

SCHOOL OF COMMUNITY EDUCATION AND PROFESSIONAL DEVELOPMENT

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The School of Community Education and Professional Development offers programs of study leading to baccalaureate and associate degrees and a certificate of proficiency as listed below:

Assistant Professors:
Leachman, Ihde

Bachelor of Professional Studies

Professional Studies

(Areas of Concentration)

Agriculture Business

Criminal Justice

Early Childhood Education

Industrial/Organizational Psychology

Information Technology

Public Relations

Bachelor of Science

Emergency Administration and Management

Associate of Science

Early Childhood Education

Associate of Applied Science

Industrial Systems

Certificate of Proficiency

Industrial Electronic Technology

Emergency Administration and Management Bachelor of Science

The bachelor of science degree in emergency administration and management was developed with the cooperation and support of the Federal Emergency Management Agency (FEMA) with follow-up support provided by the U.S. Department of Homeland Security. The program is designed to educate students and inservice emergency management providers about the human and physical consequences of natural and technological disasters and how to mitigate them. The program addresses competencies required of emergency management professionals in careers in federal, state, or local government, with specific emphasis on emergency response agencies, i.e., fire, law enforcement, emergency medical services, offices of emergency services, and specific agencies such as the Red Cross and other groups providing on-site emergency response and support. The degree is also designed for aspiring emergency professionals seeking a broad-based education in the procedures for coping with emergencies and major disasters.

Emphasis in this program will be placed on the awarding of credit for completed training, and/or certification based on knowledge, skills, and abilities. Up to 15 hours of credit may be awarded upon presentation of approved documentation. Equivalencies will be determined by the head of the department based on recommendations provided by the Non-Collegiate Sponsored Instruction Program of the American Council on Education and the International Association of Emergency Managers (IAEM), formerly known as the National Coordinating Council on Emergency Management (NCCEM), and FEMA's training arm, the Emergency Management Institute.

The curriculum provides a broad interdisciplinary program of study to support the technical specialty courses with two options available. The sociology option is designed for those individuals who want to work with the psychological and human elements of disaster and mitigation; whereas, those individuals who want to be involved in the front-line intervention and prevention of disasters should consider the environmental option. All majors will be required to complete 15 hours of administrative/management courses.

Curriculum in Emergency Administration and Management

Freshman Year	Hours
English Composition (ENGL 1013, 1023) ¹	6
Social Sciences ¹	6
Biological Sciences ¹	4
Technical Specialty Course ²	6
College Algebra (MATH 1113)	3
Physical Science ¹	4
Administrative ⁴	3
Total	32
Sophomore Year	
Social Sciences ¹	6
Fine Arts/Humanities ¹	6
Physical Activity ¹	2
Technical Specialty Course ²	3
Option ³	9
Administrative ⁴	3
Electives	3
Total	32
Junior Year	
Technical Specialty Course ²	9
Option ³	9
Administrative ⁴	6
Electives	6
Total	30
Senior Year	
Technical Specialty Course ²	3
Option ³	3
Administrative ⁴	3
Internship ⁵	6
Externship ⁶	15
Total	30

¹See appropriate alternatives or substitutions in "General Education Requirements" on page 76.

²With advisor recommendation.

³See selected courses available in Sociology or Environmental Option.

⁴See selected courses available in Professional/Administrative Core.

⁵Arranged through advisor.

⁶Equivalency credit awarded with appropriate documentation; otherwise coursework must be selected from the Technical Specialty or interdisciplinary core areas.

Technical Specialty Courses¹

The student will select with the advisor's recommendation 21 hours of credit from the following technical specialty courses. EAM 1003, EAM 1013, and EAM 4033 are required courses for all students. EAM 4106 and EAM 4201-15 are required for all students, and are in addition to the 21 hours of technical courses required.

