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2023 - 2024

OZARK CAMPUS ACADEMIC CATALOG

2022 - 2023 OZARK CAMPUS CATALOG

INTRODUCTION

Ozark, Arkansas
www.atu.edu/ozark

Arkansas Tech University is dedicated to student success, access, and excellence as a responsive campus community providing opportunities for progressive intellectual development and civic engagement. Embracing and expanding upon its technological traditions, Tech inspires and empowers members of the community to achieve their goals while striving for the betterment of Arkansas, the nation, and the world.

Accreditation

Arkansas Tech University is accredited by The Higher Learning Commission.

Program Accreditations

Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)

6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
(301) 652-AOTA
<http://www.acoteonline.org>

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
<http://www.acenursing.org>

Arkansas Department of Health
Cosmetology Division

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

Arkansas Department of Health
Division of EMS

4815 W. Markham Street, Slot 38
Little Rock, AR 72205
(501) 661-2262

Arkansas State Board of Nursing

University Tower Bldg., Suite 800
1123 South University
Little Rock, Arkansas 72204
(501) 686-2700

Commission on Accreditation of Allied Health Education Programs
upon Recommendation by the Medical Assisting Education Review Board of the
American Association of Medical Assistants

20 East Wacker Drive, Suite 1575
Chicago, IL 60606
(800) 228-2262 Ext. 129
<https://www.caahep.org>

Commission on Accreditation of Allied Health Education Programs
upon Recommendation of the Joint Review Committee on
Education in Cardiovascular Technology (JRC-CVT)

1111 North Fairfax Street
Alexandria, VA 22314

(703) 706-3245

<https://www.caahep.org>**Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)**

233 N Michigan Avenue
21st Floor
Chicago, IL 60601-5800
(312) 233-1100
<http://www.cahiim.org>

Commission on Accreditation in Physical Therapy Education

3030 Potomac Avenue, Suite 100
Alexandria, VA 22035-3085
(703) 706-3245
<http://www.capteonline.org>

Commission on Accreditation of Allied Health Educational Programs upon Recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (COAEMSP)

8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
(214) 703-8445
Fax: (214) 703-8992
<http://www.coaemsp.org>

Council for Standards in Human Service Education (CSHSE)

3337 Duke Street
Alexandria, VA 22314-5219
(571) 257-3959
<http://www.cshse.org>

HVAC Excellence

P.O. Box 491
Mount Prospect, IL 60056
(800) 394-5268
<http://www.hvacexcellence.org>

National Automotive Technicians Education Foundation

101 Blue Seal Drive, Suite 101
Leesburg, Virginia 20175
(703) 669-6650

Enrolling in Arkansas Tech University-Ozark Campus

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

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

For More Information

General Information	(479) 667-2117
Toll Free	(866) 225-2884
Office of Academic Affairs	(479) 667-1707
Office of Student Services	(479) 667-3433

Office of Fiscal Affairs	(479) 667-2950
Office of Financial Aid	(479) 667-3111
Chancellor's Office	(479) 667-4046
Public Safety	(479) 667-2117
Registrar's Office	(479) 667-2117
Student Accounts	(479) 667-2117

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.

Equal Opportunity Employment

Arkansas Tech University-Ozark Campus will provide equal opportunity in employment to all persons. This applies to all phases of the personnel process, including recruitment, hiring, placement, promotion, demotion, separation, transfer, training, compensation, discipline, and all other employment terms, conditions, and benefits. Arkansas Tech University-Ozark Campus prohibits discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

Arkansas Tech University-Ozark Campus will provide a copy of this policy to all applicants for employment. All faculty and staff will be notified annually of the policy. Further, Arkansas Tech University-Ozark Campus will consider through a designated grievance procedure, the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

Affirmative Action

Arkansas Tech University-Ozark Campus will have an Affirmative Action Plan that contains a set of specific and result-orientated procedures to apply every good faith effort to achieve prompt and full utilization of minorities, women, those with disabilities or veterans at all levels and all segments of its workforce where deficiencies exist. Additionally, Arkansas Tech University-Ozark Campus will continually monitor and evaluate its employment practices to ensure that they are free of bias or discrimination based upon race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request.

Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer, Dr. Linda Birkner, who can be reached by emailing affirmative.action@atu.edu or calling (479) 964-0583 ext. 3603.

Arkansas Tech University-Ozark Campus does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status, in any of its practices, policies, or procedures. This includes, but is not limited to employment, admissions, educational services, programs or activities which it operates, or financial aid.

Arkansas Tech University complies with all applicable state and federal laws including, but not limited to: Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 504 of the Rehabilitation Act Amendments of 1974, Age Discrimination Act, Vietnam Era Veterans Readjustment Assistance Act, Uniformed Services Employment and Reemployment Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Responsibility for implementation and compliance with this Non-Discrimination Policy has been delegated to Dr. Linda Birkner, Affirmative Action officer.

It is the policy of Arkansas Tech University-Ozark Campus to maintain the University 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 that the University 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 comment 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.

Annual Budget / Financial Report

A copy of the annual budget is available in the Ross Pendergraft Library and Technology Center on the Russellville Campus of Arkansas Tech University.

A copy of the annual financial report is available from the Office of the Vice President for Administration and Finance in Room 202 of the Administration building on the Russellville Campus of Arkansas Tech University.

ACADEMIC CALENDAR

NOTE: The fall and spring dates below pertain to full-term courses, eight-week courses, and certain mini-term courses. The summer dates pertain to the stated summer sessions. The calendar for other condensed courses may differ from what is printed below. Please reference the Condensed Courses - Registration, Drop, and Refund Dates Form (https://ssb-prod.ec.atu.edu/ssomanager/saml/login?relayState=/c/auth/SSB?pkg=hws9date.p_displayForm) for course and term definitions and pertinent Academic Calendar dates for courses not conforming to the beginning and ending dates outlined below.

**Holidays noted are for face-to-face classes. For web-based courses, assignment due dates may fall on a holiday.*

Summer Term - May 9, 2022 to August 3, 2022 (dates are subject to change)	
May Summer Session – May 9, 2022 to May 27, 2022	
Late registration for May session	May 9
Classes begin	May 9
Last day to officially withdraw/drop courses with full reduction of tuition and fees	May 9
Last day to register and add courses/change sections	May 9
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	May 11
Last day to drop courses with a "W" or change from credit to audit	May 23
May session ends	May 27
June/July Summer Session	
May 31, 2022 to June 30, 2022	
Memorial Day holiday*	May 30
Late registration for June/July session	May 31 – June 1
Classes begin	May 31
Last day to officially withdraw/drop courses with full reduction of tuition and fees	June 1
Last day to register and add courses/change sections	June 1
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 6
Last day to drop courses with a "W" or change from credit to audit	June 24
June/July session ends	(Thursday) June 30
10-Week Summer Session	
May 31, 2022 to August 3, 2022	
Memorial Day holiday*	May 30
Late registration for 10-Week session	May 31 – June 3
Classes begin	May 31
Last day to officially withdraw/drop courses with full reduction of tuition and fees	June 3

Last day to register and add courses/change sections	June 3
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 9
Last day to drop courses with a "W" or change from credit to audit	July 21
10-Week session ends	(Wednesday) August 3
July/August Summer Session	
July 5, 2022 to August 3, 2022	
Fourth of July holiday*	(Monday) July 4
Late registration for July/August session	July 5 - 6
Classes begin	July 5
Last day to officially withdraw/drop courses with full reduction of tuition and fees	July 6
Last day to register and add courses/change sections	July 6
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 11
Last day to drop courses with a "W" or change from credit to audit	July 29
July/August session ends	(Wednesday) August 3
Graduation	August 6
Fall Term Opens - August 8, 2022	
(dates are subject to change)	
Fall Term - August 17, 2022 to December 6, 2022	
Selected fall activities	August 8 - 16
Registration	August 8 - 16
Classes begin	August 17
Last day to officially withdraw/drop courses with full reduction of tuition and fees	August 23
Last day to register and add courses/change sections	August 23
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	August 31
Labor Day holiday*	September 5
Deadline for applying for graduation, December 2023 graduates	September 30
Mid-term	October 5
Fall break	October 6 - 7
Early registration for spring semester	October 17 – November 29
Last day to drop courses with a "W" or change from credit to audit	November 16
Thanksgiving holidays*	7:00 a.m., November 23 - 7:00 a.m., November 28
Students follow regular Monday class schedule	Monday, November 28
Students follow regular Wednesday class schedule	Tuesday, November 29

Reading Day	8:00 a.m. – 5:00 p.m., Wednesday, November 30
End of course examinations (see exam week schedule)	7:00 p.m., November 30 – 9:00 p.m., December 6
Graduation	December 9 - 10
Fall Term - First Eight-Week Session	
Late registration for first eight-week session	August 10
Classes begin	August 10
Last day to officially withdraw/drop courses with full reduction of tuition and fees	August 12
Last day to register and add courses/change sections	August 12
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	August 17
Labor Day holiday*	September 5
Last day to drop courses with a "W" or change from credit to audit	September 26
First eight-week session ends	October 4
Fall Term - Second Eight-Week Session	
Late registration for first eight-week session	October 12
Classes begin	October 12
Last day to officially withdraw/drop courses with full reduction of tuition and fees	October 14
Last day to register and add courses/change sections	October 14
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	October 19
Thanksgiving holidays*	7:00 a.m., November 23 - 7:00 a.m., November 28
Last day to drop courses with a "W" or change from credit to audit	November 28
Second eight-week session ends	December 6
Winter Intersession	December 12, 2022 to December 30, 2022 (dates are subject to change)
Late registration for winter intersession	December 12
Classes begin	December 12
Last day to officially withdraw/drop courses with full reduction of tuition and fees	December 12
Last day to register and add courses/change sections	December 12
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	December 14
Christmas Day holiday*	December 25
Last day to drop courses with a "W" or change from credit to audit	December 26
Winter intersession ends	December 30
Spring Term Opens - January 3, 2023 (dates are subject to change)	
Spring Term - January 9, 2023 to May 2, 2023	

Registration	January 3 - 6
Classes begin	January 9
Last day to officially withdraw/drop courses with full reduction of tuition and fees	January 13
Last day to register and add courses/change sections	January 13
Martin Luther King Day holiday*	January 16
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	January 24
Deadline for degree audit (transcript evaluation), May 2024 graduates	February 24
Mid-term	February 27
Early registration for summer, fall and winter intersession semesters	March 1 - April 25
Deadline for degree audit (transcript evaluation), summer 2024 graduates	March 17
Spring holidays*	7:00 a.m., March 20 - 7:00 a.m., March 27
Last day to drop courses with a "W" or change from credit to audit	April 14
Reading Day	8:00 a.m. – 5:00 p.m., Wednesday, April 26
End of course examinations (see exam week schedule)	7:00 p.m., April 26 – 9:00 p.m., May 2
Graduation	
Ozark Campus	May 4
Graduate College	May 5
Russellville Campus Undergraduate	May 6
Spring Term - First Eight-Week Session	
Late registration for first eight-week session	January 4
Classes begin	January 4
Last day to officially withdraw/drop courses with full reduction of tuition and fees	January 6
Last day to register and add courses/change sections	January 6
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	January 11
Martin Luther King Day holiday*	January 16
Last day to drop courses with a "W" or change from credit to audit	February 20
First eight-week session ends	February 28
Spring Term - Second Eight-Week Session	
Late registration for second eight-week session	March 8
Classes begin	March 8
Last day to officially withdraw/drop courses with full reduction of tuition and fees	March 10
Last day to register and add courses/change sections	March 10

Last day to officially withdraw/drop courses with 80 percent reduction of tuition	March 15
Spring holidays*	7:00 a.m., March 20 - 7:00 a.m., March 27
Last day to drop courses with a "W" or change from credit to audit	April 24
Second eight-week session ends	May 2
Summer Term - May 8, 2023 to August 2, 2023 (dates are subject to change)	
May Summer Session – May 8, 2023 to May 26, 2023	
Late registration for May session	May 8
Classes begin	May 8
Last day to officially withdraw/drop courses with full reduction of tuition and fees	May 8
Last day to register and add courses/change sections	May 8
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	May 10
Last day to drop courses with a "W" or change from credit to audit	May 22
May session ends	May 26
June/July Summer Session	
May 30, 2023 to June 29, 2023	
Memorial Day holiday*	May 29
Late registration for June/July session	May 30 - 31
Classes begin	May 30
Last day to officially withdraw/drop courses with full reduction of tuition and fees	May 31
Last day to register and add courses/change sections	May 31
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 5
Last day to drop courses with a "W" or change from credit to audit	June 23
June/July session ends	(Thursday) June 29
10-Week Summer Session	
May 30, 2023 to August 2, 2023	
Memorial Day holiday*	May 29
Late registration for 10-Week session	May 30 – June 2
Classes begin	May 30
Last day to officially withdraw/drop courses with full reduction of tuition and fees	June 2
Last day to register and add courses/change sections	June 2
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 8

Last day to drop courses with a "W" or change from credit to audit	July 20
10-Week session ends	(Wednesday) August 2
July/August Summer Session	
July 3, 2023 to August 2, 2023	
Late registration for July/August session	July 3 - 5
Classes begin	July 3
Fourth of July holiday*	(Tuesday) July 4
Last day to officially withdraw/drop courses with full reduction of tuition and fees	July 5
Last day to register and add courses/change sections	July 5
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 10
Last day to drop courses with a "W" or change from credit to audit	July 28
July/August session ends	(Wednesday) August 2
Graduation	August 5

ADMINISTRATION

Board of Trustees

Mr. Eric Burnett, Fort Smith

Mrs. Stephanie Duffield, Russellville

Mr. Jim Smith, Fayetteville

Mr. Thomas Leonard "Len" Cotton, Dardanelle

Board of Advisors

Tom Banhart, Van Buren

Bruce Coleman, Mountainburg

C. A. Kuykendall, Ozark

Jimmy Rofkahr, Scranton

Donald Smith, Cecil

Jerry Standridge, Booneville

Administrative Officers

Robin E. Bowen, 2014, President

B.S., University of Kansas, 1982

M.Ed., University of Arkansas, 1983

Ed.D., Texas Tech University, 1988

Bruce Sikes, 2007, Chancellor

B.S.E., University of Central Arkansas, 1986

M.S.E., University of Central Arkansas, 2000

Dr. Sheila R. Jacobs, 2018, Chief Academic Officer

B.A., Arkansas Tech University, 1988
 M.Ed., Arkansas Tech University, 1993
 M.Ed., Arkansas Tech University, 2006
 EDS, Arkansas Tech University, 2011
 Ed.D., Arkansas Tech University, 2020

Richard Harris, 2007, Chief Student Officer
 B.A., Arkansas State University, 1997
 M.P.A., Arkansas State University, 1999

Justin B. Smith, 2014, Chief Business and Community Outreach Officer
 B.S., University of Arkansas, 2005
 M.S., Arkansas Tech University, 2016

Patricia S. Edmunds, 2011, Director of Arkansas Tech Career Center
 B.S., University of the Ozarks, 1988
 M.Ed., Harding University, 2008

Administrative Staff

Shirley Bonner, Assessment Coordinator

Erin Brickley, Associate Registrar

Steven Campbell, Associate Director of Computer Services

Linda Clifton, Student Support Specialist, Perkins Grant

Hayden Darr, Student Support Services Specialist

Laquetta Garlington-Seals, Academic Counselor, Career Center

Stacie Harden, Project/Program Specialist, Payroll/Grants

John Harris, Assistant Director, Career Center

Brianna Ingram, Assistant Director of Academic Services

Faith Johnson, Academic Advisor

Bethany Lucius, Academic Advisor, TRIO

Kayla McIntosh, Director of TRIO

Kristie Moore, Librarian

Beverly Nehus, Special Projects Coordinator, Chancellor's Office

Regina Olson, Director of Adult Education

Whitney Parsons, Academic Counselor of Career Pathways

Mitzi Reano, Office of Human Resources

Taylor Risinger, Coordinator of Student Recruitment

Laura Rudolph, Public Information Specialist

Julie Schmalz, Associate Director of Financial Aid

Elizabeth Sinor, Student Success Coordinator/ADA Coordinator

Jessica Spicer, Coordinator of Advising, Testing, and Records/Director of Career Pathways Initiative

Winter Starr, TRIO

Ryan Watson, Career Support Services Facilitator

Support Services Staff

Tracy Chapman, Campus Maintenance

Peter Clifton, Campus Maintenance

Mike Crouch, Campus Maintenance

Megan Henson, Office of Student Services

Sherry Hesson, Adult Education

Alina House, Fiscal Support/Travel

Rebecca Krebs, Student Accounts

Jimmy Martin, Campus Maintenance

Phyllis Martin, Student Services
Stacy Morton, Campus Maintenance, Career Center
Carla Murphy-White, Adult Education
Brady Oberman, Campus Maintenance
Robyn R. Russell, Financial Aid
David Spicer, Public Safety Officer/Campus Maintenance Supervisor
Phil Spiegel, Campus Maintenance

Michael Smith, Computer Lab Technician
Lisa Sturdivant, Purchasing/Accounts Payable
Katrina Young, Career Center

FACULTY

James Anderson, August 2017

GED/ABE
Workforce Education Instructor
B.S., Arkansas Tech University, 2011

Julie Auterson, January 2016

Cosmetology
Workforce Education Instructor
Cosmetology, Arkansas Tech University-Ozark Campus, 1987;
Cosmetology Instructor Training, Arkansas Tech University-Ozark Campus, 1992;
AGS, Arkansas Tech University-Ozark Campus, 2020AAS, Arkansas Tech University-Ozark Campus, 2021

Jason Basinger, August, 2020

Practical Nursing
Workforce Education Instructor
B.S.N., Arkansas Tech University, 2016
B.S., Arkansas Tech University, 2008

Kenneth Beeler, August 2005

Air Conditioning and Refrigeration
Workforce Education Master Instructor
Air Conditioning and Refrigeration, Arkansas Tech University-Ozark Campus, 2004
A.A.S., Arkansas Tech University-Ozark Camps, 2008

Todd Birkhead, January, 2018

Paramedic/Emergency Medical Services
Workforce Education Instructor
A.G.S., University of Arkansas at Fort Smith, 2016
B.S., University of Arkansas at Fort Smith, 2018

Amandalyn Boen, August, 2018

Practical Nursing
Workforce Education Instructor
B.S.N., Arkansas Tech University, 2006

Jessica Brown, November 2021

GED/ADE

Workforce Education Instructor

A.A.S., Arkansas Tech Univeristy, 2010

B.P.S., Arkansas Tech University, 2013

M.B.A., John Brown University, 2017

Jonathan Brown, October, 2020

Physical Therapist Assistant
Workforce Education Instructor
A.A.S., Arkansas Tech University, 2014
B.S., Arkansas Tech University, 2017

Candace Case, August 2013

Cardiovascular Technology

Workforce Education Instructor
 A.A.S., University of Arkansas - Fort Smith, 2003
 B.P.S., Arkansas Tech University, 2016

Rebecca Cheek, August 2021

Business Technology

Workforce Education Instructor

B.S., University of Arkansas - Fort Smith, 2011

M.S., University of Arkansas, 2016

Jody Chrisman, August 1987

Industrial Control Systems

Workforce Education Master Instructor

Electronics Technology, Arkansas Tech University-Ozark Campus, 1982;

A.A.S., Arkansas Tech University-Ozark Campus, 2010

Charlotte Coats, August 2018

Banking Services

Workforce Education Instructor

B.P.S., Arkansas Tech University, 2017

Dr. Randall Colvin, August 2020

Sciences

Workforce Education Instructor

B.S., Colorado State University, 2000

M.A., Oregon State University, 2005

PhD, Auburn University, 2019

Corey Danekas, August 2008

Welding Technology

Workforce Education Advanced Instructor

A.A.S., Arkansas Tech University-Ozark Campus, 2008

Lance Davis, August 2021

Arkansas Tech Career Center

Workforce Education Instructor

BS, Liberty University, 2015

Katy Dodd, July 2017

English

Workforce Education Instructor

M.A., Arkansas Tech University, 2012

B.A., University of Arkansas at Fort Smith, 2009

Gary Donberger, August 2015

Automotive Service Technology

Workforce Education Instructor

A.O.S., Universal Technical Institute Houston, 1987

Gwen Faulkenberry, August 2010

English

Workforce Education Instructor

B.S.E., University of Central Arkansas, 1995

M.L.A., Arkansas Tech University, 2006

Laura Fawcett, August 2015

Arkansas Tech Career Center

Workforce Education Instructor

Practical Nursing, Bethania School of Vocational Nursing-Vernon Regional Junior College, 1983

A.S., Arkansas State University-Beebe, 2007

B.P.S., Arkansas Tech University, 2014

Tangela Felkins, August 2016

Practical Nursing

Workforce Education Instructor

A.D.N., University of Arkansas at Fort Smith, 1997;

B.S.N., Arkansas Tech University, 2018

Kenneth Floyd, August 2017

Collision Repair Technology
Workforce Education Instructor
Collision Repair Technology, Arkansas Tech University-Ozark Campus, 2006

Landon Growns, August 2021

Mathematics

Workforce Education Instructor

A.A.S., Univeristy of Arkansas Community College at Morrilton, 2015

B.S., Arkansas Tech University, 2018

M.S., Univeristy of Arkansas, 2020

Clinton Hall, January 1996

Business Technology
Workforce Education Master Instructor
A.A., University of Arkansas - Fort Smith, 1989;
B.S., Arkansas Tech University, 1992;
M. Ed., Arkansas Tech University, 2007

Charles Hilton, August 2000

Arkansas Tech Career Center

Workforce Education Instructor

B.S., Arkansas Tech University, 1997

Mitchell Hook, August 2020

GED/ABE
Workforce Education Instructor
B.S., Arkansas Tech University, 2016

Deidre Huey, January 2017

Occupational Therapy Assistant
Workforce Education Instructor
A.A., University of Arkansas Community College at Morrilton, 2007;
A.A.S., Pulaski Technical College, 2010
B.P.S., Arkansas Tech University, 2013

Brenda Huntsinger, August 2013

Health Information Technology
Workforce Education Instructor
Industry Certifications, 1970-2013
A.G.S., Arkansas Tech University-Ozark Campus, 2014

Ron Hutain, October 1984

Industrial Control Systems
Workforce Education Master Instructor
A.A., Chaffey Community College, 1978;
A.A.S., Arkansas Tech University-Ozark Campus, 2011

Cory Kendall, February 2013

Arkansas Tech Career Center
Workforce Education Instructor
Industry Certifications, 2013-2014

Shelley Koone, August 2019

Mathematics
Workforce Educaton Instructor
B.S., Northwestern State University, 2004
M.S., University of Louisiana at LaFayette, 2007

Dr. Lesley Krohn, August 2012

Registered Nursing
Workforce Education Instructor
B.S.N., Arkansas Tech University, 2007;

M.S.N., University of Missouri, 2013
 D.N.P., University of Missouri, 2017

Ereck Ladd, August 2021

Arkansas Tech Career Center

Workforce Education Instructor
 Industry Certifications, 2005-2008, 2021

Mark Maxwell, January 2022

Paramedic/Emergency Medical Services

Workforce Education Instructor

A.A.S., Arkansas Tech University-Ozark Campus, 2019
 B.S., Arkansas Tech University, 2022

Christy McCollough, January 2006

GED/ABE

Workforce Education Advanced Instructor

B.A., Arkansas Tech University, 2000

M.A., Arkansas Tech University, 2013

Emily Morrow, January 2018

GED/ABE

Workforce Education Instructor

B.S., University of the Ozarks, 2001

Heather Nelson, January 2016

Logistics Management

Workforce Education Instructor

B.S., University of Arkansas, 2005;

M.Ed., University of Arkansas, 2008

Dr. Amanda Overbey, May 2021

Physical Therapist Assistant

Workforce Education Instructor

B.S., University of Central Arkansas, 2004

D.P.T., University of Central Arkansas, 2007

Charles Petty, August 2021

Arkansas Tech Career Center

Workforce Education Instructor

Jessica Pipkins, July 2012

GED/ABE

Workforce Education Instructor

B.S., Arkansas Tech University, 2004

M.S., Arkansas Tech University, 2014

M.Ed., Arkansas Tech University, 2019

Lisa Pittman, August 2021

Registered Nursing

Workforce Education Instructor

A.D.N., University of Arkansas-Fort Smith, 2004

B.S.N., Oklahoma Wesleyan University, 2012

M.S.N., Western Governor's University, 2018

Wendi Pool, August 2013

Occupational Therapy Assistant

Workforce Education Instructor

B.S., University of Central Arkansas, 2003;

M.S., University of Central Arkansas, 2005

Chris Rambo, August 2014

Law Enforcement

Workforce Education Instructor

B.S., Arkansas Tech University, 2012;

M.S., Arkansas Tech University, 2015

Melinda Rhynes, January 2014

Medical Assisting

Workforce Education Instructor

A.S., Arkansas Tech University, 1989;

B.S., Arkansas Tech University, 1990;

M.Ed., Arkansas Tech University, 2015

Kale Rudolph, August 2007

Computer Information Technology

Workforce Education Advanced Instructor

B.S., University of Arkansas, 1987;

M.S., Arkansas Tech University, 2007

Bobby Sewell, August 2006

Automotive Service

Workforce Education Advanced Instructor

Automotive Service Technology, Arkansas Tech University-Ozark Campus, 1981;

Advanced Automotive Service Technology, Arkansas Tech University-Ozark Campus, 1982;

A.A.S., Arkansas Tech University-Ozark Campus, 2008

Bonnie Sher, June 2012

Health Information Technology

Workforce Education Advanced Instructor

B.S., Arkansas Tech University, 2001;

M.S., Arkansas Tech University, 2013

Marcus Smith, August 2015

Arkansas Tech Career Center

Workforce Education Instructor

A.A.S., Arkansas Tech University, 2011

Blaine Snyder, August 2015

Practical Nursing

Workforce Education Instructor

A.A.S., University of Arkansas - Fort Smith, 2008

B.S.N., Arkansas Tech University, 2017

M.S.N., Arkansas Tech University, 2022

Deidra Steele, August 2015

Practical Nursing

Workforce Education Instructor

A.A.S., University of Arkansas - Fort Smith, 2008

B.S.N., Arkansas Tech University, 2019

Kelse Tennison, November 2019

Arkansas Tech Career Center

Workforce Education Instructor

CER, North Arkansas College, 2006

Jessica Thompson, August 2015

Arkansas Tech Career Center
 Workforce Education Instructor
 B.S.N., Missouri Southern State College, 1999
 Emergency Medical Technician, Northwest Arkansas Community College, 2001

Dr. Kelley Todd, August 2020

Business Technology
 Workforce Education Instructor
 Ed.D., University of Arkansas, 2015
 M.B.A., Webster University, 2004
 B.S.E., University of Central Arkansas, 1997

Lynn Washington, August 2012

Human Services
 Workforce Education Instructor
 B.A., Northeastern State University, 1982;
 M.S., Northeastern State University, 1983

Brianna Watkins, August 2021

Practical Nursing

Workforce Education Instructor

B.S.N., University of Arkansas-Fort Smith, 2014

Kristen Wendling, May 2013

Cardiac Sonography
 Workforce Education Instructor
 B.S., University of Arkansas, 2006

OZARK CAMPUS ADMISSION

Individuals who meet the admission requirements listed below may apply to Arkansas Tech University-Ozark Campus. The University reserves the right to reject the application of any individual. Every student must submit an 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, 1700 Helberg Lane, Ozark, Arkansas, 72949.

Students may apply on-line from the Arkansas Tech University-Ozark Campus website at <http://atu.edu/ozark/admission>.

Tech will provide equal opportunity in admission to all persons. This applies to all phases of the admission process. Any demographic information collected through the admission application is on a voluntary basis and is to be used in a nondiscriminatory manner consistent with applicable civil rights laws for reporting and statistical purposes only and cannot affect eligibility for admission.

Arkansas Tech University-Ozark Campus is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator can be contacted by calling (479) 667-2117.

All students at Arkansas Tech University-Ozark Campus are assigned a permanent, randomly generated, student identification number, known as a "T" number.

All students born after January 1, 1957, must provide immunizations by way of an official record from another educational institution, certificate from a licensed medical doctor, or an authorized public health department representative. Proof of the appropriate immunizations must be presented to the Office of Admissions upon enrollment to the university. Students may be exempted from the immunization requirements if there is a medical contraindication or if religious or philosophical belief prohibits immunizations. Exemptions must be obtained from the Arkansas Department of Health by emailing immunization.section@arkansas.gov.

Students who are enrolled in online classes ONLY, and have declared an online major, may request an immunization waiver by contacting the Office of Student Services.

All students who hold resident alien status must provide a copy of their resident alien card documenting an unexpired status.

Entering freshmen must comply with the following admission requirements and freshman placement standards. This includes students who enter with college credit earned prior to high school graduation, during summer following high school graduation, or by advanced placement.

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

Entering Freshmen/New Student

New students to Arkansas Tech University must submit an application for admission, college entrance exam scores, an official record documenting completion of secondary requirements, and proof of immunization documenting 2 MMR vaccinations. If you have concurrent college credit, an official transcript from that institution is required. For Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB) credit, original score reports or copies embossed by your high school will need to be submitted prior to credit being awarded. A minimum criterion for exam scores and grade point average for unconditional admission is listed below:

1. Composite ACT score of 19 or above, composite SAT score of 1010 or above on the RSAT scale of 1600 or a composite SAT score of 1330 on the former SAT exam with a scale of 2400, or a composite Next Generation ACCUPLACER score of 246. Note: The ACT Writing exam is not required for admission purposes.
2. Completion of graduation requirements from an accredited public or private secondary school, a non-accredited private secondary school, or a home school program documenting a minimum 2.0/4.0 cumulative grade point average, and completion of the university's secondary school core curriculum, OR minimum GED score of 580.
Freshmen who do not meet unconditional admission requirements will be conditionally admitted with a minimum composite ACT score of 15, composite SAT score of 850 or above on the RSAT scale of 1600 or a composite SAT score of 1060 on the former SAT exam with a scale of 2400, or a composite Next Generation ACCUPLACER score of 229, and by completing college core with a 2.0/4.0 grade point average or minimum GED score of 580.

Secondary School Core Course Recommendation

A minimum of twenty-two earned core course credits is required from grades nine through twelve for admission purposes. Two additional units of foreign language are recommended for college preparation. Asterisks indicate core courses required by Act 1290 for unconditional admission:

*English - 4 units, with emphasis on writing skills, but not to include oral communications, journalism, drama, or debate.

*Mathematics - 4 units, including Algebra I and Algebra II, Geometry, and an advanced math course (or 3 units of math and 1 unit of computer science). The fourth unit may be College Algebra or a higher level college math course, as long as three college credit hours are earned. It is strongly recommended that students take a math course during their senior year.

*Science - 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science).

Biology - 1 unit (all students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
Physical Science, Chemistry, or Physics - 2 units.

*Social Studies - 3 units, [one (1) unit of World History, one (1) unit of U.S. History, one half (1/2) unit of Civics.]

*See note beside economics.

Computer Science - (optional) A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

Oral Communications - ½ unit of oral communications.

Physical Education - ½ unit of physical education.

Health and Safety - ½ unit of health and safety.

Economics - ½ unit of economics. *may be counted toward Social Studies or Career Focus

Fine Arts - ½ unit of fine arts.

Electives - 6 units of career focus electives.

Freshmen Placement Standards

In accordance with A.C.A. § 6-61-110, first-time entering undergraduate students who enroll in baccalaureate degree programs or associate-degree transfer programs must meet the following placement standards prior to enrollment in college-level mathematics, reading, or English composition courses. Remedial courses do not provide credit toward a degree.

English Composition – Students scoring 19 or above on the English section of the ACT or 510 or above on the writing section of RSAT or 248 or above on the writing section of the Next Generation ACCUPLACER exam may enroll in college-level English courses. Students not meeting the standard must successfully complete a developmental program.

