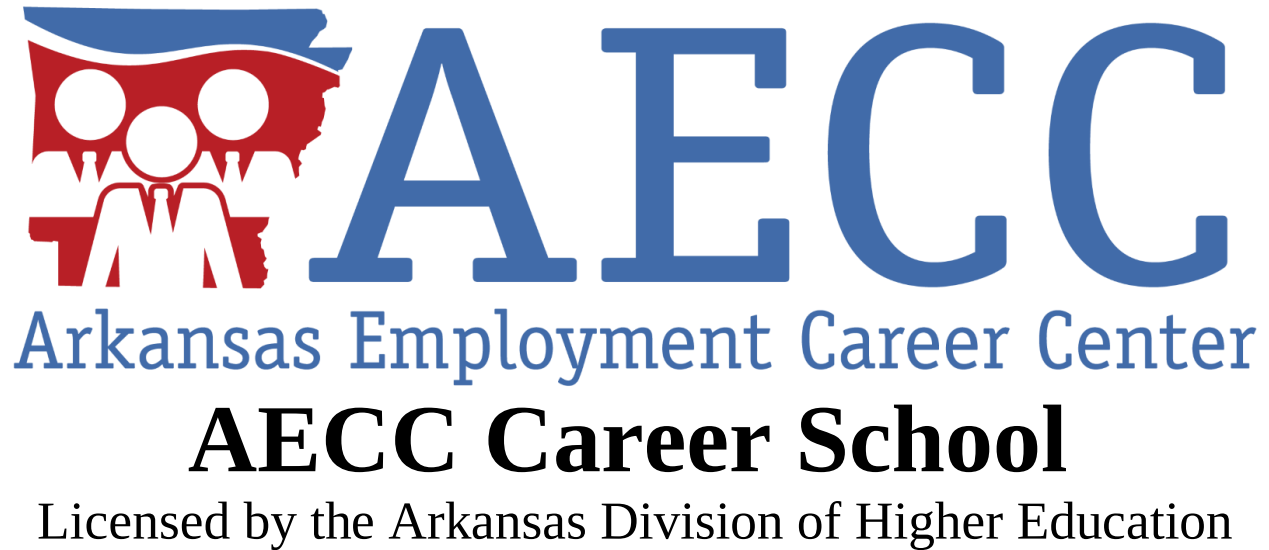




Course Catalog

2025

300 S. Spring Street, Suite 300

Little Rock, Arkansas 72201

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Website: arecc.org

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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,
Little Rock, Arkansas

Vice President.....Mr. Howard Jackson
Bachelor of Science in Psychology, University of Arkansas at Pine Bluff,
Pine Bluff, Arkansas
Master of Science in Educational Leadership, Western Michigan University,
Kalamazoo, Michigan

Treasurer.....Mr. Maximillion Sprinkle
Bachelor of Science in Business Administration/Marketing, University of Arkansas at
Pine Bluff,
Pine Bluff, Arkansas
Juris Doctorate, William H. Bowen School of Law, University of Arkansas at Little
Rock,
Little Rock, Arkansas

Secretary.....Ms. Keena J. Williams
Texas Life & Health Insurance License,
Dallas, Texas

Member.....Ms. Roxanne Woodworth
Minnesota State College Southeast,
Winona, Minnesota

Administration

President/Executive.....Ms. Carla Daniels, MPA

Bachelor of Arts in English: University of Arkansas at Little Rock,
Little Rock, Arkansas
Master of Public Administration: University of Arkansas at Little Rock,
Little Rock, Arkansas
Candidate, Master of Theology Education; Antioch School of Church Planting and
Leadership Development,
Des Moines, Iowa
Candidate, Doctor of Ministry in Theology Education; Antioch School of Church
Planting and Leadership Development,
Des Moines, Iowa

Director of Certified Nursing Assistant Programs.....Ms. Katherine Adams, RN, LNHA

Registered Nurse, Baptist School of Nursing,
Little Rock, Arkansas
Licensed Practical Nurse, South Arkansas Community College,
El Dorado, Arkansas
Licensed Nursing Home Administrator, State of Arkansas Office of Long-term Care
Little Rock, Arkansas

Director of Leadership and Youth Services.....Dr. Michael Turley

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

Chief Operating Officer.....Mr. Rod Daniels, MPA

Bachelor of Arts in Criminal Justice; University of Arkansas at Pine Bluff
Pine Bluff, Arkansas
Master of Arts in Public Administration; Webster University,
Little Rock, Arkansas

Chief Financial Officer.....Mr. Larry Stricklen

Bachelor of Arts in Organizational Management; Philander Smith College,
Little Rock, Arkansas
U.S. Army Veteran

Employment Case Manager.....Mrs. Tonya Topps, MSCMHC

Master of Science in Clinical Mental Health; Walden University,
Minneapolis, Minnesota
Bachelor of Business Administration; Philander Smith University,
Little Rock, Arkansas

Administrative Data Specialist II.....Ms. JoAnna Finney
Associates of Liberal Arts and Science; Pulaski Technical College,
Little Rock, Arkansas

Administrative Data Specialist I.....Ms. Patricia Scott
General Studies; Southeast Arkansas College,
Pine Bluff, Arkansas

Administrative Data Specialist I.....Mr. Curtis James
High School Diploma, England High School,
England Arkansas

Faculty

Mrs. Debra Arnn, RN

Bachelor of Science in Nursing, Lincoln University,
Jefferson City, Missouri

Mr. Keaton Bell

IBM Cyber Security Analyst
Realtor/Investor
ET-ISAC

Ms. ShaKema Cole, CPhT

Pharmacy Technician, Joliet Job Corps,
Chicago, Illinois
Certified Pharmacy Technician, National Pharmacy Technician Certification Board