EAM 1003 Living in a Hazardous Environment
EAM 1013 Aim and Scope of Emergency Management
EAM 2033 Citizen/Community Disaster Preparedness
EAM 3003 Developing Emergency Management Skills
EAM 3013 Public Policy Issues in Emergency Management
EAM 3023 Principles and Practice of Disaster Planning and Response Operations
EAM 3033 The Social Dimensions of Disaster
EAM 3043 The Politics of Disaster
EAM 3123 Public Information Skills for Emergency Managers
EAM 3143 The Economics of Hazards and Disaster
EAM 4003 Disaster Relief and Recovery
EAM 4013 Business and Industry Crisis Management
EAM 4023 Information Technology and Emergency Management
EAM 4033 Emergency Management Research Methods/Analysis
EAM 4043 Disaster and Emergency Management Ethics
EAM 4053 Community Management of Hazardous Materials
EAM 4106 Internship
EAM 4201-15 Externship
EAM 4991-3 Special Problems and Topics

¹ With advisor recommendation

Interdisciplinary Core Sociology Option¹

The student will select with the advisor's recommendation 21 hours of credit from the following courses which are currently offered within each departmental area.

SOC 2053 Statistics for the Behavioral Sciences **OR**
BUAD 2053 Business Statistics **OR**
MATH 2163 Introduction to Statistical Methods
SOC 1003 Introductory Sociology
SOC 3063 Communities
SOC 3163 Introduction to Social Research
SOC 4063 Social Stratification
PSY 2003 General Psychology
PSY 2023 Consumer Psychology
PSY 2033 Psychology of Adjustment
PSY 3003 Abnormal Psychology
PSY 3043 Environmental Psychology
PSY 3093 Industrial Psychology
PSY 3153 Theories of Personality
PSY/SOC 3013 Psychosocial Aspects of Death & Dying
PSY/SOC 4043 Social Psychology
CJ 2003 Introduction to Criminal Justice
CJ 2013 Introduction to Security
CJ/SOC 2043 Crime and Delinquency
CJ/POLS 3023 Judicial Process
CJ/PSY 3033 The Criminal Mind
CJ/RS 3063 Probation and Parole
CJ/SOC 3103 The Juvenile Justice System
CJ 3153 Prison & Corrections
CJ 3206 The Law in Action
CJ 4023 Law & the Legal System
CJ 4053 Criminal Law & the Constitution

POLS 2013 Introduction to Political Science
 POLS 3033 American State & Local Government
 POLS 3053 Introduction to Public Administration
 POLS 3093 American Municipal Government
 POLS 3403 Comparative Government
 POLS 3413 International Relations
 POLS 3473 National Security Policy
 POLS 4103 Environmental Politics
 GEOG 4833 Geographic Information Systems **OR**
 FW 4034 GIS in Natural Resources

¹See selected courses available in Sociology Option

The student will select with the advisor's recommendation 21 hours of credit from the following courses which are currently offered within each departmental area.

PHYS 3033 (MCEG 3523) Radiation Health Physics
 RP 1002 Wilderness Experience & Backpacking
 RP 1993 Basic Forest Fighting
 RP 3993 Advanced Fire Fighting
 (Any level) Chemistry
 HA 1013 Sanitation Safety
 MATH 2163 Introduction to Statistical Methods **OR**
 BUAD 2053 Business Statistics **OR**
 SOC 2053 Statistics for the Behavioral Sciences
 HLED 3203 Consumer Health Programs
 GEOG 2033 Physical Geography
 GEOG 4023 Economic Geography
 GEOG 4833 Geographic Information Systems **OR**
 FW 4034 GIS in Natural Resources
 GEOL 3153 Environmental Geology
 MCEG 3512 Radiation Detection Laboratory
 PE 2513 First Aid

¹See selected courses available in Environmental Option

**Interdisciplinary Core
 Environmental Option¹**

The student will select with the advisor's recommendation 15 hours of credit from the following courses which are currently offered within each departmental area.

ACCT 2003 Accounting Principles I
 ACCT 2013 Accounting Principles II
 ACCT 4093 Governmental Accounting
 BUAD 1003 Introduction to Business Systems
 BUAD 2003 Business Information Systems
 BUAD 2033 Legal Environment of Business
 BUAD 2043 Principles of Word Processing
 BUAD 2053 Business Statistics
 BUAD 3023 Business Communications
 COMS 1003 Introduction to Computer Based Systems
 COMS 2003 Microcomputer Applications
 ECON 2003 Principles of Economics I
 ECON 2013 Principles of Economics II
 ECON 4033 Current Economic Problems
 ECON 4093 International Economics & Finance
 FIN 4043 Principles of Risk & Insurance
 JOUR 2133 Introduction to Mass Communication
 JOUR 3173 Public Relations Principles
 JOUR 4123 Laws of Communication
 ENGL 2053 Technical Writing