Reading – Students scoring 19 or above on the reading section of the ACT, 510 or above on the reading section of RSAT, or 246 or above on the reading section of the Next Generation ACCUPLACER exam will be considered to have met minimal reading skill requirements. English composition may be taken concurrent with or subsequent to any required developmental reading program.

Mathematics – Below are the placement guidelines:

MATH 1003: College Mathematics and MATH 0803: Foundations of College Mathematics

ACT – Below 19 on mathematics section

RSAT – Below 500 on the mathematics section

Next Generation ACCUPLACER – Below 250 on the Arithmetic section

MATH 1003: College Mathematics

ACT – 19 or above on mathematics section

RSAT – 500 or above on the mathematics section

Next Generation ACCUPLACER – 250 or above on the Quantitative Reasoning/Algebra or Arithmetic section

MATH 0903: Beginning and Intermediate Algebra and MATH 0900: Intermediate Algebra Lab

ACT – Below 17 on mathematics section

RSAT – Below 460 on the mathematics section

Next Generation ACCUPLACER – Below 243 on Quantitative Reasoning/Algebra section

MATH 1113: College Algebra and MATH 0903: Beginning and Intermediate Algebra

ACT – 17-18 on mathematics section

RSAT – 460-490 or above on the mathematics section

Next Generation ACCUPLACER – 243-249 on Quantitative Reasoning/Algebra section

MATH 1113: College Algebra and MATH 1110: College Algebra Lab

ACT – 19-20 on mathematics section

RSAT – 500-520 or above on the mathematics section

Next Generation ACCUPLACER – 250-252 on Quantitative Reasoning/Algebra section

MATH 1113: College Algebra

ACT – 21 or above on mathematics section

RSAT – 530 or above on the mathematics section

Next Generation ACCUPLACER – 253 or above on the Quantitative Reasoning/Algebra section

Students who are required to complete developmental program(s) in mathematics, English, and/or reading, must enroll in the appropriate course(s) during their first semester at ATU-Ozark and in each subsequent semester until the developmental program is completed successfully. A grade of “C” or better is required in all developmental courses before the student may advance to higher level courses.

Former Students

Students who have interrupted their attendance at Arkansas Tech University-Ozark Campus for more than one year or who have attended another university in the interim must reapply for admission. Additional documents may be required for readmission. Academic clemency may be granted in accordance with the clemency policy detailed in the [Regulations and Procedures](#) section.

Transfer Students

Transfer students making application for admission to Arkansas Tech University-Ozark Campus must submit official transcripts from all colleges/universities where they were officially registered. Students seeking transfer of credit from other institutions may be asked to provide a catalog or course description from the transfer institution.

Students with fewer than 24 semester hours of earned college-level credit must also submit an official final high school transcript and must request current transferable ACT, SAT, or Next Generation ACCUPLACER scores be sent to the University. Exam scores will not be required if the English and mathematics general education requirements have been satisfied with grades of “C” or better.

In the event that receipt of a student's transcript is unavoidably delayed, as may frequently occur at midyear, a transfer student may be admitted provisionally pending receipt of the official transcript. However, the university reserves the right to require immediate withdrawal if the transfer transcript does not meet admission requirements. Students should be aware that receipt of official transcripts is required for transfer work to be articulated and to comply with scholarship application deadlines.

Applicants for transfer must have earned a GPA of 2.00 (on a 4.00 scale) on all college-level courses attempted and be eligible to re-enroll at the last college or university attended.

Transfer Credit

ATU will recognize transfer credit from a U.S. institution provided that the institution is accredited by one of the six U.S. regional accreditation associations, and for courses that are approved for transfer by the Arkansas Department of Higher Education (ADHE) through the Arkansas Course Transfer System (ACTS), and for courses from any institution with which ATU has a formal Memorandum of Understanding regarding transfer credit. Acceptance of course credit may depend on the date that the institution was accredited or the date that a course was approved for transfer by ADHE.

Transfer credit for coursework from institutions outside the U.S. will be considered on an individual basis. Students seeking transfer of credit from a foreign college/university must complete a credential evaluation through a Credential Evaluation Service authorized by Arkansas Tech University (a list of approved service providers can be obtained in the International and Multicultural Student Services Office (IMMSO) or in the Registrar's Office).

Transfer credit, although accepted by the university, is not guaranteed to be applicable toward meeting degree requirements for the particular program of study selected by the transfer student. For more detailed information on how transfer credit is determined and applied, please follow this link: <https://www.atu.edu/registrar/transfer.php>.

The most current available course transfer information on file with the university will be used at the time of advising and/or registration. The student is responsible for having all up-to-date official transcripts on file with the university for use at that time. The student, not the university, is responsible for advising and/or registration issues that may arise due to official transcripts being submitted and placed on file after advising or registration has taken place.

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) is designed to assist in planning the academic progress of students from the high school level through the adult workforce. This system contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Students may complete specified General Education courses anywhere in the public system as well as many courses in the degree/major that have been pre-identified for transfer. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Transferability of courses taken prior to January 1, 2007, is at the discretion of the receiving institution. The Arkansas Transfer System can be accessed at <https://editor.engagelively.com/widgets/adhe-crosswalks-by-subject/index.html>.

Act 747 of 2011 establishes a statewide common course numbering system for postsecondary courses. The Arkansas Course Transfer System (ACTS) meets this requirement.

The following table lists those courses found within ACTS and the equivalent Arkansas Tech University course as of March 1, 2019. Please refer to the ACTS website (<https://editor.engagelively.com/widgets/adhe-crosswalks-by-subject/index.html>) for the most up-to-date course listings.

ACTS Course Index Number	ACTS Course Index Name	Arkansas Tech University Course Number & Name
ANTH1013	Introduction to Anthropology	ANTH 1213
ANTH2013	Cultural Anthropology	ANTH 2003
ARTA1003	Art Appreciation	ART 2123
ARTA2003	Art History Survey I	ART 2103
ARTA2103	Art History Survey II	ART 2113
BIOL1004	Biology for Non-Majors	BIOL 1014
BIOL1014	Biology for Majors	BIOL 1114
BIOL1034	Botany for Majors	BIOL 2134
BIOL1054	Zoology	BIOL 2124
BIOL2004	Introductory Microbiology	BIOL 2054
BIOL2404	Human Anatomy and Physiology I *	BIOL 2404
BIOL2414	Human Anatomy and Physiology II *	BIOL 2414
CHEM1004	Chemistry I for General Education	CHEM 1114
CHEM1214	Chemistry I for Health Related Professions	CHEM 1113/ and CHEM 1111
CHEM1224	Chemistry II for Health Related Professions	CHEM 2204
CHEM1414	Chemistry I for Science Majors	CHEM 2124
CHEM1424	Chemistry II for Science Majors	CHEM 2134
CPSI1003	Introduction to Computers	COMS 1003
CRJU1023	Introduction to Criminal Justice	CJ 2003

DRAM1003	Theatre Appreciation	TH 2273
ECON2103	Principles of Macroeconomics	ECON 2003
ECON2203	Principles of Microeconomics	ECON 2013
ENGL1013	Composition I	ENGL 1013
ENGL1023	Composition II	ENGL 1023
ENGL2013	Introduction to Creative Writing	ENGL 2043
ENGL2023	Introduction to Technical Writing	ENGL 2053
ENGL2113	World Literature I	ENGL 2003
ENGL2653	American Literature I	ENGL 2013
FREN1013	French I	FR 1013
FREN1023	French II	FR 1023
FREN2013	French III	FR 2013
FREN2023	French IV	FR 2023
GEOG1113	Human Geography	GEOG 2023
GEOG2103	World Regional Geography	GEOG 2013
GEOG2223	Physical Geography	No Comparable Course
GEOL1114	Physical Geology	GEOL 1014
GEOL1124	Environmental Geology	No Comparable Course
GEOL1134	Historical Geology	GEOL 2024
GERM1013	German I	GER 1013
GERM1023	German II	GER 1023
GERM2013	German III	GER 2013
GERM2023	German IV	GER 2023
HEAL1003	Personal Health	HLED 1513
HIST1113	World Civilizations I	HIST 1503
HIST1123	World Civilizations II	HIST 1513
HIST2113	United States History I	HIST 2003
HIST2123	United States History II	HIST 2013
MATH1103	College Algebra	MATH 1113
MATH1113	Quantitative Literacy/ Mathematical Reasoning	MATH 1003
MATH1203	Plane Trigonometry	MATH 1203
MATH1305	Pre-Calculus	MATH 1914
MATH2103	Introduction to Statistics	STAT 2163
MATH2203	Survey of Calculus	MATH 2243
MATH2405	Calculus I	MATH 2914
MATH2505	Calculus II	MATH 2924

MATH2603	Calculus III	MATH 2934
MUSC1003	Music Appreciation	MUS 2003
PHIL1103	Philosophy	PHIL 2003
PHSC1004	Physical Science	PHSC 1013/ and PHSC 1021
PHSC1104	Earth Science	GEOL 1004
PHSC1204	Introduction to Astronomy	PHSC 1053/ and PHSC 1051
PHYS2014	Algebra/Trigonometry-Based Physics I	PHYS 2014
PHYS2024	Algebra/Trigonometry-Based Physics II	PHYS 2024
PHYS2034	Calculus-Based Physics I	PHYS 2114
PHYS2044	Calculus-Based Physics II	PHYS 2124
PLSC2003	American National Government	POLS 2003
PLSC2103	State and Local Government	No Comparable Course
PSYC1103	General Psychology	PSY 2003
PSYC2103	Developmental Psychology	No Comparable Course
SOCI1013	Introduction to Sociology	SOC 1003
SOCI2013	Social Problems	CJ/SOC 2033
SPAN1013	Spanish I	SPAN 1013
SPAN1023	Spanish II	SPAN 1023
SPAN2013	Spanish III	SPAN 2013
SPAN2023	Spanish IV	SPAN 2023
SPAN2033	Spanish IV	SPAN 2033
ACCT2003	Principles of Accounting I	ACCT 2003 **
ACCT2013	Principles of Accounting II	ACCT 2013 **
BLAW2003	Legal Environment of Business	BLAW 2033**
BUSI2103	Business Statistics	BUAD 2053 **

* Note - Human Anatomy and Physiology I and Human Anatomy and Physiology II must be taken at the same institution to be transferable.

** Note - Accounting and business courses are not general education core courses.

***Note - Applied Technical Math courses not guaranteed for transfer.

Conditional Admission

Students who have been denied admission may file a written appeal addressed to the Chief Student Officer seeking conditional admission. The appeal should be made within ten (10) calendar days from the date admission was denied and should state applicant's grounds for appeal. Students granted conditional admission will be admitted on academic probation.

Conditional (Prep) Admission / Ability-to-Benefit

Students admitted to Arkansas Tech University-Ozark Campus, who do not meet the university minimum standard, seeking an Associate of Applied Science (AAS) degree, are evaluated and reconsidered as having an ability to benefit.

Required for Conditional (Prep) Admission:

1. Conditional (Prep) freshman will sign a contract defining satisfactory progress and outlining requirements for enrollment.
2. Conditional (Prep) freshmen will be advised into a minimum number of courses designed to enhance current skill set to include mandated remediation courses and the Arkansas Tech mandated freshman orientation course. All other courses will be selected based on their individual major or degree pathway.
3. All Conditional (Prep) freshmen will be monitored through the Early Warning System.
4. All Conditional (Prep) freshmen will be assigned a mentor, and tutoring will be recommended.

Student Notification

A student's Conditional (Prep) status will be communicated in admission letters and tracked in our student information system.

Academic Progress

Upon completing 30 hours, conditionally admitted freshmen who make satisfactory progress will be removed from academic probation. A conditionally admitted freshman who falls below a 2.00 grade-point average (GPA) upon finishing 30 hours may be suspended.

Existing Student Success Strategies

Many existing institutional strategies are employed when outlining requirements for Conditional (Prep) freshmen. Arkansas Tech University-Ozark Campus requires a freshmen orientation class, known as OZRK 1001 Ozark Campus Orientation for AAS-seeking students admitted under conditional prep guidelines; mandates extensive freshmen advising; assigns mentors, who encourage the use of tutoring centers; employs a mid-term check policy for freshmen; and utilizes an early warning program to find students who are exhibiting signs of academic distress.

Non-Degree Admission

Arkansas Tech University-Ozark Campus serves the general public by allowing individuals to enroll in classes for professional development and self-fulfillment without meeting regular admission requirements. The student admitted under this policy, who later chooses to pursue a degree, must reapply for admission as a degree seeking student and meet standard admission policies. A maximum of 27 credit hours earned as a non-degree seeking student may be applied to a degree program. Financial Aid benefits may not be granted to students admitted as non-degree seeking. For more information, call the Office of Student Services at (479) 667-3433.

High School - University Admission

Arkansas Tech University-Ozark Campus welcomes the opportunity to serve area schools by complementing their programs with special opportunities for students to enroll in college courses and earn college credit by attending Arkansas Tech University-Ozark Campus. In accordance with the Arkansas Code of 1987 Annotated, paragraph 6-18-223 makes provisions whereby a student who is enrolled in a public school in Arkansas and who has completed the eighth grade is eligible to enroll at Arkansas Tech University-Ozark Campus upon approval of the appropriate public school official, provided the student does not need developmental courses in mathematics, English or reading and has a cumulative high school grade point average of 2.00 or greater on a 4.0 scale, or principal's recommendation. (Students who do not meet admission criteria may be conditionally admitted.)

Once admitted and enrolled, concurrent students do not need to reapply for the concurrent program unless there is a break in fall/spring enrollment. Concurrent students must reapply when changing admission status, for example, from concurrent to entering freshmen. The course(s) agreed upon by the student and their high school must also be approved each term by a university official. The application for concurrent enrollment can be found at <http://atu.edu/ozark/admission>.

Non-Academic Rejection

Please note that academic performance is not the sole criterion for admission to the university. The university may evaluate a person's behavior and background to determine their ability to maintain the standards of academic and professional conduct expected at the university. An evaluation may take into consideration current behavior and performance as well as past experiences and actions. Academically qualifying for admission does not guarantee admission.

Testing for Admissions and Placement

Entering students are required to provide Arkansas Tech University-Ozark Campus with American College Testing (ACT) Assessment or Next Generation ACCUPLACER scores for purposes of admission, academic placement, and the awarding of academic scholarships. Entering students, who have been out of an educational setting for three or more years and who have not taken the ACT or Next Generation ACCUPLACER prior to arrival at Arkansas Tech University-Ozark Campus, are encouraged to take the Next Generation ACCUPLACER. The ACCUPLACER is administered on the computer and consists of three tests: writing, math, and reading. Information about the Next Generation ACCUPLACER can be obtained by calling the Office of Student Services at (479) 667-2117.

Student Retention and Graduation Rates

For information about retention and graduation rates at Tech, go to Student Right To Know Information at <https://www.atu.edu/righttoknow/>.

Academic Advising and Selecting a Program of Study

Arkansas Tech University-Ozark Campus encourages students to give serious thought to the selection of a major field of study. They should determine the academic pursuits that lead to the vocations most attractive, not only in financial gain, but in interest as well. They should then examine the program of study most closely related to their interest areas.

Students should meet with an academic advisor for help in selecting a major field of study. The Ozark Campus Academic Advisor works closely with faculty in order to provide assistance to our students. The Academic Advisor is available to discuss major areas of interest, assist in planning for registration, and maintain a degree checklist of requirements to complete for graduation. While an academic advisor can guide the student, it is the student's responsibility to take an active role in their educational process by knowing what courses are required; complying with requirements for graduation application and degree audit; and gaining a general knowledge of requirements to complete their program successfully.

Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assisting, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

Undecided Study

Some students entering the University have not chosen a major. Students enrolling as "undecided" majors will be assigned a major of Associate of General Studies and will be advised by the Office of Student Services. The Office of Student Services is located in the Student Services and Conference Center and can be contacted by calling (479) 667-3433.

Procedure for Scheduling Courses

Procedures for registration are available on the university Web site at <https://www.atu.edu/ozark/registrar>. Prior to enrollment, students are encouraged to meet with an academic advisor to prepare a class schedule and officially register for classes and pay tuition/fees.

Course Information

All courses taught at Arkansas Tech University-Ozark Campus are listed alphabetically by subject area in the [Course Descriptions](#) area. Course symbols, the four-digit numbers used to identify courses within a department, have the following significance: the first digit of the number denotes the year level at which the course is given; the second and third digits differentiate the course from others in the department; the fourth digit shows the number of credit hours given. Typically an "hour of credit" requires one hour of classroom work per week for the duration of a semester.

FEES & 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 university 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 credit hours of courses for the fall or spring semester are considered full time. Tuition is assessed for each course at the appropriate credit-hour rate according to residency for full-time and part-time students. **Ozark Campus students taking Russellville Campus classes will be assessed a different tuition rate and accompanying fees for those classes. Tuition is assessed for each course at the appropriate credit-hour rate.**

All fees and charges to students are set by the 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. **The University 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 2021-2022 academic year. Ozark Campus students will be charged according to the following fee schedules. Additional course fees may apply, depending on the student schedule. Russellville Campus students may have charges in addition to those listed in the table titled "Russellville Campus Fees and Expenses".

Ozark Campus Fees & Expenses	
Ozark Tuition for Ozark Campus Courses	\$134.00 per credit hour

Ozark Campus Fees & Expenses	
Ozark Out-of_State Tuition for Ozark Campus Courses	\$268.00 per credit hour
Ozark Infrastructure Fee	\$12.00 per credit hour
Ozark Instructional Support Fee	\$11.00 per credit hour
Ozark Library Fee	\$1.00 per credit hour
Ozark Public Safety Fee	\$2.00 per credit hour
Ozark Student Support Fee	\$12.00 per credit hour
Ozark Technology Fee	\$18.00 per credit hour
Ozark Allied Health Fee*	\$31.00 per credit hour
Ozark CTE General Technology Fee*	\$17.00 per credit hour
Ozark Welding Fee	\$50.00 per credit hour
Ozark Machining Fee	\$25.00 per credit hour
Ozark Distance Learning/Mixed/Virtual Technology Fee (all Online/ Mixed Technology Courses)	\$10.00 per credit hour

*Certain Ozark Campus coursework only

Russellville Campus Fees & Expenses	
(Undergraduate General Education as it applies to Ozark Campus Students)	
Tuition for Russellville Campus Courses	\$242.50 per credit hour
Out-of-State Tuition for Russellville Campus Courses	\$485.00 per credit hour
Instructional Support Fee	\$12.78 per credit hour
Facilities Fee	\$18.77 per credit hour
Ozark Infrastructure Fee	\$12.00 per credit hour
Ozark Library Fee	\$1.00 per credit hour
Ozark Public Safety	\$2.00 per credit hour
Ozark Student Support Fee	\$10.00 per credit hour
Ozark Technology Fee	\$18.00 per credit hour
Distance Learning/Mixed/Virtual Technology Fee (all Online/ Mixed Technology Courses)	\$10.00 per credit hour

- Replacement of ID Card \$ 25.00
- Parking Permit \$ 15.00

All students are required to have parking permits. For information on Parking Fees and Fines, see "[Traffic Regulations](#)".

Payment of Accounts

Tuition and all other fees and charges are due and payable prior to the beginning of each term. Financial settlement may be made **AUTHORIZED** financial aid (loans, scholarships, grants, third parties, etc.). Credit card and eCheck payments are only accepted through OneTech under "Payment Options". (A 2.75% convenience fee will apply toward student's account made via a merchant card.) Cash and check payments may be made in person in the Office of Student Services located in the Student Services and Conference Center.

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.

Monthly billing statements are electronic. Near the first of each month, notification and information for access will be provided to students via the individual student e-mail address and online via [OneTech](#). Students are responsible for accessing billing statements and printing a paper copy if desired. Students registering between billing cycles are responsible for accessing their charges online or contacting Student Accounts to ensure making correct payment by the required due date. Payment is due upon notification. Payment is due even if billing statement is not received. For questions concerning billing please contact the Office of Student Accounts by calling 479-508-3358 or emailing ozark.stuaccounts@atu.edu.

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

Arkansas Tech University requires students to acknowledge the Financial Responsibility Statement upon their initial OneTech login. The purpose of the Financial Responsibility Statement is to increase awareness of student financial obligations. Holds will be placed on accounts that have not acknowledged the Financial Responsibility Statement. This hold will prevent registration and transcripts. Any questions regarding the Financial Responsibility Statement should be directed to the Student Accounts Office.

The University 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 University, as well as to new students.

Important Information for Reduction of Tuition and Fees for Official Withdrawal

The following reduction information **specifically** addresses courses that begin and end with the main term dates for Spring, Summer and Fall, as listed in the [Academic Calendar](#). Courses with beginning and/or ending dates that are different from the main terms listed above may have different reduction periods. It is the students' responsibility to consult the Office of Student Services for these reduction dates prior to withdrawing. Withdrawal dates for courses with beginning and/or ending dates outside the traditional term can be found at: <https://www.atu.edu/ozark/registrar>.

In the event a student is receiving student financial aid, any refund amount attributable to a loan, grant, or scholarship may be returned to the appropriate account and not to the student. Students receiving Federal financial aid funds will have those funds adjusted according to the Federal regulations governing those programs. Aid will be refunded in the following order up to the amount of the original disbursement: Federal Direct Loan Programs, Federal Perkins Loan Program, Federal Direct 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 refund of Federal aid money will be sent a letter after their withdrawal informing them of any amount to be repaid. These repayments will be made through the Office of Student Accounts. The student will be ineligible to register for additional courses or to receive further Federal financial aid until the required payment is made.

Reduction of Tuition and Fees for Official Withdrawal - Summer Semester

Students registering for a summer session, but officially withdrawing from the courses by the end of the second day of the summer session, as listed in the [Academic Calendar](#) will receive a 100 percent reduction of tuition and fees. Students registering for a summer session, but officially withdrawing from the University by the end of the fifth day of the session, as listed in the "[Academic Calendar](#)" will receive an 80 percent reduction of tuition for courses in which they are enrolled at time of withdrawal. No reduction in tuition will be made after the fifth day of the summer session. No reduction of fees will be made after the second day of the session.

Courses with unusual beginning and ending dates may have different reduction dates. It is the students' responsibility to verify dates with Student Accounts or the Registrars' Office prior to withdrawing. Find your specific course reduction dates at <https://www.atu.edu/registrar/> and click on "Dates for Adding and Dropping Condensed Courses."

Reduction of Tuition and Fees for Official Withdrawal - Spring and Fall Semesters

Students registering for the fall or spring semester but officially withdrawing from the University by the end of the fifth day of the semester, as listed in the [Academic Calendar](#) will receive a 100 percent reduction of tuition and fees. Thereafter, students officially withdrawing by the end of the eleventh 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 in tuition will be made after the eleventh day of the semester. No reduction in fees will be made after the fifth day of the semester.

Courses with unusual beginning and ending dates may have different reduction dates. It is the students' responsibility to verify dates with Student Accounts or the Registrars' Office prior to withdrawing. Find your specific course reduction dates at <https://www.atu.edu/registrar/> and click on "Dates for Adding and Dropping Condensed Courses."

Reduction of Tuition/Fees for Dropping to Fewer Hours

Students enrolled for a summer session who drop courses before the end of the second day of the session, as listed in the [Academic Calendar](#) will receive a 100 percent reduction for the courses which are dropped. Students dropping to fewer hours before the end of the fifth day of the semester in a summer session as listed in the [Academic Calendar](#), 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 after the second day.

Students enrolled for the fall or spring semester who drop courses by the end of the fifth day of the semester, as listed in the [Academic Calendar](#) will receive a 100 percent reduction for the courses which are dropped. Thereafter, students enrolled who drop courses before the end of the eleventh day of the semester will receive an 80 percent reduction of the courses dropped. No reduction will be made after the eleventh day of the semester. No reduction in fees will be made after the fifth day of the semester.

Courses with unusual beginning and ending dates may have a different reduction dates. It is the student's responsibility to verify dates with the Office of Student Accounts or the Office of Student Services prior to withdrawing. Find your specific course reduction dates at <https://www.atu.edu/registrar/> and click on "Dates for Adding and Dropping Condensed Courses."

Out-of-State Residence Status for Tuition and Fee Purposes

Students classified as "out-of-State" must pay out-of-state tuition as shown in the section entitled "Fees and Charges."

No student under the age of 21 shall be admitted to Arkansas Tech University and classified as in-state for fee purposes unless the parent or legal guardian is a bona fide domiciliary of Arkansas and has resided in this state in that status for at least six consecutive months prior to the beginning of the term or semester for which fees are to be paid.

Any student age 21 or older must be a legal resident of Arkansas and must have lived in the state for at least six consecutive months prior to the beginning of the term or semester for which fees are to be paid to be classified as an in-state student.

All undergraduate students who are legal residents of states which are contiguous to Arkansas (specifically, Louisiana, Mississippi, Missouri, Oklahoma, Tennessee, or Texas) shall receive a waiver of out-of-state tuition charges.

A student from outside of Arkansas entitled to be treated as an in-state student for fee purposes should complete an "Application for Residency Classification as In-state Domiciliary" and supply evidence to that effect.

In-State Tuition for Military Personnel, Veterans and Dependents

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Regardless of residence, Arkansas Tech University shall classify a student as in-state or resident for the purpose of tuition and fees applicable for all programs of study, including distance learning programs, if the student is a:

1. Veteran who was discharged or released from a period of not less than ninety (90) days of active duty in the military, naval, or air service within three (3) years before the date of enrollment in a program of study;
2. Dependent of a veteran under subdivision (1) above;
3. Member of the armed forces;
4. Spouse of a member of the armed forces;
5. Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill®) - Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill®), of Title 38 of the United States Code, who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more;
6. Spouse or child using transferred Post-9/11 G.I. Bill® benefits (33 U.S.C. §3319) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more;
7. Spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S. §§3311(b)(9)) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more;
8. Person who initially met the requirements set out in sections 5, 6, or 7 will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school even if he or she is outside the 3-year window or enrolls in multiple programs. For purposes of a student who is eligible for in-state tuition solely under sections 5, 6, or 7 above, that person must have enrolled in the school prior to the expiration of the three year period following discharge or death described above in sections 5, 6 or 7 and must be using educational benefits under either Chapter 30 or Chapter 33 of Title 38 of the United States Code; or
9. Member of the armed forces or "covered individual" as identified in Section 702 of the Veterans Access, Choice and Accountability Act of 2014.

STUDENT SERVICES OPERATIONS

While academic achievement leading to graduation is the reason for attending Arkansas Tech University, the experiences that students have outside the classroom prove to have a lifelong impact. Experiences gained enhance maturity, leadership, time management, friendships, career development, and civic engagement along with many other essential life skills.

Student Activities and Organizations

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.

Many of these organizations have scholarship opportunities available to their members.

Arkansas LPN Association (ALPNA)

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.

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

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

Baptist Collegiate Ministry

Baptist Collegiate Ministry (BCM) is a faith-based organization led by a leadership team of students, a minister, and a faculty advisor. With the support of our faculty advisor and area Baptist churches, the BCM provides opportunities for Christian growth, encouragement and fellowship for the students and staff of Arkansas Tech University-Ozark Campus. The BCM facilitates their ministry through free lunches and breakfasts on Tuesdays, Bible Study/Prayer groups and special activities throughout the year. Students of all faiths are welcome.

National Technical Honors Society

The National Technical Honor society requires members to maintain a high standard of personal and professional conduct at all times, strive for excellence in all aspects of education and employment, and refuse to engage in or condone activities for personal gain at the expense of their fellow students, school or employer.

Students interested in joining the society must maintain an overall grade point average of 3.0 or higher, a 3.25 grade point average in courses in their majors; have one or more faculty members' recommendation; and active involvement in student government, CTSO, civic or service organization.

Phi Beta Lambda

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.

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.

Phi Theta Kappa

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continued academic excellence.

Rotaract

Rotaract is a Rotary-sponsored service club for young men and women ages 18 to 30. Rotaract clubs are university sponsored, and they're sponsored by a local Rotary club. This makes them true "partners in service" and key members of the family of Rotary. All Rotaract efforts begin at the local, grass roots level, with members addressing their communities' physical and social needs while promoting international understanding and peace through a framework of friendship and service.

SkillsUSA

Skills USA 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.

The purpose of Skills USA 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.

Student Activities Board

The Student Activities Board is at the center of fun and entertainment at the Arkansas Tech University-Ozark Campus. The Board is comprised of seven members and hosts a variety of interactive events throughout the year to maintain school spirit and provide students with the ultimate campus life experience.

Student Government Association

A Student Government Association is elected each school year at Arkansas Tech University-Ozark Campus. This group consists of seven elected officials. They will be representing the student body during school activities. They will also be responsible for planning student activities throughout the year. The Student Government Association selects 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 Occupational Therapy Association

The Student Occupational Therapy Association (SOTA) is a non-profit student organization that serves to promote professional development through education, leadership opportunities, networking, volunteer activities and fund raising. SOTA creates a professional culture that is member driven and facilitates communication between first and second year students, allowing all members to have the opportunity to contribute to the organization's yearly objectives.

Department of Public Safety

The Arkansas Tech University-Ozark Campus Department of Public Safety is committed to providing quality service and protection to students, faculty, staff, and visitors to the Ozark Campus. The Department of Public Safety maintains direct contact with the 911 Communications Center for all emergency services. The Office of Public Safety is located in Room 100 of the Collegiate Center.

To report an emergency, call 911. To report a non-emergency crime, call 508-3359 or 667-2117, come to the Office of Public Safety, or come to the Office Student Services (located in the Student Services and Conference Center). To report any emergency or crime, you may use the Emergency Call Stations strategically located at the north and east ends of campus. These call stations are red with a blue light at the top. Each is equipped with a video camera and two buttons. One button is for non-emergencies and contacts the Office of Student Services. The other button is for emergencies and contacts 911.

It is the responsibility of the Department of Public Safety to investigate all reports of criminal activity and accidents that occur on campus. In the event the Public Safety Officer is not on duty, the Ozark Police Department may be contacted through the Franklin County Dispatch at (479) 667-4127.

Disability Services for Students

Arkansas Tech University-Ozark Campus is committed to providing equal opportunities for higher education to academically qualified individuals who are disabled. The Disabilities Coordinator facilitates services and accommodations that enable students with disabilities to access the same opportunities as their peers with the greatest degree of independence possible. Students who require accommodations are encouraged to contact the Disabilities Coordinator in order to assess the student's needs and prepare a tailored plan of accommodation specifically addressing barriers to academics, activities, or access to facilities.

Students with disabilities attending Arkansas Tech University-Ozark Campus will be integrated as completely as possible into the university community. Arkansas Tech University-Ozark Campus does not offer a specialized curriculum for students with disabilities nor does it assume the role of a rehabilitation center. Tech does assume responsibility for modifying campus facilities and procedures to accommodate individual needs where reasonable and without posing an undue hardship on the institution.

Arkansas Tech University-Ozark Campus is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. The Disabilities Coordinator is located in the Technology and Academic Support Building, Arkansas Tech University-Ozark Campus, Ozark, AR 72949, and may be contacted through the Office of Student Services at (479) 667-2117.

Diversity and Inclusion

The Department of Diversity and Inclusion (DDI) focuses on enhancing and supporting the experiences of students within underrepresented populations. While promoting a campus environment and culture that celebrates inclusiveness and multiculturalism, DDI aims to support students from their first-year until graduation by executing equity over equality.

For more information, please visit our website at www.atu.edu/diversity or contact us by phone at 479-880-4358 or by email at diversity@atu.edu.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities, including sexual misconduct, pregnancy, STEM courses (science, technology, engineering, and math), and athletics. Arkansas Tech University does not tolerate sex discrimination and is committed to fostering a safe and caring environment where students, faculty, and staff can thrive in their educational and professional pursuits.

The Arkansas Tech University Sexual Misconduct Policy defines sexual misconduct as any sexual act which violates the criminal laws of the State of Arkansas or laws of the United States including, but not limited to, sexual assault (non-consensual sexual contact or intercourse), domestic violence, dating violence, and sexual exploitation. Sexual misconduct and sexual harassment are prohibited by the Sexual Misconduct Policy. The full policy can be found in the Student Code of Conduct and at https://www.atu.edu/titleix/sexual_misconduct.php.

