

ARKANSAS TECH UNIVERSITY, OZARK CAMPUS
(ARKANSAS VALLEY TECHNICAL INSTITUTE OF ARKANSAS TECH UNIVERSITY)
2004 - 2005 TECHNICAL CATALOG

OZARK, ARKANSAS
HTTP://ATUOC.ATU.EDU

Accreditation

Arkansas Tech University, Ozark Campus is accredited by the Commission on Schools for the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, Illinois 60602. (312) 263-0456

Arkansas Tech University, Ozark Campus is also accredited by the Commission on the Council on Occupational Education, 41 Perimeter Center East NE, Suite 640, Atlanta, Georgia 30346. (770) 396-3898.

Program Accreditation

Arkansas State Board of Nursing
University Tower Bldg, Suite 800
1123 South University
Little Rock, Arkansas 72204
(501) 686-2700

National Automotive Technicians Education Foundation
101 Blue Seal Drive, Suite 101
Leesburg, Virginia 20175
(703) 669-6650

Arkansas State Board of Cosmetology
101 East Capitol Avenue, Suite 108
Little Rock, Arkansas 72201
(501) 682-2168

Arkansas Department of Health
Division of EMS & Trauma Systems
4815 W. Markham St., Slot 38
Little Rock, AR 72205
(501) 661-2262

**Enrolling in
Arkansas Tech
University
Ozark Campus**

Students are urged to acquaint themselves with this catalog thoroughly. It sets forth policies and procedures for enrolling and successfully completing the various programs of study.

The basic responsibilities of selecting a field, enrolling in the prescribed courses of study in the field and complying with Arkansas Tech University, Ozark Campus's requirements for graduation rest with the student; however, Arkansas Tech University, Ozark Campus's personnel will assist the student with problems encountered. Further assistance is offered in the form of capable departmental advisors as a reminder of the various graduation requirements.

For More Information

| | |
|--|----------------|
| Main Telephone Number/General Information..... | (479) 667-2117 |
| Office of Student Services | Extension 302 |
| Business Office | Extension 337 |
| Financial Aid | Extension 334 |

Web Site: <http://atuoc.atu.edu>

Arkansas Tech University, Ozark Campus does not discriminate on the basis of race, color, sex, national origin or disability in any of its policies, practices or procedures. This includes, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967 as amended, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act Amendments of 1974, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 and the Civil Rights Act of 1991.

It is the policy of Arkansas Tech University, Ozark Campus to maintain the Institute Community as a place of work and study for staff, faculty and students free of harassment, to include sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff and faculty should be aware both that the Institute is concerned and prepared to take action to prevent and correct such behavior. The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact and verbal comments or suggestions which adversely affect the working or learning environment of others. Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal or formal grievance procedures. Generally the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

A copy of the annual budget is available in the Ross Pendergraft Library and Technology Center on the campus of Arkansas Tech University in Russellville. A copy of the annual financial report is available from the Office of the Vice President for Administration and Finance in room 207 of the Administration building on the Arkansas Tech University campus in Russellville.

The provisions of this catalog are subject to change without notice and do not constitute an irrevocable contract between any student and Arkansas Tech University, Ozark Campus.

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ACADEMIC CALENDAR

2004 - 2005

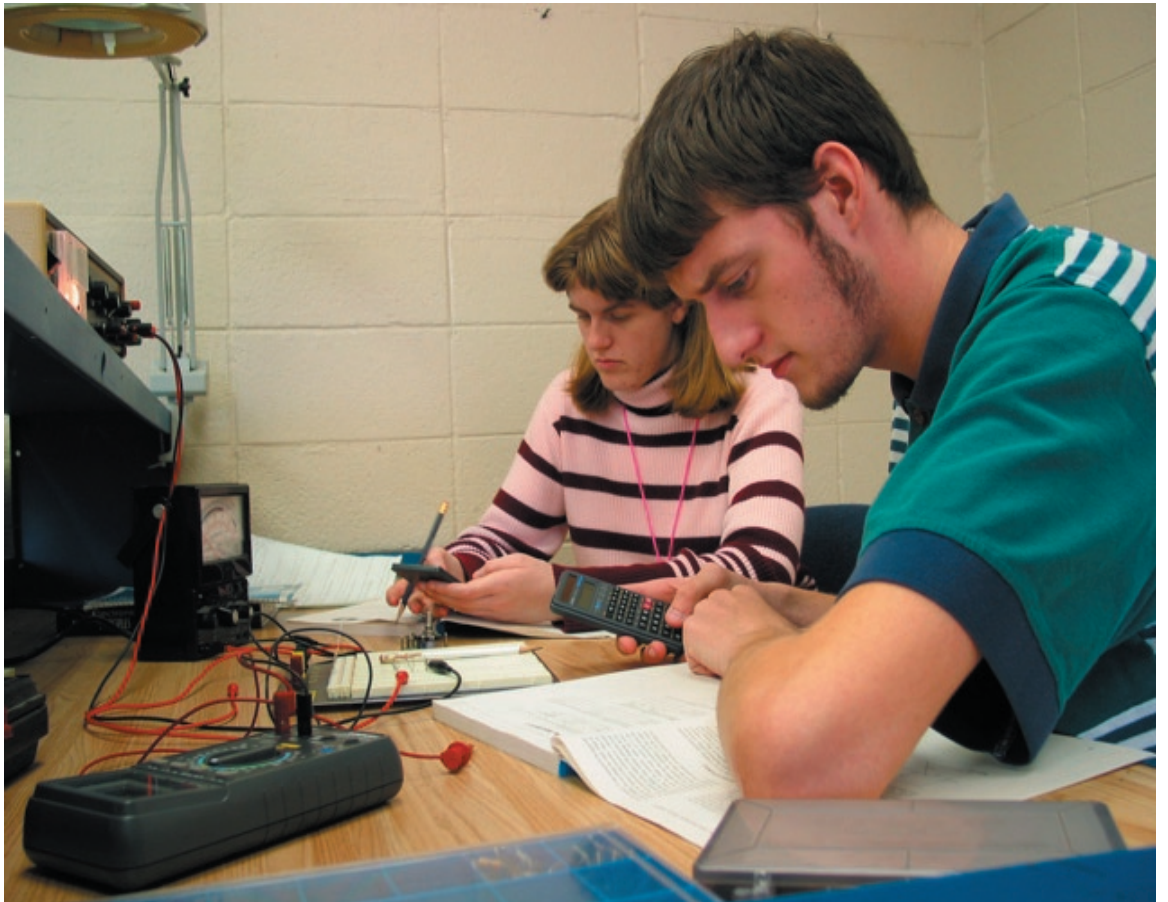
| | | |
|---|--|--------------------|
| Summer Session 2004 First Term | Registration for first term | June 1 |
| | Classes begin | June 2 |
| | Last day to register and add courses/change sections | June 3 |
| | Last day to withdraw/drop courses w/ 80% reduction of fees | June 8 |
| | Preregistration for fall semester | May through August |
| | Last day to drop courses w/ a "W" or change from credit to audit | June 28 |
| | First term ends | July 2 |
| Second Term | Holiday | July 5 |
| | Registration for second term | July 6 |
| | Classes begin | July 7 |
| | Last day to register and add courses/change sections | July 8 |
| | Last day to withdraw/drop courses w/ 80% reduction of fees | July 13 |
| | Last day to drop courses w/ a "W" or change from credit to audit | August 2 |
| | Second term ends | August 6 |
| Fall Semester 2004 | Registration and new student orientation | August 16 - 17 |
| | Classes begin | August 18 |
| | Last day to withdraw/drop courses w/ full reduction of fees | August 19 |
| | Last day to register and add courses/change sections | August 24 |
| | Labor Day holiday | September 6 |
| | Last day to withdraw/drop courses w/ 80% reduction of fees | September 22 |
| | Mid-term | October 7 |
| | Preregistration for spring semester | November |
| | Last day to drop courses w/ a "W" or change from credit to audit | November 17 |
| | Thanksgiving holidays | November 24 - 26 |
| | Last day of classes | December 2 |
| Final examinations | December 6 - 10 | |
| Graduation | December 11 | |
| Spring Semester 2005 | Registration | January 13 - 14 |
| | Martin Luther King holiday | January 17 |
| | Classes begin | January 18 |
| | Last day to withdraw/drop courses w/ full reduction of fees | January 19 |
| | Last day to register and add courses/change sections | January 24 |
| | Last day to withdraw/drop courses w/ 80% reduction of fees | February 21 |
| | Mid-term | March 8 |
| | Spring Holidays | March 21 - 25 |
| | Preregistration for fall semester | April |
| | Last day to drop courses w/ a "W" or change from credit to audit | April 22 |
| | Last day of classes | May 5 |
| | Final examinations | May 9 - 13 |
| | Graduation | May 14 |
| Summer Session 2005 First Term | Registration for first term | June 6 |
| | Classes begin | June 7 |
| | Last day to register and add courses/change sections | June 8 |
| | Last day to withdraw/drop courses w/ 80% reduction of fees | June 13 |

| | |
|--|--------------------|
| Preregistration for fall semester | May through August |
| Last day to drop courses w/ a "W" or change from credit to audit | July 1 |
| Holiday | (Monday) July 4 |
| First term ends | July 8 |

Second Term

| | |
|--|-----------|
| Registration for second term | July 11 |
| Classes begin | July 12 |
| Last day to register and add courses/change sections | July 13 |
| Last day to withdraw/drop courses w/ 80% reduction of fees | July 18 |
| Last day to drop courses w/ a "W" or change from credit to audit | August 5 |
| Second term ends | August 12 |

NOTE: The calendar for some courses may differ from what is printed above. Please check with the instructor and/or the Office of Student Services for more information.



ADMINISTRATION

Board of Trustees

| | |
|--------------------------|--------------|
| W. R. "Bud" Harper | Fort Smith |
| Sean McDougal | Greenwood |
| Terry Rothwell | Springdale |
| Harriet Thone | Russellville |
| Dean Wilburn | Harrison |

Board of Advisors

| | |
|------------------------|--------------|
| Tom Banhart | Van Buren |
| Bruce Coleman | Mountainburg |
| C.A. Kuykendall | Ozark |
| Mary McGehee | Ozark |
| Bill Rue | Ozark |
| Donald Smith | Cecil |
| Jerry Standridge | Booneville |
| Shirley Young | Booneville |

Administrative Officers

| | |
|---|-----------|
| Robert Charles Brown, 1993 | President |
| B.A., Northwestern State University, 1967 | |
| M.A., Louisiana State University, 1969 | |
| Ph.D., Louisiana State University, 1976 | |

| | |
|-------------------------------------|------------|
| Carl Jones, 1969 | Chancellor |
| B.S., University of Arkansas, 1982 | |
| M.Ed., University of Arkansas, 1985 | |

| | |
|---|------------------------|
| Eva Spurgin, 1994 | Chief Academic Officer |
| B.S.E., Arkansas State University, 1989 | |
| M.Ed., University of Arkansas, 1996 | |
| Ed.D., University of Arkansas, 1999 | |

| | |
|---------------------------------------|-----------------------|
| Jo Alice Blondin, 2004 | Chief Student Officer |
| B.A., Purdue University, 1993 | |
| M.A., Arizona State University, 1995 | |
| Ph.D., Arizona State University, 1998 | |

| | |
|---------------------------|---|
| Laura Rudolph, 1996 | Director of Administrative Support Services |
|---------------------------|---|

Administrative Staff

| | |
|--------------------------|-------------------------------|
| Debbie Edgin | Receptionist |
| Christy Gilmore | Admin Assist/Health Education |
| Dirk Hamlin | Information Officer |
| Charolette Michaud | Placement Officer |
| Beverly Nehus | Accounts Payable Clerk |
| Cindy O'Toole | Accounting Technician |
| Faith Rosson | Admin Assist/Student Services |
| Janet Schluterman | Personnel Officer |
| Linda Spurlock | Business Controller |
| Deborah Wood | Financial Aid Officer |
| Darlene Woolsey | Admin Assist/Student Services |

SUPPORT

Kathy Shaffer..... GED/ABE Instructor/Coordinator
Todd Carter M. D.Medical Director, Paramedic/EMT
Judith Davis** GED/ABE Instructor
Charlotte Penn** GED/ABE Instructor
Tammy Verkamp** Resource Center
Vicky Williams..... GED/ABE Instructor
Kim Strunk** Workplace Training Center Director

Support Services Staff

Tom Acord Building Plant Maintenance Supervisor
Sandra Anderson..... General Maintenance Repairman
Leonard “Junior” Scoggins, Jr. General Maintenance Repairman
Charles Stacy Building/Equipment Maintenance

Maintenance Staff

*Senior Instructor
**Master Instructor

FACULTY

DONNIE ANDERSON, 2001

Air Condition/Refrigeration Instructor
Air Conditioning and Refrigeration,
Arkansas Valley Technical Institute,
1978

TEKLA BARR, 1990**

*Communications Instructor and
Internship Coordinator*
B.S., University of the Ozarks, 1980

SHERRY BROWN, 1996**

*Mathematics Instructor and Internship
Coordinator*
B.S., University of the Ozarks, 1985;
M.Ed., University of Arkansas, 1989

JODY CHRISMAN, 1987**

*Electronics and Automation
Maintenance Technology Instructor*
Electronics Technology, Arkansas
Valley Technical Institute, 1982

REESE DAVIS, 1998

Business Technology Instructor
A.A., University of Arkansas Fort
Smith, 1995; B.S., Arkansas Tech
University, 1998

EMMA FAIRCHILD, 1994

Practical Nursing Instructor
St. Edward's Mercy Hospital School
of Nursing, 1959

RICHARD FRASKA, 2000

Welding Technology Instructor
Welding Technology, Arkansas
Valley Technical Institute, 1996

CATHY FULTZ, 1991**

Cosmetology Instructor
Cosmetology Instructor Training,
Arkansas Valley Technical Institute,
1971

CLINTON HALL, 1996**

Business Technology Instructor
A.A., University of Arkansas Fort
Smith, 1989; B.S., Arkansas Tech
University, 1992

STAN HATCHER, 1998**

Collision Repair Instructor
Auto Body Technology, Arkansas
Valley Technical Institute, 1983

DEBRA HINES, 1998

Practical Nursing Clinical Instructor
Licensed Practical Nursing,
Arkansas Valley Technical Institute,
1971

RON HUTAIN, 1984**

*Electronics and Computer Technology
Instructor*
A.A., Chaffey Community College,
1978

PATRICIA MCCREARY, 1990**

*Applied Laboratory Technology
Instructor*
B.A., North Texas State, 1965

ANGIE MEDLOCK, 2002

Business Technology Instructor
B.S., University of the Ozarks, 1980

JANET MICKENS, 1989**

Practical Nursing Instructor
R.N., University of Arkansas Fort
Smith, 1977

WILLIAM NEHUS*, 1998

*Computer Information Systems
Instructor*
Computer Science, Arkansas
Valley Technical Institute, 1987

ANNETTE PEARSON, 2003

Practical Nursing Clinical Instructor
Licensed Practical Nursing,
Cossatot Vocational Technical
School, 1986

ELIZABETH PRUITT, 1968**

Practical Nursing Instructor
R.N., Sparks Regional Medical
Center, 1968; B.A.S., University
of the Ozarks, 1984; M.Ed.,
University of Arkansas, 1989

LISA ROBLES, 1992**

Paramedic and EMT Instructor
Paramedic Certificate, University
of Arkansas Fort Smith, 1988

EWELL WADLEY, 1998

AST/CRT Lab Instructor
Auto Body Technology, Arkansas
Valley Technical Institute, 1985;
Automotive Service Technology,
Arkansas Valley Technical
Institute, 1986

KEN WARDEN III, 1997**

Automotive Service Instructor
A.A., University of Arkansas Fort
Smith, 1993; B.S., University of
Arkansas, 2000

DEBBIE WOFFORD, 1979**

Business Technology Instructor
B.S., University of the Ozarks,
1977; M.Ed., University of
Arkansas, 1989

*Senior Instructor

**Master Instructor

GENERAL INFORMATION

Arkansas Tech University, Ozark Campus is located along Arkansas Highway 23 North in Ozark, Arkansas. The city of Ozark, with a population of approximately 3,500 is located on the banks of the Arkansas River and is surrounded to the north and south, respectively, by the Ozark and Ouachita National Forests. Located to the west of Ozark is the city of Fort Smith, a commercial and industrial center for western Arkansas. To Ozark's northwest are the cities of Fayetteville, Springdale, Rogers and Bentonville, collectively known as some of the fastest growing commercial centers in the state. Russellville, home to Arkansas Tech University's main campus and an area of vigorous industrial development, is located to the southeast of Ozark on Interstate 40.