**Required Administrative
 Professional Core¹**

MGMT 3003 Management & Organizational Behavior
 MGMT 4023 Personnel/Human Resource Management
 MGMT 4093 Human Behavior in Organizations
 SPH 1003 Introduction to Speech-Communication
 SPH 2003 Public Speaking
 SPH 2173 Business & Professional Speaking
 SPH 3003 Interpersonal Communication
 SPH 3033 Interviewing Principles & Practices
 SPH 3073 Group Discussion
 SPH 3223 Nonverbal Communication
 SPH 4153 Persuasive Theory and Audience Analysis

¹See selected courses available in Professional/Administrative Core

**Emergency Administration
 and Management
 Minor**

The minor in Emergency Administration and Management is designed to provide additional breadth for students majoring in related programs in the field of crisis and disaster management. The minor will require 21 hours of coursework emphasizing content in areas of human and physical consequences of natural and technological disasters and procedures for mitigation. The minor will be open to students from any department having studies relevant to the field of emergency planning, mitigation, and response. Specific departments with an interest in the minor are those which offer courses included in the two EAM options: Sociology and Environmental.

- *EAM 1003 Living in a Hazardous Environment
- *EAM 1013 Aim and Scope of Emergency Management
- **EAM 3003 Developing Emergency Management Skills
- **EAM 3013 Public Policy Issues in Emergency Management
- EAM 4023 Information Technology and Emergency Management
- *EAM 4033 Emergency Management Research Methods/Analysis
- **EAM 4043 Disaster and Emergency Management Ethics

*Required for the Bachelor's degree in EAM

**EAM 4993 may be used as a substitute for one of the indicated courses

**Bachelor of
 Professional Studies**

The Bachelor of Professional Studies (BPS) is proposed primarily as a degree-completion program targeting individuals who have completed an associate of applied science degree, other associate degrees, certificates, and community college programs. The curriculum provides a specific knowledge base, skills, and competencies to assist persons in the workforce in their efforts toward job progression and career advancement.

The degree is designed to provide the student maximum diversity when making career decisions and a broader understanding of what is required of a professional working in highly specialized technical and service industry positions. The curriculum is structured to offer a program of study which can be tailored to meet the variety of professional development and career enhancement needs of students and their current or prospective employers.

Students may select one of the following concentration areas: agriculture business, early childhood education, information technology, industrial/organizational psychology, criminal justice, or public relations. The degree will follow the same guidelines as all other bachelor's degrees in requiring 37 hours of general education coursework and a minimum of 40 hours of upper division courses.

Curriculum in Professional Studies

Freshman Year	Hours
English Composition (ENGL 1013, 1023)	6
Social Sciences (ECON 2003, SOC 1003)	6
Science (BIOL 1014, PHSC 1013, 1021) ¹	8
College Algebra (MATH 1113)	3
Physical Activity ¹	2
Electives (Upper division) ⁴	3
Specialty Courses ²	6
Total	34
Sophomore Year	
Social Sciences (PSY 2003, and HIST 2003, 2013, or POLS 2003)	6
Humanities and Fine Arts	6
Business Applications (COMS 1003 or BUAD 2003)	3
Speech (SPH 2003)	3
Technical Writing (ENGL 2053)	3
Electives (Upper division) ⁴	6
Specialty Courses ²	6
Total	33
Junior Year	
Statistics (BUAD 2053 or MATH 2163)	3
Business Communications (BUAD 3023)	3
Psychology (PSY 3093)	3
Electives (Upper division) ⁴	3
Specialty Courses ²	6
Special Problems (PS 3003)	3
Total	21
Senior Year	
Capstone Project (PS 4006)	6
Technical coursework ³	30
Total	36

¹See appropriate alternatives or substitutions in "General Education Requirements" on page 76.

²Courses in the concentration areas as listed below, or a validated NOCTI exam in the student's area of concentration may serve as a Specialty Area--same requirements for NOCTI exam as listed in the Industrial Systems requirements on page 98.

³Technical courses taken as part of an associate degree or from a community college may be transferred into the BPS degree.