Anyone who has experienced or witnessed sex-based discrimination at Arkansas Tech University is encouraged to report to Amy Pennington, Associate Vice President for Student Affairs/Dean of Students and Title IX Coordinator, by phone (479-968-0407), email (apennington@atu.edu), or in person (Doc Bryan Student Services Center, Suite 233). Support resources are available both on- and off-campus and are listed throughout the Title IX website (www.atu.edu/titleix).

Veteran Services

Arkansas Tech University-Ozark Campus is approved by the State Approving Agency (SAA) for Veterans training as a school (college, university, etc.) whereby veterans and veterans' beneficiaries may use educational benefits while working toward a degree. Eligible students should contact the financial aid office at Arkansas Tech University-Ozark Campus to obtain information regarding school attendance under the following programs:

- Title 5, Chapter 33, and Post 9/11 Veterans Educational Assistance Act.
- Title 10, Chapter 1606, Montgomery GI Bill for Selective Reserves;
- Title 38, Chapter 30, Montgomery GI Bill for Veterans;
- Title 38, Chapter 31, Vocational Rehabilitation and Employment (VR&E)
- Title 38, Chapter 32, Veterans Educational Assistance Program (VEAP);
- Title 38, Chapter 35, Survivors and Dependents Education;

Recently, Section 301 of Public Law 1115-251 further amended 38 U.S.C. 3679(c) to require that individuals using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E), also be charged the resident rate. Effective for courses, semesters, or terms beginning after March 1, 2019, a public institution of higher learning must charge the resident rate to chapter 31 participants, as well as the other categories of individuals described above. When an institution charges these individuals more than the rate for resident students, VA is required to disapprove programs of education sponsored by VA.

Veteran's Benefits

All students must be working toward an Associate of Applied Science degree or a Technical Certificate and should follow the curriculum outline for their objectives. Only specific courses in the student's major may be applied toward Veteran's Affairs (VA) certification and graduation.

Enrollment certification will not be sent to the Department of Veteran's Affairs until the person applying for veteran's benefits has been admitted to the University and prior credit evaluated. Students must request certification for each term to be certified and are responsible for notifying the certifying official of any changes in enrollment status or eligibility. Veterans may be given placement credit for prior military training by providing an official military transcript or DD-214.

All active duty military service persons and veterans eligible under the GI Bill as determined by the VA who are classified as "out-of-state" for tuition purposes shall receive a waiver of out-of-state tuition charges. Arkansas Tech University complies with Section 702 of the Veterans Choice Act. For additional information, please contact the Office of Student Services. See also "In-State Tuition for Military Personnel, Veterans and Dependents" in the Fees and Expenses section of this catalog.

Students may go to the Office of Student Services or call (479) 667-3111 if they have questions or need assistance in applying for their benefits.

[View a list of off-site locations for clinicals and internships for the 2018-2019 academic year.](#)

Academic Services

Facilities on Campus

Arkansas Tech University-Ozark Campus offers our facilities to both external and internal users for scheduling events. Beverly Nehus is the primary point of contact for all departments, groups, and individuals who are interested in reserving the use of facilities on the Ozark Campus. By centralizing the reservation process, we are able to provide efficient and effective service for scheduling an event.

The Ozark Campus works with students, faculty, administrative staff and external customers to reserve space on campus for their events. The most appropriate space for each event based on location, anticipated attendance, and time of year and day will be reserved.

As of January 2, 2018 Arkansas Tech utilizes Ad Astra Scheduler for all space reservations on both the Russellville and Ozark Campuses and Lakepoint Conference Center. Please use Firefox or Google Chrome as your browser. For more information or to schedule an event, go to <https://www.atu.edu/events/index.php>.

The Student Success Center

If you need tutoring for math or English composition, a computer on which to do homework, or a printer to print off an assignment, then the Student Success Center is the place for you. Our purpose is to provide academic support services that empower students to succeed.

If you need help with test anxiety, time management, or study skills, the Student Success Coordinator can work with you one-on-one. Feel free to contact him at (479) 508-3368 to set up an appointment.

Location: Technology and Academic Support Building, Room 140

Hours: 7:45 a.m. to 6:00 p.m., Monday-Thursday; 7:45 a.m. to 5:00 p.m., Friday

<https://www.atu.edu/ozark/ssc/SSC.php>

Scholarships

Students may receive only one Tech-funded academic scholarship in any semester. Scholarship funds may be used for tuition, fees, books, or any other educational-related expense. The amount of total funds received by each student will be contingent on the Arkansas Department of Higher Education Scholarship Stacking Policy, Arkansas Act 1180 of 1999.

Students must re-apply for scholarships each semester. Applications must be submitted online at <http://www.atu.edu/ozark/financialaid/otherfinaid.php>.

The scholarship application will apply for all of the institutional scholarships. Late or incomplete applications will not be considered. Letter of application and letters of recommendation may be submitted to the Ozark Financial Aid Office.

All students receiving a scholarship must be admitted to the university with a current Free Application for Student Aid application (FAFSA) on file before a scholarship will be credited to a student's account. Students who receive scholarship awards are responsible for knowing and understanding the scholarship requirements, rules, and deadlines. All applicants need to have applied and been accepted for admission to Arkansas Tech University-Ozark Campus in order to be considered for an Arkansas Tech University-Ozark Campus Scholarship.

Academic Scholarships

All academic scholarships are awarded on a competitive basis.

Students who receive scholarship awards are responsible for knowing the renewal requirements found online at <https://www.atu.edu/scholarships/renewal.php>. Receipt, continued receipt, or renewal of all academic scholarships is also contingent upon the student honoring the Arkansas Tech University Student Code of Conduct as well as local, state, and federal laws. Transfer, CLEP, AP, and IB credit cannot be used to qualify for scholarship renewal.

Academic Excellence Scholarship

Scholarships are awarded in the fall and spring semesters only. Student must have a minimum cumulative grade point average (GPA) of 3.00 to apply.

Chancellor's Scholarship

Scholarships are awarded in the fall and spring semesters only. Students must have a minimum cumulative grade point average (GPA) of 3.25 to apply.

ATU-Ozark Campus Scholarship

Scholarships are awarded for fall and spring semesters only. Any student with a minimum grade point average (GPA) of 2.50 and who demonstrates financial need may apply. Preference will be given to students experiencing financial hardship and who do not qualify for other aid.

High School to High Wage Scholarship

Scholarships are awarded for the fall semester only. Student must have a minimum cumulative grade point average (GPA) of 3.00 to apply and be a graduating senior and a first time entering freshman. Application deadline is April 1.

Transitions Scholarship

ATU-Ozark campus Students who have completed an ATU-Ozark campus Associate of Applied Science, Associate of General Studies, or Technical Certificate degree program with a minimum 3.25 cumulative college GPA are eligible to apply for a Transitions Scholarship to the ATU-Russellville Campus. Transitions Scholarships are competitively awarded and amounts vary. A student must enroll in and complete 15 or more hours with a 3.25 semester GPA for renewal of up to five semesters or completion of an undergraduate degree, whichever comes first. Please contact the ATU-Ozark campus for a scholarship application.

Foundation Scholarships

Arkansas Tech University Foundation Scholarships will be awarded if funds are sufficient. To be considered for an Arkansas Tech University Foundation scholarship where need is a determining factor, a Federal Financial Aid Application (www.studentaid.gov) must be on file in the Financial Aid Office. Federal and state regulations do not permit students to receive financial aid in excess of their cost of attendance. For complete details regarding scholarship stacking regulations, contact the Financial Aid Office.

Students who receive privately funded scholarships will be responsible for writing thank you notes. Expressing appreciation to donors for their interest in and support of higher education is an important part of receiving a scholarship.

Students may apply for foundation scholarships through their OneTech portal.

The Arkansas Tech University Foundation reserves the right to amend scholarship requirements and criteria.

Applying for Foundation Scholarships

The student is responsible for submitting the Foundation Scholarship Application and all required documentation listed in the scholarship criteria by the deadline stated on the application. The application is electronic through the student portal.

Alumni Support Scholarship

Scholarships are awarded for fall and spring semesters only. Applicants must be a single parent and demonstrate financial need.

Vanesa Briley Memorial Scholarship

Scholarships are awarded for fall only. Applicant must have a 2.0 GPA, be a high school senior, and be enrolled in a minimum of 12 credit hours per semester. Preference will also be given to applicants who do not have many other scholarship awards.

Randy Davis Memorial Scholarship

This scholarship will be awarded each spring that funds are sufficient to a student who meets the following criteria: a high school graduate or equivalent majoring in paramedic/emergency medical services at ATU-Ozark. Student must demonstrate high financial need and be a resident of Sebastian, Crawford, or Johnson County. Recipients may reapply for further consideration in subsequent years.

Harold "Sonny" Field Memorial Scholarship

Scholarships are awarded for fall and spring semesters only. Applicants must have a 2.0 GPA, be a Mountainburg High School Senior, enroll in classes immediately following high school graduation, and be enrolled in a minimum of 12 credit hours per semester in a technical program.

Hanes Brand Scholarship

Scholarships are awarded for fall and may be renewed in the spring semester. Applicants must be enrolled in a minimum of 12 credit hours per semester and have a declared major in a technical program.

Bennie Harris Scholarship

Scholarships are awarded for fall only. Applicants must have a 2.5 GPA, be enrolled in a minimum of 12 credit hours per semester, and demonstrate financial need.

Serelda Johnson Scholarship

This scholarship was established in memory of Serelda Johnson by her family and friends. It will be awarded each year that funds are available to a student who is a full-time freshman or sophomore majoring in Health Information Technology on the Ozark Campus and has demonstrated financial need. The award is for one semester and is not automatically renewable for the subsequent semester, but recipients are eligible to reapply.

William "Bud" and Kathey Rue Scholarship

Scholarships are awarded for spring only. Applicants must have a 2.5 GPA, be enrolled in a minimum of 12 credit hours per semester, and demonstrate financial need. Applications are to be submitted to the Financial Aid Office at the Ozark Campus.

Katherine Shaffer Scholarship

Scholarships are awarded for fall and spring semesters only. Applicants must have earned their GED through the Arkansas Tech University-Ozark Campus Adult Education program, have demonstrated financial need, and be enrolled in a minimum of 12 credit hours per semester on the ATU-Ozark Campus.

Elbert "Bo" and Mae Dell Sikes Memorial Scholarship

Scholarships are awarded fall and spring, based on funding. Applicants must have a 2.5 GPA, be enrolled in a minimum of 12 credit hours per semester, and be pursuing one of the following majors at ATU-Ozark: Automotive Service Technology, Collision Repair Technology, Air Conditioning and Refrigeration, Welding, or Industrial Control Systems.

Ted and Betty Williams Scholarship

Scholarships are awarded fall and spring, based on funding. Applicants must have a 3.0 GPA. Applicants must be enrolled in a minimum of 12 credit hours per semester and enrolled in a program of study on the Ozark Campus leading to a technical certificate or degree. Applicants must also have 12 hours completed toward a technical certificate or degree. Applicants will be selected based on financial need along with leadership qualities.

ABB Ozark Workforce Development Scholarship

Scholarships are awarded fall and spring, based on funding. Applicants must be enrolled in classes on the Ozark Campus whose field of study is related to manufacturing (computer science, logistics, automation technology, and computer technology). Each scholarship shall be awarded for one semester.

Privately Supported Scholarships

Arkansas Community Foundation Scholarships

Arkansas Community Foundation is a nonprofit organization that fosters smart giving to improve communities. The Community Foundation offers tools to help Arkansans protect, grow and direct their charitable dollars as they learn more about community needs. By making grants and sharing knowledge, the Community Foundation supports charitable programs that work for Arkansans.

<https://www.arcf.org/apply/scholarships/>

Arkansas Single Parent Scholarship Fund

Scholarships are awarded to single parents who have not yet completed a four-year degree with low to moderate income. Must live in one of the following counties: Crawford, Franklin, Johnson, Logan, Scott or Sebastian. For more information, visit <http://www.aspsf.org>.

Murray T. Harris Scholarship

Scholarships are awarded each June to students enrolled in an accredited allied health program. Must live in Washington or Benton County. For more information, visit www.mana.md/murray-t-harris-scholarship/.

Arkansas Department of Higher Education Programs

The Arkansas Department of Higher Education (ADHE) has various state scholarships that are available each year for qualified Arkansas students. The programs listed below are awarded and administered by ADHE. The application for all programs is now under a new universal application found online at <http://www.scholarships.adhe.edu/>. The application is titled "YOUiversal Application." You may visit the website or write Arkansas Department of Higher Education, 423 Main St., Ste. 400, Little Rock, AR 72201 or by calling (501) 371-2050.

Arkansas Academic Challenge Scholarship Program

The Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of their academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college. The application deadline is June 1. There are no income restrictions but students still must complete the Free Application for Federal Student Aid (FAFSA). The scholarship award amount will be determined annually in early Spring.

The scholarship provides awards to students based on the postsecondary institution's degree award level. For 2017-2018, the annual award amount for a 2-year institution will be \$1,000 for the first year. Arkansas Tech University-Ozark Campus students will be awarded at the 2-year annual award amount of \$3,000 for the second year. These amounts are subject to change pending changes in the Arkansas Challenge program.

Students are responsible for knowing and understanding the scholarship requirements and regulations. For all rules and regulations regarding the new Arkansas Academic Challenge Scholarship, visit the Arkansas Department of Higher Education's web site at: <http://www.adhe.edu/>. Students will need to contact the Arkansas Department of Higher Education in order to place their scholarship on hold, or if they have questions regarding classes, changing their scholarship, etc.

The Arkansas Department of Higher Education has a new "YOUiversal" application online for students to apply for the Arkansas Academic Challenge Scholarship and for various other scholarships.

Arkansas Future Grant (ArFuture)

The Arkansas Future Grant (ArFuture) will cover tuition and fees for qualifying certificate and Associate degree programs at Arkansas' public institutions. The grant applies to students enrolled in Science, Technology, Engineering and Math (STEM) or regional high demand areas of

study. Students must have either graduated from an Arkansas public school, private school, home-school or received a high school equivalency diploma; or verify that the student has resided within the state for the three (3) years immediately preceding application as well as meet one of the high school graduation or diploma requirements. Additional requirements and a list of qualifying degree programs can be found online at <http://www.scholarships.adhe.edu/scholarships-and-programs/a-z/> Applicants must complete the free Application for Federal Student Aid (FAFSA) and application by June 1.

Governor's Distinguished Scholars

The Governor's Distinguished Scholars Program will pay up to \$10,000 per year for tuition, mandatory fees, room and board to students who achieve 32 or above on the ACT or 1410 on the SAT, have a 3.50 academic grade point average, are a National Achievement Finalist or National Merit Finalist attending an approved Arkansas public or private college or university. The scholarship is renewable for up to three additional years provided the student meets the continuing eligibility standards. Application deadline is February 1 of high school graduation year.

Law Enforcement Officer's Dependents Scholarship

The Law Enforcement Officers' Dependents Scholarship (LEO) provides a waiver of tuition, fees, and room at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees, who were killed or permanently disabled in the line of duty. Application deadline is June 1.

Military Activation

Students who cease attendance at Arkansas Tech University without completing and receiving a grade in one or more courses due to military activation or deployment may receive compensation for the resulting monetary loss as provided by Act 85 of 2005. Please contact the Office of Student Services for information.

Teacher Opportunity Program (TOP)

The Teacher Opportunity Program (TOP) program offers reimbursement grants to cover tuition and fees, not to exceed \$3,000, for up to six (6) completed college credit hours per academic year to current Arkansas teachers and administrators seeking to further their education. Application deadline is June 1.

Service Member and Veteran Scholarships

Arkansas National Guard

Act 82 of 2005 provides a tuition and waiver assistance program for soldiers and airmen of the Arkansas National Guard. Members of the Arkansas National Guard should contact the Student Accounts Office for information.

Arkansas National Guard Tuition Incentive Program (formerly G-TIP)

The Arkansas National Guard Tuition Incentive Program (G-TIP) provides up to \$5,000 per year to Arkansas residents who are active members of the Arkansas Army/Air National Guard. Applications may be obtained from the unit commander.

Military Dependent's Scholarship

The Military Dependent's Scholarship Program provides a waiver of tuition, fees, and on-campus room and board to full-time students at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed or missing in action or who were prisoners of war or who are totally and permanently disabled. All applicants must also apply for and show acceptance or denial of the Federal dependent's Educational Assistance Program. Application deadline is June 1.

Other Sources of Assistance

American Indian Center (AIC)

The American Indian Center (AIC) helps to provide financial assistance for students seeking training opportunities. The student must have a Certificate of Degree of Indian Card (CDIB Card) and meet certain financial eligibility requirements. AIC helps students of Cherokee, Choctaw, Chickasaw, Creek and Seminole ancestry. Applications can be requested from the American Indian Center, 1100 N. University, Suite 143, Little Rock, AR 72207. AIC's telephone number is 1-800-441-4513.

American Opportunity, Hope and Lifetime Learning Credits

Students may qualify for the American Opportunity Credit and a Hope Scholarship Credit or Lifetime Learning Credit on the Federal Income Tax return. Students are mailed a 1098T form each year from the student accounts office. Qualified tuition and fees, excluding MPI, are the only eligible expenses which may be claimed by a qualified taxpayer. If a student receives financial assistance to pay the qualified tuition and fees, the taxpayer is not eligible for the credit.

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, an independent 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 student eligibility. Contact telephone number 479-783-1854.

Arkansas Rehabilitation Services

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.

Faculty/Staff Waiver

Faculty, staff, and dependents may be eligible to receive a waiver for their tuition and/or fees. In order to receive the waiver, faculty, staff, and dependents must have a current FAFSA on file.

Native American Out-of-State Waiver

Arkansas Tech University offers in-state tuition rates to Native American students in other states belonging to tribes which formerly lived in Arkansas, before relocation, and whose names are on the rolls of tribal headquarters. Tribes thus identified include the Caddo, Cherokee, Chickasaw, Choctaw, Creek (Muskogee), Delaware, Kickapoo, Osage, Quapaw, Shawnee, and Tunica. Students who qualify for in-state tuition for fee purposes may apply for freshman academic scholarship. For more information contact the Financial Aid Office at (479) 667-3111.

Over 60 Tuition Waiver

Students who are sixty or older on the first day of class may have tuition and fees waived upon completion of certification of eligibility. **Students must notify the Financial Aid Office each semester of the number of enrolled hours which need to be waived.** Applications are available in the Ozark Campus Financial Aid Office. Students must have a current FAFSA on file in order to have tuition and fees waived through the Over 60 Tuition Waiver.

Vocational Rehabilitation Assistance

Persons who have substantial handicap to employment as a result of a permanent disability may receive, at no cost to themselves, vocational counseling and some financial assistance toward the cost of their college training when the vocational objective of the disabled person is approved by the Vocational Rehabilitation Counselor. These services are available through the Division of Rehabilitation Services, 1401 Brookwood Drive, Little Rock, Arkansas 72203. Application for assistance or request for information about the program may be made to that address or to a local rehabilitation counselor.

Workforce Investment Act

The Workforce Investment Act (WIA) is a Federal program 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. Information concerning the programs of study available to WIA eligible candidates may be obtained from the Arkansas Tech University-Ozark Campus Financial Aid Office of Student Services or call (479) 667-3111.

Administrative Services

Student Financial Aid

The primary purpose of student financial aid at Arkansas Tech University 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 University must consider the financial support which may be expected from the income, assets, and other resources of the parents and the student as reported on the Free Application for Federal Student Aid (FAFSA). Aid awards by the University 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 University's equal educational opportunity policy. The University does not participate in individual financial aid agreements with other institutions.

Application forms for all types of aid may be obtained from the Financial Aid Office in the Student Services and Conference Center or on the Financial Aid website at www.atu.edu/ozark/financialaid.

Cost of Attendance

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. Federal regulations allow the cost of a computer to be added to the cost of attendance one time during the college 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 the student's submission of an itemized paid-in-full receipt. 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. There is no guarantee this adjustment will increase aid eligibility. For more information, contact the Ozark Campus Financial Aid Office: (479) 667-3111.

Scholarship Stacking Policy

Act 1180 of 1999 prohibits postsecondary institutions from using public funds in a student aid package which may contain a combination of state, institutional, private and federal funds, including Veteran's benefits, which exceeds the cost of attendance at the institution. Arkansas Tech follows the Arkansas Department of Higher Education regulations by reducing scholarship amounts which cause awards to exceed cost of attendance. Scholarships awarded by Tech will be reduced before other scholarships. In absence of direction from a private donor, private scholarship funds over \$500 will be credited to the first semester attended unless they cause an over-award for the semester. In these cases, the scholarship will be divided equally between the fall and spring semesters. In the event of an over-award from private funds, other aid will be reduced in the order listed in the Fees & Expenses section of this catalog. For more information on the scholarship stacking policy, contact the Ozark Campus Financial Aid Office: (479) 667-3111.

Academic Policy for Students Receiving Federal Student Financial Aid

This policy applies to funds received through the Federal Pell Grant, the Federal Work Study, the Federal Supplement Educational Opportunity Grant (FSEOG), the Federal Subsidized Direct Loan, the Federal Unsubsidized Direct Loan, and the Federal Parent Loan (PLUS) for Undergraduate Students programs.

This policy will be applied automatically and without favor or prejudice. With the exception of certificate and clock hour students, all federal aid recipients' progress is reviewed annually at the end of each spring semester, upon the receipt of each new financial aid application, and upon a student's full withdrawal from a semester. Certificate and clock hour students are reviewed at the end of each semester, upon the receipt of each new financial aid application, and upon a student's full withdrawal from a semester.

Any appeal of this policy must follow the instructions on the appeal form and be sent to the Financial Aid Office in person or by mail to 105 West O Street, Suite 206, Russellville, AR 72801, by e-mail to fa.appeals@atu.edu, through the link on OneTech, or by fax to 479.968.0857. Attach any applicable documentation, and send to the Financial Aid Academic Policy Appeal Committee prior to the deadlines listed below in order to be considered for the term. A maximum of 2 appeals may be submitted. A student must attend without financial aid for a period of one academic year to be eligible to appeal for a third time.

Students who have filed a successful appeal will be placed on an academic plan which will be monitored each semester throughout the course of the plan. Individual students will be reviewed within the semester if notification of a grade change is received by the Financial Aid Office. Financial aid will not be paid retroactively for any semester's lost eligibility.

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

Students will receive a letter outlining the appeal process procedure and deadlines by which to submit appeal.

The decision of the appeal committee is final.

Changing Majors

When students change majors they are required to continue meeting all sections of this policy. If the major change causes the student to exceed the maximum number of hours attempted, they may appeal. The cumulative grade point average will still be considered as the student's grade point.

Financial aid will not be paid for classes which are not required for the student's listed major.

Institutional Academic Suspension

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 re-enroll with the approval of the appropriate college dean.

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

Withdrawals/All "F" Grades

Federal regulations require a calculation to determine how much aid, if any, must be returned to the Federal program when a student withdraws or receives all grades of "F". Students who must repay funds will be notified of the amount by the Financial Aid Office within 45 days of grades posting. These repayments must be made through the Student Accounts Office. The student will be ineligible to register for additional courses until the required payments are made.

First Undergraduate Degree

A student is required to pass 67% of all attempted hours. This is calculated as shown: $\text{Hours passed} \div \text{by hours attempted} = 67\% \text{ or greater}$. Note: Accepted transfer hours are counted as both attempted and earned and are considered in this calculation. Students granted academic clemency will have all semesters attended counted on the basis of attempted hours.

Incomplete, repeat, and audit classes are counted as hours attempted, but do not increase hours earned. When a class is repeated, the best grade earned will be counted in the cumulative grade point average although all attempts are recorded on the student's academic record. A student may not repeat a course in which the highest grade possible has already been earned. Federal financial aid will pay for only one repeat of a class with a grade of "D" or better. If an incomplete grade is not replaced by an earned letter grade by the end of the next regular semester, it will become a grade of "F" and will be considered in the next regular determination of policy progress.

A student must receive a bachelor's degree by the end of 180 attempted credit hours, an associate's degree by the end of 90 attempted credit hours and a certificate by the end of 45 attempted credit hours. Allowances will be made for semesters involving required remedial course work, associate's degrees which require more than 60 earned hours, and certificates which require more than 30 earned hours. All semesters attended will be counted whether a student received financial aid during the semester or not. Clock hour students must complete their program by the end of 150% of the published length of the program.

Students granted academic clemency will have all semesters attended counted on the basis of attempted hours.

Required Grade Point Average for First Undergraduate Degree

With the exception of certificate and clock hour students, all students must have a minimum cumulative grade point average (GPA) of 2.0 at the end of their fourth and all subsequent undergraduate semesters or "equivalent transfer semesters". (Transfer students will be assigned an "equivalent semesters attended" based on the number of hours accepted by the Office Student Services.) Certificate and clock hour students must have a cumulative GPA of 2.0 at the end of their second and all subsequent semesters. No appeal will be granted for anyone in violation of the required cumulative 2.0 GPA. Students granted academic clemency will have a "financial aid GPA" based on all hours completed and will not receive aid until that GPA reaches at least 2.0.

Any student who fails to meet the required 2.0 GPA will be reinstated once the required GPA is met. However, financial aid will not be paid retroactively for any aid lost because of this requirement. It is the student's responsibility to notify the Financial Aid Office when they have attained the required GPA.

Subsequent Credentials

Any second undergraduate degree or certificate must be completed by the end of 45 additional attempted hours. Any subsequent bachelor's degree must be completed by the end of 70 additional attempted hours.

Full-time students must earn an average of twelve hours per semester; part-time students must earn the hours for which they enroll each semester.

Required Grade Point Average Subsequent Credentials

Students must maintain a 2.0 G.P.A. each semester.

Application for Federal Student Aid

General - Students use the Free Application for Federal Student Aid (FAFSA) (File online at www.fafsa.gov) and list Arkansas Tech University, Russellville AR (001089) as one of the schools to receive information. Students will use prior-prior year tax information for the FAFSA application that is open October 1 for the following aid year. Federal Student Aid includes grants, loans and work study.

Deadline - To receive equal consideration, a student must have a complete application on file by January 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 June 1 to ensure aid availability at the beginning of the fall semester (may not affect admission).**

Federal Pell Grant

The Federal Pell Grant provides direct grants from the government to the undergraduate student for educational expenses. The student does not have to repay the amounts received, unless the semester for which a grant is received is not completed or the student receives grades of all F(s).

Under current guidelines, only students who have never received a bachelor's degree and who have not already received the equivalent of twelve full-time semesters of the grant are eligible for the Federal 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.

The amount of Federal Pell Grant funds a student may receive over their lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100 percent, the six-year equivalent is 600 percent. If a student's Lifetime Eligibility Used (LEU) equals or exceeds 600 percent, they may no longer receive Pell Grant funding. Similarly, if a student's LEU is greater than 500 percent but less than 600 percent, while they will be eligible for a Pell Grant for the next award year, they will not be able to receive a full scheduled award.

Federal Supplemental Educational Opportunity Grant

The purpose of the Supplemental Educational Opportunity Grant (SEOG) is to provide additional funds to qualified students who have exceptional need determined by the FAFSA application. Each grant is awarded according to federal guidelines and is offered on a first come first serve basis.

Student Employment

When funds are available, the University uses student employees when practical, 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 and the institutional Non-Work-Study Program. To be eligible for student employment, the student must be enrolled at least half-time, adhere to the academic progress policy, maintain satisfactory employer-employee relations and have conduct and personal appearance which reflects positively on the student and the University. Prospective student employees can visit the website or check job postings located in the Technology and Academic Support building.

Federal Direct Education Loans

Students may borrow money to help defray the cost of attendance at postsecondary institutions through the Direct Student Loan Program. Federal regulations require a delayed disbursement of thirty days for all first-year, first-time borrowers. All students must be enrolled in a minimum of six semester hours to receive loans. Arkansas Tech University-Ozark Campus offers students two loan choices, the Direct Subsidized Loan and the Direct Unsubsidized Loan. A student must complete a FAFSA application to receive these loans. The total borrowed under each program may not exceed the student's yearly maximum under federal regulations.

Federal Direct PLUS Loans

Parents of students may borrow annually the amount of the student's cost of attendance minus other aid for each child who is a dependent undergraduate student enrolled at least half time with a completed FAFSA on file. Federal Direct PLUS Loans require a separate application and credit check. The interest rate is determined each June with the borrower beginning payment within sixty (60) days after the full disbursement of the loan. All loan checks will be written as co-payable to the parent and the educational institution.

Federal Direct Subsidized Loans

The Federal Direct Subsidized Loan program authorizes loans up to \$3,500 per year for first-year undergraduates and all certificate students and \$4,500 for second year students. Under this program, a student must have sufficient financial need determined by the FAFSA application to receive a Direct Subsidized Loan. The limit on federal subsidized loans is 150 percent of the published program length. The interest rate is determined each June.

Repayment of principal and interest ordinarily begins six months after the student leaves school or ceases to be at least a half-time student. However, interest will begin to accrue as of the date the student ceases to be at least half-time. The amount of the monthly payments will be based on the total amount borrowed.

Federal Direct Unsubsidized Loans

The Federal Direct Unsubsidized Stafford Loan program has the same loan limits and deferments as the Federal Direct Subsidized Loan program. However, the student does not have to demonstrate financial need to qualify and must either pay the interest while in school or have it capitalized for repayment with the loan principal. The Interest rate is determined each June. Repayment of principal and accrued interest ordinarily begins six months after the student leaves school or ceases to be at least a half-time student. The amount of the monthly payments will be based on the total amount borrowed.

Barnes & Noble College at Arkansas Tech-Ozark

Your campus bookstore is located in the Alvin F. Vest Student Union. The Ozark Campus Bookstore carries all required course materials including a large selection of textbooks for sale and rent. The Bookstore also price matches Textbook Brokers Russellville, Amazon.com, and bn.com (must be shipped and sold by Amazon and Barnes & Noble).

There are many other items available to purchase at the bookstore including Tech gear and apparel. School supplies, electronics, and more are also available.

Information about required course materials and additional program costs can be accessed in the bookstore, financial aid office and online.

Textbook Refund Policy

The Bookstore will issue full refunds in the original form of payment for textbooks purchased at the Bookstore if returned in the original condition, with an original receipt and within the first week of classes. Within 30 days of the first day of classes, textbooks will be refunded with an original receipt and with a valid proof of add/drop.

Buy Back Policy

The Bookstore will buy back some textbooks at the end of each semester (fall, spring, and summer) during finals week. Rentals are due at the end of each semester they are issued, on the last day of finals. Fees for rentals not returned will be charged three days following the due date.

Additional information concerning the Ozark Campus Bookstore may be obtained by calling (479) 508-3337 or by faxing (479) 667-1079.

REGULATIONS & PROCEDURES

All students must give prompt attention to communications from faculty and staff members of the University. OneTech is the official University communication to students, however, students may be contacted by other means as necessary.

Academic Integrity

Both the professor and students are responsible for creating an environment that enables all students to reach their academic potential. The classroom is under the control of the professor who will give students a statement of his or her classroom expectations and policies in a syllabus at the beginning of the semester. The term "classroom" as used in this Academic Integrity Policy includes face-to-face, hybrid and online classes. It is not restricted to classrooms on or off campus but also includes playing fields and laboratories, as well as University computer areas on or off campus as well as field trips associated with class-related matters. Students will conduct themselves in a non-disruptive and civil manner when attending classes and other events associated with Arkansas Tech University.

If any instructor, student, or staff member has compelling facts and evidence an individual has violated any category of academic integrity, that instructor, student, or staff member must report the suspected violation(s) to Academic Affairs using the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior found at <https://www.atu.edu/academic-integrity>.