Ms. Natalie Hughes, LPN

Southeast Arkansas Technical College,
Pine Bluff, Arkansas
Licensed Practical Nurse, Southeast Arkansas College,
Pine Bluff, Arkansas

Ms. Rosie Jenkins, LPN

Licensed Practical Nurse
McGehee, Arkansas
Associate of Arts in Management
Charles Town, West Virginia

Mrs. Lakita Murry, LPN

Licensed Practical Nurse, Southeast Arkansas College,
Pine Bluff, Arkansas

Ms. India Roy

Certificate in Medical Assisting, Eastern College of Health Vocations,
Little Rock, Arkansas
Associate of Science, Pulaski Technical College,
North Little Rock, Arkansas

Ms. Patrice Sanders, CPhT

Certified Pharmacy Technician,
Little Rock, Arkansas
Registered Pharmacy Technician in Arkansas and Texas
Teaching Certificate, Arkansas Division of Higher Education

Mrs. Leah Singleton, CPhT

Pharmacy Technician; Remington College,
Little Rock, Arkansas
Certified Pharmacy Technician, National Pharmacy Technician Certification Board

Ms. Detrich Smith, MA, EMT

Bachelor of Science in Health Education, University of Central Arkansas,
Conway, Arkansas
Master of Arts in Health Administration, Webster University,
Little Rock, Arkansas

Ms. Roxanne Solis, RN

Registered Nurse, Jefferson School of Nursing,
Pine Bluff, Arkansas
Associates of Science, Southeast Arkansas College,
Pine Bluff, Arkansas

2025 Holidays TO BE OBSERVED

New Year's Day.....Wednesday, January 1, 2025

Martin Luther King Day.....Monday, January 20, 2025

Memorial Day.....Monday, May 26, 2025

Independence Day.....Friday, July 4, 2025

Labor Day.....Monday, September 1, 2025

Thanksgiving Holiday.....Thursday, November.27 – Friday, November 28, 2025

AECC Career School Reopens.....Monday, December 1, 2025

Christmas Holiday.....Wednesday, December 24 – Thursday December 25, 2025

New Year's Day.....Thursday, January 1, 2025

AECC CAREER SCHOOL PROGRAMS

Business Skills Training Program

Training in instruction in the following Microsoft 365 programs:

Microsoft Word 365, Level I - (\$399.00 - Two Days: M – T) **Total: 16 hours**

Microsoft Excel 365, Level I - (\$499.00 - Three Days: W – F) **Total: 24 hours**

Total: 40 hours

Class Time: 9:00am – 3:00pm

PowerPoint (\$499.00 - Two Days; M – T)

Total: 16 hours

Class Time: TBA

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

Class Time: 9:00am – 3:00pm

Hybrid classes are available.

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

Class Time: 9:00am – 5:00pm

Hybrid classes are available.

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: \$1,599 (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: 5:00pm – 10:00pm

Certified Pharmacy Technician Program

The Certified Pharmacy Technician Program is a Pharmacy Technician Certification Board (PTCB) Recognized Education/Training Program. The course is designed to train students to become Pharmacy Technicians to complete the Arkansas application for Pharmacy Technicians for licensure. If students are already licensed in Arkansas, students will be Exam. 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: 96 hours

Total price: \$1,899 (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; 5:00pm – 9:00pm

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. Students receive/offered certification through National Healthcareer Association (NHA).

Total: 168 hours

Total price: \$2,800 (including books, lab fee, practice tests, and national certification testing) Day classes meet: M T Th for 12 weeks; 9:00am – 1:00pm

Night classes meet: M T Th for 12 weeks; 5:30pm – 9:30pm

Hybrid classes are available.

Network Cyber Security Program

The Network 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. Students receive/offered various certification through IBM or CompTia, etc.

Total: 120 hours

Total price: \$2,995 (includes books, software, and the certification testing)

Classes meet: M W: 5:00pm - 9:00pm, F: 5:00pm – 8:00pm for 10 weeks

Hybrid classes are available.

ENROLLMENT PERIODS

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

PROGRAM TERM DATES FOR 2025*

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 6 - January 27	January 13 - February 12
February 3 - February 21	March 10 - April 11
March 3 - March 21	May 12 - June 9
April 7 - April 25	July 7 - August 1
May 5 - May 23	September 2 - September 29
June 2 - June 20	October 27 – November 21
June 30 – July 21	
July 28 – August 15	
August 25 – September 15	
September 22 – October 10	
October 20 – November 7	

Certified Pharmacy Technician Program (CPhT)

Day and Night Schedule
January 6 – March 3
March 10 – May 1
May 12 - July 7
July 14 - September 8
September 15 - October 23
November 3 - December 15

Clinical Medical Assistant Program (CCMA)

Day and Night Schedule
January 6 – March 31
April 7- June 30
July 7 – September 29

Entry Level Cyber Security

Day Schedule	Night Schedule
January 6 - March 17	February 10 – April 18
March 31 - June 9	May 5 – July 16
June 23 – September 2	August 11 – October 22
September 15 – November 21	

*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 upon documentation.

SUPERVISED JOB SEARCH

The AECC Career School provides students with the opportunity to seek and possibly obtain employment. Students will develop a resume and begin applying for jobs prior to graduation. **While the AECC takes great pride in its programs, we 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).
15. The use of cell phones (calls or messaging) is prohibited during class instruction.

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 upon request.

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. A complaint form can be obtained at the administrative assistant desk or online at Complaint@AECC.org. If the student feels that the concern is not resolved, the student should 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 or designee will formally investigate the complaint within 7 to 14 business days 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 at 101 East Capitol Avenue, Suite 300, 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.

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

As a part of supervised Job search, 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.

AECC Career School Course Catalog

Received By: _____

Date: _____