Arkansas Tech University, Ozark Campus began in 1965 as Arkansas Valley Vocational Technical School. In September of 1975 the Arkansas State Board of Education/Vocational Education granted accreditation to AVVTS making it the first school of its kind in the state to receive that distinction. Another first for the school was accreditation by the North Central Association of Colleges and School in March, 1986. AVVTS became Arkansas Valley Technical Institute in 1991. Then on July 1, 2003, AVTI merged with Arkansas Tech University to become Arkansas Tech University, Ozark Campus.

Arkansas Tech University, Ozark Campus, in partnership with the community, will provide a quality educational environment which will enable all students to learn the skills and acquire the knowledge necessary for them to become contribution members in the workforce and in society.

In carrying out its mission, Arkansas Tech University, Ozark Campus offers programs of study leading to technical certificates in the following areas:

Air Conditioning/Refrigeration, Applied Laboratory Technology, Automotive Service Technology, Business Technology, Collision Repair Technology, Computer Information Systems, Cosmetology, Electronics Technology, Paramedic/Emergency Medical Services, Practical Nursing and Welding Technology.

Arkansas Tech University, Ozark Campus is located on Highway 23 in Ozark approximately five miles south of Interstate 40. The campus consists of approximately 26 acres. The main building houses both classrooms and administrative offices. Other buildings on campus are: Heating and Air Conditioning, Electronics, Collegiate Center (Business Department), Health Building (EMT/Paramedic/Nursing) and Workforce Education (Business/Industry and Adult Education). All buildings are handicapped accessible. Emergency evacuation routes and procedures are posted. Fire extinguishers are located throughout each building and are maintained on an approved schedule. The cleaning and maintenance of all buildings and property is under the direction of the Physical Plant supervisor. Both interior and exterior

The Campus

History

Mission Statement

Programs of Study

Physical Plant

ADMISSION

Admission to Arkansas Tech University, Ozark Campus is open to any qualified individual subject to the admission requirements listed below. However, Arkansas Tech University, Ozark Campus reserves the right to reject the application of any individual whose records do not satisfy the requirements. Every student must file an initial application for admission. Applications and additional information about Arkansas Tech University, Ozark Campus are available from the Office of Student Services, Arkansas Tech University, Ozark Campus, Highway 23 North, Ozark, Arkansas, 72949.

Students may apply on-line from the Arkansas Tech web site at <http://www.atu.edu/> or Email for additional information via ozarkadmit@atu.edu.

Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Affirmative Action Officer serves as the coordinator for these federal programs. The Affirmative Action Office is located in Dean 110, Arkansas Tech University, Russellville, AR 72801, and can be contacted by calling (479) 968-0234. TDD users call (479) 964-0536, or FAX (479) 968-0205.

All students born after January 1, 1957, must furnish proof of immunity against measles and rubella to the Office of Student Services prior to enrollment in classes.

Residual college entrance exams, taken on other college campuses, will not be accepted for admissions.

COMPASS (Computerized- Adaptive Placement Assessment and Support System)

Entering students are required to provide Arkansas Tech University, Ozark Campus with Computerized-Adaptive Placement Assessment and Support System (COMPASS) scores for purposes of admission and academic placement. Entering students, who have been out of an educational setting for three or more years and who have not taken COMPASS prior to arrival at Arkansas Tech University, Ozark Campus, are encouraged to take the COMPASS. COMPASS is administered on the computer and consists of three tests: writing, math, and reading. Arkansas Tech University, Ozark Campus will not accept COMPASS score reports from other campuses. Assessment scores that are more than five years old will not be accepted. Please contact the Arkansas Tech University, Ozark Campus Office of Student Services for COMPASS information at (479) 667-2117.

Procedure for Scheduling Courses

Detailed procedures for registration/preregistration are contained each semester in the schedule of courses. Prior to enrollment, students, in consultation with an academic advisor in their major field of study, prepare a class schedule and officially register for classes and pay fees.

FEES AND EXPENSES

General

Students enrolling at Arkansas Tech University, Ozark Campus are assessed tuition and fees to cover the costs of instruction and other student services common to a school setting. Additionally, certain courses requiring individual instruction or special facilities carry fees which are listed with the course description.

Students enrolling for twelve or more semester hours of technical courses for the fall or spring semester are considered full-time and are charged tuition as listed below. Students enrolling for fewer than twelve semester hours for the fall or spring semester are assessed tuition for each course at the appropriate credit-hour rate.

Students enrolled for the fall or spring semester (6 or more credit hours) are assessed a \$15 student activity fee and a \$5 transcript fee.

All fees and charges to students are set by Arkansas Tech University's Board of Trustees. Every attempt is made to establish charges in time to appear in the catalog; however, when this is not possible, estimated charges are shown. **Arkansas Tech University, Ozark Campus reserves the right to change fees and charges at any time if conditions necessitate or permit the change.**

Fees and Charges

Prices quoted are rates currently in place for the 2004 - 2005 academic year. All rates are subject to change as necessary.

| | |
|--|----------------------|
| Full-time (12 or more credit hours) Fall and Spring semesters | \$420 |
| Full-time Summer Terms (6 or more credit hours) | \$210 |
| Part-time (Less than 12 hours) | \$35 per credit hour |
| Activity fee (6 or more credit hours) Fall/Spring | \$15 |
| Replacement of ID cards | \$25 |
| Transcript fee | \$5 |

Tuition and all other fees and charges are due and payable prior to the beginning of each term at the Office of Student Services, located in the Administration building. Financial settlement, which consists of tuition and fees may be made by personal payment or **authorized** financial aid (loans, scholarships, grants, third parties, etc.). Visa, Master Card, and Discover credit cards are accepted for all charges. Registration is not complete until all financial obligations have been met satisfactorily. Failure to make financial settlement may result in cancellation of the class schedule.

The student identification number is assigned as the student's account number for billing purposes. An alternate nine digit number will be assigned as the student identification number upon written request to the Office of Student Services. Monthly billing statements are payable upon receipt. Invoices for preregistration are mailed approximately thirty days prior to the first day of class. Students must return the top portion of the preregistration invoice along with applicable payment by the due date to confirm enrollment.

Students with delinquent accounts are not eligible for transcripts, recommendations, advance registration, or readmission to any term. Collection fees for outstanding debts owed to Arkansas Tech University, Ozark Campus may be assessed to the student.

Arkansas Tech University, Ozark Campus reserves the right to amend or add to the regulations of the institution, including those concerning charges and methods of payment, and to make such changes applicable to students enrolled in the school, as well as to new students.

Payment of Accounts

Reduction of Fees and Charges

Students officially withdrawing from the school by the end of the fifth day of the semester in a summer term, as listed in the "Academic Calendar" on page iv, will receive an 80 percent reduction of tuition for courses which they are enrolled in at time of withdrawal. No reduction will be made after the fifth day of the summer semester. No reduction in fees will be made beginning with the first day of class of the summer term.

Reduction of Tuition for Official Withdrawal

Students registering for the fall or spring semester but officially withdrawing from Arkansas Tech University, Ozark Campus by the end of the second day of the semester, as listed in the "Academic Calendar" on page iv, will receive a 100 percent reduction of tuition and fees. Thereafter, students officially withdrawing by the end of the twenty-fifth day of the semester will receive an 80 percent reduction of tuition only for courses in which they are enrolled at time of withdrawal. No reduction will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the second day of the semester.

In the event a student is receiving student financial aid, any refund amount attributable to a loan, grant, or scholarship will be returned to the appropriate account and not to the student. The amount returned to Federal programs will be the amount of unearned Federal aid based on the number of calendar days of attendance up to the sixty percent point of the semester. Aid accounts will be refunded in the following order up to the amount of the original disbursement: Federal Family Education Loan Programs, Federal Perkins Loan Program, Federal PLUS Loan Program, Federal Pell Grant Program, Federal SEOG Program, Arkansas Department of Higher Education Programs, Tech scholarships and private aid. Additionally, students who have received a cash payment of Federal aid money will receive a letter after their withdrawal informing them of any amount to be repaid. These repayments will be made through the Office of Student Services.

The student will be ineligible for any further Federal financial aid until the required payments are made.

Reduction of Tuition/ Fees for Dropping to Fewer Hours

Students dropping to fewer hours before the end of the fifth day of the semester in a summer term as listed in the "Academic Calendar" on page iv, will receive an 80 percent reduction for the courses which are dropped. No reduction in tuition will be made after the fifth day of the semester. No reduction in fees will be made once the summer session begins.

Students who are enrolled full-time for the fall or spring semester but drop to fewer than twelve semester hours by the end of the second day of the semester, as listed in the "Academic Calendar" on page iv, will receive a 100 percent reduction of the difference between the appropriate per-credit-hour amount and the tuition for full-time status. Thereafter, students dropping to fewer than twelve semester hours before the end of the twenty-fifth day of the semester will receive an 80 percent reduction of the difference between the appropriate per-credit-hour amount and the tuition for full-time status. No reduction will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the second day of the semester.

Students enrolled in fewer than twelve hours for the fall or spring semester who drop courses by the end of the second day of the semester, as listed in the "Academic Calendar" on page iv, will receive a 100 percent reduction of tuition for the courses dropped. Thereafter, students enrolled in fewer than twelve hours who drop courses before the end of the twenty-fifth day of the semester will receive an 80 percent reduction of the difference between the appropriate per-credit-hour amount and the tuition for courses in which they are enrolled at the time of change. No reduction will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the second day of the semester.

STUDENT SERVICES OPERATIONS

The primary purpose of student financial aid at Arkansas Tech University, Ozark Campus is to provide assistance to students who, without aid, would be unable to attend college. Financial assistance consists of scholarships, grants, loans, and part-time employment, which may be offered to students singularly or in various combinations, depending upon the degree of need. In determining the extent of a student's need, the school must consider the financial support which may be expected from the income, assets, and other resources of the parents and the student. Aid awards by the school are considered supplementary to the efforts of the student's family in assisting their children with educational expenses. All awards are administered by the Financial Aid Office in accordance with the school's equal educational opportunity policy. Application forms for all types of aid may be obtained from the Financial Aid Office.

A student's cost of attendance (also called the financial aid budget) is the total of required tuition and fees and allowances for books and supplies, travel and personal expenses. Since the most recent federal regulations allow the cost of a computer to be added to the cost of attendance one time during the post-secondary career of a student, the cost of a computer and related accessories up to \$1,500 purchased no earlier than four months prior to enrollment will be added to the student's cost of attendance budget upon receipt of documentation of a computer purchase. This will be a one time adjustment with the costs being spread over the school year. No further adjustments will be made for upgrades or additional software at any time during the student's career. Other adjustments to the cost of attendance allowed by federal regulations include purchase of equipment required by all students in the same course of study, and reasonable expenses incurred related to a student's disability. These adjustments may result in additional financial aid if the student was not already receiving the maximum amount of every type of aid for which they were eligible. For more information, contact the Financial Aid Office: (479) 667-2117.

This policy applies to funds received through the Federal Pell Grant, the Federal Work Study, the Federal Perkins Loan, the Federal Supplemental Educational Opportunity Grant, the Federal Subsidized Stafford Loan, the Federal Unsubsidized Stafford Loan, the Federal Parent Loan for Undergraduate Students and the Arkansas Student Assistance Grant Programs.

The standards will be applied automatically and without favor or prejudice, with progress being checked at the end of each fall and spring semester.

Any appeal of this policy must be made in writing to the Financial Aid Academic Policy Appeal Committee and turned into the Financial Aid Office within thirty-days of the notification of non-compliance.

No special consideration of the effects of dropping classes will be allowed unless the Student Financial Aid Director is contacted for approval prior to dropping the course(s).

Students must meet all conditions of the policy. Noncompliance with any section will result in loss of aid.

Any student whose name appears on the institutional suspension list will not be eligible to receive aid for their next period of enrollment even if they do re-enroll with the approval of the Admissions Council.

It is the student's responsibility to notify the Financial Aid Office when they are no longer on the suspension list.

Student Financial Aid

Cost of Attendance

Academic Standards for Students Receiving Financial Aid Through Federal Funded Programs

Institutional Academic Suspension

Satisfactory Academic Progress

All students receiving financial aid must complete at least 75% of all courses in which they have enrolled in while attending the institution.

Once a student fall below 75% the student is placed on financial aid probation. The student is allowed to receive financial aid for this period. However, the student must pass at least 75% of his or her next (current) semester course load, the financial aid will be suspended.

Students must complete requirements for a certificate within 150% of normal time. The actual number of hours attempted is the number of hours in which the student is enrolled in after the "drop and add" period. Courses that are repeated will be considered as hours attempted.

Required Grade Point Average

When the cumulative grade point average (GPA) of the student who has earned six or more hours fall below a "C" average (2.0), the student will be placed on financial aid probation.

Students on financial aid probation who achieve a GPA of a 2.0 or higher in a given semester and their cumulative GPA continues to be below the scale will be allowed to receive financial aid the next semester, but will remain on financial probation. If a student doesn't make academic progress for two semesters in a row, his/her financial aid will be suspended.

Withdrawals

A student receiving aid may completely withdraw **one semester only** and return the next semester to receive all entitled financial aid. Upon withdrawing any additional semesters while on financial aid, the student will not receive aid for their next period of enrollment. The next period of enrollment hours must be equivalent to the number of hours enrolled during the withdrawal semester. (Example: If a student withdraws a second time while enrolled in 12 hours, the student would have to pay for 12 hours before becoming eligible to receive financial aid.)

Application for Federal Student Aid

General – Students use the Free Application for Federal Student Aid and list Tech as one of the schools to receive information.

Priority Deadline – To receive equal consideration, a student must have a complete application on file by April 15. All remaining funds will be awarded on a first-come, first-serve basis until depleted. **Note: All requested information must be returned to the Financial Aid Office by July 15 to ensure aid availability at the beginning of the fall semester.**

Federal Pell Grant

The Federal Pell Grant provides direct grants from the government to the undergraduate student for educational expenses. Since this is a grant program, the student does not have to repay the amounts received, unless the semester for which a grant is received is not completed.

Under current guidelines, only students who have never received a bachelor's degree are eligible for the Pell Grant. The university does not determine whether a student is financially eligible. The amount of the grant given to an individual student is based on a schedule provided to the university by the government. No eligible student will be denied a grant.

Federal Supplemental Educational Opportunity Grant Program

The purpose of the Supplemental Educational Opportunity Grant Program is to provide the means for a college education to qualified students of exceptional need. Each grant is awarded according to federal guidelines.

Student Employment

When funds are available the school uses student employees when practicable, but students are not encouraged to work to an extent which would hinder their scholastic program.

Employment assignments are made under both the Federal College Work-Study Program and the institutional Non-Work-Study Program. To be eligible for student employment, the student must be enrolled at least half-time, successfully pass minimum load requirements, satisfy grade point requirements, maintain satisfactory employer-employee relations and have conduct and personal appearance that reflect credit to the student and Arkansas Tech University, Ozark Campus.

The annual loan limit is \$3,000.

The repayment period and the interest do not begin until six months after the student completes studies. The loan bears interest at the rate of five percent per year and repayment of principal may be extended over a ten-year period. Arkansas Tech University approves and makes the loans and is responsible for collections. Repayment is deferred for as long as a borrower is enrolled at an institution of higher education and is carrying at least a halftime academic load. Under certain conditions, a part or all of the loan may be canceled if the student enters the teaching profession.

Federal regulations require a delayed disbursement of thirty days for all first-year, first-time undergraduate student borrowers in any Federal Family Education loan program. Additionally, all student borrowers must be enrolled in a minimum of

The Federal Stafford Student Loan program authorizes loans up to \$2,625 per year for first-year undergraduates, and all certificate students. Under this program a student must financially qualify for the loan which is borrowed from a bank or other financial institution. The loan has a variable interest rate with a 8.25 percent cap.

Repayment of principal and interest ordinarily begins six months after the student leaves school or ceases to be at least a halftime student. The amount of the monthly payments will be based on the total amount borrowed.

The Federal Unsubsidized Stafford Loan has the same loan limits, deferments, and interest rate as the Stafford Loan. 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. The total borrowed in regular Stafford and Unsubsidized Stafford Loans may not exceed the student's yearly maximum as shown above.

Parents of students who do not qualify for the Federal Stafford Loan may borrow annually the amount of the student's cost of education minus other aid for each child who is enrolled at least halftime and is a dependent undergraduate student. PLUS is limited to parents who do not have an adverse credit history, and late payments on outstanding obligations are not to be considered as having adverse credit history. The interest rate is variable with a cap of nine percent, with the borrower beginning payment within sixty days of loan disbursement. All loan checks will be written as copayable to the parent and the educational institution.