Academic Misconduct

The faculty must also accept a responsibility to clarify and interpret for the students matters of academic misconduct especially those concerning the student's classroom behavior. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as talking to students, unnecessary interruptions, attempting to monopolize the professor's attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class.

Involvement in such activities as conspiracy or breaking and entering is to be reported to the Campus Safety Officer for appropriate action through regular institutional disciplinary channels.

Academic Probation

Students will be placed on academic probation whenever their semester grade point falls below 2.00 unless the cumulative grade point is 2.00 or higher. These criteria also apply to entering transfer students. Removal of probation will be accomplished by raising the cumulative grade point to 2.00 or higher.

Freshmen students who in a probationary semester fail to remove themselves will continue on probation for the following semester. Sophomore, junior and senior students who in a probationary semester fail to remove themselves but achieve a 1.75 semester grade point will continue on probation for the following semester unless the academic suspension policy applies.

Academic Suspension

Suspension will be automatic for sophomore, junior and senior students who in a probationary semester fail to achieve a 1.75 semester grade point: or who fail to remove themselves from probation within three successive full semesters. Students may combine summer term grades at Arkansas Tech with those of the spring semester immediately preceding in order to establish eligibility for retention in college.

Suspension means that the student will not be allowed to attend Arkansas Tech the succeeding regular semester. After one regular semester the student may be eligible for readmission on academic probation. Students receiving a second academic suspension will be eligible to seek readmission one year from the date of suspension. Students who believe there are extenuating circumstances which would justify earlier readmission must appeal to the Chief Student Officer for a hearing. Students who meet the semester/year stipulation must file a request for readmission with the Office of Student Services. Readmission does not reestablish financial aid eligibility.

Students on academic suspension who wish to transfer to Arkansas Tech University-Ozark Campus may be granted the opportunity to be conditionally admitted on academic probation.

Adding/Dropping Courses

The deadline for adding courses or changing courses or sections is given in the [Academic Calendar](#); thereafter, changing to audit or dropping a course are the only changes permissible. Courses officially dropped after the official attendance date and through the thirteenth week of a fall or spring semester will be recorded with a grade of "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 the Office of Student Services after obtaining 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. Please note: 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 "WN."

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 subject to the same regulations as other students with regard to registration and attendance, but they do not take examinations or 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 the official drop/withdrawal procedures stated in this section of the catalog.

On-Line Courses

Students who enroll in on-line course offerings will be responsible for the technology requirements for the class which may include access to a computer, Internet capabilities, and software applications. Students may utilize on-campus computer labs and the library subject to availability. Because there is no physical attendance in an on-line class, to be considered "attending", students will be required to complete the Federal Attendance Module on Blackboard or an initial assignment within a specified number of days. Failure to do so may result in the student being dropped for non-attendance.

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 "WN".

Class Enrollment Status

The minimum credit hour load for classification as a full-time undergraduate student in any term is 12 undergraduate credit hours. Classification as a three quarter time is 9-11 undergraduate hours; half time is 6-8 undergraduate hours; and less than half time is 1-5 undergraduate hours.

Class Load Policy

A student can expect to spend 2-3 hours outside the class (for studying, homework, preparation, etc.) for each hour in the class. This means that a student can expect to spend 24-36 hours studying for a 12 semester credit hour load. It is therefore recommended that a full-time student enroll in no more than 18 hours per semester. 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. 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.

Classroom Behavior

Each member of the Arkansas Tech University community assumes an obligation to conduct her/himself in a non-disruptive manner in the classroom. If a student is being disruptive, the instructor will address the situation, discussing behavioral expectations moving forward, and emphasize possible consequences for failing to comply. If the disruptive behavior persists, the student may be suspended on an interim basis from the class. Instructors may report excessive and/or repeated disruptive behavior through the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior. This process includes an appeals process students may use to challenge perceived violations or excessive penalties. Students who exhibit disruptive behavior may also be referred to the Chief Student Officer.

Course Overload

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 summer term (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 college if in the last semester before graduation. The maximum overload permitted in any college by an approved petition is a load totaling 24 hours for a fall, spring or summer term. Overloads over 21 hours will be subject to review by the Office of Student Services.
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Class Standing

Students with fewer than 30 semester hours are classified as freshmen, students with 30 through 59 semester hours as sophomores, students with 60 through 89 hours as juniors, and students with at least 90 hours as seniors.

Clemency

In accordance with ACT 1000 of 1991, an undergraduate student who has previously attended Arkansas Tech University or Arkansas Tech University-Ozark Campus may apply to have the grades and credits earned for one or more consecutive terms or semesters removed from his/her grade point average providing the following criteria are met.

After re-entering Arkansas Tech Ozark, following a separation of at least three years, a student may request academic clemency at the Office of Student Services. The student must specify the term or consecutive terms for which academic clemency is desired. The period of separation may be waived in the case of impending graduation. Academic clemency may be granted only one time and is irreversible. If the request is approved, academic clemency will cover all credits earned during the term or terms for which academic clemency is requested. The student's complete record will remain on the transcript with the added notation of "academic clemency granted" and the effective date.

Academic clemency does not restore eligibility for student financial aid or scholarships.

Conduct

Arkansas Tech University is dedicated to learning, the advancement of knowledge, and the development of ethically sensitive and responsible persons.

Achieving these goals through a sound educational program and by implementing student conduct policies that encourage independence and maturity is a priority. Each member of the Arkansas Tech University community assumes an obligation to obey all rules and regulations made by properly constituted authorities, preserve faithfully all property provided for his or her education, and fulfill his or her duties as a student with diligence, fidelity, and honor.

Arkansas Tech University students are responsible for understanding all rules, regulations, and policies that shape the structure of our campus community. Students should read, understand, and follow the rules and regulations outlined in the Student Handbook and Student Code of Conduct as well as those outlined in the Ozark Campus, Undergraduate, or Graduate Catalogs.

In compliance with the Constitution of the State of Arkansas, the Arkansas Tech University Board of Trustees is vested with authority to make regulations and policies, consistent with the laws of the land, for Arkansas Tech University. The Student Handbook is located online at <https://www.atu.edu/studenthandbook>. Students seeking interpretations of provisions within the Student Code of Conduct may contact Richard Harris, Chief Student Officer at rharris1@atu.edu or 479 667-3433.

Honor Rolls

Students whose grade point at the end of each semester is 4.00 will be placed on the Chancellor's Roll for outstanding scholarship, given a certificate to recognize their achievement, and will be recognized through appropriate news media. Students whose grade point at the end of each semester is 3.50 or better will be placed on the Honor Roll. Recognition will be accorded these students through appropriate news media.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- 1 .The right to inspect and review the student's education records within 45 days after the day Arkansas Tech University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2 .The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Arkansas Tech University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Arkansas Tech University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Arkansas Tech University.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Arkansas Tech University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that Arkansas Tech University may make, without consent, under this federal law.

FERPA permits the disclosure of PII from student's education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student -

- To other school officials, including teachers, within Arkansas Tech University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. §99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)).
- Directory information at Arkansas Tech University consists of the student's name, home town, electronic mail address, major field of study, enrollment status (undergraduate or graduate, full-time or part-time), date of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received.
- "Dates of attendance" as used above means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.
- This information may be made available upon request to members of the general public.
 - If a student on the Russellville campus wishes for this "directory" information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, he or she should notify **Dr. Keegan Nichols, Vice President for Student Affairs** at knichols@atu.edu or **479-968-0238**.
 - If a student on the Ozark campus wishes for this "directory" information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, he or she should notify **Mr. Richard Harris, Chief Student Officer** at rharris1@atu.edu or **479-667-3433**.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Grading

Final grades are reported to the Registrar's Office at the end of the semester. Midterm grades are reported for freshman and sophomore students only. 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 set a reasonable time limit within the following semester in which the work must be completed. 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, 1 point; F, 0 points; WN, 0 points.

A grade of "Pass" for pass/fail courses is not calculated in the grade point average, but does count in earned hours. A grade of "Fail" for these courses is calculated in the grade point average as 0 points.

Graduation

Please refer to the section entitled "[Graduation Requirements](#)" for information pertaining to degree audit, application for graduation, and other graduation requirements.

Repeated Courses

Students may repeat courses they have taken at Arkansas Tech University-Ozark Campus for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University-Ozark Campus and (2) subject to the following provisions. For repeated courses, only the grade from the best attempt of the repeated course is calculated into a student's cumulative grade point although all grades and all attempts are recorded on the student's academic record. **Students may not repeat a course in which the highest grade possible has already been earned.** Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

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.

In accordance with A.C.A. 25-17-307, the Board of Trustees of Arkansas Tech University establishes the following rules and regulations for the registration, operation, and parking of motor vehicles on Arkansas Tech University campuses. These rules and regulations are binding on all members of the faculty, staff, student body, classified personnel, and others utilizing the lands owned or controlled by Arkansas Tech University. Lands owned or controlled by Tech will henceforth be known as the CAMPUS for the purposes of clarification in this brochure.

Arkansas Tech Department of Public Safety officers are constituted peace officers by A.C.A. 25-17-305, by action of the Board of Trustees, and under the laws of this state possess all the authority provided by law for city police and county sheriffs to be exercised as required for the safety and protection of the University community. Enforcement of traffic regulations on the Tech campus is the responsibility of the Department of Public Safety. All drivers will observe and obey the orders of the Department of Public Safety officers while such officers are engaged in the performance of their respective duties. This includes producing and rendering identification and permits requested.

YOU ARE RESPONSIBLE FOR COMPLYING WITH ALL RULES AND REGULATIONS.

REGISTRATION OF VEHICLES

Registration shall be accomplished at the time of regular registration for the fall, spring or summer semesters at the Office of Student Services or at locations and times specified.

Students must purchase a parking permit that can be used on any vehicle that is registered under the student's name. Vehicles are defined as any self-propelled vehicle having two or more wheels.

All vehicles on Tech campuses are required to register and display a current parking permit.

Permits are valid from August 15 one year through August 15 of the next year. After securing a permit at the Office of Student Services, charges are assessed to the individual's account at the Office of Student Accounts.

Permits must be displayed by hanging on the rear view mirror so the number can be read through the front windshield from the outside; they may not be taped on the vehicle or laid on the dash or seat. These permits can be moved from vehicle to vehicle.

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 University.

Only one permit per individual can be purchased unless the prior permit was lost or stolen. The lost or stolen permit will be invalid. There is no refund for permit cost. Permits are full price for replacement.

Summer term permits will be one-half the original cost.

Falsifying registration information, such as buying permits for another person in his/her name will be fined \$ 20.00. Also, the person who allows another individual to purchase a permit for him/her will be fined \$20.00.

Charges will be assessed at the time of registration of the vehicle as follows for all faculty, staff and students and other non-Tech employees.

A \$15.00 for the calendar year (August 15 through August 15)

B \$15.00 from the beginning of the second semester through August 15

Permit fees are non-refundable

Restricted Parking Areas

YELLOW CURBS RESTRICTED PARKING

No parking at yellow curbs at all times.

FIRE ZONES

No parking in fire zones as marked.

RED

No students or ineligible employees between 7:30 a.m. and 5:00 p.m. Monday through Friday.

BLUE/WHITE

Designated disability parking zones. This includes ramps as well as parking spaces.

SIGNS

Restricted by signs posted.

ANY ATHLETIC OR DRILL FIELD

No parking at any time. These will not be posted. Arkansas Tech University reserves the right to set aside areas as necessary for special events in all parking areas of the University. The University further reserves the right to temporarily block certain streets as necessary without notice to the public.

TOWING AND IMPOUNDING OF VEHICLES

The University reserves the right to immobilize, tow and/or impound any vehicle that is parked on University property in such a way as to constitute a serious hazard; or any vehicle owned by a violator having three or more violations in any academic year. The Department of Public Safety may direct an authorized commercial garage to carry out any towing action. Violators will be responsible for paying all costs for removal, impounding and storage of such vehicles. Vehicles may be held until all charges are paid.

PAYMENT OF VIOLATIONS/FINES

A person receiving notice of a parking or traffic violation should go to the Office of Student Services to pay the fine placed against his/her account. The office is closed Saturdays, Sundays and holidays. Check the PARKING AND TRAFFIC REGULATIONS for a listing of all fines for violations.

MOVING VIOLATIONS

Moving violations include all traffic laws as stated in the Arkansas Motor Vehicle and Traffic laws and State Highway Commission Regulations. The official Tech parking citation notice placed on vehicles will be sufficient as summons for violation of these rules and regulations. In lieu of a University citation, the violator may be issued an Additional violation. Rules are as follows:

- 1 .Speed limit on campus is 20 mph unless otherwise posted.
- 2 .No U-turns
- 3 .Yield the right-of-way to all pedestrians in campus crosswalks.

ACCIDENTS

All traffic accidents occurring on the campus or grounds controlled by the University must be reported immediately to the Department of Public Safety by calling on campus 479-508-3359. If you are unable to contact anyone at that number, call 911 and your call will be directed to the nearest Law Enforcement Agency.

DISABILITY PARKING

As required, a number of parking spaces have been set aside for use by handicapped individuals only. Each space has been marked with signs and/or blue and white paint on the space. Only individuals who have been issued, and are displaying, a disability license plate or placard issued by the State of Arkansas are permitted to park in spaces marked with blue and white stripes. Vehicles must also have valid Tech permit. License plates, decals and placards may be obtained from the State Revenue Office. Transfer of a disability license or placard is a violation of the Arkansas state law. The offender will be ticketed accordingly.

SPECIAL EVENT PARKING

Contact the person in charge of facilities use at 479-667-2117.

VISITOR PARKING

Visitors are always welcome on campus and may park in any non-restricted area. Currently enrolled students or employees are not considered visitors. Visitors, please secure a visitor's permit at no cost at the Office of Student Services. If a visitor is issued a citation, please visit the Office of Student Services to have the citation removed..

MOTORCYCLES AND MOTORBIKE

Motorbikes, motor scooters, motorcycles and bicycles must be operated only on streets normally designated for auto-mobile use. A permit must be displayed if parked on campus or an optional decal may be affixed to the left front fork.

APPEALS

All appeals will be dealt with according to the rules and regulations stated in this booklet. All appeals must be made within three school days. Appeals made after three school days will not be considered. All faculty, staff and students appeals should follow the above procedures. Appeals forms are available at Department of Public Safety.

PARKING REGULATIONS

All parking regulations will be enforced 7 days a week, 24 hours a day.

- 1 .The responsibility for finding a legal parking space rests with the vehicle operator.
- 2 .Lack of space is not a valid excuse for violating a parking regulation.
- 3 .Standard parking/traffic regulations and definitions, as enacted in the Arkansas Motor Vehicle and Traffic Laws and State Highway Commission Regulations will be rigidly enforced on the Tech campus at all times, including legal holidays and the time between semesters when classes are not in session.
- 4 .Violators of established Parking and Traffic Regulations may be issued a Uniform Traffic Ticket payable in Municipal Court in Ozark, Arkansas, in lieu of Tech citation.
- 5 .Violation notices will be affixed to the motor vehicle or presented to the driver. Payment may be either mailed or paid in person at the Office of Student Services.
- 6 .Vehicles are considered parked when left standing, stopped or unattended for any period of time.
- 7 .It is illegal to re-use a ticket.
- 8 .Pedestrians have the right-of-way at designated crosswalks at all times except at signal-controlled intersections where pedestrians will be expected to comply with the signal.
- 9 .Students, faculty and staff members are expected to be familiar with and abide by the regulations at all times. The fact that any vehicle does not receive a violation notice while his/her vehicle is parked or operated in violation of any regulation or law does not mean or imply that such a regulation or law is invalid.
- 10 Due to evolving changes, signage will supersede zones as marked on the map.
- 11 Vehicles are assumed abandoned if left parked and stationary for a period of two weeks. Such vehicles will be towed at the owner's expense.
- 12 School buses and other large vehicles, as well as special purpose vehicles, are required to park in areas designated by the Department of Public Safety.
- 13 You are responsible for all violations by a vehicle displaying a permit issued in your name. If you lend your car, proper operation of the vehicle is still your responsibility.
- 14 Only one type of Tech permit is to be displayed on a vehicle at a time.
- 15 Obey regulatory signs and barricades established by the Department of Public Safety.
- 16 Vehicles will not be operated on the Tech campus without required safety equipment prescribed by the vehicle code of the State of Arkansas.
- 17 Vehicles parked in parallel parking spaces must be parked with the passengers' door to the curb with flow of traffic.
- 18 Vehicles will be parked within designated parking boundaries and in no case shall they overlap into or onto roadway, crosswalk or sidewalk. The fact that other vehicles are parked improperly shall not constitute an excuse for parking with any part of the vehicle over the line.

19The time limit on 15 minute zones will be observed at all times.

20A traffic ticket or any other communication from a Department of Public Safety officer, while in the performance of his duties, is considered to be an official University notice. Failure to respond will make the recipient subject to disciplinary action.

21If a permit is not visible to the officer while his is issuing a citation, the citation will be for no current permit. If, in the course of issuing a citation, the officer discovers the permit, he has the discretion to downgrade that ticket to improper display only.

22Windshields, side wings, side or rear windows may not be obstructed with any sign, sun shield, sun visor, poster or other transparent material other than a certificate or sticker required by state law or campus regulations. This will include writing on vehicle windows with shoe polish.

23No boats, campers or trailers allowed to park on campus.

GENERAL INFORMATION

1 .Operating a motor vehicle in any manner which may create a disturbance on campus may be considered a traffic violation. This includes excessive use (determined by city ordinance or officer's discretion) of boom box, stereo, horn, illegal exhaust systems, squealing of tires or placing pedestrians or other drivers in a hazardous situation.

2 .All personnel, including visitors, are expected to adhere to all campus and state regulations regarding safety procedures.

3 .Arkansas Tech University cannot and does not assume the obligation of providing parking spaces for all vehicles at all times.

4 .Arkansas Tech University does not assume responsibility for the care and protection of any vehicle or its contents while said vehicle is operated or parked on the campus or lands controlled by the University.

5 .Vehicles that do not qualify for registration or "approved as safe" by the State of Arkansas are not permitted on the campus at any time. Disabled and abandoned vehicles will be turned over to the State Police for disposal according to law.

6 .Mechanical work other than minor repairs such as replacement of vehicle battery or flat tires will not be permitted on the Tech campus. Exception will be given to students working under the direction of the Automotive Service Department.

7 .Arkansas Tech University reserves the right to restrict or revoke the use of an automobile on campus to anyone if the use of that vehicle is thought to be detrimental to the academic achievement of any student or if the person has abused the privilege of operating said vehicle on or off campus.

8 .It shall be the responsibility of any driver of a disabled vehicle (i.e. dead battery, out of gas, keys locked in car, etc.) to immediately notify the Department of Public Safety of the problem and location of the disabled vehicle. Failure to make notification may result in the vehicle's being either towed or given a ticket. Abandoned vehicles shall be towed at the owner's expense.

9 .Flagrant disregard of campus parking and traffic regulations will result in the vehicle being towed to storage and parking privileges on campus revoked. Towing and storage charges will be assessed prior to the release of the vehicle to the owner.

Board of Trustee approval is requested for the following Parking Violations and Fines on the Ozark Campus.

Violation	Fine
Warning	\$00.00
Failure to display current permit	\$20.00
Unauthorized Handicapped Parking	\$100.00
Parking Where Prohibited by Signs	\$20.00
Parking in and Unauthorized Zone	\$20.00
Blocking	\$20.00
Failure to Stop or Yield Right of Way	\$25.00
Reckless Driving	\$50.00
Speeding	\$35.00

Any rates or fines contained in this document are subject to change.

Verification of Student Identity

Verification by the university of the identity of students who participate in university-offered distance (on-line) classes or coursework is done by utilizing a secure login and pass code. Sharing of a student's secure login or pass code is a violation of the Academic Dishonesty policy.

Withdrawals

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure which requires submitting a written request 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.

University Policy

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

TRIO STUDENT SUPPORT SERVICES

TRIO Student Support Services at Arkansas Tech University - Ozark Campus offers, to those who qualify, help with overcoming the barriers that first-generation, low-income and students with disabilities face in the classroom and collegiate environment. Student Support Services provides students with services and resources needed to be successful in the classroom and beyond.

Student Support Services provides a framework for building and enhancing academic skills, career development, financial literacy, and leadership skills based on students' need and aspirations. This tailored approach results in personalized services to maximize student potential and success.

TRIO Student Support Services (SSS) at Arkansas Tech University Ozark Campus is funded in total (100%) by federal grant funding from the U.S. Department of Education with an annual budget of \$261,888 to serve 140 students.

**First-generation means the student's parents did not receive a 4-year degree.*

Features of the TRIO Student Support Services program include:

- Enhanced student services such as intensive advising, workshops, career assessment, job search skills, leadership development and transfer assistance
- Assistance with financial aid, applying for scholarships, and financial literacy.
- Free cultural field trips and 4-year campus transfer trips
- Free in person and online tutoring. Online tutoring is available 24/7.
- Exclusive TRIO Lounge featuring a computer lab, free printing, course reserves, and equipment check-out

Eligibility is based on the following criteria:

- Currently enrolled or accepted for enrollment at Arkansas Tech University – Ozark Campus;
- Be a U.S. citizen or a National of the United States or meet the requirements for federal student financial assistance;
- Demonstrate academic need;

In addition, those who satisfy the above conditions must also have at least ONE of the following apply to you:

- You are a first-generation college student (neither parent nor guardian has a four-year college degree);
- You are in financial need ("low-income" according to federal guidelines); and/or
- You have a documented disability and are registered with the ATU-Ozark ADA Coordinator

GRADUATION REQUIREMENTS

Associate of Applied Science degrees are offered in air conditioning and refrigeration with major areas of air conditioning and refrigeration and facilities management; automation technology; automotive service technology; banking services; business technology with major areas of business technology and human resource management; cardiac sonography, computer information technology; collision repair technology; cosmetic science; law enforcement; logistic management; health information technology; human services; medical assisting; occupational therapy assistant; paramedic/emergency medical services, physical therapist assistant; practical nursing; registered nursing; and welding. An Associate of General Studies degree is offered with a major of general studies.

Technical certification is offered in air conditioning and refrigeration, air conditioning and refrigeration-facilities maintenance; automotive service technology, business technology, banking services, collision repair technology, computer information technology, cosmetology, emergency medical technician; health information technology, health professions; industrial control systems, industrial electronics technology, law enforcement, practical nursing, and welding technology.

Proficiency certification is offered in air conditioning and refrigeration, automotive service, basic emergency medical services, computer information technology, construction technology, culinary arts, dispatcher telecommunications, jail standards, health sciences, law enforcement, logistics management, machinist operations, medical billing, medical coding, mobile applications, nursing assistant, office support specialist, pharmacy technician, phlebotomy, and welding.

Students may graduate under the catalog in force when they first enroll in the University (no catalog prior to 2005-2006 may be selected), or any subsequent catalog, subject to the approval of the Chief Student Officer. Students should keep in mind that curricula change in order to maintain relevance, up-to-date knowledge, and in some cases, accreditation standards. The University reserves the right to make effective immediately any change in graduation requirements for students whose studies have not advanced beyond the level at which the change becomes operative.

Degree Audit and Application For Graduation

Candidates for graduation must complete an application for graduation. Students completing graduation requirements at the end of the fall semester must submit to the Office of Student Services an application for graduation and complete a degree audit in consultation with their advisor on or before the end of the eighth week of the previous spring semester. Students completing graduation requirements at the end of either the spring semester or the following summer sessions must submit an application for graduation and complete a degree audit in consultation with their advisor on or before the end of the eighth week of the previous fall semester.

Green Transcript

Upon graduation, students may earn a "Green" designation on their transcript by completing no less than 12 hours of coursework directly supporting their ability to apply environmental awareness and responsibility to their personal and professional daily life. Such coursework may include waste and energy management, environmental health, alternative technology, environmental law and regulation, general environmental awareness, and advocacy topics. Courses supporting a Green Transcript are identified with an icon following the course title in the curricula listings of the individual programs of study.

Financial Obligation

Before any transcript is issued, the student must have paid any debt owed the University.

Graduation Honors

Honors will be conferred upon candidates who at graduation have earned a minimum grade point average on all courses taken post-merger at Arkansas Tech as follows: Summa Cum Laude-3.900 - 4.000, Magna Cum Laude- 3.700 - 3.899, Cum Laude-3.500 - 3.699. Graduation honors will be determined by work taken at Arkansas Tech only. **This policy is effective July 1, 2003 for the Ozark Campus. Previously enrolled students should contact the Office of the Student Services for clarification of the policy.**

Commencement Participation

Participation in commencement is expected of all candidates for degrees. Students who are unable to participate may officially petition the Chief Student Officer in writing for permission to have the degree awarded in absentia.

Students taking courses at other institutions must have official transcripts submitted to the Office of Student Services and have completed all degree requirements prior to the commencement ceremony to be allowed to participate.

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 all graduates during the graduation ceremony. The academic regalia consists only of the cap and gown. Students may wear honor cords, pins, or stoles representative of university groups over their gown during the ceremony. Decoration on caps is permitted.

Diplomas are mailed to graduates following commencement.

Requirements for Associate Degrees

The requirements for the associate degrees are outlined under each program of study. Associate programs include a general education component consisting of a minimum of 15 credit hours in English, mathematics, social sciences, and computer applications. In addition to the general education component, each program will require a technical component consisting of 45-56 hours. Students completing AAS degrees will have:

- The ability to contribute and function in a collaborative environment.
- The ability to identify, analyze and solve technical problems.
- The ability to communicate effectively.
- A recognition of the need for and ability to engage in lifelong learning
- An ability to understand professional, ethical, and social responsibilities.
- A commitment to quality, timeliness, and continuous improvement.
- An ability to utilize and apply critical thinking skills.
- An ability to apply knowledge and skills required to function in a specific technical discipline.
- A commitment to apply environmental awareness and responsibility to personal and professional daily life.

Please refer to individual programs of study for specific requirements.

In addition to completing the necessary hours prescribed, candidates for associate of applied science degrees must meet the following requirements:

General Requirements

1. A student must earn a minimum of 30 credit hours taken from Arkansas Tech University. Certain programs may have more rigorous standards due to, for example, accreditation standards or licensure requirements.

2. No more than a total of 30 credit hours of correspondence, extension, military service, prior learning assessment, or credit by examination work may be applied as credit toward a degree.
3. Refer to individual program of study pages for credit hour requirements.
4. The cumulative grade point average must not be less than 2.00 and not more than 25 percent of the credit hours may carry the "D" grade. Students must have a 2.00 grade point in their major.
5. No more than 50% of technical coursework may be transferred into a program.
6. Only six hours of freshman English composition may be used to satisfy degree requirements.
7. An official record of any correspondence or transfer work completed at another institution must be on file in the Office of Student Services prior to the end of the semester or term in which graduation is planned.
8. No catalog prior to 2005-2006 may be selected.

Associate of General Studies

The associate of general studies degree provides students the flexibility to create a customized program of study designed to fulfill a unique career goal which is not available through any single technical certificate or associate of applied science degree currently offered at Arkansas Tech University-Ozark Campus.

Students who earn this degree will take a core of general education course work and technical (or higher college level) course work recommended by an academic advisor in the Office of Student Services.

Students may utilize multiple disciplinary training options in a variety of technical fields. Certificate programs currently without a degree option and students who are taking industry requested specialized courses tailored to employer needs may utilize this pathway to a degree.

To view requirements for the Associate of General Studies degree, please access the [General Studies](#) programs of study page.

Certificates of Proficiency

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

Degree Completion for Returning Students

Technical course work taken after July 1, 2003 will be considered for application toward a degree, contingent upon the grade requirements for the major as well as overall GPA.

Technical course work taken prior to July 1, 2003 will be considered at the recommendation of program faculty.

Students returning to pursue an Associate of Applied Science degree who have not yet earned a degree and meet requirements to earn the Associate of Applied Science degree by having previously taken all required technical course work and general education requirements either at Arkansas Tech University or an accepted accredited transfer institution may earn the Associate of Applied Science degree by successfully completing a minimum of 3 additional hours at an Arkansas Tech University campus.

Degree Completion for Transfer Students

To earn a degree, the student must complete at least 50% of technical course work at Arkansas Tech University-Ozark Campus. Transfer credit will not count toward the overall GPA.

Students returning to pursue an Associate of Applied Science degree who have not yet earned a degree by having previously taken all required technical course work and general education requirements either at Arkansas Tech University or an accepted accredited transfer institution may earn the Associate of Applied Science degree by successfully completing a minimum of 3 additional hours at an Arkansas Tech University campus. No catalog prior to 2005-2006 may be selected.

Requirements for Additional Associate Degrees

A student may not receive multiple degrees within a semester for a single approved degree program. Students wishing to earn multiple degrees in different degree programs within the same semester may do so by completing all degree requirements for each degree.

Students who have already received an associate degree may earn an additional associate degree if the following have been completed: (a) all University catalog requirements for the second major field of study, (b) all applicable requirements specified under "Requirements for Associate Degrees" above.

Students who have already received a baccalaureate degree may earn an associate degree if the following have been completed: (a) all University catalog requirements for the major field of study, (b) applicable requirements specified under "Requirements for Associate Degrees".

Students pursuing an associate of applied science degree must use the Arkansas Tech University-Ozark Campus catalog in effect at the time they first enroll or any subsequent catalog. No catalog prior to 2005-2006 may be selected.

Assessment Program

Arkansas Tech University (ATU) is dedicated to providing a wide range of traditional and innovative academic programs and is committed to the advancement of student learning and continuous improvement of academic programs and university services. Assessment is at the core of continuous improvement, therefore, students are responsible for participating in state and institutional assessment activities.

General Education Requirements

The general education curriculum is designed with the philosophy of "college, career, community" to provide a foundation for knowledge common to educated people and to develop the capacity for an individual to expand that knowledge over his or her lifetime. Students who have completed the general education curriculum at Arkansas Tech University will be able to:

- Communicate effectively
- Think critically
- Develop ethical perspectives
- Apply scientific and quantitative reasoning
- Apply the value of the arts and humanities
- Practice civic engagement

To accomplish the above goals, Arkansas Tech requires the completion of the following general education curriculum. Students should refer to the curriculum in their major area of study for specific courses either recommended or required by the academic department to fulfill the general education requirements.

English - 6 hours

(See Course Descriptions for minimum grade requirements)

Three hours from one of the following:

ENGL 1013 Composition I

Three additional hours from one of the following:

ENGL 1023 Composition II

Mathematics - 3 hours

(See Course Descriptions for minimum grade requirements)

Three hours from one of the following:

MATH 1003 College Mathematics

MATH 1113 College Algebra

Any higher level mathematics course

STAT 2163 Introduction to Statistical Methods

Science - 8 hours

Complete a total of eight hours of science with laboratory from BIOL, CHEM, ENVS, GEOL, PHSC, PHYS

US History or Government - 3 hours

Three hours from one of the following:

HIST 1903 Survey of American History

HIST 2003 United States History to 1877

HIST 2043 Honors United States History to 1877

HIST 2013 United States History since 1877

POLS 2003 American Government

Social Sciences, Fine Arts/Humanities, Speech Communications - 15 hours

(Complete one of the following 3 options):

Option 1:

Social Sciences - 6 hours

Fine Arts and Humanities - 6 hours

Speech Communications - 3 hours

Option 2:

Social Sciences - 6 hours

Fine Arts and Humanities - 9 hours

Option 3:

Social Sciences - 9 hours

Fine Arts and Humanities - 6 hours

Speech Communications

COMM 1003 Introduction to Communication

COMM 2003 Public Speaking

COMM 2173 Business and Professional Speaking

Social Sciences

(Students majoring in engineering may substitute up to six hours of upper level humanities, social sciences, mathematics, or science)

AGBU 2063 Principles of Agriculture Macroeconomics

AGBU 2073 Principles of Agriculture Microeconomics

AMST 2003 American Studies

ANTH 1213 Introduction to Anthropology

ANTH 2003 Cultural Anthropology

ECON 2003 Principles of Economics I

ECON 2013 Principles of Economics II

ECON 2103 Honors Principles of Economics I

GEOG 2013 Regional Geography of the World

HIST 1503 World History to 1500

HIST 1513 World History since 1500

HIST 1543 Honors World History to 1500

HIST 1903 Survey of American History

HIST 2003 United States History to 1877

HIST 2013 United States History since 1877

HIST 2043 Honors United States History to 1877

POLS 2003 American Government

PSY 2003 General Psychology

SOC 1003 Introductory Sociology

Fine Arts and Humanities

ART 2123 Experiencing Art

ENGL 2003 Introduction to World Literature

ENGL 2013 Introduction to American Literature

ENGL 2023 Honors World Literature

ENGL 2173 Introduction to Film

ENGL 2183 Honors Introduction to Film

JOUR 2173 Introduction to Film

MUS 2003 Introduction to Music

PHIL 2003 Introduction to Philosophy

PHIL 2043 Honors Introduction to Philosophy

PHIL 2053 Introduction to Critical Thinking

TH 2273 Introduction to Theatre

Arkansas Course Transfer System (ACTS)

Act 747 of 2011 establishes a statewide common course numbering system for postsecondary courses. The Arkansas Course Transfer System (ACTS) meets this requirement. Before you register for ATU general education courses, please see the transfer table located in the "Admissions" section of this catalog to verify whether you have courses that are transferable.

