conjunction with Arkansas Rehabilitation Services to review each case and to work through the interactive process with the student to determine accommodations.

Non-Discrimination

The AECC Career School adheres to a policy that enables all individuals, regardless of race, color, gender, national origin, age, religion, sexual orientation, veteran's status, or disability, to work and study in an environment that doesn't tolerate discriminatory behavior or acts. Harassment of an individual or group will not be condoned, and any person (student, faculty, volunteer, or staff member) who violates this policy will be subject to disciplinary action.

Harassment that is considered discriminatory includes actions or conduct (verbal, graphic, gestural, or written) directed against any person or group with the intent to demean or create a

hostile or threatening environment. It is not the intent of this policy to infringe upon or limit education. Scholarly, or artistic expression. Any person who believes he or she has been discriminated against should contact the Office of Academic Program or designee to obtain assistance and information concerning the filing of a complaint.

At the same time the AECC Career School prohibits discriminatory practices, it promotes equal opportunity through affirmative action. Non-discriminatory affirmative action equal opportunity policies apply to recruitment, hiring, job classification and placement, work conditions, promotional opportunities, demotions/transfers, terminations, training, compensation, choice of contractors and suppliers of goods and services, educational opportunities, disciplinary action, and use of facilities.

ACADEMIC PROCEDURES

It is the student's responsibility to be familiar with the academic rules and regulations in this catalog and program policies concerning the student's education selection. These provisions are subject to change, although students will normally be permitted to complete their programs under the regulations in effect.

Advisement

Advisement procedures and arrangements vary between programs, but students are advised by a program representative or designee for an appropriate program of study or the curricula in which they are seeking admission to classes. Students must be advised before enrolling in a program or course.

Daily Class Schedule

Generally, students will attend classes during the weekday, based on program guidelines. Classes are scheduled from 9:00am to 5:00pm. Evening classes are scheduled as per program guidelines.

Attendance Policy

Students are expected to attend all class sessions on time. Instructors will maintain a record of attendance. Arriving late to class after the designated time for the beginning of the class places the student at a disadvantage for learning the material and acquiring the necessary skills for improvement. Given the course methodology, information presented is progressive, so presence and attentiveness are greatly needed. Missed courses will require self-instruction.

Late Work and Make-up Work

Make-up work will require self-instruction. No late work is accepted. All assignments are due at the time requested.

Grading Policy

A student's final evaluation will be based on the instructor's course policies and criteria. Numeral or letter grades are not a part of the course curriculum for AECC Career School programs. At the end of each program, a certificate will be given to program participants as the instructor deems appropriate.

Remedial Support

AECC provides remedial support for all students.

JOB PLACEMENT SERVICES

The AECC Career School provides job referral and placement services to all students who request assistance. Job notices from businesses seeking qualified entry-level applicants are posted on a bulletin board within the office. While the AECC team takes great pride in its programs, it cannot guarantee employment.

REFUND POLICY

Refunds are applicable according to the State Board of Private Career Education Rules and Regulations and AECC guidelines.

- (i) At completion of less than twenty-five percent (25%) of the program, the refund shall be made on a pro data basis.
- (ii) At completion of 25% but less than 50% of the program, the student shall be refunded not less than 50% of the tuition.
- (iii) At completion of 50% but less than 75% of the program, the student shall be refunded not less than 25% of the tuition.
- (iv) At completion of 75% or more of the program no refund is due to the student.

STUDENT CONDUCT EXPECTATIONS

Students in the AECC Career School classrooms are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary actions which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action by the President/Executive Director. This list is not all-inclusive.

- 1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records or collaboration with others to defraud.
- 2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others.
- 3. Non-compliance with the directives of school's administration, faculty, and/or staff.
- 4. Violation of written policies, rules, or procedures.
- 5. Theft of any kind, and related behaviors.
- 6. Damage to property or destruction of property.
- 7. Creation of unsafe conditions.
- 8. Carrying out a false alarm or creating an emergency.
- 9. Hurting, threatening, or engaging in behavior that may result in harm to others.
- 10. Selling, consuming, and/or possessing alcoholic beverages.
- 11. Possessing or using drugs not prescribed for the student by a physician, selling any drugs or possessing or using illegal drugs or narcotics.
- 12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property or in any part of the property.
- 13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited.