Independent students may borrow up to \$4,000 per year for the first two years of undergraduate study and \$5,000 per year thereafter with an undergraduate maximum of \$23,000. Graduate students may borrow up to \$10,000 per year with a combined undergraduate and graduate total of \$73,000. Borrowers do not have to show need but do have to apply for financial aid and may have to undergo a credit analysis. The interest rate is variable with a cap of 8.25 percent. Interest must be paid beginning sixty days after disbursement of the loan unless the lender agrees to defer it.

Federal Perkins Loans

Federal Family Education Loans

Federal Stafford Student Loans

Unsubsidized Federal Stafford Loans

Federal Plus Loans

Additional Federal Unsubsidized Stafford Loan

Workforce Investment Act

This program is designed to provide training for unemployed or underemployed persons if definite employment opportunities are available in a training field. Financial assistance may cover tuition, books, fee/supplies, and transportation. A student wanting to make application for WIA assistance should call or write to a local employment office or career development center.

State Student Assistance Grant

This Grant provides scholarships to aid undergraduate students in need of financial assistance. To be eligible for a grant from the Arkansas Student Assistance Grant Program a person must:

1. Apply for and meet the eligibility requirements to receive a Federal Pell Grant.
2. Be an Arkansas resident. A dependent student is a resident only when his/her parents reside within the state and are classified as residents who pay taxes, vote, have Arkansas licenses, etc. Self-supporting students must have established a legal home of permanent character in Arkansas other than for attendance in school and resided here for six consecutive months prior to the application deadline date.
3. Must be attending as a full-time student. For purposes of Student Assistance eligibility, a "full-time" student must be pursuing 12 semester credit or equivalent clock hours.
4. Satisfactorily meet the qualifications of satisfactory academic progress as established by the local institution.

Veterans Benefits

Arkansas Tech University, Ozark Campus is approved by the State Approving Agency for Veterans as a school (college, university, etc.) whereby veterans and dependents of deceased or disabled veterans may obtain subsistence while working toward a degree. Eligible students should contact Office of Student Services to obtain information regarding school attendance under the following program: Title 38, Chapter 30, Montgomery GI Bill for Veterans; Title 38, Chapter 32, Veterans Educational Assistance Program (VEAP); Title 38, Chapter 35, Survivors and Dependents Education; and Title 10, Chapter 106, Montgomery GI Bill for Selective Reserves.

All students must be working toward a technical certificate and should follow the curriculum outline for their objectives, since only specific courses may be applied toward VA certification and graduation. Veterans may be given placement credit for prior military training. Office of Student Services is available to assist students concerning VA benefits. Office of Student Services is located in the Administration building.

Enrollment certification will not be sent to the Department of Veteran's Affairs until transcripts are on file and the person applying for veteran's benefits has been admitted

American Indian Center

This program is designed to provide training for qualified individuals. To receive financial assistance students need an American Indian card and appropriate documentation. If you think you might qualify for this program, contact the American Indian Center, 1100 N. University, Suite 143, Little Rock, AR 72207. AIC's telephone number is 1-800-441-4513.

Arkansas Human Development Corporation

The purpose of this program is to provide educational assistance to qualified students under AHDC's farm workers program. The program may pay tuition, fees, books, supplies, and a weekly allowance to the trainee. To be eligible, a student must have derived 51% of his/her gross income from the past year from farm-related employment or be a dependent of a farm worker who derived 51% of his or her gross income from farm work. The AHDC representative will make the determination as to

Rehabilitation Program

This program may pay for the eligible student's tuition, fees, books, and supplies. To receive financial assistance under this program, a student must have a physical or mental disability that has been diagnosed as a handicap, have a financial need, and be approved by the area rehabilitation counselor. A student wanting to make application for rehabilitation assistance should call or write to a local rehabilitation office.

Students with eligible expenses may qualify for a Hope Scholarship Credit or Lifetime Learning Tax Credit. IRS form W-9S must be completed and filed in the Arkansas Tech University, Ozark Campus' Business Office to receive credit. Tuition is the only eligible expense which may be claimed by a qualified taxpayer.

Hope and Lifetime Learning Credits

Arkansas Tech University, Ozark Campus offers several activities and organizations for its students. There are few members of the student body who do not take part in one or more of these activities.

Activities and Organizations

Practical Nursing Students belong to the Arkansas Licensed Practical Nursing Association and the National Association of Licensed Practical Nurse. The activities of the Arkansas LPN Association are an integral part of the instructional program that provides occupational skills as well as leadership skills.

Arkansas LPN Association

The Arkansas LPN Association provides workshops and speakers on current nursing needs and skills.

The students are assisted in developing their skills and ability that will lead to successful employment in the nursing profession.

Phi Beta Lambda (PBL) is the national organization of students enrolled in programs of business education or computer information systems on the post-secondary level. The organization, composed of more than 450 chapters, operates as a liaison between instructors, state supervisors, school administrators, and members of the business community.

Phi Beta Lambda

The activities of PBL provide opportunities for business students to establish occupational goals and facilitate the transition from school to work. Members of PBL learn how to engage in individual and group business enterprises, how to hold office and direct the affairs of the group, how to work with other organizations and how to compete honorably with their colleagues on the local, state, and national levels.

PBL helps build competent, aggressive business leadership; strengthen the confidence of students in themselves and in their work; develop character; prepare for useful citizenship; foster patriotism; and practice efficient money management.

Skills USA (VICA) is active at all state post-secondary schools. Membership in these clubs is open to students, former students, and other persons interested in the various career fields represented.

Skills USA

The purpose of these VICA clubs is to help the student develop social and leadership skills. Activities which enhance the development of these skills will be conducted by the clubs' members and advisors. The activities may include events between post-secondary schools and between students, such as parliamentary procedure contests between schools, troubleshooting contests for Automotive Service Technology students, etc.

Each club elects officers from its membership to serve as follows: President, Vice President, Secretary, Treasurer, Reporter, and Parliamentarian.

A Student Council will be formed each school year composed of the presidents of each program at Arkansas Tech University, Ozark Campus. This group will be representing the student body during school activities. They will also be responsible for planning student activities throughout the year. The Student Council is also responsible for selecting the outstanding student of the year at Arkansas Tech University, Ozark Campus. This student will be given the Bob Adams Outstanding Student Award at graduation each year.

Student Council

REGULATIONS AND PROCEDURES

All students must give prompt attention to communications from faculty and staff members of Arkansas Tech University, Ozark Campus. Most communications will be sent through the United States mail or to your official Tech E-mail address.

Academic Dishonesty

In addition to taking reasonable steps to discourage cheating, the faculty must accept a responsibility to clarify and interpret for the students matters of dishonesty, such as cheating or plagiarism.

If an occurrence of academic dishonesty is detected, the instructor should refer to the "Student Academic Conduct Policies" outlined in both the Student Handbook and the Faculty Handbook for the appropriate procedures. The policies also outline procedures to appeal a charge of academic dishonesty if the student feels the charge was inappropriate.

Academic Misconduct

The faculty must also accept a responsibility to clarify and interpret for the students matters of academic misconduct which concerns the student's classroom behavior. This includes the manner of interacting with the professor and the other students in the class. Examples of academic misconduct include, but are not limited to, unnecessary interruptions in class, being chronically late to class, verbal or nonverbal harassment and threats in relation to classes.

If an occurrence of academic misconduct is detected, the instructor should refer to "Student Academic Conduct Policies" outlined in both the Student Handbook and the Faculty Handbook for the appropriate procedures. The policies also outline procedures to appeal a charge of academic misconduct if the student feels the charge was inappropriate. Involvement in such activities as conspiracy or breaking and entering is to be reported to the Chief Student Officer for appropriate action through regular school disciplinary channels.

Academic Suspension

Students are subject to academic suspension if their first semester grade point average falls below 1.5. Suspended students may not enroll for the next semester without the permission of the Chief Student Officer. Permission to enroll must be requested in writing through the Office of Student Services.

Adding/Dropping Courses

The deadline for adding courses or changing courses or sections is given in the school calendar; thereafter, changing to audit or dropping a course are the only changes permissible. Courses officially dropped after the 11th class day and through the thirteenth week of a fall or spring semester will be recorded as "W." Students may add, drop, or change sections of courses only by following the official procedure which requires that they obtain and return the necessary forms to Office of Student Services after obtaining the formal approval of their academic advisor. Failure to complete this procedure can result in a grade of "F" being entered on the student's record. A fee of \$10 will be charged except for changes made for the convenience of the school. Please note: A student accumulating an excessive number of absences in a course may be dropped from the course by the instructor with a grade of "F". Courses dropped subsequent to this time will be recorded as "F" (see "Academic Calendar" on page

Auditing Courses

Auditing of courses requires official admission to the University, approval by the instructor involved, and payment of the regular fee for the course. Audit will be on a "space available" basis. Students auditing courses are subjected to the same regulations as other students with regard to registration and attendance, but they do not take examinations nor receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor. Students may change from taking a course for credit to audit during the first thirteen weeks of the semester. Students enrolled for audit who do not wish to complete the course(s) must complete official drop/withdrawal procedures stated in this section of the catalog.

Class Absence

Regular class attendance is considered essential if students are to receive maximum benefit from any course. Control of class attendance is vested in the teacher, who has the responsibility of defining early in each course his/her standards and procedures. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "F*". A student who is dropped from three courses in a semester for unsatisfactory class attendance may be immediately suspended.

It is recommended that a full-time student enroll in no more than 18 hours per semester (7 hours per summer session). Students working full-time are encouraged to take no more than 12 hours per semester. Students readmitted after academic suspension cannot take more than 12 hours per semester (3 hours per summer session). Students on academic probation must obtain approval from their advisor to enroll in more than 15 hours per semester.

These totals include all courses for which students may enroll. Permission to take course loads above these maximums must be obtained in advance of registration from the Chief Student Officer.

Students who enroll above the maximum loads without securing permission from the Chief Student Officer will be dropped from their classes. To be considered for a course overload, the student must submit a petition to the Chief Student Officer and should meet the following criteria:

1. Have a 3.25 minimum grade point average in the preceding two summer sessions (minimum: 12 semester hours) or in the preceding fall or spring semester (minimum: 12 semester hours) at the university, or
2. Be in good academic standing in the school if in the last semester before graduation.

The maximum overload permitted in any school by an approved petition is a load totaling 24 hours for a fall or spring semester, nine hours in summer session I or II, and 15 hours for any combination of summer enrollments. Overloads over 21 hours will be subject to review by the Office of Student Services.

Arkansas Tech University, Ozark Campus expects its students to obey all the policies of the school and all federal, state and local laws. Each student, as a member of the Arkansas Tech University, Ozark Campus community, assumes an obligation to obey all rules and regulations made by properly constituted authorities. Failure to comply can result in disciplinary actions which may include disciplinary probation, suspension for a stated period of time, or expulsion which is permanent forced withdrawal. Conduct for which a student is subject to disciplinary action is published in the Student Handbook available in the Office of Student Services.

Students whose grade point at the end of each semester is 4.00 based on a minimum of 12 semester hours of work, will be placed on the Chancellor's Roll for outstanding scholarship. Students whose grade point at the end of each semester is 3.50 or better, based on a minimum of 12 semester hours of work, will be placed on the Honor Roll. Recognition will be accorded these students through appropriate news media.

The Family Educational Rights and Privacy Act of 1974 (FERPA) assures confidentiality of education records containing information directly related to a presently enrolled student, a former student, or alumni. Arkansas Tech University uses the FERPA requirements as the basis for maintaining the confidentiality of student records.

A request to suppress from public distribution the above mentioned information must be made in writing annually, to the Vice President for Student Services, no later than September 15 of the academic year for which the information is being made public. This request will remain in effect until rescinded in writing by the student. Further information may be obtained from the Student Services Office.

Class Load Policy

Course Overload

Conduct

Honor Rolls

Family Educational Rights and Privacy Act

Grading

Midterm and final grades are reported to the Office of Student Services. A final grade of "I" may be recorded for a student who has not completed all the requirements of a course only in situations where the student has an illness or other circumstances beyond the student's control, and has completed seventy-five percent of the course requirements provided work already completed is of passing quality. If a grade of "I" is assigned, the instructor will complete an "Incomplete Grade Contract", setting a reasonable time limit within the following semester in which the work must be completed. The incomplete grade contract is to be signed by both the instructor and student. Beginning the first summer term, 1990, and thereafter, a grade of "I" will not be computed in the grade point average for the semester recorded; however, the "I" will be automatically changed to a grade of "F" for grade and grade point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of the semester. A grade of "I" recorded prior to the first summer term, 1990, will be computed as an "F" for grade point purposes.

No grade other than "I" may be changed after it is recorded except if an instructor finds that a grade has been erroneously recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Chief Academic Officer.

Grade points are awarded on the basis of: A, 4 points; B, 3 points; C, 2 points; D,

Graduation

Please refer to the section entitled "Graduation Requirements" for information pertaining to graduation requirements.

Late Registration

For registration during the period stated in the school Calendar as late registration, a fee of \$25 is charged.

Student Records

Student academic records are maintained in Office of Student Services. Unofficial copies of academic records are available for guidance purposes to students and their advisors. All student records are maintained in compliance with the standards and guidelines of The Family Educational Rights and Privacy Act of 1974, Federal Law 93-380.

Traffic Regulations

By authority of the Board of Trustees and in accordance with Legislative Act 328, 1967, Arkansas Tech University requires all members of the faculty, staff, student body and classified personnel to register motor vehicles which they own or operate on the Tech campus or on lands controlled by the University. All registrants shall abide by all traffic and parking regulations as outlined by a printed pamphlet available in the Office of Student Services.

Registration of vehicles shall be accomplished at the time of regular registration for the fall, spring or summer semesters at Office of Student Services. All faculty, staff and students must present a current Arkansas Tech University, Ozark Campus ID card before a parking permit will be issued. All vehicles on campus are required to register and display a current parking permit. Parameters for the operation and parking of motor vehicles may be viewed on the campus map available at the Office of Student Services. Vehicles are defined as any self-propelled vehicle having two or more wheels.

Parking permits are valid from August 15th one year through August 15th of the next year. After securing a parking permit at the Office of Student Services, charges are assessed to the student's account at the Office of Student Services. Parking permits must be displayed by placing in the rear window on the drivers side so the number can be read through the rear windshield from the outside; they may not be taped on the vehicle or laid on the dash or seat. Parking permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle, upon termination of employment or withdrawal from the school. Only one parking permit per individual can be issued.

Withdrawals

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure which requires reporting to the Office of Student Services. Students who withdraw without following this required procedure will have their grades recorded as "F." If a student withdraws officially, the procedure for recording grades is identical with that for dropping an individual course, as described in this section under the heading "Adding/Dropping Courses." If a student withdraws from school during the final two weeks of a semester, the Chief Student Officer may waive the requirement that grades of "F" be recorded if the circumstances forcing a withdrawal justify special consideration.

While every effort will be made to conform to catalog announcements, the school reserves the right to adapt its program as may be necessary.

School Policy



GRADUATION REQUIREMENTS

Financial Obligation Commencement Participation

A commencement fee is included with the Student Activity fee. If the student fails to complete all graduation requirements, an additional graduation fee will be assessed for the next semester or term in which graduation is planned.

Students will participate in the commencement ceremony held at the end of the fall or spring semester during which they complete all course requirements.

Participation in commencement is required of all graduates except in cases involving hardship. The student may officially petition the Chief Student Officer for the certificate to be awarded in absentia.

Students who do not have a minimum grade point of 2.00 in the major and overall will not be eligible to participate in the commencement ceremony.

Academic regalia shall be worn by the student during the graduation ceremony. The academic regalia will consist only of the cap and gown. No decorations, writings, necklaces, braids, pins, cords, medallions or other items shall be worn or placed on the academic regalia.

Certificates are mailed to graduates following commencement.

Internships

Arkansas Tech University, Ozark Campus endorses the internship approach to learning and has adopted school-wide guidelines. This approach can help students understand the reality of certain careers and supplement academic instruction with practical, realistic implementation in a work environment. Academic credit can be earned for internships in several programs. Please see individual programs for availability of specific credit.

AIR CONDITIONING AND REFRIGERATION

The air conditioning and refrigeration industry offers a bright future for many thousands of people who wish to prepare for entry into this trade. Perhaps no other industry is destined for such rapid growth, and the person who is looking for an expanded trade-a trade that will be a challenge for many years to come-should consider entering into training for the service repairs and installation of air conditioners and refrigeration equipment. Arkansas Tech University, Ozark Campus offers a course in Air Conditioning and Refrigeration in a completely equipped shop. Students are required to take the Industry Competency Exam, a test in residential air conditioning and heating before graduation and the EPA Certification test. These tests are given during the month of May.