Freshman Orientation

Beginning fall, 2012, students admitted as conditional-prep are required to take an orientation course during their first semester of enrollment (fall or spring).

This orientation class (OZRK 1001 Ozark Campus Orientation) is designed to introduce the beginning student to the Arkansas Tech University-Ozark Campus, its culture, and traditions, and will contain certain common topics. Important policies governing campus life will be explained, and campus resources will be identified. Topics covered in each course will answer many questions typical freshmen have, which will assist in the transition from a high school environment. Subject matter will include managing time, setting academic goals, exam preparation, study and note-taking skills, introduction to library resources, and choosing a program of study and career.

State Minimum Core

The courses that comprise Tech's general education curriculum also constitute the University's State Minimum Core, established in accordance with Act 98 of 1989, for implementation the fall semester of 1991. Act 98 requires colleges and universities to identify "a minimum core of courses which shall apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which shall be fully transferable between state institutions."

Credit By Examination

Arkansas Tech University recognizes the rigor of Advanced Placement (AP), International Baccalaureate Programme (IB), and the College Level Examination Program (CLEP). Students who have scored accordingly on an AP, IB, or CLEP exam can earn credit toward graduation at Arkansas Tech University by receiving a qualifying score on the examinations. These credits can satisfy general education requirements.

Students who have already earned a grade in a course may not earn duplicate credit through advanced credit. Advanced credit is not used to calculate a student's grade point average, and therefore, cannot be used to retain scholarship awards.

AP, CLEP, and IB scores should be documented on your application for admission. Submit official score reports or readable copies embossed by your high school to the Office of Admissions. Students who have earned International Baccalaureate (IB) credit should submit their IB transcript for evaluation.

No more than a total of 30 semester hours of correspondence, extension, military service, or credit by examination work may be applied as credit towards a degree.

IB (International Baccalaureate) Diploma

Students who successfully complete the International Baccalaureate Diploma Programme, with a minimum score of four on each examination, will be granted 24 semester credit hours of undergraduate general education courses. ATU may grant fewer than 24 semester credit hours if the student received a score of less than four on an examination administered as part of the IB Diploma Programme.

Following are the IB examinations that Tech will accept, the corresponding qualifying score, and credit awarded.

IB Examination	Qualifying Score	Credit Awarded
Biology/Standard	4 w/diploma	BIOL 1014 Introduction to Biological Science
Biology/Higher	4	BIOL 1014 Introduction to Biological Science or BIOL 1114 Principles of Biology
Chemistry/Standard	4 w/diploma	CHEM 2124 General Chemistry I
Chemistry/Higher	4	CHEM 2124 General Chemistry I & CHEM 2134 General Chemistry II
Computer Science/Standard	4 w/diploma	COMS 2104 Foundations of Computer Programming I
Computer Science/Higher	4	COMS 2104 Foundations of Computer Programming I
Economics/Standard	4 w/diploma	ECON 2003 Principles of Economics I
Economics/Higher	4	ECON 2003 Principles of Economics I & ECON 2013 Principles of Economics II
English/Standard	4 w/diploma	ENGL 1013 Composition I
English/Higher	4	ENGL 1013 Composition I & ENGL 1023 Composition II
Environmental Systems/Higher	4	BIOL 1004 Principles of Environmental Science
Film Studies/Higher	4	ENGL 2173 Introduction to Film or JOUR 2173 Introduction to Film

Geography/Standard	4 w/diploma	GEOG 2013 Regional Geography of the World
Geography/Higher	4	GEOG 2013 Regional Geography of the World
History/Standard (U.S.)	4 w/diploma	HIST 2003 US History I
History/Higher (U.S.)	4	HIST 2003 US History I & HIST 2013 US History II
History/Standard (World)	4 w/diploma	HIST 1503 World History to 1500
History/Higher (World)	4	HIST 1503 World History to 1500 & HIST 1513 World History since 1500
Japanese: Language A or B/Standard	4 w/diploma	JPN 1013 Beginning Japanese I
Japanese: Language A or B/Standard	5 w/diploma	JPN 1013 Beginning Japanese I & JPN 1023 Beginning Japanese II
Japanese: Language A or B/Higher	4	JPN 1013 Beginning Japanese I& JPN 1023 Beginning Japanese II
Japanese: Language A or B/Higher	5	JPN 1013 Beginning Japanese I, JPN 1023 Beginning Japanese II, JPN 2013 Intermediate Japanese I & JPN 2023 Intermediate Japanese II
Math Studies/Standard	4 w/diploma	MATH 1113 College Algebra
Math Studies/Higher	4	MATH 1203 Plane Trigonometry
Math/Standard	4 w/diploma	MATH 1203 Plane Trigonometry
Math/Higher	4	MATH 2914 Calculus I
Math/Higher	5	MATH 2914 Calculus I & MATH 2924 Calculus II
Music/Standard	4 w/diploma	MUS 1713 Theory I
Music/Higher	4	MUS 1713 Theory I
Music/Higher	5	MUS 1713 Theory I & MUS 1723 Theory II
Philosophy/Standard	4 w/diploma	PHIL 2003 Introduction to Philosophy
Philosophy/Higher	4	PHIL 2003 Introduction to Philosophy
Physics/Standard	4 w/diploma	PHYS 2014 Physical Principles I
Physics/Higher	4	PHYS 2014 Physical Principles I & PHYS 2024 Physical Principles II
Psychology/Standard	4 w/diploma	PSY 2003 General Psychology
Psychology/Higher	4	PSY 2003 General Psychology
Social and Cultural Anthropology/ Standard	4 w/diploma	ANTH 1213 Introduction to Anthropology
Social and Cultural Anthropology/ Higher	4	ANTH 2003 Cultural Anthropology
Spanish: Language A or B/Standard	4 w/diploma	SPAN 1013 Beginning Spanish I
Spanish: Language A or B/Standard	5 w/diploma	SPAN 1013 Beginning Spanish I & SPAN 1023 Beginning Spanish II
Spanish: Language A or B/Higher	4	SPAN 1013 Beginning Spanish I & SPAN 1023 Beginning Spanish II

Spanish: Language A or B/Higher	5	SPAN 1013 Beginning Spanish I, SPAN 1023 Beginning Spanish II, SPAN 2013 Intermediate Spanish I & SPAN 2023 Intermediate Spanish II
Theater Arts/Standard	4 w/diploma	TH 2273 Introduction to Theatre
Theater Arts/Higher	4	TH 2273 Introduction to Theatre
Visual Arts/Standard	4 w/diploma	ART 2123 Experiencing Art
Visual Arts/Higher	4	ART 2123 Experiencing Art

AP (Advanced Placement) Program

High school students who participated in The College Board's AP Program may receive college credit by attaining Tech's AP qualifying score. Credit earned through AP may satisfy general education requirements. Following are the AP examinations that Tech will accept, the corresponding qualifying score required, and credit awarded.

AP Examination	Qualifying Score	Credit Awarded
Art History	3	ART 2123 Experiencing Art
Biology	3	BIOL 1014 Introduction to Biological Science
Biology	4	BIOL 1114 Principles of Biology
Calculus AB	3	MATH 2914 Calculus I
Calculus BC	3	MATH 2914 Calculus I & MATH 2924 Calculus II
Chemistry	3	CHEM 1113 A Survey of Chemistry, CHEM 1111 Survey of Chemistry Laboratory & CHEM 2204 Organic Physiological Chemistry or CHEM 2124 General Chemistry I & CHEM 2134 General Chemistry II
Chinese Language & Culture	3	CHIN 2013 Intermediate Chinese I
Computer Science Principles	3	COMS 1403 Orientation/Computing/Info/ Technology & COMS 1411 Computer and Information Science Lab
Computer Science A	3	COMS 2104 Foundations/Computer Programming I
Computer Science A	4	COMS 2104 Foundations/Computer Programming I & COMS 2203 Foundations/Computer Programming II
English Lang/Comp or Lit/Comp	3	ENGL 1013 Composition I
English Lang/Comp or Lit/Comp	4	ENGL 1013 Composition I & ENGL 1023 Composition II
Environmental Science	3	BIOL 1004 Principles of Environmental Science, ENVS 1004 Principles of Environmental Science or PHSC 1004 Principles of Environmental Science
French Language	3	FR 2013 Intermediate French I

German Language	3	GER 2013 Intermediate German I
Government & Politics: Comparative	4	POLS 2403 Comparative Government
Government & Politics: US	3	POLS 2003 American Government
Human Geography	3	GEOG 2023 Human Geography
Japanese Language & Culture	3	JPN 2013 Intermediate Japanese I
Macroeconomics	3	ECON 2003 Principles of Economics I
Music Theory	3	MUS 2003 Introduction to Music
Physics B	3	PHYS 2014 Physical Principles I & PHYS 2024 Physical Principles II
Physics C: Electricity & Magnetism	3	PHYS 2024 Physical Principles II
Physics C: Electricity & Magnetism	4	PHYS 2124 General Physics II
Physics C: Mechanics	3	PHYS 2014 Physical Principles I
Physics C: Mechanics	4	PHYS 2114 General Physics I
Physics 1	3	PHYS 2014 Physical Principles I
Physics 2	3	PHYS 2024 Physical Principles II
Psychology	3	PSY 2003 General Psychology
Spanish Language	3	SPAN 2013 Intermediate Spanish I
Spanish Literature	4	SPAN 4213 Spanish Literature
Statistics	3	MATH 2163 Introduction to Statistical Methods
Studio Art Design 2-D	4	ART 1403 Two-dimensional Design
Studio Art Drawing	4	ART 1303 Introduction to Drawing
United States/American History	3	HIST 2003 United States History to 1877 & HIST 2013 United States History since 1877
World History	3	HIST 1503 World History to 1500 & HIST 1513 World History since 1500

College Level Examination Program (CLEP)

CLEP allows students to earn credit toward graduation by attaining Tech's qualifying score on either the general and/or subject examinations. Credit earned through CLEP may satisfy general education requirements. No more than one subject examination may be taken in a particular departmental area, and students must have prior approval from the department in which they are majoring to count the hours toward graduation.

It is recommended that an ACT sub-score of 24 or above or an SAT sub-score of 500 or above be used as a guideline for attempting to earn credit through CLEP. Following are the CLEP examinations that Tech will accept, the corresponding qualifying score required, and credit awarded.

CLEP Examination	Qualifying Score	Credit Awarded
American Government	50	POLS 2003 American Government
American Literature	50	ENGL 2013 Introduction to American Literature
Biology	50	BIOL 1014 Introduction to Biological Science or BIOL 1114 Principles of Biology

Calculus	50	MATH 2914 Calculus I
Chemistry	50	CHEM 2124 General Chemistry I
Chemistry	55	CHEM 2124 General Chemistry I & CHEM 2134 General Chemistry II
College Algebra	50	MATH 1113 College Algebra
College Mathematics	50	MATH 1003 College Mathematics
College Composition	50	ENGL 1013 Composition I
College Composition	59	ENGL 1013 Composition I & ENGL 1023 Composition II
College Composition Modular	50	ENGL 1013 Composition I
College Composition Modular	59	ENGL 1013 Composition I & ENGL 1023 Composition II
English Literature	50	ENGL 3413 British Literature to 1800
English Literature	55	ENGL 3413 British Literature to 1800 & ENGL 3423 British Literature since 1800
French Language	42	FR 1013 Beginning French I
French Language	50	FR 1013 Beginning French I & FR 1023 Beginning French II
German Language	43	GER 1013 Beginning German I
German Language	55	GER 1013 Beginning German I & GER 1023 Beginning German II
History of the United States I	50	HIST 2003 United States History to 1877
History of the United States II	50	HIST 2013 United States History since 1877
Human Growth & Development	50	PSY 3813 Lifespan Development
Humanities	50	HUM 2003 Topics in Arts and Humanities
Information Systems & Computer Applications	52	COMS 1003 Introduction to Computer Based Systems
Natural Sciences	56	BIOL 1014 Introduction to Biological Science, PHSC 1013 Introduction to Physical Science, & PHSC 1021 Physical Science Laboratory
Precalculus	50	MATH 1914 Precalculus
Principles of Macroeconomics	50	ECON 2003 Principles of Economics I
Psychology, Introductory	50	PSY 2003 General Psychology
Social Sciences & History	50	HIST 1503 World History to 1500
Social Sciences & History	56	HIST 1503 World History to 1500 & HIST 1513 World History since 1500
Sociology, Introductory	50	SOC 1003 Introductory Sociology
Spanish Language	45	SPAN 1013 Beginning Spanish I
Spanish Language	55	SPAN 1013 Beginning Spanish I & SPAN 1023 Beginning Spanish II

Institutional Credit

Computer Science

Students with previous computer experience may petition the Department of Computer and Information Science for credit for COMS 1003 Introduction to Computer Based Systems. Petitioners will be given written and/or oral examinations by a computer science faculty member.

Challenge Subject Examinations

Students who have had extensive experience in health care and industrial settings may elect to attempt to earn credit through an institutional challenge examination in:

AHS 2013 Medical Terminology

Prior Learning Assessment

The term "Prior Learning Assessment" (PLA) is the process by which an individual's experiential and extra institutional learning is assessed and evaluated for purposes of granting college credit. Supporting documentation that demonstrates learning outcomes, competencies, and professional skills gained through prior learning must be submitted.

Students may be awarded a maximum of 24 semester credit hours for prior learning not to exceed 50% of the technical coursework required for a technical certificate or associate degree. No more than a total of 30 combined semester hours of correspondence, extension, military service, prior learning assessment, or credit by examination work may be applied as credit towards a degree.

Not all programs provide the PLA credit option.

Eligibility

A student must be admitted and attending an Arkansas Tech-Ozark certificate or associate degree seeking program to be eligible to apply for PLA credit.

Application

An application form must be completed and approved to petition for PLA credit. Application for PLA and listing of current approved credit is available on the Arkansas Tech University-Ozark Campus website.

Internships

Arkansas Tech University endorses the internship approach to learning and has adopted university-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 degree programs. Please see individual programs for availability of specific degree credit.

ADULT EDUCATION

The Adult Education Program is designed to meet the needs of the adult learner who wishes to increase employability skills, develop computer and financial literacy, earn a high school diploma equivalency, learn English, or improve basic skills in reading, math and language.

Mission Statement

Arkansas Tech University-Ozark Campus Adult Education is committed to motivating and encouraging our students to continue their education and to function as a competent member of society.

General Information

The Arkansas Tech University-Ozark Campus Adult Education is fully approved and funded by Arkansas Department of Career Education -- Adult Education Division.

Program Options

Adult Education is available to those students who require the Arkansas High School Diploma or who are post high school and require training or retraining for employment. Adult Education serves all ages 16 and up.

Basic Skills Enhancement provides a review of academic areas for the high school graduate in need of upgrading skills to enter higher education, military, or the workforce.

English as a Second Language (ESL) allows adults to learn to speak, read, and write English as their second language.

Workplace Alliance for Growth in the Economy (WAGE) Certification allows students to obtain certification through the State of Arkansas in six certification areas: Employability, Customer Service I, Customer Service II, Bank Teller, Office Technology, and Industrial.

Integrated Education and Training allows students to obtain nationally recognized certifications that are applicable to different types of employment. IET programs also offer pathways to earn certifications that will be accepted as college credit.

Workplace classes may be arranged with local businesses or industries to upgrade employees' basic skills needed on the job. Contact (479) 667-3520 for more information.

Adult Education Program Director

Regina Olson
West Annex
(479) 667-3520
rolson2@atu.ed

Locations

Booneville-Logan County Adult Education Center

165 N Broadway
Booneville, AR 72927
(479) 675-4326
Instructor: Jessica Brown
jbrown93@atu.edu

FT paraprofessional for Logan County: Lexi Norris

lnorris3@atu.edu

Clarksville-Johnson County Adult Education Center

18 Sherwood Plaza
Clarksville, AR 72830
(479) 754-2620

FT Instructor: Mitchell Hook
mhook1@atu.edu
FT Instructor: Jessica Pipkins
jpipkins@atu.edu
PT Evening Instructor: Kelsey Forrest
kmeeks2@atu.edu

PT Evening Instructor: Carla Suiter
csuiter1@atu.edu

FT Project/Program Specialist and Career Coach: Carla White
cwhite66@atu.edu

PT Paraprofessional: Maria Montelongo
mmontelongo1@atu.edu

Ozark-Franklin County Adult Education Center

909 N 18th Street
Ozark, AR 72949
(479) 667-3520
Director/Instructor: Regina Olson
rolson2@atu.edu
FT Instructor: Emily Morrow
emorrow@atu.edu

PT Instructor: Christy McCollough
cmccollough@atu.edu

PT Instructor: Linda Proffitt

lproffitt1@atu.edu

SNAP Employment and Training Coordinator: Sherry Hesson
shesson@atu.edu

Paris-Logan County Adult Education Center

602 N 10th Street
 Paris, AR 72855
 (844) 963-3243 ext. 5111
 FT Instructor: James Anderson
janderson@atu.edu

FT paraprofessional for Logan County: Lexi Norris

lnorris3@atu.edu

BUSINESS & INDUSTRY

Business and Industry Training

The Business and Industry Training Program at ATU-Ozark offers both customized and open-enrollment training options to meet the needs of employers and communities. We have the capability to utilize expertise of our faculty and also outside training providers for your technical or professional development training needs. Assistance in securing grant funding for training is also available.

Mission

The mission of the Business and Community Outreach department at Arkansas Tech University-Ozark Campus is to provide relevant, customized and open-enrollment industry training as well as community-based educational and leadership initiatives. We seek to help Arkansas Tech University meet its mission to empower members of the community to achieve their goals and strive to better Arkansas, the region, and beyond through staying responsive to current needs.

Non-credit Instruction

Instruction can be customized for a particular accompany or offered as an open-enrollment option to a group of companies and individuals. Examples of previous non-credit courses offered include:

Leadership and Communication

Managing Meetings
 Communication Skills
 Supervisory Leadership
 Personality Profiles
 Conflict Resolution
 5Y-Root Cause Analysis
 Goal Setting
 Stress Management
 Supervising Diverse Employees
 Decision Making
 Brainstorming and Affinity Diagrams
 Creative Problem Solving
 Critical Thinking Skills
 Team Building
 Productive Work Habits
 Time Management
 Cause Mapping

Organizational Leadership and Communication

Computer Skills

Microsoft Excel
 Microsoft Word
 Microsoft PowerPoint

Microsoft Windows

Cybersecurity

Healthcare/Paramedic/EMS

CPR

ICD-10 Coding

IV Training

Basic Life Support

Advanced Cardiac Life Support Instructor

Basic Life Support Instructor

Pediatric Advanced Life Support Instructor

Nursing Assistant (CNA)

Medication Assistant Certified (MA-C)

Manufacturing and Technical Skills

Lean Six Sigma

5S

Welding Certifications

Programmable Logic Controllers

Basic Electricity and Electronics

Intermediate Electrical

Electrical Troubleshooting

Advanced Electrical

Transformers and AC Circuits

Batteries and DC Circuits

Three-Phase Systems

Reading Technical Diagrams

Electrical Measuring Instruments

Bearings and Lubrication

Maintenance of Mechanical Drives

Precision and Laser Alignment

Introduction to Hydraulics

Hydraulic Systems Maintenance

Pneumatic Systems Maintenance

Pump Systems

Introduction to Blueprint Reading

Mechanical Layout

Electrical Safe Work Practices (NFPA 70E)

Precision Maintenance

Radiation Gauge

Refrigeration and EPA Certification

Sootblower

Crane Training

Steam Systems

ISO

Technical Mathematics

Confined Space

Efficiency Principles in Manufacturing

Heat Treat/Furnace

Rigging

Painting for Industrial Applications

JLG and Scissor Lift

NEPA 70E

Pump and Seal

Apprenticeships

Industrial Electrician Apprenticeship

CAREER PATHWAYS INITIATIVE

The Arkansas Career Pathways Initiative is a program that enables Arkansas Tech University - Ozark Campus to offer, to those who qualify, help with overcoming the barriers that keep parents from receiving the training and education needed to succeed in today's workforce. Career Pathways provides parents with services and resources needed to capture high wage / high demand careers.

Career Pathways provides a framework for connecting a series of educational programs with integrated work experience and support services. This combination of structured learning creates achievable stepping-stones for career advancement of adult workers and increases the pool of qualified workers needed by Arkansas employers.

Features of the Career Pathways program include:

- Enhanced student services such as intensive advising, tutoring, life skills workshops, career assessment, job search skills, and job placement assistance.
 - Outreach via community-based organizations.
 - Assistance with transportation costs, books, tuition, supplies, and testing fees (Assistance is limited by available funds, program guidelines, and state priority goals.)
 - Educational tools such as: computer lab and learning software, and laptop loaner programs.
-

Eligibility is determined via the following income and/or categorical eligibility categories:

- Current (or former) TEA, SNAP, Medicaid or ArKids whose income is less than or equal to 250% of FPL guidelines.
 - Household must consist of an adult caretaker of a dependent child under age 21. The child may not be out of the household for more than 45 calendar days.
 - Families consisting of adult caretakers of dependent children under the age of 21, whose income is less than 250% of FPL. (Source: MOA, Subaward Agreement)
-

Program Director

Jessica Spicer
 Student Services and Conference Center
 (479) 508-3347
jspicer3@atu.edu

Academic Counselor

Whitney Parsons
 Student Services and Conference Center
 (479) 508-3345
wparsons@atu.edu

Career Support Services Facilitator

Ryan Watson
 Student Services and Conference Center
 (479) 508-3303
rwatson11@atu.edu

AIR CONDITIONING & REFRIGERATION PROGRAM

ABOUT AIR CONDITIONING & REFRIGERATION

The air conditioning and refrigeration industry offers a bright future for people who wish to prepare for entry into this profession. This field includes sales, installation, maintenance, service and operation of equipment not only in residential settings, but also in commerce and industry. The need for air conditioning and refrigeration service technicians will continue to expand with the growth of computer applications into the industrial fields. This program also places emphasis on Green Technology initiatives and incorporates an emphasis on PV arrays and wind turbines.

The Air Conditioning and Refrigeration program at Arkansas Tech University-Ozark Campus is accredited by HVAC Excellence, P.O. Box 491, Mount Prospect, IL 60056; telephone: (800) 394-5268; website: www.hvacexcellence.org.

Arkansas Tech University-Ozark Campus offers a technical certificate in air conditioning and refrigeration (36 hours), and an associate of applied science degree in air conditioning and refrigeration (60 hours) with an available option of Facilities Management, in a completely equipped shop. Students are required to take and pass the Environmental Protection Agency (EPA) Section 608 Certification Test and will earn a universal license. Students will also sit for Employment Ready (ER) Electrical, ER Air Conditioning, and ER Heat Pumps industry competency exams through HVAC Excellence prior to graduation.

The facilities maintenance/management program offers training in addition to the Air Conditioning and Refrigeration course work to enable graduates to pursue broader employment opportunities. Course work prepares students for careers in facilities maintenance fields. Students pursuing the Associate of Applied Science degree will be better prepared to pursue positions that will lead to promotion and management positions in the facilities fields.

Students pursuing a certificate of proficiency in construction technology may take classes concurrently with their regular high school studies and earn college credit, which will apply to the technical certificate and associate of applied science degree.

Associate Degrees

[Air Conditioning & Refrigeration](#)
[Air Conditioning & Refrigeration Facilities Management Option](#)

Technical Certificates

[Air Conditioning & Refrigeration](#)
[Air Conditioning & Refrigeration Facilities Maintenance Option](#)

Certificate of Proficiency

[Construction Technology](#)

ASSOCIATE OF APPLIED SCIENCE IN AIR CONDITIONING & REFRIGERATION

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
ACR 1203 Fundamentals of Electricity	3
ACR 1205 Tubing and Piping	5
ACR 1301 Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302 Basic Compression and Refrigeration	2
ENGL 1013	3
TMAT 1203 Technical Mathematics	3
Total Hours	17

2nd Semester

Course Number and Name	Credits
ACR 1222 Industrial Controls	2
ACR 1503 Electronic Components	3
ACR 1602 Schematics	2
ACR 2102 Residential Systems	2
ACR 2104 Heat Gain and Loss	4
ENGL 1023	3
Total Hours	16

3rd Semester

Course Number and Name	Credits
Any Approved Social Science ¹	3
ACR 2112 Air Conditioning Service	2
ACR 2134 Boiler Operations	4
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
Total Hours	12

4th Semester

Course Number and Name	Credits
ACR 2114 Commercial Refrigeration	4
ACR 2124 Sheet Metal	4
INT 2904 Internship	4
WLD 1403 Welding for Trades and Industry	3
Total Hours	15

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

*Usually offered in Summer

ASSOCIATE OF APPLIED SCIENCE IN AIR CONDITIONING & REFRIGERATION - FACILITIES MANAGEMENT OPTION

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
ACR 1203 Fundamentals of Electricity	3
ACR 1205 Tubing and Piping	5

Course Number and Name	Credits
ACR 1301 Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302 Basic Compression and Refrigeration	2
ENGL 1013	3
WLD 1302 Metallurgy	2
Total Hours	16

2nd Semester

Course Number and Name	Credits
ACR 1222 Industrial Controls	2
ACR 1503 Electronic Components	3
ACR 1602 Schematics	2
FAC 2202 Carpentry	2
FAC 2212 Plumbing	2
TMAT 1203 Technical Mathematics	3
Total Hours	14

3rd Semester

Course Number and Name	Credits
FAC 2104 Construction Fundamentals or Approved Elective	3
BST 2143 Introduction to Management	3
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ICS 2123 Industrial Fluid Power	3
Approved Elective	3
Total Hours	15

4th Semester

Course Number and Name	Credits
Any Approved Social Science ¹	3
INT 2904 Internship	4
ENGL 1023	3
FAC 2222 Grounds Maintenance	2
WLD 1403 Welding for Trades and Industry	3
Total Hours	15

¹See appropriate alternatives or substitutions in "General Education Requirements". (Suggested approved electives include: AST 1004 Gasoline Engine Theory, BST 1073 Accounting, CRT 1124 Painting I, ICS 1163 Fundamentals of Electricity I (DC Circuits) and ICS 1173 Fundamentals of Electricity II (AC Circuits), or ICS 1303 PC Maintenance I)

*Usually offered in Summer

CERTIFICATE OF PROFICIENCY IN CONSTRUCTION TECHNOLOGY

The Certificate of Proficiency in Construction Technology is a course of study that prepares students for entry-level employment in maintenance or construction related field. This certificate of proficiency may be applied to the Technical Certificate in Facilities Maintenance and the Associate of Applied Science degree in Air Conditioning and Refrigeration with an emphasis in Facilities Management.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
FAC 2102 Electrical Applications	2
FAC 2104 Construction Fundamentals	4
FAC 2202 Carpentry	2
FAC 2212 Plumbing	2
Total Hours	10

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE IN AIR CONDITIONING AND REFRIGERATION

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
ACR 1203 Fundamentals of Electricity	3
ACR 1205 Tubing and Piping	5
ACR 1301 Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302 Basic Compression and Refrigeration	2
BST 1003 Business English	3
TMAT 1203 Technical Mathematics	3
Total Hours	17

Spring

Course Number and Name	Credits
ACR 1222 Industrial Controls	2
ACR 1503 Electronic Components	3
ACR 1602 Schematics	2

Course Number and Name	Credits
ACR 2102 Residential Systems	2
ACR 2104 Heat Gain and Loss	4
Total Hours	13

1st Summer Session (five-week courses)

Course Number and Name	Credits
ACR 2112 Air Conditioning Service	2
INT 2904 Internship	4
Total Hours	6

TECHNICAL CERTIFICATE IN AIR CONDITIONING AND REFRIGERATION - FACILITIES MAINTENANCE OPTION

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
ACR 1203 Fundamentals of Electricity	3
ACR 1205 Tubing and Piping	5
ACR 1301 Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302 Basic Compression and Refrigeration	2
BST 1003 Business English	3
WLD 1302 Metallurgy	2
Total Hours	16

Spring

Course Number and Name	Credits
ACR 1222 Industrial Controls	2
ACR 1503 Electronic Components	3
ACR 1602 Schematics	2
TMAT 1203 Technical Mathematics	3
FAC 2202 Carpentry	2
FAC 2212 Plumbing	2
Total Hours	14

1st Summer Session (five-week courses)

Course Number and Name	Credits
ICS 2123 Industrial Fluid Power	3
Approved Elective	3
Total Hours	6

Suggested approved electives include: AST 1004 Gasoline Engine Theory, BST 1073 Accounting, CRT 1124 Painting I, ICS 1104, or ICS 1303 PC Maintenance I

(Concurrent students who earn a Certificate of Proficiency in Construction Technology may progress to earn a Technical Certificate in Air Conditioning and Refrigeration - Facilities Maintenance Option by completing the remaining required courses below.)

Certificate of Proficiency in Construction Technology

Course Number and Name	Credits
FAC 2102 Electrical Applications	2
FAC 2104 Construction Fundamentals	4
FAC 2202 Carpentry	2
FAC 2212 Plumbing	2
Total Hours	10

Fall

Course Number and Name	Credits
ACR 1203 Fundamentals of Electricity	3
ACR 1205 Tubing and Piping	5
ACR 1301 Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302 Basic Compression and Refrigeration	2
BST 1003 Business English	3
WLD 1302 Metallurgy	2
Total Hours	16

Spring

Course Number and Name	Credits
ACR 1222 Industrial Controls	2
ACR 1503 Electronic Components	3
ACR 1602 Schematics	2
TMAT 1203 Technical Mathematics	3
Total Hours	10

AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM

ABOUT AUTOMOTIVE SERVICE TECHNOLOGY

The Automotive Service Technology program allows students to gain in-depth knowledge and hands-on training in automotive repair. Our program adheres to Automotive Service Excellence (ASE) curriculum standards, preparing students for entry-level employment in the automotive repair industry.

The Automotive Service Technology program currently holds certification from Automotive Service Excellence (ASE) and offers courses in all eight certification areas. Students can take examinations and earn ASE Student Certification in each of these areas.

This program features instruction with an emphasis on automotive diagnosis, inspection, adjustments and service. In addition, students are taught to test, diagnose, service and replace electronic controls, fuel injection components and accessories, air conditioning units, lighting circuits, and safety and warning devices.

The importance of competent automobile repair in today's mobile society cannot be overstated. Because vehicles have skyrocketed in cost and are kept in service longer, there is a shortage of trained, knowledgeable technicians.

Skilled technicians are needed to perform preventive maintenance, repairs and adjustments. Challenges in this field include servicing electrical systems, brakes, wheel alignments, fuel injection systems, transmissions and driveline repairs, among many others.

Employment opportunities exist in every community and in all parts of the country. Advancement in the field ranges from service technician to manager to shop owner. The opportunities are limitless.