⁴At least 40 of the total hours required for graduation must be 3000-4000 level courses; no more than 27 hours of electives towards the degree may be taken from the School of Business.

²Specialty/Concentration Areas:

Early Childhood Education: 18 hours
 Take: ECED 2001 and ECED 2002 (concurrent enrollment); ECED 3023 and ECED 3033 (concurrent enrollment); EDMD 3013, MATH 2033, and BIOL 3213.

Information Technology: 18 hours
 Take: COMS 1333, COMS 1403, COMS 2003, COMS 2233, COMS 2703, and 3 hours COMS elective credit.

Industrial/Organizational Psychology: 19 hours
 Take: PSY 2003, PSY 2053, PSY 2074 and 9 hours from the following: PSY 2023, PSY 3093, PSY 4033, PSY 4043, PSY 4234.

Criminal Justice: 18 hours
 Take: CJ 2003, CJ 3023, CJ 3043, CJ/RS 3063, CJ 3103, and CJ 3153.

Public Relations: 18 hours
 Take: SPH 3033, SPH 4153, JOUR 3173, JOUR 4173, JOUR 3273, and COMS 2003.

Agriculture Business: 18 hours
 Take: AGBU 2063, AGBU 2073, AGBU 3133, AGBU 4013, AGBU 4003, and AGBU 4023.

**Early Childhood
Education
Associate of Science**

The Associate of Science degree in Early Childhood Education is structured to provide a seamless acquisition of academic requirements for various career levels in occupations related to child care and early childhood education in the public and private sectors. The early childhood education courses provide the academic requirements for meeting assessment guidelines for the Child Development Associate (CDA) credential. The general education courses meet the requirements for the Bachelor of Science degree in Early Childhood Education

Curriculum in Early Childhood Education

Freshman Year	
First Semester	Hours
English Composition I (ENGL 1013) ¹	3
Mathematics ¹	3
Introduction to Biological Science (BIOL 1014)	4
Introductory Sociology (SOC 1003)	3
Foundations and Theories in Early Childhood Education (ECE 2312)	2
Basic Child Growth and Development I (ECE 2112)	2
Total	17
Second Semester	
English Composition II (ENGL 1023) ¹	3
Introduction to Physical Science (PHSC 1013)	3
Physical Science Laboratory (PHSC 1021)	1
First Aid (PE 2513)	3
Physical Wellness and Fitness (WS 1002) ²	2
Basic Child Growth and Development II (ECE 2212)	2
Regional Geography of the World (GEOG 2013)	3
Total	17
Sophomore Year	
First Semester	
Experiencing Art (ART 2123)	3
US History (HIST 2003 or HIST 2013)	3
Humanities (ENGL 2003 or ENGL 2013 or PHIL 2003)	3
Curriculum for Early Childhood Education (ECE 2513)	3
Methods/Materials Use Developmentally Appropriate Practices/Young Children (ECE 2613)	3
Total	15
Second Semester	
American Government (POLS 2003)	3
Practicum in Early Childhood Education (ECE 2991-9) ³	9
Total	12

¹See appropriate alternatives or substitutions in "General Education Requirements" on page 76.
²Satisfies physical activity credit.
³Enrollment must be approved by advisor. See "ECE 2991-9 Practicum in Early Childhood Education" on page 247.

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

Associate Degrees and Technical Certificates

The Industrial Systems program leads to the Associate of Applied Science degree. This program is designed to: (1) prepare students for jobs in the use and maintenance of common electrical and electronic instruments along with industrial machines and equipment, and (2) enhance the technical skills and job-related knowledge of persons who are currently employed in the industrial field or anticipating a career in a related field.

Industrial Systems Associate of Applied Science

Courses in general areas related to electronics and maintenance for industry are combined with general education courses to provide a firm foundation in basic electronics, math, and writing skills. Instruction also includes power distribution, programmable logic controllers, hydraulic power, welding, and basic machining. Emphasis is placed on troubleshooting skills and preventive maintenance techniques.

Upon advisor approval, documented competencies acquired through training, certification, or licensure may be substituted as equivalencies for related technical courses. The majority of the technical courses are offered on a flexible schedule on campus, at off-site industrial locations, or on the web.