Instructor
Donnie Anderson

Air Conditioning and Refrigeration

Curriculum in Air Conditioning/Refrigeration

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|-------------------|-------------------------------------|-------------------|----------------|
| Fall | | | |
| ACR 1205 | Tubing and Piping | 153 | 5 |
| ACR 1303 | Basic Compression and Refrigeration | 102 | 3 |
| ACR 1404 | Basic Electricity | 119 | 4 |
| COM 1103 | Technical Communications | 51 | 3 |
| MTH 1103 | Technical Mathematics | 51 | 3 |
| ACR 1301 | Industrial Safety in A/C | 34 | 1 |
| | Total | 510 | 19 |
| Spring | | | |
| ACR 1504 | Electronic Components | 119 | 4 |
| ACR 1602 | Schematics | 51 | 2 |
| ACR 1704 | Heat Gain and Loss | 119 | 4 |
| ELT 1202 | Industrial Controls | 51 | 2 |
| BUS 1303 | Introduction to Computers | 68 | 3 |
| ACR 1803 | Residential Systems | 102 | 3 |
| | Total | 510 | 18 |
| 1st Summer | | | |
| ACR 1902 | Air Conditioning Systems | 75 | 2 |
| ACR 1104 | Internship | 120 | 4 |
| | Total | 195 | 6 |

APPLIED LABORATORY TECHNOLOGY

Instructor
Patricia McCreary

Applied Laboratory Technology

The objective of the Applied Laboratory Technology Program is to provide the training and academic instruction for students to become competent, effective technicians who will be able to work in the areas of quality control or quality assurance, statistical process control, microbiology, and physical and chemical analysis positions in industries needing laboratory analysis in the areas of environmental testing, food processing, and industrial manufacturing.

The Applied Laboratory Technology curriculum involves classroom instruction as well as hands-on training in the laboratory in the above mentioned areas.

The program is kept practical and relevant to new trends and developments as related to these areas through contact with leaders in business and industry.

Curriculum in Applied Laboratory Technology

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|-------------------|--|-------------------|----------------|
| Fall | | | |
| ALT 1305 | Introduction to Applied Microbiology | 153 | 5 |
| ALT 1403 | Government Regulations | 102 | 3 |
| ALT 1502 | Food Science | 51 | 2 |
| ALT 2403 | Introduction to Quality Control | 51 | 3 |
| BUS 1303 | Introduction to Computers | 68 | 3 |
| MTH 2103 | Beginning Algebra | 51 | 3 |
| COM 1103 | Technical Communications | 51 | 3 |
| Total | | 527 | 22 |
| Spring | | | |
| ALT 2505 | Applied Food and Environmental Microbiology | 153 | 5 |
| ALT 1204 | Introduction to Chemistry | 102 | 4 |
| ALT 2304 | Introduction to Statistical Process Control | 102 | 4 |
| BUS 1383 | Spreadsheet Applications | 51 | 3 |
| MTH 2113 | Intermediate Algebra | 51 | 3 |
| Total | | 459 | 19 |
| 1st Summer | | | |
| ALT 2202 | Industrial Safety in Applied Laboratory Technology | 50 | 2 |
| ALT 2102 | Food Sanitation | 50 | 2 |
| ALT 2702 | Food Grades & Standards | 50 | 2 |

Curriculum in Applied Laboratory Technology Continued

2nd Summer

| | | | |
|----------|--------------|------------|----------|
| ALT 1106 | Internship | 223 | 6 |
| | Total | 223 | 6 |



AUTOMOTIVE SERVICE TECHNOLOGY

Instructor
Ken Warden III

The Automotive Service Technology program and Advanced Automotive Service Technology program at Arkansas Tech University, Ozark Campus currently holds a certification from the National Automotive Technicians Education Foundation (NATEF). The Automotive Service Technology program offers courses in all eight certification areas.

Automotive Service Technology

A certificate in Automotive Service Technology will be issued upon completion of two semesters and one summer term. A certificate in Advanced Automotive Service Technology will be issued upon completion of one additional semester. This extra semester will include training in electrical systems and advanced engine performance.

In addition to practical shop work, classroom work is scheduled each day. Each student will be required to purchase a tool kit as identified by the instructor. Students

Curriculum in Automotive Service Technology

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|-------------------|---|-------------------|----------------|
| Fall | | | |
| AST 1508 | Engine Performance | 255 | 8 |
| AST 1105 | Gasoline Engine Theory | 170 | 5 |
| MTH 1103 | Technical Mathematics | 51 | 3 |
| COM 1103 | Technical Communications | 51 | 3 |
| Total | | 527 | 19 |
| Spring | | | |
| AST 1703 | Automotive Brake Systems | 102 | 3 |
| AST 1803 | Automotive Chassis and Steering | 81 | 3 |
| AST 2105 | Automotive Climate Control | 153 | 5 |
| ELT 1212 | Basic Electronics for AST | 51 | 2 |
| BUS 1303 | Introduction to Computers | 51 | 3 |
| AST 1602 | Introduction to Automotive Power Trains | 72 | 2 |
| Total | | 510 | 18 |
| 1st Summer | | | |
| AST 1612 | Advanced Power Trains | 75 | 2 |
| AST 1104 | Internship | 120 | 4 |
| Total | | 195 | 6 |

Curriculum in Advanced Automotive Service Technology

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|---------------------|--|-------------------|----------------|
| 3rd Semester | | | |
| AST 1406 | Automotive Electricity/ Electronics | 204 | 6 |
| AST 1906 | Advanced Engine Performance | 204 | 6 |
| | Elective (Management and Supervision Suggested) | 51 | 3 |
| | Elective (MTH 3103 Algebra Suggested) | 51 | 3 |
| | Total | 510 | 18 |

BUSINESS TECHNOLOGY

Instructors:
 Tekla Barr
 Sherry Brown
 Clinton Hall
 Angela Medlock
 Debra Wofford

The Department of Business Technology provides students an educational foundation required for the business environment. Students learn specific job skills through the use of hands-on computer applications incorporating a variety of currently used software from today's business world. A medical endorsement is offered through the Department of Business Technology for specialization in the medical transcription or medical coding fields.

Students will take a National Occupational Testing Institute (NOCTI) competency examination before graduation. NOCTI is a nationally recognized testing method that measures students' competence in their chosen field. Business students will be tested on basic computer knowledge and skills using a variety of computer software.

Business Technology

Business Technology

Specific objectives of the Department of Business Technology are to provide students with the following:

1. Improvement of both oral and written communication skills.
2. Technical knowledge of computer skills through the use of various software applications.
3. Opportunities for students to view realistic business situations through the use of standard business equipment and specialized activities.

Curriculum in Business Technology

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|---------------|---|-------------------|----------------|
| BUS 1003 | Business English | 90 | 3 |
| BUS 1123 | Accounting I w/ Lab | 102 | 3 |
| BUS 1203 | Keyboarding w/ Lab | 102 | 3 |
| BUS 1303 | Introduction to Computers w/ Lab | 102 | 3 |
| BUS 1103 | Business Mathematics | 102 | 3 |
| BUS 1563 | Administrative Support Procedures | 90 | 3 |
| BUS 1013 | Business Communications | 90 | 3 |
| BUS 1213 | Keyboarding Applications w/ Lab | 102 | 3 |
| BUS 1503 | Word Processing I w/ Lab | 102 | 3 |
| BUS 1383 | Spreadsheet Applications | 102 | 3 |
| BUS 1513 | Word Processing II w/ Lab | 102 | 3 |
| BUS 1373 | Database Management ¹ | 102 | 3 |
| BUS 1143 | Computer Applications for Accounting ¹ | 102 | 3 |
| BUS 1603 | Multimedia ² | 102 | 3 |
| BUS 1622 | Management ² | 90 | 2 |

Curriculum in Business Technology Continued

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|---------------|--|-------------------|----------------|
| BUS 1313 | Desktop Publishing w/ Lab ² | 102 | 3 |
| BUS 1523 | Medical Transcription I ² | 102 | 3 |
| BUS 1713 | PowerPoint 2000 ² | 102 | 3 |
| BUS 1113 | Internship ^{2,3} | 120 | 3 |

¹Students have the option to take either Database Management or Computer Applications for Accounting.

²Elective courses: students must choose at least two options from the available list.

³Internship is an elective course and may only be completed during the last semester of study after all other course work has been completed. Arrangements for the Internship program must be made prior to enrollment in the course with an Internship coordinator.

Medical Endorsement

Students who complete the medical endorsement of business technology will be able to:

1. Understand basic medical terminology.
2. Understand human anatomy and physiology.
3. Comprehend the disease processes within the human body.
4. Develop competent skills of medical transcription.
5. Obtain knowledge of proper methods of medical coding.

Business Technology Medical

Curriculum in Business Technology/Medical

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|---------------|---------------------------------------|-------------------|----------------|
| BUS 1003 | Business English | 90 | 3 |
| BUS 1123 | Accounting I w/ Lab | 102 | 3 |
| BUS 1203 | Keyboarding w/ Lab | 102 | 3 |
| BUS 1303 | Introduction to Computers w/ Lab | 102 | 3 |
| BUS 1563 | Administrative Support Procedures | 90 | 3 |
| BUS 1013 | Business Communications | 90 | 3 |
| BUS 1503 | Word Processing I w/ Lab | 102 | 3 |
| BUS 1523 | Machine Transcription I | 102 | 3 |
| BUS 1843 | Introduction to Human Anatomy | 102 | 3 |
| BUS 1853 | Machine Transcription II ¹ | 102 | 3 |
| BUS 1723 | Medical Terminology | 90 | 3 |

Curriculum in Business Technology/Medical Continued

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|---------------|--------------------------------|-------------------|----------------|
| BUS 1863 | Medical Coding I | 90 | 3 |
| BUS 1883 | Medical Coding II ² | 90 | 3 |
| BUS 1873 | Disease Processes | 90 | 3 |

¹Students who choose the transcription option are required to complete the Medical Transcription II course but are not required to complete Medical Coding II.
²Students who choose the coding option are required to complete the Medical Coding II course but are not required to complete Medical Transcription II.
^{*}Students may also choose an elective from the list in the Business Technology section but it is not required.

Business Technology Legal

Curriculum in Business Technology/Legal

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|---------------|--|-------------------|----------------|
| BUS 1003 | Business English | 90 | 3 |
| BUS 1123 | Accounting I w/ Lab | 102 | 3 |
| BUS 1203 | Keyboarding w/ Lab | 102 | 3 |
| BUS 1303 | Introduction to Computers w/ Lab | 102 | 3 |
| BUS 1603 | Multimedia | 102 | 3 |
| BUS 1563 | Administrative Support Procedures | 90 | 3 |
| BUS 1013 | Business Communications | 51 | 3 |
| BUS 1503 | Word Processing I w/ Lab | 102 | 3 |
| BUS 1523 | Basic Machine Transcription | 102 | 3 |
| BUS 1803 | Advanced Word Processing / Legal Transcription | 102 | 3 |
| BUS 1812 | Introduction to Law | 68 | 2 |
| BUS 1823 | Legal Office Practice | 102 | 3 |
| BUS 1243 | Ethics and Law | 68 | 3 |
| BUS 1832 | Legal Terminology | 68 | 2 |

COLLISION REPAIR TECHNOLOGY

Collision Repair Technology is designed to provide the student with basic skills so he/she may go to work immediately in a shop. Collision Repair Technology currently has a National Education Technicians Education Foundation (NATEF) certification. The shop setting makes it possible to work on several cars at the same time. In addition to shop work, classroom work is scheduled each day.

Students will be asked to take the student NOCTI competency test before graduation.

Instructor
Stan Hatcher

Collision Repair Technology

Curriculum in Collision Repair Technology

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|-------------------|--|-------------------|----------------|
| Fall | | | |
| CRT 1108 | Basic Metal Repair | 255 | 8 |
| CRT 1403 | Painting | 102 | 3 |
| BUS 1303 | Introduction to Computers | 51 | 3 |
| MTH 1103 | Technical Mathematics | 51 | 3 |
| CRT 1202 | Industrial Safety in Collision Repair Technology | 51 | 2 |
| Total | | 510 | 19 |
| Spring | | | |
| CRT 1208 | Body and Frame Alignment I | 255 | 8 |
| ELT 1222 | Basic Electronics in Collision Repair | 51 | 2 |
| CRT 1505 | Color Matching | 153 | 5 |
| COM 1103 | Technical Communications | 51 | 3 |
| Total | | 510 | 18 |
| 1st Summer | | | |
| CRT 1302 | Body and Frame Alignment II | 75 | 2 |
| CRT 1104 | Internship | 120 | 4 |

COMPUTER INFORMATION SYSTEMS

Instructor
William Nehus

Computer Information Systems

Computer Information Systems is designed to provide individuals with the knowledge and skills needed to become Certified Network Administrators, work with Internet, and troubleshoot computers. Training is given in microcomputer operating systems, basic networking skills, computer repair and troubleshooting skills, and Internet knowledge. Graduates are qualified to work installing networks, maintaining networks and administrating them, working with Internet and on-line services and computer repair.

This course is two semesters plus two summer terms in length. Students will be

Curriculum in Computer Information Systems

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|-------------------|--------------------------------|-------------------|----------------|
| Fall | | | |
| CIS 1103 | Programming I | 102 | 3 |
| CIS 1113 | System Concepts I | 102 | 3 |
| CIS 1123 | Networking I | 102 | 3 |
| BUS 1003 | Business English | 51 | 3 |
| MTH 2103 | Beginning Algebra | 51 | 3 |
| BUS 1123 | Accounting I w/ Lab | 51 | 3 |
| | Total | 459 | 18 |
| Spring | | | |
| CIS 1203 | Networking II | 102 | 3 |
| CIS 1213 | Programming II | 102 | 3 |
| CIS 1222 | System Concepts II | 64 | 3 |
| BUS 1243 | Business Ethics and Law | 64 | 2 |
| CIS 1243 | System Analysis and Design | 76 | 3 |
| BUS 1703 | Microsoft Office | 102 | 3 |
| | Total | 510 | 17 |
| 1st Summer | | | |
| CIS 1302 | Advanced Microsoft Programming | 50 | 2 |
| CIS 1312 | HTML Programming | 50 | 2 |
| COM 2103 | Technical Writing and Speaking | 50 | 3 |
| | Total | 150 | 7 |

Curriculum in Computer Information Systems Continued

2nd Summer

| | | | |
|----------|---------------------------|------------|----------|
| CIS 1403 | PC Repair and Maintenance | 90 | 3 |
| CIS 1105 | Internship | 160 | 5 |
| | Total | 250 | 8 |



COSMETOLOGY

Instructor
Cathy Fultz

Cosmetology

The Cosmetology program is designed to prepare students for professional licensing in the cosmetology field. The students are taught all the basic techniques of hair care, chemical services, professional ethics, sanitation, manicuring, facials, anatomy, salon management and, rules and regulations as designated by the state.

The program has been designed for all types of learners. A variety of methods are designed to teach these skills. In addition, students experience their future occupation in actual employment situations through a simulated setting in our lab area.

The Arkansas State Board of Cosmetology requires an individual to successfully complete 1500 clock hours in order to qualify for the state cosmetology licensing examination. Applications are placed on file by dates completed and students are enrolled at the beginning of each semester as openings are available.

If a student is absent 10 days or the equivalent in hours, the student may be dropped from the class. Any student who drops from the Cosmetology course will have to meet with an entrance committee and be approved before being allowed to register for the next semester.

In addition to the school's requirements for admission a student must submit a copy of his/her Social Security card and a \$10.00 money order.