Each student is required to furnish their own tools as approved by the instructor.

High school students may begin the Automotive Services Technology program by taking classes concurrently with their regular studies and earn college credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

Associate Degree

| [Automotive Service Technology](#)

Technical Certificate

| [Automotive Service Technology](#)

Certificate of Proficiency

| [Automotive Service Technology](#)

ASSOCIATES IN AUTOMOTIVE SERVICE TECHNOLOGY

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
AST 1003 Automotive Electronics	3
AST 1004 Gasoline Engine Theory	4
AST 1113 Introduction to Automotive Drivetrains	3
CIS 1113 Fundamental Computer Operation	3
ENGL 1013	3
Total Hours	16

Spring

Course Number and Name	Credits
AST 1005 Engine Performance	5
AST 1103 Automotive Brake Systems	3
AST 1213 Automotive Chassis and Steering	3
AST 2103 Advanced Automotive Electronics	3
TMAT 1203 Technical Mathematics	3
Total Hours	17

1st Summer Session (five-week course)

Course Number and Name	Credits
AST 1203 Automotive Climate Control	3
Total Hours	3

Fall

Course Number and Name	Credits
AST 1223 Advanced Automotive Drivetrains	3
AST 2203 Diesel Theory	3
AST 2303 Alternative Automobile Fuels and Technology	3
AST 2003 Career Readiness	3
ENGL 1023	3
Total Hours	15

Spring

Course Number and Name	Credits
AST Approved Elective	3
Social Science Elective	3
WLD 1403 Welding for Trades and Industry	3
Total Hours	9

Approved Electives must be approved by the program director.

CERTIFICATE OF PROFICIENCY IN AUTOMOTIVE SERVICE TECHNOLOGY

The Certificate of Proficiency in Automotive Service is a course of study that prepares students for entry-level employment in Automotive Service. This certificate of proficiency may be applied to the Technical Certificate in Automotive Service Technology and the Associate of Applied Science degree with an emphasis in Automotive Service Technology.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
AST 1003 Automotive Electronics	3
AST 1004 Gasoline Engine Theory	4
AST 1103 Automotive Brake Systems	3
AST 1213 Automotive Chassis and Steering	3
AST 2103 Advanced Automotive Electronics	3
Total Hours	16

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE IN AUTOMOTIVE SERVICE TECHNOLOGY

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
AST 1003 Automotive Electronics	3
AST 1004 Gasoline Engine Theory	4
AST 1113 Introduction to Automotive Drivetrains	3
CIS 1113 Fundamental Computer Operation	3
BST 1003 Business English	3
Total Hours	16

Spring

Course Number and Name	Credits
AST 1005 Engine Performance	5
AST 1103 Automotive Brake Systems	3
AST 1213 Automotive Chassis and Steering	3
AST 2103 Advanced Automotive Electronics	3
TMAT 1203 Technical Mathematics	3
Total Hours	17

1st Summer Session (five-week course)

Course Number and Name	Credits
AST 1203 Automotive Climate Control	3
Total Hours	3

BANKING SERVICES PROGRAM

ABOUT BANKING SERVICES

The Banking Services program of study is designed to prepare graduates for entry-level jobs at banks, credit unions, insurance agencies, and other financial institutions. Course work is designed to provide the banking industry with skilled employees who possess strong communication, math, critical thinking, computer skills and knowledge of banking processes and regulations.

A career in banking opens doors of possibility, and provides the banking professional many opportunities to use their skills in meaningful ways. Within banking operations, there is a place for all personality types to fill positions where you may work with the public all or part of the time, or you can work behind the scenes. Banking services involves direct work with the public through teller operations, loan officers and branch managers. For professionals looking to work behind the scenes, there are positions where you can work indirectly with the public in positions where you are helping troubleshoot and solve problems with customer service, solving online banking issues, or researching ATM and Fraud disputes. For those who like to work in a non-public facing post, there are positions where you can work in areas such as data entry or loan documentation review and maintenance. Our Banking Service program provides students the skills necessary to succeed in all areas of banking.

High school students may begin the Banking Services program by taking classes concurrently with their regular studies and earn college credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

Associate Degrees

| [Banking Services](#)

Technical Certificates

| [Banking Services](#)

Certificate of Proficiency

| [Banking Services](#)

ASSOCIATES DEGREE IN BANKING SERVICES

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall, Spring, or Summer

Course Number and Name	Credits
BNK 2916 Banking Work-Based Learning (high school students only) <i>or</i> BNK 2993 SPECIAL TOPICS IN BANKING and one approved elective	6
Total Hours	6

Fall

Course Number and Name	Credits
BNK 2313 Principles of Banking	3
BNK 2323 Branch Operations	3
BST 1083 Introduction to Economics	3
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013	3
Total Hours	15

Spring

Course Number and Name	Credits
BNK 2303 Money and Banking	3
BST 1053 Spreadsheets	3
BST 1073 Accounting	3
BST 1013 Word Processing	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

Fall

Course Number and Name	Credits
BNK 2333 Loan Operations	3
BST 2053 Advanced Spreadsheets	3
BST 2213 Human Relations Principles and Practices	3
BST 2543 Workplace Behavior and Ethics	3
ENGL 1023	3
Total Hours	15

Spring

Course Number and Name	Credits
Approved Social Science Elective*	3
BNK 2343 Legal Foundations in Banking	3
BST 2443 Introduction to Project Management	3
Total Hours	9

*See appropriate alternatives or substitutions in "General Education Requirements"

Approved Electives may include: *BNK 2993 SPECIAL TOPICS IN BANKING, BST 1043 Professional Communication, BST 2013 e-Commerce, BST 2023 Organizational Leadership, BST 2533 Employee Recruiting, Training, and Compensation, CIS 1233 Systems Analysis and Design, CIS 2143 Help Desk Support, HS 2113 Cultural Diversity.* Any other elective must be approved by program chair.

CERTIFICATE OF PROFICIENCY IN BANKING SERVICES

The Certificate of Proficiency in Banking Services gives students the opportunity to earn a certificate while completing coursework toward a higher degree. Courses completed in the Certificate of Proficiency will apply toward the completion of both a Technical Certificate and an Associate of Applied Science degree in Banking Services. It will increase opportunities for entry level employability by improving qualifications of the applicant pool and better meet the increasing demand for support skills in the banking services field.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
BNK 2313 Principles of Banking	3
BNK 2323 Branch Operations	3
BNK 2916 Banking Work-Based Learning (high school students only) or one approved elective credit and BNK 2993 SPECIAL TOPICS IN BANKING	6
Total Hours	12

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE IN BANKING SERVICES

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
BNK 2313 Principles of Banking	3
BNK 2323 Branch Operations	3
BST 1083 Introduction to Economics	3
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013	3
Total Hours	15

Spring

Course Number and Name	Credits
BNK 2303 Money and Banking	3
BST 1053 Spreadsheets	3
BST 1073 Accounting	3
BST 1013 Word Processing	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

Summer

Course Number and Name	Credits
BNK 2916 Banking Work-Based Learning (high school students only) or one approved elective credit and BNK 2993 SPECIAL TOPICS IN BANKING	6
Total Hours	6

Approved Electives may include BNK 2993 SPECIAL TOPICS IN BANKING, BST 1043 Professional Communication, BST 2013 e-Commerce, BST 2023 Organizational Leadership, BST 2533 Employee Recruiting, Training, and Compensation, CIS 1233 Systems Analysis and Design, CIS 2143 Help Desk Support, HS 2113 Cultural Diversity. Any other elective must be approved by program chair.

BUSINESS TECHNOLOGY PROGRAM

ABOUT BUSINESS TECHNOLOGY

The **Business Technology** program is designed to prepare students for a career as an administrative assistant, accounting clerk, computer operator, or office manager. Students will gain the professional and computer knowledge for meeting the necessary skills to attain positions in their chosen field. Given the necessary time on the job to build expertise and accumulate experience, students can take advantage of opportunities to advance. Comprehensive computer classes and their applications prepare students for the MOS (Microsoft Office Specialist) certification exam in several Office applications.

The **Business Technology - Human Resource Management** associate of applied sciences degree program of study will prepare students for an entry-level position in the field of human resources. Students will focus on local, state and federal employment laws/regulations and learn ethical employment practices. This program option will prepare the student to provide support to companies and employees. Graduates of this program will learn to manage a company's most important assets – its employees.

The **Office Support Specialist** certificate of proficiency will provide students with a basic understanding of communication, office administration, technology, and information management. Courses completed in the certificate of proficiency will apply toward the completion of both a technical certificate and an associate of applied science degree in business technology.

Associate Degrees

Business Technology
Business Technology Human Resources Management Option

Technical Certificates

Business Technology

Certificate of Proficiency

Office Support Specialist

ASSOCIATES DEGREE IN BUSINESS TECHNOLOGY

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
BST 1013 Word Processing	3
BST 1073 Accounting	3
BST 1303 Introduction to Computers	3
ENGL 1013	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

2nd Semester

Course Number and Name	Credits
BST 1033 Administrative Support Procedures	3
BST 1043 Professional Communication	3
BST 1053 Spreadsheets	3

Course Number and Name	Credits
BST 2113 Advanced Word Processing	3
BST 2133 Multimedia	3
Total Hours	15

3rd Semester

Course Number and Name	Credits
BST 1063 Legal Environment for Business Technology	3
BST 1083 Introduction to Economics	3
BST 2123 Computer Applications for Accounting	3
BST 2143 Introduction to Management	3
ENGL 1023	3
Total Hours	15

4th Semester

Course Number and Name	Credits
Any Approved Social Science ¹	3
BST 2053 Advanced Spreadsheets or BST 2153 Database Management	3
BST 2163 Desktop Publishing	3
INT 2903 Internship	3
Approved Elective	3
Total Hours	15

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

* Usually offered in Summer

Approved Electives may include BST 2053 Advanced Spreadsheets, BST 2213 Human Relations Principles and Practices, BST 2223 Introduction to Research, BST 2993 Special Topics for Business Technology, or other Business Technology courses not required by this curriculum.

ASSOCIATES DEGREE IN BUSINESS TECHNOLOGY - HUMAN RESOURCE MANAGEMENT OPTION

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
BST 1303 Introduction to Computers	3
BST 2133 Multimedia	3
BST 2513 Introduction to Human Resources Management	3

Course Number and Name	Credits
BST 2523 Employment Law	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

2nd Semester

Course Number and Name	Credits
BST 1013 Word Processing	3
BST 1033 Administrative Support Procedures	3
BST 2533 Employee Recruiting, Training, and Compensation	3
ENGL 1013	3
PSY 2003 or SOC 1003	3
Total Hours	15

3rd Semester

Course Number and Name	Credits
Approved Elective	3
BST 2113 Advanced Word Processing	3
BST 2143 Introduction to Management	3
BST 2543 Workplace Behavior and Ethics	3
ENGL 1023	3
Total Hours	15

4th Semester

Course Number and Name	Credits
Approved Electives	3
BST 1043 Professional Communication	3
BST 1053 Spreadsheets	3
BST 1073 Accounting	3
BST 2213 Human Relations Principles and Practices	3
Total Hours	15

Approved Electives may include BST 1083 Introduction to Economics, BST 2053 Advanced Spreadsheets, BST 2123 Computer Applications for Accounting, BST 2223 Introduction to Research, BST 2173 Social Media Marketing, BST 2993 Special Topics for Business Technology, HS 1123 Communication and Interviewing or other Business Technology courses not required by this curriculum.

OFFICE SUPPORT SPECIALIST CERTIFICATE OF PROFICIENCY

The Certificate of Proficiency in Office Support Specialist gives students the opportunity to earn a certificate while completing coursework toward a higher degree. Courses completed in the Certificate of Proficiency will apply toward the completion of both a Technical Certificate and an Associate of Applied Science degree in Business Technology. It will provide students with a basic understanding of communication, office administration, technology, and information management.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
BST 1013 Word Processing	3
BST 1033 Administrative Support Procedures	3
BST 1043 Professional Communication	3
BST 1053 Spreadsheets	3
BST 1303 Introduction to Computers	3
Total Hours	15

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE IN BUSINESS TECHNOLOGY

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
Approved Elective Credit	3
BST 1003 Business English	3
BST 1073 Accounting	3
BST 1303 Introduction to Computers	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

2nd Semester

Course Number and Name	Credits
BST 1013 Word Processing	3
BST 1033 Administrative Support Procedures	3
BST 1043 Professional Communication	3
BST 1053 Spreadsheets	3
BST 2133 Multimedia	3
Total Hours	15

1st Summer Session (five-week courses)

Course Number and Name	Credits
BST 2113 Advanced Word Processing	3
BST 2123 Computer Applications for Accounting	3
Total Hours	6

CARDIO TECHNOLOGY PROGRAM

ABOUT CARDIAC SONOGRAPHY

Students who complete the non-invasive Cardiac Sonography (CS) program of study will be prepared to enter the healthcare field in cardiac sonography labs as adult cardiac sonographers. Cardiac sonography, also known as echocardiography, is a rapidly advancing specialty area of cardiac imaging that uses ultrasound technology to evaluate the heart. With this technology, a cardiac sonographer uses sound waves created by the machine to acquire images of the cardiac chambers, walls, valves and blood flow.

The cardiac sonographer is a skilled person qualified by academic and clinical preparation to have:

- A detailed working knowledge of the anatomy and physiology of the heart
- The ability to optimize images
- A thorough understanding of cardiac pathology and its effects on the heart
- The ability to comprehend the sonographic appearance of normal and abnormal cardiac conditions.

Cardiac sonographers generally work closely with cardiologists, who use the images to diagnose cardiac diseases.

Students completing the Associate of Applied Science in Cardiac Sonography prepare to sit for the Registered Cardiac Sonographer (RCS) exam through Cardiovascular Credentialing International (CCI) and the Registered Diagnostic Cardiac Sonographer (RDCS) exam through American Registry for Diagnostic Medical Sonography (ARDMS).

The CS program is housed at Chaffee Crossing in Fort Smith, 12211 Ward Drive, Building 139, Fort Smith, AR 72916.

The Cardiac Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<https://www.caahep.org>), upon the recommendation of The Joint Review Committee on Education on Cardiovascular Technology (JRC-CVT).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350

Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

Students are advised that the Cardiac Sonography Program (CS) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the CS Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The CS program is very intense and requires approximately 30-38 hours per week of theory /lab/fieldwork. This estimate does not include prep or study time.

The hours ascribed to each semester while in the CS Program are considered by the program to be full time.

Associate Degree

| [Cardiac Sonography](#)

ASSOCIATES DEGREE IN CARDIAC SONOGRAPHY

Students must apply to and be admitted into the technical phase of the program before taking any of the CVT courses below.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013	3
HSCI 1113 Medical Terminology	3
HSCI 1123 Human Anatomical Structure I	3

Course Number and Name	Credits
MATH 1003 or MATH 1113	3
Total Hours	15

Spring

Course Number and Name	Credits
BIOL 1014 or PHSC 1013 and PHSC 1021	4
ENGL 1023	3
HSCI 1243 Human Anatomical Structure II	3
PSY 2003	3
EMTP 1001 First Aid and CPR for Health Care Providers	1
Total Hours	14

Fall

Course Number and Name	Credits
CVT 2112 Hospital Policies and Patient Care	2
CVT 2123 Sonography Physics and Instrumentation I	3
CVT 2132 Echocardiography I Laboratory	2
CVT 2133 Echocardiography I	3
CVT 2144 Clinical Practicum I	4
Total Hours	14

Spring

Course Number and Name	Credits
CVT 2211 Principles of Electrocardiography	1
CVT 2213 Cardiac Pathology Studies	3
CVT 2223 Sonography Physics and Instrumentation II	3
CVT 2231 Echocardiography II Laboratory	1
CVT 2233 Echocardiography II	3
CVT 2244 Clinical Practicum II	4
Total Hours	15

Summer

Course Number and Name	Credits
CVT 2312 Interdisciplinary Cardiac Imaging	2

Course Number and Name	Credits
CVT 2313 Echocardiography Concepts	3
CVT 2323 Physics Concepts	3
CVT 2344 Clinical Practicum III	4
Total Hours	12

COLLISION REPAIR TECH PROGRAM

ABOUT COLLISION REPAIR TECHNOLOGY

The work of the collision repair technician consists of those jobs that require knowledge of automotive construction and a relatively high degree of manual dexterity. Collision repair technicians fix vehicle bodies when they have been damaged. Paint and body work is a skilled art. Surface preparation is the most important step of any body repair project. Body filler, sanding, priming, cleaning, and more help create the perfect surface for paint.

Students enrolled in this program will become skilled in frame alignment, dent removal, replacing damaged parts, color matching, painting, and principles of custom painting. Students will receive instruction in solvent-based paints and in the implementation of green technology with water-borne paints.

Our program will teach you how to diagnose body damage, prescribe a plan for correcting that damage and then restore the vehicle to meet industry standards.

While collision repair is the main focus of this program, computer technology also plays an important role. In the shop, you'll use software that estimates collision damage, matches paint colors for mixing and helps you manage inventory. You may gain in-depth instruction in this software during your collision repair program, but having sufficient computer proficiency beforehand can allow you to gain a better grasp of this complex technology during the learning process. You may benefit from taking a fundamental computer operation course early on in your education.

Employers usually favor technicians who've completed a postsecondary program. In fact, employers often send their own technicians back to school to advance their educations.

The Collision Repair Technology program currently holds certification from the National Automotive Technicians Education Foundation (NATEF) in painting and refinishing.

Each student will be required to furnish their own tools as approved by the instructor.

Associate Degree

| [Collision Repair Technology](#)

Technical Certificate

| [Collision Repair Technology](#)

ASSOCIATES DEGREE IN COLLISION REPAIR TECHNOLOGY

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
CRT 1103 Automotive Welding	3
CRT 1114 Metal Repair I	4
CRT 1124 Painting I	4
CRT 1134 Color Matching I	4
Total Hours	15

Spring

Course Number and Name	Credits
CRT 1214 Metal Repair II	4
CRT 1224 Painting II	4

Course Number and Name	Credits
CRT 1234 Color Matching II	4
ENGL 1013	3
Total Hours	15

1st Summer Session (5-week course)

Course Number and Name	Credits
CRT 1322 Detailing	2
CRT 1332 Cost Analysis in Collision Repair	2
CRT 1342 Collision Repair Technology Employment Certification	2
Total Hours	6

Fall

Course Number and Name	Credits
Any Approved Social Science ¹	3
CRT 2114 Metal Repair III	4
CRT 2124 Custom Painting	4
ENGL 1023	3
Total Hours	14

Spring

Course Number and Name	Credits
CRT 2134 Collision Repair Technology Mechanical and Electrical	4
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
TMAT 1203 Technical Mathematics	3
Total Hours	10

¹See appropriate alternatives or substitutions in "General Education Requirements"

TECHNICAL CERTIFICATE IN COLLISION REPAIR TECHNOLOGY**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
CRT 1103 Automotive Welding	3

Course Number and Name	Credits
CRT 1114 Metal Repair I	4
CRT 1124 Painting I	4
CRT 1134 Color Matching I	4
Total Hours	15

Spring

Course Number and Name	Credits
BST 1003 Business English	3
CRT 1214 Metal Repair II	4
CRT 1224 Painting II	4
CRT 1234 Color Matching II	4
Total Hours	15

1st Summer Session (five-week course)

Course Number and Name	Credits
CRT 1322 Detailing	2
CRT 1332 Cost Analysis in Collision Repair	2
CRT 1342 Collision Repair Technology Employment Certification	2
Total Hours	6

COMPUTER INFORMATION TECHNOLOGY PROGRAM

ABOUT COMPUTER INFORMATION TECHNOLOGY

With the growing importance of computers in the workplace and the emphasis on more sophisticated technologies, qualified computer technicians are in high demand. This program is designed to provide individuals with the knowledge and skills needed to become network administrators. Training includes operating systems, computer repair, programming, networking, emerging trends and troubleshooting skills.

The Computer Information Technology program integrates Cisco technology into their curriculum to prepare students for entry-level career opportunities, continuing education, and pursuit of globally-recognized Cisco CCNA certifications and other industry-standard certifications such as MTA, A+, Networking+, etc. Certificates also included are Cisco Cyber Ops Associates, CCNAv7 Switching, routing, and wireless, and CCNAv7 Introduction to Network.

High school students may begin the Computer Information Technology program by taking classes concurrently with their regular studies and earn credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

Associate Degree

Computer Information Technology

Technical Certificate

Computer Information Technology

Certificate of Proficiency

Computer Information Technology
Mobile Applications

ASSOCIATES DEGREE IN COMPUTER INFORMATION TECHNOLOGY

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
Approved Elective Credit	3
CIS 1103 Programming I	3
CIS 1113 Fundamental Computer Operation	3
CIS 1153 Networking I	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

Spring

Course Number and Name	Credits
ENGL 1013	3
CIS 1203 Programming II	3
CIS 1213 Operating Systems	3
CIS 1253 Networking II	3
CIS 1303 PC Maintenance I	3

Course Number and Name	Credits
Total Hours	15

2nd Summer Session (five-week courses)

Course Number and Name	Credits
CIS 1233 Systems Analysis and Design	3
CIS 1243 HTML Programming	3
Total Hours	6

Fall

Course Number and Name	Credits
CIS 2153 Programming in C++	3
CIS 2133 Web Page Design	3
CIS 2143 Help Desk Support	3
Approved Elective	3
Total Hours	12

Spring

Course Number and Name	Credits
Any Approved Social Science	3
ENGL 1023	3
Approved Elective	6
Total Hours	12

Approved electives include (but are not limited to): *BST 2153 Database Management*, any additional CIS course, any ICS course. Electives must be approved by the program director. (Green electives include *CIS 2203*, *ICS 2203 Computer System Components*, *ICS 2115*, and *ICS 2116*.)

*Usually offered in Summer.

CERTIFICATE OF PROFICIENCY IN COMPUTER INFORMATION TECHNOLOGY

The Certificate of Proficiency in Computer Information Technology is a course of study that prepares students for entry-level employment in a computerized field. The courses within the certificate of proficiency can lead to a new career or simply enhance a person's skill set to make him/her more productive and marketable. This certificate of proficiency may be applied to the Technical Certificate in Computer Information Technology and the Associate of Applied Science degree in Computer Information Technology.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
CIS 1103 Programming I	3
CIS 1113 Fundamental Computer Operation	3

Course Number and Name	Credits
CIS 1153 Networking I	3
CIS 1303 PC Maintenance I	3
Total Hours	12

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

CERTIFICATE OF PROFICIENCY IN MOBILE APPLICATIONS

The Certificate of Proficiency in Mobile Applications is a course of study that introduces students to mobile application development with modern web application technologies. This certificate of proficiency may be applied to the Technical Certificate in Computer Information Technology and the Associate of Applied Science degree in Computer Information Technology.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
CIS 1103 Programming I	3
CIS 1113 Fundamental Computer Operation	3
CIS 1243 HTML Programming	3
CIS 2213 Mobile Applications	3
Total Hours	12

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE IN COMPUTER INFORMATION TECHNOLOGY

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
Approved Elective Credit	3
CIS 1103 Programming I	3
CIS 1113 Fundamental Computer Operation	3
CIS 1153 Networking I	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

Spring

Course Number and Name	Credits
BST 1003 Business English	3

Course Number and Name	Credits
CIS 1203 Programming II	3
CIS 1213 Operating Systems	3
CIS 1253 Networking II	3
CIS 1303 PC Maintenance I	3
Total Hours	15

2nd Summer Session (5-week courses)

Course Number and Name	Credits
Approved Elective Credit	6
Total Hours	6

Approved electives include (but are not limited to): *BST 2153 Database Management Database Management*, any additional CIS course, any ICS course. Electives must be approved by the program director.

COSMETOLOGY PROGRAM

ABOUT COSMETIC SCIENCE

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

The Arkansas State Health Department Cosmetology Division requires an individual to successfully complete 1500 clock hours in order to qualify for the state cosmetology licensing examination. Being convicted of a felony as provided under § 17-3-102 may disqualify you from licensure. In addition to admission requirements for this program, a student must submit a copy of their social security number, driver's license, and copy of high school transcript or proof of GED for a temporary training permit.

Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies or Certificate of Health Professions until admitted into their selected program.

Associate Degree

| [Cosmetic Science](#)

Technical Certificate

| [Cosmetology](#)

ASSOCIATES DEGREE IN COSMETIC SCIENCE

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester Fall or Spring

Course Number and Name	Credits
COS 1101 Hygiene and Sanitation I	1
COS 1107 Hairdressing I with Laboratory	7
COS 1121 Related Science I	1
COS 1131 Manicuring I	1
COS 1141 Cosmetic Therapy I	1
COS 1151 Salesmanship, Shop Management, and Shop Department I	1
Total Hours	12

2nd Semester Spring or Fall

Course Number and Name	Credits
COS 1201 Hygiene and Sanitation II	1
COS 1207 Hairdressing II with Laboratory	7
COS 1221 Related Science II	1
COS 1231 Manicuring II	1
COS 1241 Cosmetic Therapy II	1
COS 1251 Salesmanship, Shop Management, and Shop Department II	1
BST 1303 Introduction to Computers	3

Course Number and Name	Credits
<i>or</i> CIS 1113 Fundamental Computer Operation	
Total Hours	15

3rd Semester Fall or Spring

Course Number and Name	Credits
COS 2301 Hygiene and Sanitation III	1
COS 2307 Hairdressing III with Laboratory	7
COS 2321 Related Science III	1
COS 2331 Manicuring III	1
COS 2341 Cosmetic Therapy III	1
COS 2351 Salesmanship, Shop Management, and Shop Department III	1
ENGL 1013	3
Total Hours	15

4th Semester 1st Summer Session

Course Number and Name	Credits
COS 2404 Theory and Practical Application	4
COS 2403 Salon Business Operations	3
Total Hours	7

5th Semester Spring or Fall

Course Number and Name	Credits
Any Approved Social Science ¹	3
Elective Credit	2
ENGL 1023	3
TMAT 1203 Technical Mathematics	3
Total Hours	11

¹See appropriate alternatives or substitutions in "General Education Requirements"

TECHNICAL CERTIFICATE IN COSMETOLOGY

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester Fall or Spring

Course Number and Name	Credits
COS 1101 Hygiene and Sanitation I	1
COS 1107 Hairdressing I with Laboratory	7
COS 1121 Related Science I	1
COS 1131 Manicuring I	1
COS 1141 Cosmetic Therapy I	1
COS 1151 Salesmanship, Shop Management, and Shop Department I	1
Total Hours	12

2nd Semester Spring or Fall

Course Number and Name	Credits
COS 1201 Hygiene and Sanitation II	1
COS 1207 Hairdressing II with Laboratory	7
COS 1221 Related Science II	1
COS 1231 Manicuring II	1
COS 1241 Cosmetic Therapy II	1
COS 1251 Salesmanship, Shop Management, and Shop Department II	1
Total Hours	12

1st Summer Session (five-week course)

Course Number and Name	Credits
COS 2404 Theory and Practical Application	4
Total Hours	4

3rd Semester Fall or Spring

Course Number and Name	Credits
COS 2301 Hygiene and Sanitation III	1
COS 2307 Hairdressing III with Laboratory	7
COS 2321 Related Science III	1
COS 2331 Manicuring III	1
COS 2341 Cosmetic Therapy III	1
COS 2351 Salesmanship, Shop Management, and Shop Department III	1
Total Hours	12

CULINARY ARTS PROGRAM

CERTIFICATE OF PROFICIENCY IN CULINARY ARTS

The Certificate of Proficiency in Culinary Arts is a course of study that prepares students for entry-level employment in the restaurant and food service industry. The courses within the certificate of proficiency can lead to a new career or simply enhance a person's skill set to make him/her more productive and marketable.

This certificate of proficiency is currently offered only to concurrent students at the Arkansas Tech Career Center.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
CA 1013 Pro Start I	3
CA 1023 Pro Start II	3
CA 1113 Introduction to Culinary Arts	3
CA 1213 Culinary Arts I	3
CA 1223 Culinary Arts II	3
Total Hours	15

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

GENERAL STUDIES PROGRAM

ASSOCIATE OF GENERAL STUDIES

The associate of general studies degree provides students the flexibility to create a customized program of study designed to fulfill a unique career goal which is not available through any single technical certificate or associate of applied science degree currently offered at Arkansas Tech University-Ozark Campus.

Students who earn this degree will take a core of general education course work and technical coursework (or higher college level course work) recommended by an academic advisor. The associate of general studies provides a degree path toward the Bachelor of Applied Science, Bachelor of Professional Studies or another bachelor degree.

Students may utilize multiple disciplinary training options in a variety of technical fields. Certificate programs currently without a degree option and students who are taking industry requested specialized courses tailored to employer needs may utilize this pathway to a degree.

Students who are pursuing a program of study where admission is limited (Cardiovascular Technology, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

(60 Semester Credit Hours)

1st Semester

Course Number and Name	Credits
Any Approved Social Science ¹	3
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
TMAT 1203 Technical Mathematics <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
Technical Elective <i>(or college level course work)</i>	3
Total Hours	15

2nd Semester

Course Number and Name	Credits
ENGL 1023 <i>Must pass with a "C" or better</i>	3
Technical Electives <i>(or college level course work)</i>	12
Total Hours	15

3rd Semester

Course Number and Name	Credits
Technical Elective	15

Course Number and Name	Credits
<i>(or college level course work)</i>	
Total Hours	15

4th Semester

Course Number and Name	Credits
Technical Elective <i>(or college level course work)</i>	15
Total Hours	15

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

HEALTH INFORMATION TECHNOLOGY PROGRAM

ABOUT HEALTH INFORMATION TECHNOLOGY

The Health Information Technology (HIT) program provides students with the skills and competencies in health data management, information policy, information systems, and administrative and clinical work flow critical to function in an electronic environment.

Students will learn the basic concepts and functions of the origin, use, content, and format of the health record; gain an understanding of the legal and ethical responsibilities of a health care facility; and gain an understanding of the electronic medical record and its use in the health care facility.

This program will provide students with the skills necessary to sit for the national exam for certification as a Registered Health Information Technician (RHIT).

With the nearly universal implementation of electronic medical records and communications, this program will provide increased employment opportunities in the expanding traditional and nontraditional health care industry.

The Health Information Technology Associate degree program at Arkansas Tech University-Ozark Campus is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N Michigan Avenue, 21st Floor, Chicago, IL 60601-5800; telephone: (312) 233-1100. <http://www.cahiim.org>.