To be admitted to the program, one must do the following: (1) apply for admission to Arkansas Tech University, (2) send to the university a certified copy of high school transcript, GED certificate, or college transcript(s), and (3) take the ACT or COMPASS. Those who make a score of less than 19 on the ACT in English, Mathematics, or Reading will need to take the appropriate developmental course or courses. Those who make a score of less than 42 in Math, 75 in Writing and 82 in Reading on the COMPASS will also be required to take the appropriate developmental course or courses.

The program allows the student to earn up to six hours of articulated college credit for demonstrated competencies validated by an exam provided by the National Occupational Competency Testing Institute (NOCTI). In order to receive validated credit:

1. The student may take a teacher/expert worker exam in the occupational area for which the student is requesting credit and score no lower than one standard deviation below the national mean.
2. The student must successfully complete 15 semester hours of credit at Arkansas Tech University (excluding developmental hours) before the six hours of validated credit can be awarded.
3. The credit awarded for articulated competency will be designated on the transcript but will not count in the calculation of the student's grade point average.
4. Scores from the NOCTI exam completed more than five (5) years prior to application for admission to the program will not be accepted.

**Curriculum in Industrial Systems
Associate of Applied Science Degree**

Freshman Year	
Introduction to Computer Based Systems (COMS 1003)	3
Fundamentals of Electricity (TELT 1013)	3
Composition I (ENGL 1013) ¹	3
Basic Machine Shop (TMAC 1013)	3
Programmable Logic Controllers Applications (TELT 2013)	3
Hydraulics and Pneumatics (TIPM 1103)	3
Industrial Electricity (TELT 1313)	3
Mathematics ¹	3
Solid State (TELT 1223)	3
Digital Electronics (TELT 1123)	3
Social Science ¹	3
Total	33
Sophomore Year	
Technical Mathematics (TMAT 1003)	3
Engineering Graphics (MCEG 1002)	2
Composition II (ENGL 1023) ¹	3
Welding Option (TMAC 1133)	3
Troubleshooting Electrical and Electronic Systems (TELT 2223)	3
Maintenance of Plumbing Systems (TIPM 1203)	3
Machine Set-up and Operations (TMAC 1023)	3
Blueprint Reading (TDFT 1013)	3
Industrial Systems: Special Topics (TELT 2503)	3
Technical Electives ² (6 hours)	6
Total	32
Hours required for Degree	65
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 76.	
² See Technical Elective Options Below	

²Technical Electives

Each student will be required to complete 6 hours of technical electives. In selecting courses to fulfill the technical elective hours, the student shall work with an advisor to develop a cohesive set of courses to address the particular needs of the students. NOCTI scores which meet the required standards may be used as an equivalency to satisfy the six hours of technical electives.

- Advanced Problems in Industrial Systems (TELT 2991-5)
- Advanced PLC Systems (TELT 2233)
- Ammonia Refrigeration Systems (TACR 2223)
- Introduction to Boiler and Steam Generation (TACR 2213)
- Introduction to Air Conditioning Systems (TACR 2013)
- Programming in Basic (COMS 1203)*

*Comparable computer course may be substituted upon approval of advisor.

Industrial Electronic Technology Technical Certificate

The Technical Certificate in Industrial Electronic Technology is designed to enhance the technical skills and job-related knowledge of individuals who are currently employed in the industrial field as well as other persons seeking careers in Industrial Systems. Upon advisor approval, documented competencies acquired through training, certification, or licensure may be substituted as equivalencies for related technical courses. The majority of the technical courses are offered on a flexible schedule on campus, at off-site industrial locations and on the web. Courses taken for the certificate may be applied to the Associate of Applied Science degree in Industrial Systems.

Certificate Requirements	Hours
English Composition I (ENGL 1013) ¹	3
Technical Mathematics (TMAT 1003)	3
Fundamentals of Electricity (TELT 1013)	3
Introduction to Computers (COMS 1003)	3
Industrial Electricity (TELT 1123)	3
Hydraulics and Pneumatics (TIPM 1103)	3
Solid State (TELT 1223)	3
Digital Electronics (TELT 1313)	3
Programmable Logic Controllers Applications (TELT 2013)	3
Blueprint Reading (TDFT 1013)	3
Total	30

¹See appropriate alternatives or substitutions in "General Education Requirements" on page 76.