Curriculum in Cosmetology

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|---------------|--|-------------------|----------------|
| Fall | | | |
| COS 1102 | Principles of Beauty Culture I | 68 | 2 |
| COS 1203 | Tinting and Bleaching I | 80 | 3 |
| COS 1303 | Facials and Manicuring I | 96 | 3 |
| COS 1404 | Shampooing and Hairstyling I | 112 | 4 |
| COS 1503 | Haircutting I | 80 | 3 |
| COS 1601 | Salesmanship and Shop Management I | 32 | 1 |
| COS 1702 | Chemical Relaxing and Permanent Waving | 64 | 2 |
| MTH 1103 | Technical Mathematics | 51 | 3 |
| Total | | 583 | 21 |
| Spring | | | |
| COS 1112 | Principles of Beauty Culture II | 68 | 2 |
| COS 1213 | Tinting and Bleaching II | 80 | 3 |
| COS 1313 | Facials and Manicuring II | 96 | 3 |
| COS 1414 | Shampooing and Hairstyling II | 112 | 4 |
| COS 1513 | Haircutting II | 80 | 3 |

Curriculum in Cosmetology Continued

| | | | |
|-------------------|---|------------|-----------|
| COS 1611 | Salesmanship and Shop Management II | 32 | 1 |
| COS 1712 | Chemical Relaxing and Permanent Waving II | 64 | 2 |
| MTH 1103 | Technical Communications | 51 | 3 |
| Total | | 583 | 21 |
| 1st Summer | | | |
| COS 2606 | Theory and Practical Application I | 200 | 6 |
| Total | | 200 | 6 |
| 2nd Summer | | | |
| COS 2706 | Theory and Practical Application I | 200 | 6 |
| Total | | 200 | 6 |

The school may enroll a maximum of three instructor trainees for each authorized instructor teaching in the school on a full-time basis. Instructor/Trainee ratio is as follows:

- (a) 1 Instructor/1 Trainee—who has acquired between one and two hundred hours;
- (b) 1 Instructor/2 Trainees—provided one trainee has acquired between one and two hundred hours and one trainee has between two and four hundred hours;
- (c) 1 Instructor/3 Trainees—provided one trainee has acquired between one and two hundred hours, 1 trainee has acquired between two and four hundred hours, and 1 trainee has between four and six hundred hours.

The instructor trainee(s) shall be under the direct supervision of a full-time licensed instructor at all times. Instructor trainees may attend on a part-time basis provided the curriculum is observed.

Cosmetology Teacher Training

Curriculum in Cosmetology Teacher Training

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|-------------------------|-----------------------|-------------------|----------------|
| Semester Program | | | |
| COS 3102 | Cosmetology Education | 51 | 2 |
| COS 3203 | Theory and Methods | 96 | 3 |
| COS 3411 | Directed Teaching | 336 | 11 |
| COS 3501 | Student Records | 17 | 1 |
| COS 3303 | Special Problems | 112 | 3 |
| Total | | 612 | 20 |

ELECTRONIC TECHNOLOGY

Instructors
 Ron Hutain
 Jody Chrisman

Changes in technology have revolutionized the electronics field. The modern technician must keep up with the changes, along with the fundamental principles behind electronics. The Electronic Technology program at Arkansas Tech University, Ozark Campus is designed to provide the skills necessary for an electronic technician. Students will be asked to take a NOCTI competency test before graduation.

Electronic Technology

Curriculum in Electronic Technology

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|----------------------------|---|-------------------|----------------|
| 1st Semester | | | |
| ELT 1105 | DC Fundamentals | 153 | 5 |
| ELT 1103 | Basic Programming | 102 | 3 |
| ELT 1115 | Introduction to Digital Logic | 153 | 5 |
| MTH 2103 | Beginning Algebra | 51 | 3 |
| COM 1103 | Technical Communications | 51 | 3 |
| Total | | 510 | 19 |
| 2nd Semester | | | |
| ELT 1205 | AC Fundamentals | 153 | 5 |
| ELT 1305 | Semiconductors I | 153 | 5 |
| ELT 2213 | Computer Operating Systems | 102 | 3 |
| MTH 2113 | Intermediate Algebra | 51 | 3 |
| COM 2103 | Technical Writing and Speaking | 51 | 3 |
| Total | | 510 | 19 |
| 1st Summer | | | |
| ELT 2105 | Semiconductors II | 150 | 5 |
| Total | | 150 | 5 |
| 2nd Summer | | | |
| ELT 2202 | Introduction to Microprocessors | 60 | 2 |
| ELT 1104 | Internship | 120 | 4 |
| Total | | 180 | 6 |
| Suggested Electives | | | |
| ALT 2304 | Introduction to Statistical Process Control | 102 | 4 |

Curriculum in Electronic Technology Continued

| | | | |
|----------|---------------------------|-----|---|
| BUS 1303 | Introduction to Computers | 102 | 3 |
| BUS 1373 | Database Management | 102 | 3 |
| BUS 1383 | Spreadsheet Applications | 102 | 3 |

Modern industry confronted with intense competition and the need to improve productivity, costs, and product quality has turned to automation for its survival. The heart and soul of automation technology is electronics.

This program emphasizes industrial applications. Students must have completed a basic first-year electronics course as a prerequisite.

The industrial technician must understand theory, devices, circuits, and systems. It is equally important that technicians exhibit personal skills when interacting with other workers. Because human-to-human interface must be a top priority for technical personnel, the topic is discussed throughout the program.

Automation Maintenance Technology is comprehensive in its treatment of devices and applications. It covers control devices, semiconductors, motor circuits, mechanical devices, and basic control systems.

Robotics is an important issue although the industrial robot is largely misunderstood. A robot is a piece of equipment; even the most sophisticated do not replace human workers on a one-to-one basis.

The intent of this program is to prepare the electronic technician to deal with a broad concept of automated technology and show how electronics makes it work.

Automation Maintenance Technology

Curriculum in Automation Maintenance Technology

Offered Fall Semesters

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|---------------------|---------------------------------|-------------------|----------------|
| 3rd Semester | | | |
| AMT 1407 | Basics of Industrial Automation | 221 | 7 |
| AMT 1505 | Programmable Controllers | 153 | 5 |
| AMT 1603 | Industrial Fluid Power | 85 | 3 |
| AMT 1702 | Industrial Trade Techniques | 51 | 2 |
| Total | | 510 | 17 |

Computer Technology

Computer Technology is designed to prepare the student with the skills necessary for work in today's most advanced computer systems. The challenge is to have the ability to solve problems with hardware, as well as software. With computers constantly changing in the design and operating systems changing in software, we are constantly updating our program to meet demands of industry. The Computer Troubleshooting course is designed to prepare the student for the A+ exam. The Computer Interfacing course is designed to train for the Networks+ exam. These skills gives the student a definite advantage in today's job market.

Curriculum in Computer Technology

Offered Spring Semesters

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|---------------------|---------------------------|-------------------|----------------|
| 3rd Semester | | | |
| CET 3305 | Advanced Microprocessors | 153 | 5 |
| CET 3405 | Computer Troubleshooting | 153 | 5 |
| MTH 3103 | College Algebra | 51 | 3 |
| CET 3102 | Circuit Board Fabrication | 51 | 2 |
| CET 3203 | Computer Interfacing | 102 | 3 |
| Total | | 510 | 18 |

PARAMEDIC/EMERGENCY MEDICAL SERVICES

Arkansas Tech University, Ozark Campus Paramedic training endeavors to develop a paramedic who will possess dignity, empathy, show tolerance in working with others, and know and assume his/her role with the responsibility involved. The student will learn, under the direction of a physician, to:

Instructor
Lisa Robles

Paramedic Emergency Medical Services

1. Assess the pre-hospital needs of the acutely ill or traumatized patient.
2. Provide triage and render basic and advance life support to patients.
3. Communicate effectively with the patients, family, and other health care providers.
4. Maintain the level of care to the patient as he/she is transported to a health care facility.
5. Determine the order of priority in meeting these pre-hospital needs.
6. Participate in workshops, in-service programs, and other educational seminars to upgrade the basic knowledge acquired through the paramedic training program.

Note: Student must complete each semester with a minimum passing score of 80 percent to be eligible for the next level of the Paramedic program.

Curriculum in Paramedic/Emergency Medical Services

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|-------------------|--|-------------------|----------------|
| Spring | | | |
| EMT 1101 | Lab I | 34 | 1 |
| EMT 1111 | Introduction to Pharmacology | 34 | 1 |
| EMT 1121 | EMS Environment I | 17 | 1 |
| EMT 1129 | Clinical I | 289 | 9 |
| EMT 1103 | Anatomy and Physiology | 85 | 3 |
| MTH 1103 | Technical Mathematics | 51 | 3 |
| Total | | 510 | 18 |
| 1st Summer | | | |
| EMT 1201 | Patient Assessment/Human Services | 17 | 1 |
| EMT 1211 | Pathophysiology of Shock/Fluid Therapy | 17 | 1 |
| EMT 1221 | Pharmacology II | 17 | 1 |
| EMT 1202 | Clinical II | 82 | 2 |
| EMT 1231 | Lab II | 17 | 1 |
| Total | | 150 | 6 |
| Fall | | | |
| EMT 1302 | Medical Emergencies I | 51 | 2 |
| EMT 1331 | Rhythm Recognition | 34 | 1 |
| EMT 1301 | Emergency Cardiac Care | 34 | 1 |

Curriculum in Paramedic/Emergency Medical Services Continued

| | | | |
|-------------------|----------------------------------|------------|-----------|
| EMT 1311 | Clinical III | 357 | 11 |
| EMT 1321 | Lab III | 34 | 1 |
| Total | | 510 | 16 |
| Spring | | | |
| EMT 1401 | EMS Environment | 17 | 1 |
| EMT 1402 | Medical Emergencies II | 51 | 2 |
| EMT 1421 | Advanced Trauma Care | 34 | 1 |
| EMT 1411 | Clinical IV | 34 | 1 |
| EMT 1429 | Paramedic Internship I | 272 | 9 |
| EMT 1431 | Advanced Cardiac Life Support | 34 | 1 |
| EMT 1451 | Pre-hospital Trauma Life Support | 34 | 1 |
| EMT 1461 | Pediatric Advanced Life Support | 34 | 1 |
| Total | | 510 | 17 |
| 1st Summer | | | |
| EMT 1506 | Paramedic Field Internship II | 200 | 6 |
| EMT 1502 | Life Span Development | 50 | 2 |
| Total | | 250 | 8 |

Basic Emergency Medical Technician

Curriculum in Basic Emergency Medical Technician

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|--------------------|-------------------------------|-------------------|----------------|
| Fall/Spring | | | |
| EMT 1006 | Basic EMT Training | 200 | 6 |
| Total | | 200 | 6 |
| Refreshers | | | |
| EMT 1010 | Basic EMT Refresher | 24 | 0 |
| EMT 1110 | CPR for Health Care Providers | 15 | 0 |
| Total | | 39 | 0 |

PRACTICAL NURSING

The Practical Nursing Department of Arkansas Tech University, Ozark Campus accepts beginning students in August and January of each year. The 11.5 month program consists of two semesters and two summer terms. To meet the requirements of the Arkansas State Board of Nursing, the Practical Nursing Program will utilize clinical days of 8-12 hours during certain semesters of the school year.

The program requires an average of 80% in each of the subject areas to be eligible to write the NCLEX-PN exam and 80% passing of all clinical objectives.

The Practical Nursing Program integrates theory with clinical practice. The nursing student has clinical experiences in the following health care service areas: Adult Health, Maternal Child, Mental Health, Geriatrics and Pediatrics. Theory is based on the concepts of Holism in which the physical, emotional, social and spiritual well-being is considered. Area hospitals, clinics, nursing homes, mental health units and pediatric and adolescent facilities are utilized for the clinical experiences.

Students enrolled in the program are members of the Arkansas Licensed Practical Nursing Association, taking part in the spring competitive events and fall education workshop. Workshops, conferences and seminars are used to enhance the educational experience.

Upon successful completion of the program, the student will be eligible to write the NCLEX-PN exam for licensure. State and FBI background checks are required by the Arkansas State Board of Nursing when applying to take the licensure exam. The applicant may be denied permission to write based on background check results.

Instructors
Emma Fairchild
Debra Hines
Janet Mickens
Annette Pearson
Elizabeth Pruitt

Practical Nursing

Curriculum in Practical Nursing

Starting Fall Semester

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|---------------|---|-------------------|----------------|
| Fall | | | |
| LPN 1103 | Body Structure and Function | 90 | 3 |
| LPN 1101 | Vocational, Legal and Ethical Concepts | 16 | 1 |
| LPN 1131 | Nursing of the Geriatric Patient | 32 | 1 |
| LPN 1111 | Nutrition in Health and Illness | 32 | 1 |
| LPN 1141 | Basic Mathematics | 25 | 1 |
| LPN 1121 | Pharmacology I | 40 | 1 |
| LPN 1161 | Mental Health and Care of the Mentally II | 40 | 1 |
| LPN 1113 | Basic Nursing Principles and Skills I | 90 | 3 |
| LPN 1151 | Communications | 25 | 1 |
| LPN 1125 | Clinical I | 160 | 5 |
| Total | | 550 | 18 |

Curriculum in Practical Nursing Continued

Starting Fall Semester

Spring

| | | | |
|--------------|--|------------|-----------|
| LPN 1201 | Pharmacology II | 40 | 1 |
| LPN 1232 | Nursing of Mothers and Infants | 48 | 2 |
| LPN 1212 | Basic Nursing Principles and Skills II | 60 | 2 |
| LPN 1203 | Nursing of Adults with Medical Surgical Conditions I | 90 | 3 |
| LPN 1210 | Clinical II | 320 | 10 |
| Total | | 558 | 18 |

1st Summer

| | | | |
|--------------|---|------------|----------|
| LPN 1301 | Nursing of Adults with Medical Surgical Conditions II | 40 | 1 |
| LPN 1331 | Nursing of Children I | 23 | 1 |
| LPN 1307 | Clinical III | 200 | 7 |
| Total | | 263 | 9 |

2nd Summer

| | | | |
|----------|--|-----|---|
| LPN 1401 | Nursing of Adults with Medical Surgical Conditions III | 40 | 1 |
| LPN 1421 | Nursing of Children II | 23 | 1 |
| LPN 1404 | Clinical IV | 120 | 4 |

Curriculum in Practical Nursing

Starting Spring Semester

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|---------------|--|-------------------|----------------|
| Spring | | | |
| LPN 1103 | Body Structure and Function | 90 | 3 |
| LPN 1101 | Vocational, Legal and Ethical Concepts | 16 | 1 |
| LPN 1131 | Nursing of the Geriatric Patient | 32 | 1 |
| LPN 1111 | Nutrition in Health and Illness | 32 | 1 |
| LPN 1141 | Basic Mathematics | 25 | 1 |
| LPN 1121 | Pharmacology I | 40 | 1 |
| LPN 1161 | Mental Health and Care of the Mentally Ill | 40 | 1 |

Curriculum in Practical Nursing Continued

Starting Spring Semester

| | | | |
|--------------|---|------------|-----------|
| LPN 1113 | Basic Nursing Principles and Skills I | 90 | 3 |
| LPN 1151 | Communications | 25 | 1 |
| LPN 1125 | Clinical I | 160 | 5 |
| Total | | 550 | 18 |
| 1st Summer | | | |
| LPN 1201 | Pharmacology II | 40 | 1 |
| LPN 1232 | Nursing of Mothers and Infants | 48 | 2 |
| LPN 1211 | Basic Nursing Principles and Skills II | 20 | 1 |
| LPN 1223 | Clinical II | 92 | 3 |
| Total | | 200 | 7 |
| 2nd Summer | | | |
| LPN 1311 | Nursing of Adults with Medical Surgical Conditions I | 20 | 1 |
| LPN 1321 | Basic Nursing Principles and Skills III | 20 | 1 |
| LPN 1305 | Clinical III | 160 | 5 |
| Total | | 200 | 7 |
| Fall | | | |
| LPN 1414 | Nursing of Adults with Medical Surgical Conditions II | 140 | 4 |
| LPN 1422 | Nursing of Children | 46 | 2 |
| LPN 1411 | Basic Nursing Principles and Skills IV | 30 | 1 |
| LPN 1412 | Clinical IV | 388 | 12 |
| Total | | 604 | 19 |

Minimum Requirements of Graduation

| Course | Theory Clock Hours |
|--|--------------------|
| Communication | 25 Hours |
| Math | 25 Hours |
| Vocational, Legal and Ethical Concepts | 16 Hours |
| Body Structure and Function | 90 Hours |
| Nursing of the Geriatric Patient | 32 Hours |
| Nutrition in Health and Illness | 32 Hours |
| Basic Nursing Principles and Skills | 160 Hours |
| Nursing of Adult Patients with Medical and Surgical Conditions | 160 Hours |
| Nursing of Children | 46 Hours |

| | |
|--|---------------|
| Nursing of Mothers and Infants | 48 Hours |
| Mental Health and Care of the Mentally Ill | 40 Hours |
| Pharmacology | 80 Hours |
| Theory/Clinical Hours | 754/800 Hours |
| 1554 Hours Total Program Hours | |



WELDING TECHNOLOGY

According to Jefferson's WELDING ENCYCLOPEDIA, 18th Edition, welding is defined as a joining process that produces coalescence of materials by heating them to the welding temperature. This may be with or without the application of pressure or by the application of pressure alone, and with or without the use of filler material.