14. No weapons allowed on campus (administration/school).

PROHIBITING SEXUAL HARASSMENT

The AECC Career School is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, color, religion, sexual orientation, gender identity, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability, or genetic information. Such an environment is necessary for a healthy learning, working, and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation, and sexual misconduct as defined by this policy are prohibited.

Title IX protects the school environment from sexual discrimination, harassment, and misconduct in a school's education programs. Title IX protects the AECC Career School in connection with all academic, educational, and other programs, whether those programs take place on school property, or at a class or training program sponsored by the school at another location, online, or elsewhere.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

All complaints or any concerns about conduct that may violate this policy should be submitted to the Office of Academic Programs or designee.

STUDENT COMPLAINT PROCESS

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to resolve the concern with the instructor via a meeting, along with a written statement regarding the concern. If the student feels that the concern is not resolved, the student will request in writing a meeting with the Executive Director, provide a letter addressing the concern, and include any appropriate documentation. If needed after the meeting, the Executive Director will formally investigate the complaint and take appropriate action. A written response of the decision will be provided to the student after the investigation is completed. If the decision is not accepted, the student must provide a written response to the Executive Director who will forward it to the President of the Board, if needed. The president of the board will follow-up with the student. If there is no resolution, the student will be authorized to contact the Arkansas Division of Higher Education (423 Main Street, Suite 400, Little Rock, AR 72201; (501) 371-2000).

COURSE DESCRIPTIONS

Communications (Conflict Resolution)

Training will provide participants with foundational information about how to communicate effectively in any given situation. Conflict resolution training strategies address how to avoid conflicts on and off the job in a positive manner.

Communication Skills

This course is designed to instruct participants about how to communicate effectively with others to achieve the results desired. Course content includes the following: communication models, the APA Communication Style, addressing misunderstandings, strategies for giving feedback, and communication components.

Customer Service

This is a step-by-step training course on how to provide excellent customer service in a business. This course covers the importance of customer services, customer service principles, empathy, types of customers, personality types, communication channels, and handling complaints.

Interviewing Techniques

Performing well in an interview is paramount. In this course, participants learn how to present themselves in a job interview and to maximize their chance of landing that “job”. Training is provided to assist participants with answering various types of questions, including open-ended questions which may be asked during an interview. Participants will also learn how to ask and respond to questions related to the knowledge, skills, and abilities of a specific job. Mock interview sessions will also be a part of the training.

Listening Skills

This course is designed to help participants develop good listening patterns. It also teaches them the importance of good listening skills, the secret to effective communication skills, the nature of miscommunication, communication failures, types of listening, active listening techniques, and dealing with difficult people.

Microsoft Applications: Excel 365, Level I

This is a step-by-step course designed to introduce participants how to work with excel, basic excel features, formulas, moving data, smart tags and options buttons, auto fill options, editing tools, modifying cells data, cell formatting, enhancing charts with graphs, using the view tab, managing a single window, and printing. Printing includes print commands, print preview, using basic print options, and setting printer properties.

Microsoft Applications: Office 365 – Outlook

This course addresses information that includes the following: email usage (creating, sending, receiving, and organizing emails), managing tasks, organizing your calendar, making appointments, and scheduling event/meetings.

Microsoft Applications: Office 365 – PowerPoint

This course addresses information that includes the following: basic terminology, PowerPoint slide types, formatting texts and paragraphs within your presentation, adding tables and pictures and presenting your slides.

Microsoft Applications: Word 365, Level I

This is a step-by-step course designed to introduce participants how to work with Word, navigate your document, work with features within your document, use the help features, access the toolbar, advanced ribbons and customization, create new documents, use the home ribbon, font dialog, use tabs paragraph options, prepare a document, and print a document.

O'NET Interest Profiler

The O'NET Interest Profiler is a computer-based program that is designed to provide an individual with an assessment of the work and careers that will best correspond with their own interests.

Resume Development

Along with learning the components of a resume, participants will develop their resume and create a template for composing a cover letter. Training will also include information about the following pre-employment skills: 1) a work ethic, 2) setting goals, 3) developing a positive attitude, 4) identifying career databases, 5) becoming self-motivated, and 6) developing a respect for leadership.

Telephone Skills

This is a step-by-step training course on how to provide telephone service in a professional manner. This course covers emotional intelligence, getting the correct information, components of telephone conversations, different types of callers, giving information (confidential vs. non-confidential, and speech attributes, including tone and rate of speech.