To learn welding, a person needs commitment, drive, intelligence, good motor coordination and excellent sight. There are many aspects to welding such as joint preparation, basic metallurgy, personal and equipment safety, and acquiring the ability to interpret blueprints.

The welding course is designed to give the student a basis to obtain employment and continue education in the vast field of metal working. Prior to completion of the course the student will be required to take a two-part exam the content of which is composed by the American Welding Society.

Instructor
Richard Fraska

Welding Technology

| Course Number | Course Name | Total Clock Hours | Semester Hours |
|-------------------|------------------------------|-------------------|----------------|
| Fall | | | |
| WLD 1103 | Gas Welding/Cutting | 102 | 3 |
| WLD 1206 | Introduction to Arc Welding | 204 | 6 |
| WLD 1302 | Metallurgy | 51 | 2 |
| WLD 1202 | Blueprint Reading | 51 | 2 |
| MTH 1103 | Technical Mathematics | 51 | 3 |
| WLD 1212 | Industrial Safety in Welding | 51 | 2 |
| | Total | 510 | 18 |
| Spring | | | |
| WLD 1409 | Position Welding | 255 | 9 |
| WLD 1503 | MIG Welding | 102 | 3 |
| WLD 1603 | TIG Welding | 102 | 3 |
| COM 1103 | Technical Communications | 51 | 3 |
| | Total | 510 | 18 |
| 1st Summer | | | |
| WLD 1702 | Weldment Test | 75 | 2 |
| WLD 1804 | Certification Welding | 120 | 4 |
| WLD 1104 | Internship | 120 | 4 |
| | Total | 195 | 6 |
| Electives | | | |
| WLD 1912 | Advanced Welding I | 360 | 12 |
| WLD 2012 | Advanced Welding II | 360 | 12 |

COURSE DESCRIPTIONS

In this section of the catalog, all courses taught at Arkansas Tech University, Ozark Campus are listed alphabetically by subject area. For departmental write-ups and detailed curricula of programs of study, see the appropriate division of the preceding section.

Air Conditioning/ Refrigeration

ACR 1104 Internship

Prerequisite: Must have passed all first year course work prior to Internship. Provides students with the experience of a job in Air Conditioning and Refrigeration. Students will participate in internship during the final phase of program completion after having been placed in a job training position by the internship coordinators. There will be contracts signed between the school, student, and training site stating the rules and objectives of internship.

ACR 1205 Tubing and Piping

Covers piping, fitting, and tubing used in air conditioning and refrigeration equipment. Soft soldering, silver brazing, and use and care of torches used in the trade will also be covered.

ACR 1301 Industrial Safety in Air Conditioning

Safety with refrigerants, fire, and mechanical and electrical equipment.

ACR 1303 Basic Compression Refrigeration

A study of refrigeration systems and theory of temperature pressure relationships. Learning components of the refrigeration system, performing service techniques, testing, and adjusting components of the system.

ACR 1404 Basic Electricity

Designed to introduce the student to the basic electricity, fundamentals, atomic structure, OHMS law, electrical circuits, meters wire size, and voltage drop.

ACR 1504 Electronic Components and Motor

Prerequisite: ACR 1404 Basic Electricity. Covers relays, motors, motor controls, copitors, solenoids, and other components in air conditioning and heating equipment.

ACR 1602 Schematics

Prerequisite: ACR 1404 Basic Electricity. Learning to read, draw, and interpret wiring programs used in the air conditioning trade. Included will be learning electrical symbols, and operating arrangement of electrical components.

ACR 1704 Heat Gain and Loss

A study of air properties and instruments to measure these environmental needs of structures-residential and commercial-heat gain and loss calculations, distribution, medium, and duct design.

ACR 1803 Residential Systems

Prerequisite: ACR 1303 Basic Compression Refrigeration Studies the major components and control devices for gas and oil furnaces, hydroponic systems, and cooling systems. The student will be required to assemble components into an operative system. The use and application of heat pumps will be covered. Practical application is provided in the laboratory. Safety is emphasized.

ACR 1902 Air Conditioning Systems

Basic knowledge of air conditioning and refrigeration required to enter this course. Basic theory of operation and maintenance of air conditioning refrigeration. A study of refrigerants charging, metering devices, diagnosis, and minor repairs.

Applied Laboratory Technology

ALT 1106 Internship

Prerequisite: Must have passed all first year course work prior to Internship. Provides students with the experience of a job in a laboratory. Students will participate in internship during the final phase of program completion after having been placed in a job training position by the internship coordinators.

There will be contracts signed between the school, student, and training site stating the rules and objectives of internship.

ALT 1203 Introduction to Chemistry

Prerequisite: MTH 2103 and must take MTH 2113 concurrently. Introductory course to basic chemistry principles and their applications to living systems. Topics include: methods of measurement; composition of matter; the periodic chart and its applications; chemical bonds; elements and compounds; chemical reactions; balancing chemical equations; energy and the calorie; water and its properties; solutions and suspensions and their properties; oxidation reduction reactions; acids; bases; salts; titration; and equilibrium processes. Laboratory procedures and techniques are designed to enhance and expand this study.

ALT 1305 Introduction to Applied Microbiology

Study of microbiology with an emphasis on prokaryotes (bacteria). Topics include the following: determining the characteristics of bacteria through the study of morphology, physiology, staining reactions, enzymatic reactions, cultivation, reproduction growth, metabolism, energy production, culture methods, isolation methods, and control of microorganisms. Laboratory exercises utilize procedures and techniques that are designed to expand and enhance the concepts studied in the classroom.

ALT 1403 Government Regulations

An examination and evaluation of current food requirements and laws with an emphasis on practical applications. Topics include 1938 Federal Food, Drug, and Cosmetic Act as amended; the Fair Packaging and Labeling Act; Federal Regulations of Good Manufacturing Practices (GMP's); HACCP concepts and

regulations; basics of food and color additives, federal regulatory agencies; and other food laws and regulations. The laboratory procedures and techniques focus on basic procedures as applied to this technical area.

ALT 1502 Food Science

Designed to provide students with a comprehensive overview of the food industry in the United States. Topics include: magnitude of the food industry, constituents of foods; nutritive aspects of food constituents; unit operations; quality factors of foods and their measurement; deteriorative factors and their control; heat preservation; cold preservation; dehydration; irradiation; packaging; food safety and HACCP. Laboratory exercises are designed to expand and enhance the concepts studied in the classroom as they relate to industrial applications.

ALT 2102 Food Sanitation

Covered in this course include: microorganisms and sanitation; food safety; food contamination sources; personal hygiene and food handling; cleaning compounds; sanitizers; sanitation equipment and systems; waste product handling and pest control. A study of procedures used for sanitation surveys of air, ventilation systems, equipment and various surfaces is extended to include laboratory experiments using some of the specific sanitation sampling products and procedures used in industry. The laboratory exercises are designed to enhance and expand concepts learned in the classroom.

ALT 2202 Industrial Safety in Applied Laboratory Technology

Topics covered include: an in-depth study of safe chemical handling and storage procedures as related to the microbiology laboratory, chemistry laboratory, OSHA's ergonomics regulations for industry, basic first aid, and safety methods as applied to these areas.

ALT 2303 Introduction to Statistical Process Control

Prerequisite: MTH 2103 Beginning Algebra, or be currently enrolled in

MTH 2103 or instructor approval. Topics covered include: quality status in the United States and Japan and the "Japanese Miracle;" Deming's 14 Points and Crosby's 14 Steps; Goals of SPC; the detection and prevention systems of control; group problem solving techniques such as brainstorming; flow charting; Pareto analysis; cause and effect diagrams; nature and types of variability; histograms; normal distribution curve; variance; standard deviation; mechanics of control charts; run charts; X bar & R charts; p bar and np bar charts; capability analysis; and interpretation of charts.

ALT 2402 Introduction to Quality Control

Study of the history and philosophy of quality control/assurance, including the work of Deming, Crosby, Ishikawa, Juran, and others. Topics include: personal improvement and quality assurance; definition of quality control organizational status; performance management and measurement; handling problems in relationship to quality improvement; employee identification with the job; cost of quality evaluation; Crosby's 14 Step Program to Quality Improvement and others such as HACCP; quality status in the United States in the 2000's.

ALT 2505 Applied Food and Environmental Microbiology

Prerequisite: ALT 1305 Introduction to Applied Microbiology. In-depth study of microorganisms that are associated with food spoilage, food-borne diseases, water, wastewater, indicators of contamination, and useful applications of microorganisms. This study also includes environmental microbiology of aquatic environments, drinking water, and wastewater. Topics include: the study of food and water specific microorganisms; the specific laboratory techniques and procedures required for the study and identification of these microorganisms; chemical indicators; conditions that influence growth, sources of microorganisms, types of fermentation by microorganisms, control of microorganisms, procedures

for bacteriological testing of drinking water, surface water, and wastewater. Laboratory exercises utilize procedures and techniques that are designed to enhance and expand the concepts learned in the classroom. These procedures are relevant to those used in industry.

ALT 2702 Food Grades and

Standards

Designed to give students practice in the grading of a variety of food products, including but not limited to fruits and vegetables using USDA guidelines and procedures. Procedures for testing various attributes of food are included in this course. Some of these quality determinations include the use of the pH meter, refractometer, hydrometer, titration, and USDA color comparator. Students will be utilizing the skills and laboratory procedures acquired in the previous semesters.

Automation Maintenance Technology

AMT 1407 Basics of Industrial Automation

An illustrated study of circuit configuration used in industry. Topics to be covered are: solid-state devices used to control DC and AC motors, some electro-mechanical devices, power sources, amplifiers, three phase power, open and close loop motor control, input and output transducers.

AMT 1505 Programmable

Controllers

Deals with the subject of programmable controllers (PCs). The PC is a microprocessor-based programmable device used in controlling mechanical machinery, energy management systems, computer integrated manufacturing, and other applications.

AMT 1603 Industrial Fluid Power

Designed to provide the basic knowledge and application of physics principles involving pumps, cylinders, valves, motors, designs, assembly, graphic symbols, and the operation of the hydraulic and pneumatic control circuits based on logic principles.

AMT 1702 Industrial Trades Techniques

Consists of a series of lectures and demonstrations on the history and development of air conditioning, statistical process control, basic mechanics, and welding as they relate to industrial electronics.

Automotive Service Technology

AST 1104 Internship

Prerequisite: Must have passed all first year course work prior to Internship. Provides students with the experience of a job in automotive service. Students will participate in internship during the final phase of program completion after having been placed in a job training position by the internship coordinators. There will be contracts signed between the school, student, and training site stating the rules and objectives of internship.

AST 1105 Gasoline Engine Theory

Provides the student with an introduction to automotive engines, the use and care of hand tools, precision tools, special tools, and equipment. Theory of operation with attention to components is included. Cooling systems, lubrication systems, intake systems, exhaust systems, vehicle maintenance, as well as PC based automotive schematics and flow charts are taught. Safety is emphasized.

AST 1406 Automotive Electricity/Electronics

Prerequisite: ELT 1203 Basic Electronics for Automotive Service Technicians. Introduces the student to the fundamentals of electronics, including Ohm's law, basic electrical circuits, wiring diagrams, and common electrical symbols. Diagnosis and troubleshooting of electrical circuits is emphasized, including familiarization with most common types of testing equipment. Also includes an in-depth study of the theory and operation of electronic control systems: sensors, microprocessors, actuators, power distribution networks, and comfort/convenience systems.

AST 1508 Engine Performance

Provides students with an understanding of fuel, ignition, drivability, and emissions systems. Theory of operation as well as relevant electronic components and computing systems diagnosis is included.

AST 1602 Introduction to Automotive Power trains

Designed to cover the entire power train on a late model vehicle with a standard transmission. Beginning with 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 transmission, rear axles and transaxles. Several types of four-wheel drive systems will be taught.

AST 1612 Advanced Automotive Power trains

Prerequisite: AST 1603 Introduction to Automotive Power trains. A continuation of AST 1603 Introduction to Automotive Power trains

AST 1703 Automotive Brake Systems

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 systems are taught. The course includes an in-depth study of the various types of power brake systems, including vacuum suspended systems, Hydro Boost (tm) systems and several types of anti-lock braking systems.

AST 1803 Automotive Chassis and Steering

Designed to introduce the student to the theory and operation of modern suspension and steering system. The study of the suspension system includes wheels and tires, hubs, bearings, seals, springs, and the vehicle form. Various designs and construction of each of these components will be covered. Steering 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.

AST 1906 Advanced Engine Performance

Prerequisite: AST 1508 Engine Performance. Covers advanced theory and testing of engine related fuel and computerized systems. The student should have a basic understanding of basic computer, fuel, and ignition systems. Students will use more advanced equipment for testing.

AST 2105 Automotive Climate Control

Begins with a study of the theory of refrigeration, the refrigeration cycle, and basic components of a typical automotive refrigeration system. The function and construction of compressors, lines, expansion valves, expansion tubes, condensers, evaporators, blower motors, and air distribution systems is 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 shop safety are heavily emphasized

Basic Emergency Medical Technician

EMT 1006 Basic EMT Training

Study of the existing medical emergency services and the basic principles, procedures, and techniques of emergency care. Through the use of multimedia, demonstrations, and other techniques, students are theoretically prepared to write the State EMT-A Certification Examination and the National Registry EMT-A Examination. Throughout the course, the student must demonstrate the practical skills learned in the classroom in dealing with common medical emergencies such as wounds, fractures, injuries, and cardiac arrest.

EMT 1010 Basic EMT Refresher

Designed for emergency medical technicians ambulance (EMT-A) and emergency medical technicians non-ambulance to meet semiannual continuing education requirements for Arkansas and National Registry recertification. It also meets annual requirements for certification in cardiopulmonary resuscitation at the basic rescuer level as set forth in American Heart Association standards for health care providers.

EMT 1110 CPR for Health Care Providers

A basic rescue course designed to instruct an individual to properly respond to a possible heart attack, choking, or other emergency victims. This course meets the American Heart Association requirements, and individuals will be assisted in certification.

Business Technology

BUS 1003 Business English

Designed to develop a student's vocabulary skills, dictionary usage, proofreading, listening, and English grammar as needed in current business usage so that the student will have the ability to write and communicate effectively.

BUS 1013 Business Communications

Prerequisite: BUS 1003 Business English and BUS 1203 Keyboarding. Designed to review and/or learn the basics in punctuation and to further develop spelling skills. The course covers the principles of effective communications in the modern business office. Topics include: writing skills, reading skills, and psychological principles involved in effective business letter writing as well as oral communications.

BUS 1103 Business Mathematics

A comprehensive study of mathematics as applied to business. Banking, payroll, business statistics and other selected topics will be covered.

BUS 1113 Internship

Prerequisite: Must have passed all first year course work prior to Internship. Provides students with the experience of a job in a business. Students will participate in internship during the final phase of program completion after having been placed in a job training position by the internship coordinators. There will be contracts signed between the school, student, and training site stating the rules and objectives of internship.

BUS 1123 Accounting I

The study of fundamental accounting concepts and procedures for sole proprietorship. The accounting cycle includes journalizing and posting transactions, preparing trial balances, worksheets, and financial statements. Emphasis is given to cash, banking, payroll procedures, sales, purchases, and accounts receivable/ payable. Simulated accounting activities offer decision-making opportunities encountered in the business world.

BUS 1143 Computer Applications for Accounting

Prerequisite: BUS 1123 Accounting I. Designed to acquaint students with major areas of computerized accounting. Application areas covered will include general ledger, accounts payable, accounts receivable, and payroll.

BUS 1203 Keyboarding

Acquaints the student with the alphabetic keyboard through usage of the computer. The course emphasizes basic skill development through drills for speed and control, methods used in centering and tabulations, letter style, business reports, and production measurement.

BUS 1213 Keyboarding Applications

Prerequisite: BUS 1203 Keyboarding or previous training approved by an adviser through a transcript. A continuation of typewriting development. The production problems include business letters with special features, reports, telegrams, billing forms, tabulated reports, and letters

of applications. Other assignments include statistical typing of financial reports, government documents, and various business simulations.

BUS 1243 Business Ethics and Law

Provides studies in some of the basic characteristics of the American system of free enterprise and the obligations and rights of the individual. Topics include torts, rights of private property, contracts, bailment, insurance and risk, labor, and dignity and worth of the individual.

BUS 1303 Introduction to Computers

Designed to introduce students to computer hardware, software, procedures, systems, and human resources as applied to business. It focuses on computer literacy, the concepts of the data processing cycle, and an introduction to commercially available software.

BUS 1313 Desktop Publishing

Prerequisite: BUS 1203 Keyboarding and BUS 1303 Introduction to Computers. Utilizes a desktop publishing software program in order to provide practical experience in the development of multiple page publications. Activities include creating newsletters, menus, posters, fact sheets, advertisements, business reports, brochures, comprehensive indexes, and planning home pages.

BUS 1373 Database Management

Prerequisites: BUS 1303 Introduction to Computers and BUS 1203 Keyboarding. An introduction to database processing, physical representation, and modeling. It focuses on the introduction to the application program development in a database environment with emphasis on loading, modifying, and verifying the database using a host language.

BUS 1383 Spreadsheet Applications

Prerequisite: BUS 1303 Introduction to Computers. Will develop comprehensive skills in toolbar usage, cell and worksheet formatting, cell functions, worksheet organization and printing. The user will become adept in advanced features, such as: charts,

linking worksheets and workbooks, customizing templates and toolbars and other features.

BUS 1503 Word Processing I

Prerequisite: BUS 1203 Keyboarding or currently enrolled or prior knowledge. Provides instruction in basic word processing machine operations and word processing skills. The student will learn to produce acceptable documents through keyboarding, editing, storing, retrieving, and printing. The student will also learn basic maintenance of word processing software and equipment in the modern business office. This also includes advanced word processing concepts, administrative and communications skills, formatting, merging, and revisions on a microcomputer.

BUS 1513 Word Processing II

Prerequisite: BUS 1503 Word Processing I and BUS 1203 Keyboarding. Provides students an opportunity for more in-depth practical applications of word processing skills. Emphasis is on mailability and advanced editing techniques.

BUS 1523 Basic Machine Transcription

Prerequisite: BUS 1203 Keyboarding. Provides training in the transcribing of mailable documents from recordings using a microcomputer and transcription machine. Cassettes will be available in medical.

BUS 1563 Administrative Support Procedures

Prerequisite: BUS 1203 Keyboarding. Emphasizes the practice and procedures acceptable in a business office. Topics include: self-improvement, interpersonal relations, telephone usage, mail handling, records management, job application procedures, travel arrangements, reprographics, and financial statements.

BUS 1603 Multimedia

Prerequisites: BUS 1203 Keyboarding and BUS 1303 Introduction to Computers. Focuses on a variety of standard office equipment as well as technology-based equipment used in

advanced office settings. Projects will emphasize the use of the following: digital camera, video equipment, desktop publishing, graphics production, electronic slide show presentations, E-mail, and internet. Other equipment that will be used is the electronic calculator, copier, fax machine, scanner, and CD-ROM.

BUS 1622 Introduction to Management

Provides insight into the characteristics, organization, and operation of a business. Studies include international business, factors of business operations, and business decision making. Management skills, the legal environment, and types of business ownership are also included in this course.

BUS 1703 MicroSoft Office

Prerequisites: BUS 1203 Keyboarding and BUS 1303 Introduction to Computers. Designed to simulate the typical applications available in the modern office. The course offers experience in Word, Access, Excel, and PowerPoint software integrated into one program.

BUS 1713 PowerPoint 2000

Prerequisites: BUS 1203 Keyboarding and BUS 1303 Introduction to Computers. Provides comprehensive skill development in presentation software. The user will enhance slide shows with transition and animation, clip art, charts, tables, and color and graphic elements.

BUS 1723 Medical Terminology

Study of words that relate to body systems, anatomical structures, medical processes and procedures, drugs and a variety of diseases that afflict humans. Prefixes, suffixes, abbreviation, plural endings, word roots, and combined forms are covered.

BUS 1803 Advanced Word Processing/Legal Transcription

Prerequisites: BUS 1523 Basic Machine Transcription and ability to type 50 wpm. Includes advanced word and information processing concepts and advanced application, including

the desktop publishing features. Students will develop skill in the use of the transcription machine and the transcription of legal documents.

BUS 1812 Introduction to Law

Provides a general overview of the legal system and various important areas of the law, such as contracts, criminal law, torts, and real estate. Students will become familiar with the structure and functions of the court systems, the steps in legal proceedings, law books and the law library, and the American system of law.

BUS 1823 Legal Office Practice

Prerequisites: BUS 1812 Introduction to Law and BUS 1832 Legal Terminology or be currently enrolled and ability to type 40 wpm. Provides an analysis of the legal office environment. The course offers a broad spectrum of legal concepts and procedures.

BUS 1832 Legal Terminology

Designed to familiarize students with the meaning and spelling of Latin and English legal terms.

BUS 1843 Introduction to Human Anatomy

Designed for the student desiring knowledge relative to the human structure and basic functioning of the human body. This course meets the basic requirement of in-breadth, but not in-depth, study of the human body.

BUS 1853 Advanced Machine Transcription

Prerequisite: BUS 1523 Basic Machine Transcription and ability to keyboard 50 wpm. Designed to develop skills in the use of the transcription machine and the transcription of original medical dictation, to include history and physical reports, consultation reports, discharge summary reports, etc.. Skills development will be stressed in: formatting of medical documents, spelling/pronunciation of medical terminology, grammar skills, accurate and rapid keyboarding.

BUS 1863 Medical Coding I

Prerequisite: BUS 1723 Medical Terminology and BUS 1843 Introduction to Human Anatomy. Introduces the student to the concepts of coding medical conditions and procedures. The student will become familiar with an entry-level proficiency in the techniques of coding using the ICD-9-CM (International Classification of Diseases, 9th revision, Clinical Modification) system.

BUS 1873 Disease Processes

Prerequisite: BUS 1723 Medical Terminology and BUS 1843 Introduction to Human Anatomy. Coverage of the nature of diseases and human conditions. Includes symptoms, signs, etiological factors, diagnostic studies, and treatments.

Collision Repair Technology

CRT 1104 Internship

Prerequisite: Must have passed all first year course work prior to Internship. Provides students with the experience of a job in collision repair. Students will participate in internship during the final phase of program completion after having been placed in a job training position by the internship coordinators. There will be contracts signed between the school, student, and training site stating the rules and objectives of internship.

CRT 1108 Basic Metal Repair

The straightening, alignment, and fitting of major panels is taught. Procedures necessary to weld, heat, cut, and shape are taught.

CRT 1202 Industrial Safety in Collision Repair

Safety in regard to working with paint and collision repair will be studied.

CRT 1208 Body and Frame Alignment I

Prerequisite: CRT 1108 Basic Metal Repair. Students will receive instruction in the use of frame equipment and frame construction, sectioning, and straightening. Experience working

with unitized construction using frame alignment equipment will be provided. The fundamentals of welding, heating, cutting, and shaping are included. Emphasis in the course is on theory. Safety is emphasized.

CRT 1302 Body and Frame Alignment II

Prerequisite: CRT 1208 Body and Frame Alignment I. A continuation of CRT 1208 with emphasis on practical application. Safety is emphasized.

CRT 1403 Painting

Includes skills and technical knowledge in the preparation of metal for painting; chemical stripping of old finishes; use and maintenance of spray painting equipment; mixing and spraying of all types of automotive finishes; spot repair and identification of common materials used. Safety is emphasized.

CRT 1505 Color Matching

Prerequisite: CRT 1403 Painting. A continuation of painting with emphasis on spraying techniques and tinting of paints to achieve color match. Safety is emphasized.

Computer Information Systems

CIS 1103 Programming I

Established and evolving methodologies for the development of business oriented programming. Emphasis is placed on developing and using logical thinking skills. An introduction to object oriented programming using Visual BASIC 6.0 is made.

CIS 1105 Internship

Prerequisite: Must have passed all first year course work prior to Internship. Provides students with the experience of a job in information systems. Students will participate in internship during the final phase of program completion after having been placed in a job training position by the internship coordinators. There will be contracts signed between the school, student, and training site stating the rules and objectives of internship.

CIS 1113 System Concepts I

Introduces the student to computer operating systems used in the current business world. This course will include information on Windows 2000, Linux, and DOS.

CIS 1123 Networking I

Designed as a foundation course that provides the theory and basic understanding of the hardware and software that comes together to build local area networks. The student will learn the skills necessary to manage a LAN.

CIS 1203 Networking II

Prerequisite: CIS 1123 Networking I. Builds upon the skills and concepts learned in Networking I. Emphasis will be in the hands-on aspects of personal computer networks using Novel networking products, including installation and/or expanding a network system and troubleshooting problems.

CIS 1213 Programming II

Prerequisite: CIS 1103 Programming I Program Design. Designed as a continuation of Programming I. This course expands on the programming power of Microsoft Visual BASIC 6.0.

CIS 1222 Systems Concepts II

Prerequisite: CIS 1113 Systems Concepts I. Expands upon the foundation that was built in Operating Systems Concepts I. Topics will include file management, printer management, multi-tasking, graphics peer-to-peer networking, and accessories. Specific tasks of networking such as E-mail and scheduler will be covered.

CIS 1243 Systems Analysis and Design

Reviews and applies the traditional life-cycle systems development methodologies implemented by project teams.

CIS 1302 Advanced Microsoft Office

Prerequisite: BUS 1703 Microsoft Office. Expands on the applications in Microsoft Office. Introduces the student to the programming languages included with Excel and Access.

CIS 1312 HTML Programming

Prerequisites: CIS 1103 Programming I and CIS 1213 Programming II. Introduces students to basic and advanced HTML tags to create web pages. Students will also learn to use HTML to create tables and frames.

CIS 1403 PC Repair and Maintenance

Designed to introduce the student to service and repair computers and related peripherals with an overall emphasis on troubleshooting and safety. Students learn systems upgrade through physical application of the process. Customer relations is taught.

Computer Technology

CET 3102 Circuit Board Fabrication

Prerequisite: ELT 1305 Semiconductors I. An introduction to fabrication and layout of printed circuit boards for hobby and special industrial applications of printed circuit boards.

CET 3203 Computer Interfacing

Prerequisite: CET 3305 Advanced Microprocessors or be currently enrolled in Advanced Microprocessors. Designed to teach the student digital and analog interfacing and industrial control using the microprocessor and computer systems. The focus will be on computer communications with peripheral equipment and computer networking.

CET 3305 Advanced Microprocessors

Prerequisite: ELT 2202 Introduction to Microprocessors. The computer architecture, along with some of the more advanced state-of-the-art microprocessors are analyzed. Programming in assembly language is performed for industrial interface applications.

CET 3405 Computer Troubleshooting

Prerequisite: CET 3305 Advanced Microprocessors or be currently enrolled in Advanced Microprocessors. Designed to teach the student troubleshooting methods for the

complete computer system. The course will focus on some of the latest computer systems, used by consumers and industry. The course prepares the student to build and configure computers from core components. Also, part of the training is replacement of hard disks and other key components.

Communications

COM 1103 Technical Communications

Includes a review of basic writing and grammar skills in relation to the student's technical area. Employability skills and human relations will be a major part of the course. This course is required for all students.

COM 2103 Technical Writing and Speaking

Designed to improve the advanced student's written and oral communication skills. Students will learn process style writing, formatting of technical reports, how to write research papers, and several styles of public speaking.

COM 3103 Management and Supervision

Designed to develop the advanced student's skills in working with others as a manager or supervisor.

Cosmetology

COS 1102 Principles of Beauty Culture I

A study of principles of beauty culture that determines the results of practical work.

COS 1112 Principles of Beauty Culture II

Prerequisite: COS 1102 Principles of Beauty Culture I. The study of principles of beauty culture that determines the results of practical work.

COS 1203 Tinting and Bleaching I

Methods and techniques of hair coloring, lightening, frosting, and the care of tinted and toned hair.

COS 1213 Tinting and Bleaching II

Prerequisite: COS 1203 Tinting and Bleaching I. Methods and techniques of hair coloring, lightening, frosting, and the care of tinted and toned hair.

COS 1303 Facials & Manicuring I

Study of skin and nails which includes manicuring, proper makeup, massage, and pedicuring.

COS 1313 Facials & Manicuring II

Prerequisite: COS 1303 Facials & Manicuring I. Study of skin and nails which includes manicuring, proper makeup, massage, and pedicuring.

COS 1404 Shampooing and Hairstyling I

Includes care of hair and scalp, hair analysis, wet and dry styling, blow drying, iron curling, and thermal styling.

COS 1414 Shampooing and Hairstyling II

Prerequisite: COS 1404 Shampooing and Hairstyling I. Includes care of hair and scalp, hair analysis, wet and dry styling, blow drying, iron curling, and thermal styling.

COS 1503 Haircutting I

Basis of all hairstyling. Both scissor and razor techniques are taught.

COS 1513 Haircutting II

Prerequisite: COS 1503 Haircutting I. Basis of all hair styling. Both scissor and razor techniques are taught.

COS 1601 Salesmanship and Shop Management I

Study of principles and practice of applying knowledge acquired in the program to give the patron full service through salesmanship and management.

COS 1611 Salesmanship and Shop Management II

Prerequisite: COS 1601 Salesmanship and Shop Management I. Study of principles and practice of applying knowledge acquired in the program to give the patron full service through salesmanship and management.

COS 1702 Chemical Relaxing and Permanent Waving I

The technical facts and skills needed to give all types of chemical relaxers and permanent waves.

COS 1712 Chemical Relaxing & Permanent Waving II

Prerequisite: COS 1702 Chemical Relaxing & Permanent Waving I. The technical facts and skills needed to give all types of chemical relaxers and permanent waves.

COS 2606 Theory and Practical Application I

Prerequisite: Semester I Courses. A course covering all facets of cosmetology. Theory and practical applications are stressed.

COS 2706 Theory and Practical Application II

Prerequisite: COS 2606 Theory and Practical Application I. A course covering all facets of cosmetology. Theory and practical applications are stressed.

Cosmetology Teacher Training

COS 3102 Cosmetology Education

A general study of the principles and techniques of cosmetology education, including methods, materials, and evaluative procedures underlying teaching effectiveness in the various subjects.

COS 3203 Theory and Methods

The student teacher, under supervision, observes, conducts theory classes, and participates in other activities.

COS 3303 Special Problems

Training in subjects in which the student teacher may be deficient and/or the practice of cosmetology.

COS 3411 Directed Teaching

A concentrated period of time is required in which the student, under supervision, observes, conducts practical classes in cosmetology, and participates in other activities involving the school, patrons, and the community.

COS 3501 Student Records

Methods and practical application of keeping student records.

Electronic Technology

ELT 1103 BASIC Programming

An introduction to BASIC programming, designed to help the electronic technician in BASIC programming techniques, including subroutines and program debugging.

ELT 1104 Internship

Prerequisite: Must have passed all first year course work prior to Internship. Provides students with the experience of a job in the electronics field. Students will participate in internship during the final phase of program completion after having been placed in a job training position by the internship coordinators. There will be contracts signed between the school, student, and training site stating the rules and objectives of internship.

ELT 1105 DC Fundamentals

An over all study of the fundamental principles of DC and Ohm's law, series, parallel, and series parallel circuits.

ELT 1115 Introduction to Digital Logic

An introduction to the fundamental principles of computer logic circuits, basic logic gates, truth tables, numbering systems, and different types of TTL integrated circuits are examined.

ELT 1205 AC Fundamentals

Prerequisite: ELT 1105 DC Fundamentals. An overall study of AC and how individual components react to AC. Inductance, capacitance, reactance, and impedance along with filters and tuned circuits are studied.

ELT 1305 Semiconductors I

Prerequisite: ELT 1205 AC Fundamentals. A study of semiconductors, holes, and silicon crystals. Diode theory and diode approximations, including power supply, Diode circuits, and special purpose diodes. Transistor amplifier and transistor biasing methods along with amplifier classifications will be studied.

ELT 2105 Semiconductors II

Prerequisite: ELT 1305 Semiconductors I. A study of thyristors, op-amp theory, negative feedback amplifiers, regulated power supplies, and basic oscillators.

ELT 2202 Introduction to

Microprocessors

Prerequisite: ELT 1115 Introduction to Computer Logic. An introduction to the basic microprocessor, machine language, CPU architecture, and operational codes. The complete microprocessor system plus the support circuits are studied.

ELT 2213 Computer Operating Systems

Prerequisite: ELT 1103 BASIC Programming or be currently enrolled in BASIC Programming. A study of special command line commands for file management and troubleshooting applications. Also, a study of the features of the windows operating system

Mathematics

MTH 1103 Technical Mathematics

Tech math provides examples and problems encountered in student's field of study. This course covers basic skills students need to function in their chosen field.

MTH 2103 Beginning Algebra

Provides training and practice in logical problem solving skills. The course covers the basics beginning with signed numbers and going through the various types of equations. Some geometry is covered.

MTH 2113 Intermediate Algebra

Prerequisite: MTH 2103 Beginning Algebra. Provides the student with exercises to develop proficiency in algebra. Emphasis is given to collecting and interpreting data and statistics, data analysis, and creating models. Logarithms, metric, and standard measurement methods are stressed.

MTH 3103 College Algebra

Provides students with a variety of exercises used to investigate how algebra is a modern modeling language for real-life problems. Where appropriate, graphing technology will be utilized to enhance student understanding of concepts.

Paramedic

EMT 1101 Lab I

Review and successfully perform EMT Basic skills. Advanced skill demonstrations and proficient performance evaluations that will prepare the student for practical use in clinical and field internship. Advanced airway, intravenous therapy, IM and Subcutaneous injections, and IV medication administration. Emphasis on patient right.

EMT 1103 Anatomy and Physiology

Basic study of human anatomy and physiology with clinical application. Students will study body systems and functions of human organisms. Students will learn basic biological chemistry and have an understanding of all systems and how homeostasis in human bodies is achieved.

EMT 1111 Introduction to Pharmacology

Includes the pharmacological developments, standards, and patient rights and drug controls. Pharmacological use of medications, pharmacokinetics, fluids, and electrolytes. Clinical pharmacology will be emphasized.

EMT 1121 EMS Environment I

Role of the advanced pre-hospital provider in the EMS system is emphasized along with the legal responsibilities and liabilities of the EMS environment. Also covered will be utilization of medical direction and use of EMS protocol. The well-being of EMS personnel is emphasized with emphasis on illness and injury prevention.

EMT 1129 Clinical Practicum

Will receive supervised clinical experience in the emergency department, respiratory therapy, and operating room. Students will perform patient procedures under the guidance of a professional health care provider with expertise in the patient care area. Students will observe care of critical and non-critical patients. Students will earn a team approach in clinical area while performing basic and advanced patient skills check-off in Lab I.

EMT 1201 Patient Assessment/ Human Systems

Will learn an advanced and comprehensive approach to patient assessment and history taking. Students will apply current patient status and will continue to gather pertinent patient data. Review of anatomy and physiology with a more directed approach and emphasis on particular age groups. Students will use patient data with head to toe examinations and the use of mnemonics such as SAMPLE. An empathic approach will be discussed in this section.

EMT 1202 Clinical Practicum II

Will apply basic and advanced assessment and procedures in adult patients in the emergency department, radiology, and hospital laboratory including operating room supervision.

EMT 1211 Pathophysiology of Shock/Fluid Therapy

Introduction to processes of shock and physiological changes at the cellular level. The student will have an understanding of dis-ease processes and fluid and acid-base balance. Students will gain a knowledge of Hypoperfusion including various forms of shock, multiple organ dysfunction syndrome, and cellular metabolism impairment. Students will have the knowledge of assessment and treatment of various shock conditions.

EMT 1221 Pharmacology II

Prerequisite: EMT 1111 Introduction to Pharmacology Continued course objectives from Pharmacology I. This section of pharmacology will focus on

cardiac medications and administration. A basic knowledge of cardiac complaints and medications that are required for proper treatment and stabilization will be covered into this portion.

EMT 1231 Lab II

Will be re-evaluated in basic skills learned in Lab I. Students will learn the application of EKG monitors and the practical use of pulse oximeters. Students will apply the knowledge of advanced patient assessment to clinical scenarios.

EMT 1301 Emergency Cardiac Care

Designed to teach a comprehensive approach to cardiac patients with cardiovascular compromise. Cardiac anatomy and physiology will be reviewed with pathological disease processes and acute coronary symptoms, recognition of life threatening cardiac conditions and treatment. This section reviews cardiac pharmacological and electrical intervention.

EMT 1302 Medical Emergencies I

Will study pulmonary disease and common acute reactions with review of pulmonary anatomy and treatment. Students will understand a comprehensive approach and clinical assessment and treatment for medical emergencies. Behavioral emergencies and neurology and endocrinology with gastroenterology will be included in this section with an emphasis on assessment and field treatment.

EMT 1311 Clinical Practicum III

Will be supervised in the following areas: Intensive Care Unit, Surgical Recovery, and Operating Room. Students will apply knowledge of course information learned and perform procedures that are appropriate for areas of hospital and patients needs.

EMT 1321 Lab III

Will demonstrate all skills learned in Labs I and II. Students will learn pediatric skills such as airway management, invasive therapy, and advanced trauma skills. Students will also demonstrate competency in advanced cardiac life support.

EMT 1331 Rhythm Recognition

Will gain knowledge of EKG monitoring of leads I, II, and III. Students will learn the basic electrophysiology of cardiac conduction through the heart. The study of arrhythmia etiologies and irregular wave forms and arrhythmia recognition. The knowledge of cardiac conversion and rhythm pacing will be demonstrated with student skills evaluation performed.

EMT 1401 EMT Environment II

A continuation of EMS Environment I. Students will learn EMS rescue, stress management, triage, and well being of an EMT. Hazardous materials will be taught within this section as well as violence, with emphasis on pre-hospital provider safety.

EMT 1402 Medical Emergencies II

Designed to train paramedics with the assessment of infectious disease and anaphylaxis, geriatric, pediatric, and abdominal emergency assessment and management. Medical Emergencies II will emphasize more advanced assessment of present illness and focused patient complaints.

EMT 1411 Clinical Practicum IV

Areas to be supervised will be obstetrics and pediatrics along with additional time in ER and OR. Emphasis will be placed in ICU/CCU clinical areas with telemetry.

EMT 1421 Advanced Trauma Care

Designed to train the advanced provider to evaluate mechanism of injury with a greater understanding of kinetic energy used in impacts and falls, or projectile forces. Emphasis is placed of assessment of all body systems and management. Students will perform a competency level of trauma care for each patient presentation.

EMT 1429 Paramedic Internship I

Preceptors in the field will supervise patient assessment and management skills. Students will have a greater understanding of EMS systems and dispatching or emergencies with a higher level of competency in patient report transmission to the ED's and patient report documentation.

EMT 1431 Advanced Cardiac Life Support (ACLS)

Designed to offer health care professionals a high density course of advanced cardiac knowledge and treatment. The course offers extensive EKG dysrhythmia treatment guidelines and a strong emergency cardiac pharmacological background. This course is for those individuals who are employed for an agency that requires knowledge and training in emergency cardiac care, such as RN's, paramedics, physicians, and other health care professionals who seek advance level training. The course will train an individual in a systematic approach to treatment of life-threatening cardiac and medical emergencies.

EMT 1451 Pre-hospital Trauma Life Support (PHTLS)

Designed to expand pre-hospital care providers knowledge of trauma care. The course emphasizes that critically injured patients must be assessed and treated in a rapid systemic approach with aggressive acute care given en route to the receiving emergency department. Pre-hospital care providers are trained to operate within the Golden Hour, in order to offer a greater chance of patient survival. The course reviews and expands on anatomy and physiology, kinematics of trauma, pediatric and geriatric trauma, and shock treatment. The course can include RN's, paramedics, EMT's, physicians, and other health care providers who seek greater knowledge of trauma care.

EMT 1461 Pediatric Advanced Life Support (PALS)

Designed to provide health care professionals a greater knowledge of emergency care for the pediatric age group. This course is advanced level guidelines for medically ill, traumatically ill infants and children. The course stresses critical thinking of the health care provider in life-threatening situations involving this age group. Resuscitation and management, as well as, anatomy and physiology review, pharmacologic

lectures and skills checkoffs, including a written exam are offered within this course. This course teaches current health care professionals such as RN's, paramedics, physicians, and other medically trained individuals who want to achieve a working knowledge of assessment of acutely sick or injured children.

EMT 1502 Life Span Development

Designed to prepare the student for the psychological development of infancy to geriatrics. Emphasis on physiological changes both normal and abnormal.

EMT 1506 Paramedic Internship II

Continue in this areas with preceptors in the field under supervision of patient assessment and management skills. A tour for all Paramedic Internship II students will be arranged. A closer evaluation of student's character and professionalism will be emphasized. This course will be the student's final step in pre-hospital field evaluation.

Practical Nursing

LPN 1101 Vocational, Legal, and Ethical Concepts

Includes personal development; ethical, legal, and social responsibilities with the patient, family, and coworkers; communication skills; vocational responsibilities of the practical nurse; nursing organizations; local, state and national health resources; and the concepts of delegation appropriate to the level of practice.

LPN 1103 Body Structure and Functions

Includes anatomy and physiology of the human body and all its systems, a foundation for understanding the principles of maintaining positive health, as well as understanding deviations from normal. It is the basis for Nursing of the Adult Patient, Maternal Child Nursing, Pediatric and Geriatric Nursing, and Basic Nursing Principles. Medical Terminology is integrated with this course.

LPN 1111 Nutrition in Health and Illness

Includes the principles of good nutrition for all age groups and principles of modification for therapeutic purposes. Nutrition concepts are integrate throughout the entire curriculum.

LPN 1113 Basic Nursing Principles and Skills I

Teaches the fundamental principles, skills and attitudes needed to give nursing care and prevent the spread of disease; common procedures used in the care of the sick and the development of the ability to adapt them to various situations with skill, safety and comfort for the patient; first aid and CPR; and the development of an awareness of responsibility to make, report, and record observations. Lab demonstrations and return demonstrations will be used in this course, clinical skills will be practiced and observed by the instructors in the clinical setting.

LPN 1121 Pharmacology I

Includes a brief history of drugs, methods of administration, drugs commonly used in the treatment of illness. The student will be taught material pertaining to the usual dosages, expected actions, side effects, contraindications, and points of observation following the administration of drugs. It will also include the math necessary for conversion between the apothecary and the metric systems, as well as household measurements. Formulas for calculations of dosages for adults, infants, and children. This course includes theory, video presentations, instructor demonstration, and lab practice with medication equipment and supplies.

LPN 1125 Clinical I

Rotation provides the student with an opportunity to obtain experience in the health care setting. The basic nursing skills necessary for the client comfort, safety, and security. This gives the student an opportunity to practice skills and observation management techniques taught in the clinical laboratory.

LPN 1131 Nursing of the Geriatric Patient

Includes the normal aging process, characteristics of aging, special problems associated with aging and the experiences in the caring for the aging patient.

LPN 1141 Basic Mathematics

Designed to develop competencies in fraction, Roman Numerals and decimals relative to Nursing and Pharmacology. This course is a prerequisite to Pharmacology I and II

LPN 1151 Communications

Designed to develop competencies in communication tech-niques that involve active listening, speaking and writing (docu-mentation) skills relative to the health care field. Completion of a job application, resume writing and job interview skills are also included.

LPN 1161 Mental Health and Care of the Mentally Ill

Includes an introduction of common conditions of mental illness, prevention of such conditions, and the care of patients suffering from abnormal mental and emotional responses. Basic nursing skills, communication skills, and techniques are a must for this course. Medical terminology is integrated with this course. Medical terminology is integrated with this course.

LPN 1201 Pharmacology II

A continuation of LPN 1121 Pharmacology I

LPN 1203 (Aug)**LPN 1414 (Jan)****Nursing of Adults with Medical Surgical Conditions I**

Prerequisites: LPN 1103 Body Structure and Function, LPN 1111 Nutrition in Health and Illness, LPN 1121 Pharmacology I, LPN 1161 Pharmacology II, LPN 1113 Basic Nursing Principles and Skills I. Study of common conditions of illness and the nursing care of patients in acute, sub-acute or convalescent stages of illness, of both short and long term duration, including nutrition and the administration of medications. It is divided into two parts, Part I is an

introduction to adult health nursing and includes the care of the surgical patient, care of the patient with an immune disorder, care of the patient with HIV disease, care of the patient with cancer. It also includes the study of the health care delivery system and its components including home health and rehabilitative nursing. Part II includes the study of diseases related to each of the body's systems, with basic nursing principles and skills, nutrition and pharmacology.

LPN 1210 (Aug)**LPN 1223 (Jan)****Clinical II**

Rotation is in various health care settings with patients who have more complex needs because of their health problems and teaches the students more acute observations of their clients needs and how to meet these needs with safety.

LPN 1211 (Aug)**LPN 1222 (Jan)****Basic Nursing Principles and Skills II**

A continuation of LPN 1113 Basic Nursing Principles and Skills I

LPN 1232 Nursing of Mothers and Infants

Includes the principles and practices of nursing care during prenatal, labor, delivery and post partum and neonatal periods.

LPN 1301/1401 (Jan)**Nursing of Adults with Medical Surgical Conditions II**

A continuation of LPN 1203/1414 Nursing of Adults with Medical Surgical Conditions I

LPN 1305 (Jan)**LPN 1307 (Aug)****Clinical III**

A continuation with clinical experience for the student in a health care setting. In this clinical experience the student will have clinical rotations in specialty areas as well as evenings and night rotations. Appropriate clinical areas will be chosen and supervision provided in cooperation with area health facilities. Rotation plans will be developed so each student will spend time in each facet of health care in the clinical facilities.

LPN 1321 (Jan)**Basic Nursing Principles and Skills III**

A continuation of LPN 1201 Basic Nursing Principles and Skills II

LPN 1331 (Aug)**LPN 1442 (Jan)****Nursing of Children I**

Principles of growth and development; nursing of the infant through adolescence; the behavior of well and sick children are studied in this course. Differences in the functioning of the child's body system are contrasted with that of the adult patient as well as the differences in the body's response to illness.

LPN 1404 (Aug)**LPN 1412 (Jan)****Clinical IV**

Emphasize clinical practice with the medical-surgical patient both with their physical needs but also their psychological needs. Doing special procedures skills and medication administration.

LPN 1411 Basic Nursing Principles and Skills IV

A continuation of LPN 1321.

LPN 1401 (Jan)**Nursing of Adults with Medical Surgical Conditions II**

A continuation of LPN 1414 Nursing of Adults with Medical Surgical Conditions I

LPN 1421 (Aug)**Nursing of Children II**

A continuation of LPN 1331/1422

Welding Technology**WLD 1103 Gas Welding/Cutting**

Covers the principles and procedures for oxyacetylene welding, including: flame cutting of welding equipment and safe shop practices.

WLD 1104 Internship

Prerequisite: Must have passed all first year course work prior to Internship. Provides students with the experience of a job in welding. Students will participate in internship during the final phase of program completion after

having been placed in a job training position by the internship coordinators. There will be contracts signed between the school, student, and training site stating the rules and objectives of internship.

WLD 1202 Blueprint Reading

Includes the reading and interpreting of various kinds of blueprints and working drawings. It also covers making simple two and three-dimensional sketches.

WLD 1206 Introduction to Arc Welding

Study of the theory and applications of basic Shielded Metal Welding (SMAW) will include the setting of equipment, selecting electrodes, and running of beads and flat positions. Practical application is provided through a laboratory (shop) experience. Safety is emphasized.

WLD 1212 Industrial Safety in Welding

Study of safety practice necessary for the safe use of all existing methods of welding and the existing equipment that accompanies the welding profession.

WLD 1302 Metallurgy

An elementary and practical approach to the structure, marking classifications, machinability, ratings, interpretations, and specifications of steel and their properties as found in the various manufacturer's catalogs, bulletins, and charts. Also, the principles, methods, and techniques of heat treating various metals will be studied. Heat treatment terminology, testing procedures and equipment will also be covered from the practical and applied approach. Lecture, demonstrations and laboratory experiments will be utilized during this course.

WLD 1409 Position Welding

A continuation of the study of SMAW in the flat, vertical, horizontal, and overhead positions. Metallurgy heat treating of residual stresses of metal is included. Practical applications is provided through a laboratory experience. Safety is emphasized.

WLD 1503 MIG Welding

Application of Gas Metal Arc Welding (MIG) and the introduction of nonferrous metals. Practical applications is provided through a laboratory experience. Safety is emphasized.

WLD 1603 TIG Welding

Study of inert gas welding which will consist of the study of equipment, safe practices, different uses of and advantages of this type of welding, and the general practice of inert gas welding.

WLD 1702 Weldment Testing

Covers both destructive and nondestructive testing of welding joints. Some of the destructive tests include free bend and guided bend test, tensile test, fracture test, and acid tech test. Some of the nondestructive include the study of magnetic particle, dye-penetrant, radiographic, ultrasonic, microscopic, and visual inspection.

WLD 1804 Certification Welding

Students are required to study and practice qualification requirements and to take performance tests in types of welding in which instruction has been received.

WLD 1912 Advanced Welding Elective I

Continuation of ARC Welding for the advanced student. The objective of the course is to allow the student ample time for certification in nonferrous materials. All other diploma requirements must be met prior to this elective.

WLD 2012 Advanced Welding Elective II

Allow for certification in pipe, ferrous and/or nonferrous. Basic layout and fabrication will be addressed. Diploma requirements must be met prior to this elective.

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