Associate Degree

| [Health Information Technology](#)

Technical Certificate

| [Health Information Technology](#)

Certificates of Proficiency

| [Medical Billing](#)

| [Medical Coding](#)

ASSOCIATES DEGREE IN HEALTH INFORMATION TECHNOLOGY

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall Semester

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013	3
HIT 1103 Health Data Content and Structures	3
HSCI 1113 Medical Terminology	3
HSCI 1123 Human Anatomical Structure I	3
Total Hours	15

Spring Semester

Course Number and Name	Credits
HIT 1203 Information Systems in Healthcare	3

Course Number and Name	Credits
HIT 1213 Legal Aspects of Health Information	3
HIT 1233 Pharmacology	3
HSCI 1243 Human Anatomical Structure II	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

1st Summer Session (five-week course)

Course Number and Name	Credits
HIT 2103 Disease Processes	3
Total Hours	3

Summer Session (ten-week course)

Course Number and Name	Credits
HIT 2333 Healthcare Management	3
Total Hours	3

Fall Semester

Course Number and Name	Credits
Any Approved Social Science	3
HIT 2233 Healthcare Analytics	3
HIT 2243 Diagnostic (ICD-10-CM) Coding	3
HIT 2253 Healthcare Reimbursement Methodologies	3
Total Hours	12

Spring Semester

Course Number and Name	Credits
ENGL 1023	3
HIT 2323 Procedural (CPT) Coding	3
HIT 2343 Advanced Coding	3
HIT 2903 Professional Practice Experience	3
Total Hours	12

CERTIFICATE OF PROFICIENCY IN MEDICAL BILLING

The Certificate of Proficiency in Medical Billing will prepare students for entry-level billing office positions in healthcare facilities (e.g., hospitals, clinics, physician practices). Credits earned may be applied to the Technical Certificate and/or the Associate of Applied Science degree in Health Information Management.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
HSCI 1113 Medical Terminology	3
HIT 1203 Information Systems in Healthcare	3
HIT 2243 Diagnostic (ICD-10-CM) Coding	3
HIT 2253 Healthcare Reimbursement Methodologies	3
Total Hours	12

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

CERTIFICATE OF PROFICIENCY IN MEDICAL CODING

The Certificate of Proficiency in Medical Coding is a course of study that will prepare students for entry-level positions as coders in health care facilities (e.g., hospitals, clinics, physician practices). Credits earned may be applied to the Technical Certificate and/or the Associate of Applied Science degree in Health Information Management.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
HSCI 1113 Medical Terminology	3
HSCI 1123 Human Anatomical Structure I	3
HSCI 1243 Human Anatomical Structure II	3
HIT 2243 Diagnostic (ICD-10-CM) Coding	3
HIT 2323 Procedural (CPT) Coding	3
Total Hours	15

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE IN HEALTH INFORMATION TECHNOLOGY**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013	3
HIT 1103 Health Data Content and Structures	3
HSCI 1113 Medical Terminology	3
HSCI 1123 Human Anatomical Structure I	3

Course Number and Name	Credits
Total Hours	15

2nd Semester

Course Number and Name	Credits
HIT 1203 Information Systems in Healthcare	3
HIT 1213 Legal Aspects of Health Information	3
HIT 1233 Pharmacology	3
HSCI 1243 Human Anatomical Structure II	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

3rd Semester

Course Number and Name	Credits
HIT 2103 Disease Processes	3
HIT 2333 Healthcare Management	3
Total Hours	6

HEALTH SCIENCES PROGRAM

ABOUT HEALTH SCIENCES

The Health Sciences area provides students the flexibility to utilize multiple disciplinary training options in a variety of technical fields.

Students earning the Technical Certificate in Health Professions may go directly into the healthcare support workforce as nursing assistants, emergency medical technicians, community health workers or phlebotomists (depending on option chosen); or continue on for advanced training and education. Students successfully completing the Health Professions program may continue on to pursue an Associate of General Studies and Bachelor of Professional Studies.

Students who are pursuing a program of study where admission is limited (Cardiovascular Technology, Cosmetology, Medical Assisting, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

High school students may begin the Health Sciences program by taking classes concurrently with their regular studies and earn credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

Technical Certificate

Health Professions

Certificates of Proficiency

Health Sciences
Pharmacy Technician
Phlebotomy

CERTIFICATE OF PROFICIENCY IN HEALTH SCIENCES

The Certificate of Proficiency in Health Sciences is a course of study that provides the foundation for several programs of study within the Allied Health arena. Credits earned may be applied to other Certificates of Proficiency in Health Science areas, the Technical Certificate in Health Professions, and/or the Associate of Applied Science degree in Cardiovascular Technology-Cardiac Sonography, Health Information Technology, Medical Assisting, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, or Practical Nursing.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
HSCI 1113 Medical Terminology	3
HSCI 1123 Human Anatomical Structure I	3
HSCI 1243 Human Anatomical Structure II	3
Total Hours	9

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

CERTIFICATE OF PROFICIENCY IN PHLEBOTOMY

The Certificate of Proficiency in Phlebotomy will prepare students for entry-level positions as phlebotomists in healthcare facilities (e.g., hospitals, clinics, physician practices).

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits

Course Number and Name	Credits
HSCI 1002 Phlebotomy Practicum	2
HSCI 1004	4
HSCI 1113 Medical Terminology	3
HSCI 1123 Human Anatomical Structure I	3
HSCI 1243 Human Anatomical Structure II	3
Total Hours	15

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

PHARMACY TECHNICIAN CERTIFICATE OF PROFICIENCY

The Certificate of Proficiency in Pharmacy Technician is a course of study that will prepare students to assist pharmacists with dispensing information and processing prescriptions. Most states and employers require pharmacy technicians to be certified/registered with an official board of pharmacy. Many pharmacy technician job postings prefer individuals who are currently enrolled in a pharmacy technician school or are already certified.

Graduates of this program will be eligible to sit for the Pharmacy Technician Certification Exam.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
HSCI 1113 Medical Terminology	3
HSCI 1123 Human Anatomical Structure I	3
HSCI 1243 Human Anatomical Structure II	3
HIT 1103 Health Data Content and Structures or HIT 1213 Legal Aspects of Health Information	3
HIT 1233 Pharmacology	3
Total Hours	15

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE IN HEALTH PROFESSIONS

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013	3
HSCI 1113 Medical Terminology	3
HSCI 1123 Human Anatomical Structure I	3

Course Number and Name	Credits
Total Hours	12

2nd Semester

Course Number and Name	Credits
ENGL 1023	3
HSCI 1243 Human Anatomical Structure II	3
PSY 2003	3
TMAT 1203 Technical Mathematics	3
Total Hours	12

Options

Options	Course Number and Name	Credits
Sciences	BIOL 1014 or PHSC 1021 and PHSC 1013 or CHEM 1111 and CHEM 1113	4
Emergency Medical Technician	EMTP 1007 Basic Emergency Medical Services Training	7
Medical Billing	HIT 1203 Information Systems in Healthcare HIT 2243 Diagnostic (ICD-10-CM) Coding HIT 2253 Healthcare Reimbursement Methodologies	9
Medical Coding	HIT 2243 Diagnostic (ICD-10-CM) Coding HIT 2323 Procedural (CPT) Coding	6
Nursing Assistant	CNA 1114 Nursing Assistant	4
Pharmacy Technician	HIT 1103 Health Data Content and Structures HIT 1213 Legal Aspects of Health Information	3
Phlebotomy	EMTP 1001 First Aid and CPR for Health Care Providers HSCI 1002 Phlebotomy Practicum HSCI 1003 Phlebotomy	6
Total Hours		28-33

HUMAN SERVICES PROGRAM

ASSOCIATES DEGREE IN HUMAN SERVICES

Human services assistants are involved in providing direct and indirect services in public and private agencies by assisting individuals, families and groups to meet human needs. Human needs may be social, emotional, behavioral, environmental, and vocational or health related. These services generally require interaction with clients and are of a "helping nature."

Graduates of this program will be trained to work in a variety of support service settings, such as senior citizen centers, correctional facilities, nursing homes, rehabilitation programs, childcare development centers, departments of human services and non-profit agencies specializing in these services. The graduate will be trained to provide generic therapeutic, supportive and preventive services for people with emotional, developmental, social or physical problems in a variety of social or human service settings. These individuals will also be equipped to match clients with the appropriate services, advocate for clients, and provide administrative support to agencies.

The Human Services program is accredited by the Council for Standards in Human Service Education (CSHSE), 3337 Duke Street, Alexandria, VA 22314-5219, phone: (571) 257-3959, website: <http://www.cshse.org>.

Associates Degree in Human Services

Curriculum

1st Semester

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013	3
HS 1113 Introduction to Human Services	3
HS 1123 Communication and Interviewing	3
PSY 2003	3
Total Hours	15

2nd Semester

Course Number and Name	Credits
BST 1043 Professional Communication	3
ENGL 1023	3
HS 1213 Skills and Theories in Human Services	3
HS 1223 Systems, Processes, and Case Management	3
SOC 1003	3
Total Hours	15

3rd Semester

Course Number and Name	Credits
BST 1033 Administrative Support Procedures	3
HS 2113 Cultural Diversity	3

Course Number and Name	Credits
HS 2123 Group Processes	3
TMAT 1203 Technical Mathematics	3
Approved Elective Credit	3
Total Hours	15

4th Semester

Course Number and Name	Credits
BST 1053 Spreadsheets	3
HIT 2333 Healthcare Management	3
HS 2213 Management of Human Service Agencies	3
HS 2223 Fieldwork I	3
HS 2233 Fieldwork II	3
Total Hours	15

Standard approved electives: (LE 2013 Introduction to Computer Crime, LE 2113 Introduction to Terrorism, HSCI 1113 Medical Terminology, EMTP 2113, SOC/CJ 2033, PSY 3003, or PSY 3813. Any other courses must be approved by Program Chair.

AUTOMATION TECHNOLOGY PROGRAM

ABOUT AUTOMATION TECHNOLOGY

Automation Technology provides for a study of components, circuits, instruments and control techniques used with industrial automated systems. Students will develop skill sets which enable the integration of: electronics, mechanics, pneumatics, hydraulics and computer controls.

The focus of study is on two main areas, one is control techniques for industrial components, such as electric motors, variable-speed drives, programmable logic controllers, servomechanisms and sensors. The computer system area of concentration will allow the student to have an understanding of how to repair, upgrade, or network a complete computer system, both hardware and software.

The intent of this program is to prepare the student to deal with a broad concept of automation technology. The diverse educational training provides for a host of integrated skills that can be applied in a variety of job contexts to include: green energy technology, electronics, robotics, manufacturing, and production.

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. 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.

The Certificate of Proficiency in Industrial Controls is a course of study that prepares students for entry-level employment in an industrial maintenance, computer networking, or engineering related field. This certificate of proficiency may be applied to the Technical Certificate and the Associate of Applied Science degree in Industrial Control Systems.

The Certificate of Proficiency in Machinist Operations program prepares students for entry into the manufacturing of mechanical parts. In the production of precision metal parts students will use lathes, milling machines, welders, and grinders. Machinist operators work in machine shops, manufacturing, and tool rooms. Employment projects are based on replacing an aging workforce and potential manufacturing growth in the region.

This certificate of proficiency may be applied to the Technical Certificate in Industrial Electronic Technology and the Associate of Applied Science degree in Industrial Control Systems.

High school students may begin the Automation Technology program by taking classes concurrently with their regular studies and earn credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

Associates Degree

Automation Technology

Technical Certificates

Industrial Control Systems
Industrial Electronic Technology

Certificates of Proficiency

Industrial Control Systems
Machining Concepts and Operations
Machining Operations Milling and Turning

ASSOCIATES DEGREE IN AUTOMATION TECHNOLOGY

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall and Spring

Course Number and Name	Credits
ICS 1103 Programming I	3
ICS 1123 Semiconductors I	3
ICS 1153 Networking I	3

Course Number and Name	Credits
ICS 1163 Fundamentals of Electricity I (DC Circuits)	3
ICS 1173 Fundamentals of Electricity II (AC Circuits)	3
TMAT 1203 Technical Mathematics	3
Total Hours	18

Fall

Course Number and Name	Credits
ICS 1143 Introduction to Digital Logic	3
ICS 1253 Networking II	3
ICS 1303 PC Maintenance I	3
ICS 2203 Computer System Components	3
ICS 2213 Semiconductors II	3
ENGL 1013	3
Total Hours	18

Spring

Course Number and Name	Credits
ICS 2123 Industrial Fluid Power	3
ICS 2133 Introduction to Programmable Controllers	3
ICS 2143 Programmable Controllers	3
ICS 2153 Introduction to Industrial Automation	3
ICS 2163 Industrial Automation	3
Total Hours	15

Fall and Spring

Course Number and Name	Credits
Any Approved Social Science ¹	3
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1023	3
Total Hours	9

(Concurrent students who earn a Certificate of Proficiency in Machining Concepts and Operations and a Certificate of Proficiency in Machining Operations Milling and Turning may progress to earn a Technical Certificate in Industrial Electronic Technology then an Associate of Applied Science degree by completing the remaining required courses below. Students pursuing the machining operations path will actually earn 62 hours.)

Certificate of Proficiency in Machining Concepts and Operations

Course Number and Name	Credits
ICS 2513 Blueprint Reading, Precision Measurements, and Safety	3

Course Number and Name	Credits
ICS 2523 Machining Technology	3
Total Hours	6

Certificate of Proficiency in Machining Operations Milling and Turning

Course Number and Name	Credits
ICS 2514 Computer Numerical Control (CNC) Milling	4
ICS 2424	4
Total Hours	8

Fall

Course Number and Name	Credits
ENGL 1013	3
ICS 2123 Industrial Fluid Power	3
ICS 1163 Fundamentals of Electricity I (DC Circuits)	3
ICS 1173 Fundamentals of Electricity II (AC Circuits)	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

Spring

Course Number and Name	Credits
ICS 1123 Semiconductors I	3
ICS 1143 Introduction to Digital Logic	3
ENGL 1023	3
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
Approved Social Science	3
Total Hours	15

Fall

Course Number and Name	Credits
ICS 2133 Introduction to Programmable Controllers	3
ICS 2143 Programmable Controllers	3
ICS 2153 Introduction to Industrial Automation	3
ICS 2163 Industrial Automation	3
ICS 2213 Semiconductors II	3
Total Hours	15

CERTIFICATE OF PROFICIENCY IN INDUSTRIAL CONTROL SYSTEMS

The Certificate of Proficiency in Industrial Controls is a course of study that prepares students for entry-level employment in an industrial maintenance, computer networking, or engineering related field. This certificate of proficiency may be applied to the Technical Certificate and the Associate of Applied Science degree in Industrial Control Systems.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
ICS 1123 Semiconductors I or ICS 2123 Industrial Fluid Power	3
ICS 1143 Introduction to Digital Logic	3
ICS 1163 Fundamentals of Electricity I (DC Circuits)	3
ICS 1173 Fundamentals of Electricity II (AC Circuits)	3
Approved Elective	3
Total Hours	15

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

CERTIFICATE OF PROFICIENCY IN MACHINING CONCEPTS AND OPERATIONS

The Certificate of Proficiency in Machinist Operations program prepares students for entry into the manufacturing of mechanical parts.

Students completing a certificate of proficiency in Machinist Operations will be trained in the use of machine tools and Computer Numerically Controlled (CNC) machines. In the Machinist Operations program, students will:

- Read blueprints, sketches, or computer-aided (CAD) designs
- Setup, operate, and disassemble CNC machine tools
- Align, secure, and adjust cutting tools and work pieces
- Monitor the feed and speed of machines

Machining operators work in machine shops, manufacturing, and tool rooms. Employment projects are based on replacing an aging workforce and potential manufacturing growth in the region.

This certificate of proficiency may be applied to the Technical Certificate in Industrial Electronic Technology and the Associate of Applied Science degree in Industrial Control Systems.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
ICS 2513 Blueprint Reading, Precision Measurements, and Safety	3
ICS 2523 Machining Technology	3
Total Hours	6

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

CERTIFICATE OF PROFICIENCY IN MACHINING OPERATIONS MILLING AND TURNING

The Certificate of Proficiency in Machinist Operations program prepares students for entry into the manufacturing of mechanical parts.

Students completing a certificate of proficiency in Machinist Operations will be trained in the use of machine tools and Computer Numerically Controlled (CNC) machines. In the Machinist Operations program, students will:

- Turn, mill, drill, shape, and grind machine parts to specifications
- Measure, examine, and test completed products for defects
- Smooth surfaces of parts or products
- Modify finished work pieces.

In the production of precision metal parts students will use lathes, milling machines, welders, and grinders. Machining operators work in machine shops, manufacturing, and tool rooms. Employment projects are based on replacing an aging workforce and potential manufacturing growth in the region.

This certificate of proficiency may be applied to the Technical Certificate in Industrial Electronic Technology and the Associate of Applied Science degree in Industrial Control Systems.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
ICS 2514 Computer Numerical Control (CNC) Milling	4
ICS 2524 Computer Numerical Control (CNC) Turning	4
Total Hours	8

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE IN INDUSTRIAL CONTROL SYSTEMS

(Concurrent students who earn a Certificate of Proficiency in Industrial Control Systems may progress to earn a Technical Certificate in Industrial Control Systems by completing the remaining required courses below.)

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
ICS 1103 Programming I	3
ICS 1123 Semiconductors I	3
ICS 1153 Networking I	3
ICS 1163 Fundamentals of Electricity I (DC Circuits)	3
ICS 1173 Fundamentals of Electricity II (AC Circuits)	3
Total Hours	15

2nd Semester

Course Number and Name	Credits
ICS 1143 Introduction to Digital Logic	3
ICS 1253 Networking II	3
ICS 2203 Computer System Components	3
ICS 2213 Semiconductors II	3
Total Hours	12

3rd Semester

Course Number and Name	Credits
ICS 2123 Industrial Fluid Power	3
ICS 2133 Introduction to Programmable Controllers	3
ICS 2143 Programmable Controllers	3
ICS 2153 Introduction to Industrial Automation	3
ICS 2163 Industrial Automation	3
Total Hours	15

TECHNICAL CERTIFICATE IN INDUSTRIAL ELECTRONIC TECHNOLOGY

(Students who take Robotic elective courses may substitute classes as noted below and progress to earn a Technical Certificate in Industrial Electronic Technology by completing the remaining required courses below.)

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall or Spring

Course Number and Name	Credits
ICS 1123 Semiconductors I	3
ICS 1163 Fundamentals of Electricity I (DC Circuits)	3
ICS 1173 Fundamentals of Electricity II (AC Circuits)	3
ICS 2123 Industrial Fluid Power	3
Approved Elective Credit	2
Total Hours	14

Fall or Spring

Course Number and Name	Credits
BST 1003 Business English	3
ICS 2213 Semiconductors II	3
TMAT 1103	3
Approved Elective Credit	2
Total Hours	11

1st Summer Session (five-week course)

Course Number and Name	Credits
ICS 1143 Introduction to Digital Logic	3
Approved Elective Credit	2
Total Hours	5

*(*Robotics Electives: ICS 1103 Programming I; ICS 2103; ICS 2033 Industrial Robotics Programming; ICS 2043 Robotics and Motion Control.)*

(Concurrent students who earn a Certificate of Proficiency in Machining Operations may progress to earn a Technical Certificate in Industrial Electronic Technology by completing the remaining required courses below. Students pursuing the machining operations path will actually earn 32 hours.)

Certificate of Proficiency in Machining Operations

Course Number and Name	Credits
ICS 2513 Blueprint Reading, Precision Measurements, and Safety	3
ICS 2514 Computer Numerical Control (CNC) Milling	4
ICS 2523 Machining Technology	3
ICS 2524 Computer Numerical Control (CNC) Turning	4
Welding Elective	3
Total Hours	17

Fall

Course Number and Name	Credits
BST 1003 Business English	3
ICS 2123 Industrial Fluid Power	3
ICS 1163 Fundamentals of Electricity I (DC Circuits)	3
ICS 1173 Fundamentals of Electricity II (AC Circuits)	3
TMAT 1103	3
Total Hours	15

LAW ENFORCEMENT PROGRAM

ABOUT LAW ENFORCEMENT

The law enforcement program provides students the skill set and knowledge necessary to prepare to enter the law enforcement field as well as provide promotional opportunities for those currently employed in law enforcement.

This program, designed with the assistance and support of surrounding law enforcement agencies, offers a competitive advantage to potential law enforcement employees as a precursor or supplement to police academy training. This program will enhance critical communications skills, computer skills, and knowledge of the legal system and current legislation.

High school students may begin the Law Enforcement program by taking classes concurrently with their regular studies and earn credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

Associate Degree

Law Enforcement

Technical Certificates

Law Enforcement

Certificates of Proficiency

Dispatcher Telecommunications

Jail Standards

Law Enforcement

ASSOCIATES DEGREE IN LAW ENFORCEMENT

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Curriculum for Fall Start

Fall

Course Number and Name	Credits
ENGL 1013	3
LE 1003 Introduction to Law Enforcement	3
LE 1023 Judicial Process	3
LE 1033 Public Relations in Law Enforcement	3
LE 1063 Juvenile Delinquency	3
Total Hours	15

Spring

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	
LE 1113 Ethics in Law Enforcement	
LE 2003 Interview, Interrogation, and Testimony	

Course Number and Name	Credits
LE Elective (or approved elective)	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

1st Summer Session (five-week courses)

Course Number and Name	Credits
LE 1123 Community Disaster Response	3
LE 2103 Crime Scene Investigation	3
Total Hours	6

Fall

Course Number and Name	Credits
BST 1043 Professional Communication	3
ENGL 1023	3
LE 2013 Introduction to Computer Crime	3
LE Elective (or approved elective)	3
LE Elective (or approved elective)	3
Total Hours	15

Spring

Course Number and Name	Credits
ANTH 1213 or PSY 2003 or SOC 1003	3
LE 2113 Introduction to Terrorism	3
LE Elective (or approved elective)	3
Total Hours	9

Curriculum for Spring Start**Spring**

Course Number and Name	Credits
ENGL 1013	3
LE 1003 Introduction to Law Enforcement	3
LE 1023 Judicial Process	3
LE 2003 Interview, Interrogation, and Testimony	3
LE 1113 Ethics in Law Enforcement	3
Total Hours	15

1st Summer Session (five-week courses)

Course Number and Name	Credits
LE 1123 Community Disaster Response	3
LE 2103 Crime Scene Investigation	3
Total Hours	6

Fall

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
LE 1033 Public Relations in Law Enforcement	3
LE 1063 Juvenile Delinquency	3
LE Elective (or approved elective)	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

Spring

Course Number and Name	Credits
BST 1043 Professional Communication	3
ENGL 1023	3
LE 2113 Introduction to Terrorism	3
LE Elective (or approved elective)	3
LE Elective (or approved elective)	3
Total Hours	15

Fall

Course Number and Name	Credits
ANTH 1213 or PSY 2003 or SOC 1003	3
LE 2013 Introduction to Computer Crime	3
LE Elective (or approved elective)	3
Total Hours	9

Approved Electives must be approved by the program director.

CERTIFICATE OF PROFICIENCY IN DISPATCHER TELECOMMUNICATIONS

A course of study that will prepare students to work in call centers operated by municipalities, private police, security firms or other public safety agencies. Public safety telecommunications operators (or dispatchers), work with the police, emergency medical personnel and fire departments to direct first-responder services when they are needed in critical situations.

This course is designed to prepare the student to work in a public safety dispatch office or telecommunications setting in the State of Arkansas. Introduces the concept of telecommunications 911 dispatching, including roles, responsibilities and basic job duties.

Students who successfully complete 90% of all classes and laboratories, earn a grade of 70% or better, and pass a criminal background check (no felony convictions), will also have the opportunity to be certified as a "Police Dispatcher" by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Students will be responsible for cost of criminal background check.

This certificate of proficiency may be applied to the Technical Certificate in Law Enforcement and the Associate of Applied Science degree with an emphasis in Law Enforcement.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
LE 1003 Introduction to Law Enforcement	3
LE 1113 Ethics in Law Enforcement	3
LE 2133 Dispatcher Telecommunications	3
Total Hours	9

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

CERTIFICATE OF PROFICIENCY IN JAIL STANDARDS

The Certificate of Proficiency in Jail Standards is a course of study that will prepare students for entry-level employment in the detention facility or corrections setting in the State of Arkansas. Students in this course will be provided knowledge and skills required by Arkansas Criminal Detention Standards.

Students who successfully complete 90% of all classes and laboratories, earn a grade of 70% or better, and pass a criminal background check (no felony convictions), will also have the opportunity to be certified as a "Jailer" by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Students will be responsible for cost of criminal background check.

This certificate of proficiency may be applied to the Technical Certificate in Law Enforcement and the Associate of Applied Science degree with an emphasis in Law Enforcement.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
LE 1003 Introduction to Law Enforcement	3
LE 1113 Ethics in Law Enforcement	3
LE 2123 Jail Standards	3
Total Hours	9

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

CERTIFICATE OF PROFICIENCY IN LAW ENFORCEMENT

The Certificate of Proficiency in Law Enforcement is a course of study that prepares students for entry-level employment in a law enforcement or security environment. This certificate of proficiency may be applied to the Technical Certificate in Law Enforcement and the Associate of Applied Science degree with an emphasis in Law Enforcement.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
LE 1003 Introduction to Law Enforcement	3
LE 1023 Judicial Process	3
LE 1033 Public Relations in Law Enforcement	3
LE 1063 Juvenile Delinquency	3
LE 1113 Ethics in Law Enforcement	3
Total Hours	15

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE IN LAW ENFORCEMENT

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Curriculum for Fall Start

Fall

Course Number and Name	Credits
BST 1003 Business English	3
LE 1003 Introduction to Law Enforcement	3
LE 1023 Judicial Process	3
LE 1033 Public Relations in Law Enforcement	3
LE 1063 Juvenile Delinquency	3
Total Hours	15

Spring

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
LE 2003 Interview, Interrogation, and Testimony	3
LE 2103 Crime Scene Investigation	3
LE Elective (or approved elective)	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

1st Summer Session (five-week course)

Course Number and Name	Credits
LE 1113 Ethics in Law Enforcement	3
LE 1123 Community Disaster Response	3

Course Number and Name	Credits
Total Hours	6

Curriculum for Spring Start**Spring**

Course Number and Name	Credits
BST 1003 Business English	3
LE 1003 Introduction to Law Enforcement	3
LE 1023 Judicial Process	3
LE 2003 Interview, Interrogation, and Testimony	3
LE 2103 Crime Scene Investigation	3
Total Hours	15

1st Summer Session (five-week course)

Course Number and Name	Credits
LE 1113 Ethics in Law Enforcement	3
LE 1123 Community Disaster Response	3
Total Hours	6

Fall

Course Number and Name	Credits
LE Elective (or approved elective)	3
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
LE 1033 Public Relations in Law Enforcement	3
LE 1063 Juvenile Delinquency	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

Approved Elective coursework must be selected from LE electives or approved by LE Program Chair.

LE Electives: · Use of Force · Drugs and Drug Policy in the United States · Jail Standards · Violent Mass Serial Killers · Intro to Emergency Administration Management · Use of Force · Drugs and Drug Policy in the United States

LOGISTICS MANAGEMENT PROGRAM

ABOUT LOGISTICS MANAGEMENT

Logistic Managers analyze and coordinate an organization's supply chain – the system that moves a product from supplier to consumer. They manage the entire life cycle of a product, which includes how a product is acquired, distributed, allocated, and delivered. Logistics are used in nearly every industry.

The Associate of Applied Science degree in Logistic Management is a sequence of courses that will prepare students for careers in the logistics profession. Logistics Management (LGM) focuses on the logistics of planning, implementing, and controlling the effective and efficient flow of goods and services.

Areas covered in this degree comprise basic fundamentals of supply chain management including procurement, issues in executing global supply chains, logistics, manufacturing, warehousing, and transportation. It also includes business management, project management, business communications, economics of supply and demand, computer fundamentals, and data management skills.

Career options include positions within manufacturing, transportation, order processing, warehousing, inventory control, and purchasing.

Students will be eligible to sit for the Certified Logistics Associate and Certified Logistics Technician exams for certification through Manufacturing Skill Standards Council (MSSC). SCPro™ Fundamental in Supply Management & Procurement exam for certification through the council of Supply Chain Management Professionals (CSCMP). Microsoft Office Suite (MOS) Excel, Word, PowerPoint, and Outlook exams for certification through Certiport.

High school students may begin the Logistics Management program by taking classes concurrently with their regular studies and earn credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

Associates Degree

| [Logistics Management](#)

Certificate of Proficiency

| [Logistics Management](#)

ASSOCIATE OF APPLIED SCIENCE IN LOGISTICS MANAGEMENT

(60 Semester Credit Hours)

Curriculum for Fall Start

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
BST 2993 Special Topics for Business Technology or LGM 2993 SPECIAL TOPICS IN LOGISTICS	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
LGM 1013 Principles of Logistics and Supply Chain Management	3
TMAT 1203 Technical Mathematics <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
Total Hours	15

Spring

3

Course Number and Name	Credits
Any Approved Social Science	3
BST 2053 Advanced Spreadsheets	3
ENGL 1023 <i>Must pass with a "C" or better</i>	3
LGM 2023 Transportation Management	3
LGM 2033 Warehousing and Inventory Management	3
Total Hours	15

Fall

Course Number and Name	Credits
BST 1083 Introduction to Economics	3
LGM 2093	3
BST 2023 Organizational Leadership	3
BST 2443 Introduction to Project Management <i>(prerequisite: BST 1053 Spreadsheets)</i>	3
LGM 2043 Foundations of Strategic Procurement	3
Total Hours	15

Spring

Course Number and Name	Credits
Logistics Management or Business Technology Approved Elective	3
BST 1043 Professional Communication	3
INT 2903 Internship or Program Chair Approved Elective	3
LGM 2053 International Logistics <i>(prerequisites: ENGL 1023 and LGM 2023 Transportation Management)</i>	3
LGM 2083 Operations Management <i>(prerequisite: BST 2053 Advanced Spreadsheets)</i>	3
Total Hours	15

Curriculum for Spring Start

The matrix below is a sample plan for all coursework required for this program.

Spring

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
BST 2993 Special Topics for Business Technology or LGM 2993 SPECIAL TOPICS IN LOGISTICS	3

Course Number and Name	Credits
ENGL 1013 <i>Must pass with a "C" or better</i>	3
LGM 1013 Principles of Logistics and Supply Chain Management	3
TMAT 1203 Technical Mathematics <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
Total Hours	15

Fall

Course Number and Name	Credits
LGM 2093	3
BST 2053 Advanced Spreadsheets	3
ENGL 1023 <i>Must pass with a "C" or better</i>	3
LGM 2023 Transportation Management	3
LGM 2033 Warehousing and Inventory Management	3
Total Hours	15

Spring

Course Number and Name	Credits
BST 1043 Professional Communication	3
BST 2443 Introduction to Project Management <i>(prerequisite: BST 1053 Spreadsheets)</i>	3
LGM 2043 Foundations of Strategic Procurement	3
LGM 2053 International Logistics <i>(prerequisites: ENGL 1013 and LGM 2023 Transportation Management)</i>	3
LGM 2083 Operations Management <i>(prerequisite: BST 2053 Advanced Spreadsheets)</i>	3
Total Hours	15

Fall

Course Number and Name	Credits
Any Approved Social Science	3
Logistics Management or Business Technology Approved Elective	3
BST 1083 Introduction to Economics	3
BST 2023 Organizational Leadership	3
INT 2903 Internship or Program Chair Approved Elective	3

Course Number and Name	Credits
Total Hours	15

Approved electives may be selected from: BST 1063 Legal Environment for Business Technology, BST 1073 Accounting, BST 2143 Introduction to Management, BST 2213 Human Relations Principles and Practices, BST 2153 Database Management, BST 2543 Workplace Behavior and Ethics, CIS 1233 Systems Analysis and Design, LGM 2073 Efficiency Principles of Manufacturing, or other approved Business Technology courses not required by this curriculum.

CERTIFICATE OF PROFICIENCY IN LOGISTICS MANAGEMENT

(12 Semester Credit Hours)

The Certificate of Proficiency in Logistics Management will prepare students for entry-level positions within manufacturing, transportation, order processing, warehousing, inventory control, and purchasing. This certificate of proficiency may be applied to the Technical Certificate in Logistics Management and the Associate of Applied Science degree in Logistics Management.

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
LGM 1013 Principles of Logistics and Supply Chain Management	3
LGM 2023 Transportation Management	3
LGM 2033 Warehousing and Inventory Management	3
Total Hours	12

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

MEDICAL ASSISTING PROGRAM

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING

Medical assistants are valuable members of the health care team and are trained to perform both administrative and clinical duties. The medical assisting curriculum is a two-year associate of applied science degree program. This program offers the student a broad foundation in medical assisting skills, including a period of practical experience in a medical facility working under the supervision of clinic personnel and the Medical Assisting Program Director.

Training and education consists of learning experiences in anatomy, physiology, pharmacology, infection control, nutrition, effective communication skills, medical business practices including coding and insurance, medical law and ethics, as well as safety and emergency practices. In essence, a trained medical assistant can be employed in all aspects of an ambulatory health facility.

The Arkansas Tech University Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<https://www.caahep.org>) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 113th St. N, #7709, Seminole, FL 33775-7709; (727) 210-2350; F: 727-210-2354, E: mail@caahep.org

Students who successfully complete the associate degree program for medical assisting will be eligible to sit for the Certified Medical Assistant examination, CMA (AAMA).

Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assisting, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

Students are advised that the Medical Assisting Program (MA) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the MA Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The MA program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the MA Program are considered by the program to be full time.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

(60 Semester Credit Hours)

Fall

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 Medical Terminology <i>Must pass with a "C" or better</i>	3
HSCI 1123 Human Anatomical Structure I <i>Must pass with a "C" or better</i>	3
Total Hours	12

Spring

Course Number and Name	Credits
ENGL 1023 <i>Must pass with a "C" or better</i>	3

Course Number and Name	Credits
HSCI 1243 Human Anatomical Structure II <i>(prerequisite: HSCI 1123 Human Anatomical Structure I)</i> <i>Must pass with a "C" or better</i>	3
PSY 2003	3
TMAT 1203 Technical Mathematics <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
Total Hours	12

Students must apply to and be admitted into the technical phase of the program before taking any of the MA courses below.

Fall

Course Number and Name	Credits
MA 2113 Basic Pharmacology with an Overview of Microbiology	3
MA 2123 Medical Office Computer Systems and Insurance	3
MA 2133 Medical Assistant Administrative Practice	3
MA 2143 Coding Principles for the Medical Office	3
MA 2153 Medical Assistant Role in Emergency Preparedness	3
Total Hours	15

Spring

Course Number and Name	Credits
MA 2213 Medical Laboratory Orientation and Instrumentation <i>(co-requisite: MA 2214 Medical Laboratory Orientation and Instrumentation Laboratory)</i>	3
MA 2214 Medical Laboratory Orientation and Instrumentation Laboratory <i>(co-requisite: MA 2213 Medical Laboratory Orientation and Instrumentation)</i>	4
MA 2222 Medical Assistant Practice Laboratory <i>(co-requisite: MA 2223 Medical Assistant Practice)</i>	2
MA 2223 Medical Assistant Practice <i>(co-requisite: MA 2222 Medical Assistant Practice Laboratory)</i>	3
MA 2233 Legal and Ethical Practices of the Medical Office	3
Total Hours	15

First Summer Session (five-week courses)

Course Number and Name	Credits
MA 2312 Medical Assistant Seminar <i>(co-requisite: MA 2314 Medical Assisting Practicum)</i>	2
MA 2314 Medical Assisting Practicum <i>(co-requisite: MA 2312 Medical Assistant Seminar)</i>	4
Total Hours	6

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

ASSOCIATE OF APPLIED SCIENCE, OCCUPATIONAL THERAPY ASSISTANT

The Occupational Therapy Assistant program is designed to prepare successful graduates for entry-level employment in the field of as Occupational Therapy Assistants. A Certified Occupational Therapy Assistant (COTA), under the supervision of an Occupational Therapist, provides rehabilitative services to individuals with mental, physical, emotional, or developmental disabilities.

The COTA's purpose is to improve a client's quality of life and enhance his/her ability to perform daily activities. COTAs provide clients with adaptive skills that enable them to reenter the workforce, instruct clients in compensating for a loss of motor skill function, and plan activities that increase the independence of those with disabilities.

The OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org.

Graduates of this program will be able to sit for the national certification examination for occupational therapy assistants administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a COTA. In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Prior to admission to the technical phase of the Occupational Therapy Assistant program, students must complete a platform of 28 hours which includes general education and medical courses. Students must also hold a current CPR for Health Care Providers certification prior to the first day of class. Students must submit an application to the program and meet entrance requirements for acceptance into the technical phase of the Occupational Therapy Assistant program.

Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

Students are advised that the Occupational Therapy Assistant Program (OTA) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the OTA Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility).

The OTA Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the OTA Program are considered by the program to be full time.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

(71 Semester Hours)

Fall

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 Medical Terminology <i>Must pass with a "C" or better</i>	3
HSCI 1123 Human Anatomical Structure I <i>Must pass with a "C" or better</i>	3
MATH 1003 or MATH 1113 <i>Must pass with a "C" or better</i>	3
Total Hours	15

Spring

Course Number and Name	Credits
BIOL 1014 or PHSC 1013 and PHSC 1021	4
ENGL 1023 <i>Must pass with a "C" or better</i>	3
HSCI 1243 Human Anatomical Structure II <i>(prerequisite: HIT 1123)</i> <i>Must pass with a "C" or better</i>	3
PSY 2003	3
Total Hours	13

Students must apply to and be admitted into the technical phase of the program before taking any of the OTA courses below.

Fall

Course Number and Name	Credits
OTA 2102 Foundations of Occupational Therapy	2
OTA 2111 Level I Field Work A	1
OTA 2112 Modalities for Human Conditions I with Laboratory	2
OTA 2122 Human Movement and Activity Analysis for Occupational Therapy Laboratory	2
OTA 2132 Human Movement and Activity Analysis for Occupational Therapy	2
OTA 2142 Medical Conditions for the Occupational Therapy Assistant	2
OTA 2152 Theory and Treatment for Human Conditions I	1
OTA 2221 Documentation for Occupational Therapy	1
Total Hours	14

Spring

Course Number and Name	Credits
OTA 2162 Management and Licensure for the Occupational Therapy Assistant	2
OTA 2202 Human Occupation and Clinical Reasoning	2
OTA 2211 Level I Field Work B	1
OTA 2212 Modalities for Human Conditions II with Laboratory	2
OTA 2232 Group Processes and Dynamics	2
OTA 2242 Human Occupation and Clinical Reasoning Laboratory	2
OTA 2252 Theory and Treatment for Human Conditions II	2
OTA 2262 Assistive Technology and Environmental Adaptations	2

Course Number and Name	Credits
Total Hours	15

Summer

Course Number and Name	Credits
OTA 2302 Occupational Therapy Assistant Professional Development	2
OTA 2312 Modalities for Human Conditions III with Laboratory	2
OTA 2352 Theory and Treatment for Human Conditions III	2
OTA 2412 Level II Field Work A-1	2
Total Hours	8

Fall

Course Number and Name	Credits
OTA 2422 Level II Field Work A-2	2
OTA 2424 Level II Field Work B	4
Total Hours	6

PARAMEDIC / EMERGENCY MEDICAL SERVICES PROGRAM

ABOUT PARAMEDIC / EMERGENCY MEDICAL SERVICES

This program is designed to meet the educational and training needs of those individuals who wish to gain Arkansas Department of Health Licensure and National Registry of EMT's Certification as a Paramedic.

The Paramedic/EMS Program at Arkansas Tech University-Ozark Campus is accredited by the Committee on Accreditation of Allied Health Educational Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709

Seminole, FL 33775

727-210-2350

www.caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312

Rowlett, TX 75088

214-703-8445

Fax: 214-703-8992

www.coaemsp.org

Career opportunities exist with air and ground emergency medical services, fire departments, medical centers and industry. Among other characteristics, a Paramedic should possess professionalism, dignity, empathy and tolerance. Under the direction of a physician, the student will be presented with material to aid them in: assessment of the pre-hospital needs of the acutely ill or injured patient, triage, basic as well as advanced life support, communication skills, and maintaining the level of care as the patient is transported to a health care facility.

Students must apply to and be admitted into the technical phase of the Paramedic program before taking any of the paramedic program courses. Students must be currently licensed with the Arkansas Department of Health Division of EMS as an EMT or have taken, and passed with a grade of "C" or better, an Emergency Medical Technician course within the last one year and be eligible to take the state exam prior to being admitted into the program.

The student must complete all courses in the previous semester with at least 75% to be eligible for the next level of the Paramedic program. Students must also pass the end of course assessment to be recommended for the National Registry of EMT's exam.

Students are advised that the Paramedic/EMS Program is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the Paramedic Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility).

The Paramedic Program is very intense and requires approximately 30-36 hours per week of theory/lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the Paramedic Program are considered by the program to be full time.

Students who begin the technical phase of the program and withdraw have one year to continue studies. After one year of absence, student must reapply and take all requirements.

Associate of Applied Science in Paramedic/Emergency Medical Services to Bachelor of Science in Emergency Management

Through collaboration between Arkansas Tech-Ozark Campus and Arkansas Tech-Russellville Campus, a stackable degree path has been approved that will provide students who have earned an Associate of Applied Science in Paramedic/Emergency Medical Services a clear path to complete a Bachelor of Science in Emergency Management.

In order to earn this stackable degree, it will be necessary to substitute and/or add some course work in the associate degree in order to satisfy requirements for the bachelor degree. These modifications are listed in the curriculum below along with the requirements to complete the Bachelor of Science in Emergency Management degree.

Students who want to pursue this option must use the associate degree curriculum for the stackable degree path.

Todd Birkhead,
Program Chair

Health Sciences and

Wellness Bldg.

(479) 508-8500 ext. 6104

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Instructor

Mark Maxwell

Associate Degree

| Paramedic/Emergency Medical Services

Technical Certificate

| Paramedic/Emergency Medical Services

Certificate of Proficiency

| Emergency Medical Technician

ASSOCIATE OF APPLIED SCIENCE IN PARAMEDIC/EMERGENCY MEDICAL SERVICES

(60 Semester Credit Hours)

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 Medical Terminology <i>Must pass with a "C" or better</i>	3
HSCI 1123 Human Anatomical Structure I <i>Must pass with a "C" or better</i>	3
TMAT 1203 Technical Mathematics <i>Must pass with a "C" or better</i>	3
Total Hours	15

Students must apply to and be admitted into the technical phase of the Paramedic program before taking any of the EMTP courses below. Students must be currently licensed with the Arkansas Department of Health Division of EMS as an EMT or have taken, and passed with a grade of "C" or better, an Emergency Medical Technician course within the last one year and be eligible to take the state exam, pass the exam and be licensed prior to being admitted into the program.

After being admitted into the program, all EMTP coursework must be passed with a grade of "C" or better to earn the degree.

Spring

Course Number and Name	Credits
EMTP 1233 Medical Emergencies I with Laboratory <i>Must pass with a "C" or better</i>	3
EMTP 1234 Clinical Practicum I <i>Must pass with a "C" or better</i>	4

Course Number and Name	Credits
EMTP 1243 Pharmacology <i>Must pass with a "C" or better</i>	3
EMTP 2101 Cardiology I <i>Must pass with a "C" or better</i>	1
ENGL 1023 <i>Must pass with a "C" or better</i>	3
HSCI 1243 Human Anatomical Structure II <i>Must pass with a "C" or better</i>	3
Total Hours	17

Summer (ten week courses)

Course Number and Name	Credits
EMTP 2202 Cardiology Laboratory II <i>(co-requisite: EMTP 2203 Cardiology II)</i> <i>Must pass with a "C" or better</i>	2
EMTP 2203 Cardiology II <i>(co-requisite: EMTP 2202 Cardiology Laboratory II)</i> <i>Must pass with a "C" or better</i>	3
EMTP 2313 Medical Emergencies II with Laboratory <i>(prerequisite: EMTP 1233 Medical Emergencies I with Laboratory)</i> <i>Must pass with a "C" or better</i>	3
Total Hours	8

First Summer Session (five week courses)

Course Number and Name	Credits
EMTP 2111 Clinical Practicum II <i>(prerequisite: EMTP 1234 Clinical Practicum I)</i> <i>Must pass with a "C" or better</i>	1
Total Hours	1

Second Summer Session (five week courses)

Course Number and Name	Credits
EMTP 2211 Clinical Practicum III <i>(prerequisite: EMTP 2111 Clinical Practicum II)</i> <i>Must pass with a "C" or better</i>	1
EMTP 2212 Emergency Medical Services Operations <i>Must pass with a "C" or better</i>	2
Total Hours	3

Fall

Course Number and Name	Credits
EMTP 2311 Assessment Based Management <i>Must pass with a "C" or better</i>	1
EMTP 2316 Paramedic Internship <i>(prerequisite: EMTP 2211 Clinical Practicum III)</i> <i>Must pass with a "C" or better</i>	6
EMTP 2323 Trauma Management <i>Must pass with a "C" or better</i>	3
EMTP 2413 Medical Emergencies III with Laboratory <i>(prerequisite: EMTP 2313 Medical Emergencies II with Laboratory)</i> <i>Must pass with a "C" or better</i>	3
Any Approved Social Science	3
Total Hours	16

Associate of Applied Science Degree

Paramedic/Emergency Medical Services to Bachelor of Science in Emergency Management

(60 Semester Credit Hours)

Fall

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 Medical Terminology <i>Must pass with a "C" or better</i>	3
BIOL 2404 <i>Must pass with a "C" or better</i>	3
MATH 1003 <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
Total Hours	15

Spring

Course Number and Name	Credits
BIOL 2414	4
EMTP 1233 Medical Emergencies I with Laboratory <i>Must pass with a "C" or better</i>	3
EMTP 1234 Clinical Practicum I <i>Must pass with a "C" or better</i>	4
EMTP 1243 Pharmacology <i>Must pass with a "C" or better</i>	3
EMTP 2101 Cardiology I	1

Course Number and Name	Credits
<i>Must pass with a "C" or better</i>	
ENGL 1023 <i>Must pass with a "C" or better</i>	3
Total Hours	18

Summer (ten week courses)

Course Number and Name	Credits
EMTP 2202 Cardiology Laboratory II <i>(co-requisite: EMTP 2203 Cardiology II)</i> <i>Must pass with a "C" or better</i>	2
EMTP 2203 Cardiology II <i>(co-requisite: EMTP 2202 Cardiology Laboratory II)</i> <i>Must pass with a "C" or better</i>	3
EMTP 2313 Medical Emergencies II with Laboratory <i>Must pass with a "C" or better</i>	3
Total Hours	8

First Summer Session (five week courses)

Course Number and Name	Credits
EMTP 2111 Clinical Practicum II <i>(prerequisite: EMTP 1234 Clinical Practicum I)</i> <i>Must pass with a "C" or better</i>	1
Total Hours	1

Second Summer Session (five week courses)

Course Number and Name	Credits
EMTP 2211 Clinical Practicum III <i>(prerequisite: EMTP 2111 Clinical Practicum II)</i> <i>Must pass with a "C" or better</i>	1
EMTP 2212 Emergency Medical Services Operations <i>Must pass with a "C" or better</i>	2
Total Hours	3

Fall

Course Number and Name	Credits
EMTP 2311 Assessment Based Management <i>Must pass with a "C" or better</i>	1
EMTP 2316 Paramedic Internship <i>(prerequisite: EMTP 2211 Clinical Practicum III)</i> <i>Must pass with a "C" or better</i>	6
EMTP 2323 Trauma Management	3

Course Number and Name	Credits
<i>Must pass with a "C" or better</i>	
EMTP 2413 Medical Emergencies III with Laboratory (prerequisite: EMTP 2313 Medical Emergencies II with Laboratory) <i>Must pass with a "C" or better</i>	3
Any Approved Social Science	3
Total Hours	16

To earn the Bachelor of Science degree in Emergency Management, students will need to declare a major of Emergency Management, see an academic advisor on the Arkansas Tech-Russellville Campus, and take the additional coursework listed below (which must include 40 hours of 3000-4000 level courses).

Remaining General Education courses (15 hours):

- Communication (3 hours)
- Social Science (3 hours)
- Fine Arts & Humanities (6 hours)
- U.S. History/Government (3 hours)

EAM Core (36 hours)

Students must make a "C" or better in all required courses and practical applications.

Required EAM Courses include:

- EAM 1013
- EAM 3003
- EAM 3013
- EAM 3023
- EAM 3053
- EAM 3063
- EAM 4003
- EAM 4013
- EAM 4023
- EAM 4033
- EAM 4606

EAM Electives (9 hours):

- EAM 3033
- EAM 3123
- EAM 3143
- EAM 3243
- EAM 4043
- EAM 4053
- EAM 4063
- EAM 4083
- EAM 4991, EAM 4992, or EAM 4993

CERTIFICATE OF PROFICIENCY, BASIC EMERGENCY MEDICAL TECHNICIAN

(7 Semester Credit Hours)

The Certificate of Proficiency in Basic Emergency Medical Technician is a course of study that prepares students to perform in pre-hospital care of acutely ill or injured patients.

EMTs perform such measures as cardiopulmonary resuscitation, extrication, initial patient assessment and triage, stabilization and transport of any emergency, including routine transport of non-emergency patient to allied health care facility. Students must pass the end of course assessment to be recommended for the National Registry of EMTs exam.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
EMTP 1007 Basic Emergency Medical Services Training	7
Total Hours	7

Note: In order for the Certificate of Proficiency to be awarded, a grade of "C" must be earned in EMTP 1007 Basic Emergency Medical Services Training.

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE, PARAMEDIC/EMERGENCY MEDICAL SERVICES

(45 Semester Credit Hours)

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Prior to admission to the technical phase of the Paramedic/Emergency Medical Technician program, students must provide documentation verifying (through entrance exam score or official college transcript) that remediation in English, mathematics, and reading is not required; or complete the appropriate remedial coursework with a grade of "C" or better to satisfy remediation requirements; and complete HSCI 1113 Medical Terminology, HSCI 1123 Human Anatomical Structure I, and HSCI 1243 Human Anatomical Structure II with a grade of "C" or better.

Fall

Course Number and Name	Credits
HSCI 1113 Medical Terminology <i>Must pass with a "C" or better</i>	3
HSCI 1123 Human Anatomical Structure I <i>Must pass with a "C" or better</i>	3
HSCI 1243 Human Anatomical Structure II <i>Must pass with a "C" or better</i>	3
Total Hours	9

Spring

Course Number and Name	Credits
EMTP 1233 Medical Emergencies I with Laboratory	3
EMTP 1234 Clinical Practicum I <i>(prerequisite: EMTP 1007 Basic Emergency Medical Services Training or licensed EMT)</i>	4
EMTP 1243 Pharmacology <i>(prerequisite: TMAT 1203 Technical Mathematics)</i>	3
EMTP 2101 Cardiology I	1
Total Hours	11

Summer (ten week courses)

Course Number and Name	Credits
EMTP 2202 Cardiology Laboratory II <i>(co-requisite: EMTP 2203 Cardiology II)</i>	2
EMTP 2203 Cardiology II <i>(co-requisite: EMTP 2202 Cardiology Laboratory II)</i>	3

Course Number and Name	Credits
EMTP 2313 Medical Emergencies II with Laboratory	3
Total Hours	8

First Summer Session (five week courses)

Course Number and Name	Credits
EMTP 2111 Clinical Practicum II (prerequisite: EMTP 1234 Clinical Practicum I)	1
Total Hours	1

Second Summer Session (five week courses)

Course Number and Name	Credits
EMTP 2211 Clinical Practicum III (prerequisite: EMTP 2111 Clinical Practicum II)	1
EMTP 2212 Emergency Medical Services Operations	2
Total Hours	3

Fall

Course Number and Name	Credits
EMTP 2311 Assessment Based Management	1
EMTP 2316 Paramedic Internship (prerequisite: EMTP 2211 Clinical Practicum III)	6
EMTP 2323 Trauma Management	3
EMTP 2413 Medical Emergencies III with Laboratory (prerequisite: EMTP 2313 Medical Emergencies II with Laboratory)	3
Total Hours	13

PRACTICAL NURSING PROGRAM

ABOUT PRACTICAL NURSING

The Practical Nursing program of ATU-Ozark Campus integrates theory with clinical practice. Theoretical content is based on the concept of holism in which the physical, emotional, social, and spiritual well-being is considered. Clinical experiences will be obtained in the following health care service areas: adult health, maternal-child, mental health, geriatrics, pediatrics.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules.

You will be required to sign a statement, before beginning the nursing program, that states you have read and understand the law regarding Criminal Background Checks - ACA §17-87-312 and Licensing Restrictions Based on Criminal Records - ACA §17-3-102, the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of, will make an individual ineligible to receive or hold a license in Arkansas.

See the details of these areas of the law at:

[Background Checks - ACA §17-87-312](#)

[Licensing Restrictions Based on Criminal Records - ACA §17-3-102](#)

Students are required to complete all courses with a minimum score of 80% or above. Students are also required to take a PN comprehensive predictor exam and achieve a score indicative of a mastery level proficiency prior to being certified to make application for the NCLEX-PN exam.

Students wishing to enroll in the practical nursing program should submit an application to the University with an official high school transcript, or GED transcript, and all college transcripts by March 1 for the August class and October 1 for the January class.

Prior to admission to the technical phase of the Practical Nursing program, students must provide the Office of Student Services a COMPASS, ACT, or SAT score report verifying that remediation in English, mathematics, and reading is not required; or complete the appropriate remedial coursework with a grade of "C" or better to satisfy remediation requirements; and complete HSCI 1113 Medical Terminology, HSCI 1123 Human Anatomical Structure I, and HSCI 1243 Human Anatomical Structure II.

Students who speak English as a second language shall meet the same admission requirements.

In order to be considered for admission to the Practical Nursing program, each student must meet the following criteria:

- Eligibility for admission to Arkansas Tech University - Ozark Campus. Meeting the minimum requirements for admission to the university does not guarantee admission to the practical nursing program.
- Completion of Practical Nursing Program Application for Admission for a specific semester. Applications not submitted by the deadline or incomplete applications will not be considered for that semester's class.
- Completion of specified coursework. (Conditional acceptance may be granted to those students who are in the process of completing remaining platform coursework.)
- Hold a current CPR for Health Care Providers certification prior to the first day of class.
- Schedule the TEAS (Test of Essential Academic Skills) exam with the Practical Nursing Office.

In addition to meeting admission criteria, students selected for the Practical Nursing program must attend the scheduled Nursing Department Pre-Orientation meeting. Applications to the Practical Nursing program may be withdrawn if all of the above criteria are not met. Students not meeting required criteria may be required to reapply to the Practical Nursing program.

Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

Students are advised that the Practical Nursing Program (LPN) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the LPN Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The LPN Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the LPN Program are considered by the program to be full time.

The A.A.S. in Allied Health with a Practical Nursing option is intended to be a "feeder program" to the RN program on the Ozark Campus and/or the BSN program on the Russellville Campus. This degree prepares the graduate to sit for licensure in Practical Nursing and does not result in an RN credential.

Associate Degree

| [Practical Nursing](#)

Technical Certificate

Certificate of Proficiency**ASSOCIATE OF APPLIED SCIENCE IN PRACTICAL NURSING**

(63 Semester Credit Hours)

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 Medical Terminology <i>Must pass with a "C" or better</i>	3
HSCI 1123 Human Anatomical Structure I or BIOL 2404 <i>Must pass with a "C" or better</i>	3
TMAT 1203 Technical Mathematics <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
HSCI 1243 Human Anatomical Structure II or BIOL 2414 <i>(prerequisite: HSCI 1123 Human Anatomical Structure I)</i> <i>Must pass with a "C" or better</i>	3
Total Hours	15

Students must apply to and be admitted into the technical phase of the program before taking any of the LPN courses below.

2nd Semester

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
LPN 1101 Vocational, Legal, and Ethical Concepts	1
LPN 1102 Pharmacology I	2
LPN 1111 Nursing of the Geriatric Patient	1
LPN 1121 Nutrition in Health and Illness	1
LPN 1123 Basic Nursing Principles and Skills I	3
LPN 1133 Clinical I	3
LPN 1171 Nursing of Adults with Medical and Surgical Conditions I	1
Total Hours	15

3rd Semester

Course Number and Name	Credits
LPN 1202 Nursing of Adults with Medical and Surgical Conditions II <i>(prerequisite: LPN 1171 Nursing of Adults with Medical and Surgical Conditions I)</i>	2
LPN 1205 Clinical II <i>(prerequisite: LPN 1133 Clinical I)</i>	5
LPN 1212 Basic Nursing Principles and Skills II <i>(prerequisite: LPN 1123 Basic Nursing Principles and Skills I)</i>	2
LPN 1222 Pharmacology II <i>(prerequisite: LPN 1102 Pharmacology I)</i>	2
LPN 1232 Nursing of Mothers and Infants	2
Total Hours	13

Summer

Course Number and Name	Credits
ENGL 1023 <i>Must pass with a "C" or better</i>	3
PSY 2003	3
Total Hours	6

5th Semester

Course Number and Name	Credits
LPN 1302 Nursing of Children	2
LPN 1308 Clinical III <i>(prerequisite: LPN 1205 Clinical II)</i>	8
LPN 1322 Mental Health	2
LPN 1332 Nursing of Adults with Medical and Surgical Conditions III <i>(prerequisite: LPN 1202 Nursing of Adults with Medical and Surgical Conditions II)</i>	2
Total Hours	14

CERTIFICATE OF PROFICIENCY, NURSING ASSISTANT

(7 Semester Credit Hours)

The Certificate of Proficiency in Nursing Assistant is a course of study that prepares students for the certification examination required to work in the nursing assistant field. Health care facilities, particularly nursing homes, require more trained Certified Nurse's Assistants to cope with the increases in patients served.

Course Number and Name	Credits
CNA 1114 Nursing Assistant	4
HSCI 1113 Medical Terminology	3
Total Hours	7

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE, PRACTICAL NURSING

(48 Semester Credit Hours)

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
HSCI 1113 Medical Terminology <i>Must pass with a "C" or better</i>	3
HSCI 1123 Human Anatomical Structure I or BIOL 2404 <i>Must pass with a "C" or better</i>	3
HSCI 1243 Human Anatomical Structure II or BIOL 2414 <i>(prerequisite: HSCI 1123 Human Anatomical Structure I)</i> <i>Must pass with a "C" or better</i>	3
Total Hours	9

Students must apply to and be admitted into the technical phase of the program before taking any of the LPN courses below.

2nd Semester

Course Number and Name	Credits
LPN 1101 Vocational, Legal, and Ethical Concepts	1
LPN 1102 Pharmacology I	2
LPN 1111 Nursing of the Geriatric Patient	1
LPN 1121 Nutrition in Health and Illness	1
LPN 1123 Basic Nursing Principles and Skills I	3
LPN 1133 Clinical I	3
LPN 1171 Nursing of Adults with Medical and Surgical Conditions I	1
Total Hours	12

3rd Semester

Course Number and Name	Credits
LPN 1202 Nursing of Adults with Medical and Surgical Conditions II <i>(prerequisite: LPN 1171 Nursing of Adults with Medical and Surgical Conditions I)</i>	2
LPN 1205 Clinical II <i>(prerequisite: LPN 1133 Clinical I)</i>	5
LPN 1212 Basic Nursing Principles and Skills II <i>(prerequisite: LPN 1123 Basic Nursing Principles and Skills I)</i>	2
LPN 1222 Pharmacology II	2

Course Number and Name	Credits
<i>(prerequisite: LPN 1102 Pharmacology I)</i>	
LPN 1232 Nursing of Mothers and Infants	2
Total Hours	13

4th Semester

Course Number and Name	Credits
LPN 1302 Nursing of Children	2
LPN 1308 Clinical III <i>(prerequisite: LPN 1205 Clinical II)</i>	8
LPN 1322 Mental Health	2
LPN 1332 Nursing of Adults with Medical and Surgical Conditions III <i>(prerequisite: LPN 1202 Nursing of Adults with Medical and Surgical Conditions II)</i>	2
Total Hours	14

PHYSICAL THERAPY ASSISTANT PROGRAM

ASSOCIATE OF APPLIED SCIENCE, PHYSICAL THERAPY ASSISTANT

The Physical Therapist Assistant program integrates classroom theory with clinical lab practice. It is designed to prepare successful graduates for entry-level employment in the field as Physical Therapist Assistants. The Physical Therapist Assistant is an educated health care provider who works under the direction and supervision of a licensed Physical Therapist and assists in the provision of physical therapy. The Physical Therapist Assistant provides specially prescribed treatments and exercises through a plan of care developed by the physical therapist that are aimed at improving mobility; relieving pain; or preventing and /or limiting physical disability.

Prior to admission to the technical phase of the Physical Therapist Assistant program, students must complete a platform of 28 hours which includes general education and medical courses. Students must hold a current CPR for Health Care Providers certification prior to the first day of class. Students must submit an application to the program and meet entrance requirements for acceptance into the technical phase of the Physical Therapist Assistant program.

The Physical Therapist Assistant Program at Arkansas Tech University-Ozark Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, Virginia 22035-3085; telephone: 800-999-2782; e-mail: accreditation@apta.org; website: www.capteonline.org. If needing to contact the program/institution directly, please call 479-508-8500 or email npope@atu.edu.

Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

Students are advised that the Physical Therapist Assistant Program (PTA) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the PTA Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The PTA Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the PTA Program are considered by the program to be full time.

Curriculum

(69 Semester Credit Hours)

The matrix below is a sample plan for all coursework required for this program.

Fall

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 Medical Terminology <i>Must pass with a "C" or better</i>	3
HSCI 1123 Human Anatomical Structure I <i>Must pass with a "C" or better</i>	3
MATH 1003 or MATH 1113 <i>Must pass with a "C" or better</i>	3
Total Hours	15

Spring

Course Number and Name	Credits
BIOL 1014 or PHSC 1013 and PHSC 1021	4
ENGL 1023	3
HSCI 1243 Human Anatomical Structure II	3

Course Number and Name	Credits
<i>(prerequisite: HSCI 1123 Human Anatomical Structure I)</i> <i>Must pass with a "C" or better</i>	
PSY 2003	3
Total Hours	13

Summer

Course Number and Name	Credits
PTA 1121 Clinical Kinesiology Laboratory <i>(co-requisite: PTA 1122 Clinical Kinesiology)</i>	1
PTA 1122 Clinical Kinesiology <i>(co-requisite: PTA 1121 Clinical Kinesiology Laboratory)</i>	2
PTA 1241 Principles of Physical Therapy Laboratory <i>(co-requisite: PTA 1243 Principles of Physical Therapy)</i>	1
PTA 1243 Principles of Physical Therapy <i>(co-requisite: PTA 1241 Principles of Physical Therapy Laboratory)</i>	3
PTA 1251 Data Collection in Physical Therapy Laboratory	1
PTA 1212 THERAPEUTIC PROCEDURES LAB <i>(co-requisite: PTA 1213 THERAPEUTIC PROCEDURES)</i>	2
PTA 1213 THERAPEUTIC PROCEDURES <i>(co-requisite: PTA 1212 THERAPEUTIC PROCEDURES LAB)</i>	3
Total Hours	13

Fall

Course Number and Name	Credits
PTA 1132 Pathological Conditions	2
PTA 2121 Neurological Development and Motor Control	1
PTA 2142 Therapeutic Exercise and Cardiopulmonary Rehabilitation Laboratory <i>(co-requisite: PTA 2143 Therapeutic Exercise and Cardiopulmonary Rehabilitation)</i>	2
PTA 2143 Therapeutic Exercise and Cardiopulmonary Rehabilitation Laboratory <i>(co-requisite: PTA 2142 Therapeutic Exercise and Cardiopulmonary Rehabilitation Laboratory)</i>	3
PTA 2164 Clinical Experience I	4
PTA 2211 Musculoskeletal Rehabilitation Laboratory <i>(co-requisite: PTA 2212 Musculoskeletal Rehabilitation)</i>	1
PTA 2212 Musculoskeletal Rehabilitation <i>(co-requisite: PTA 2211 Musculoskeletal Rehabilitation Laboratory)</i>	2
Total Hours	15

Spring

Course Number and Name	Credits
PTA 2151 Administrative Procedures	1
PTA 2221 Neurological Rehabilitation Laboratory <i>(co-requisite: PTA 2222 Neurological Rehabilitation)</i>	1
PTA 2222 Neurological Rehabilitation <i>(co-requisite: PTA 2221 Neurological Rehabilitation Laboratory)</i>	2
PTA 2234 Clinical Experience II <i>(prerequisite: PTA 2164 Clinical Experience I)</i>	4
PTA 2235 Clinical Experience III <i>(prerequisite: PTA 2234 Clinical Experience II)</i>	5
Total Hours	13

REGISTERED NURSING PROGRAM

ABOUT REGISTERED NURSING

The Associate of Applied Science Degree in Nursing (AAS-RN) prepares a graduate to function as an entry level registered nurse, providing direct care to persons as individuals and as members of a family or group. The curriculum is designed to prepare the person for registered nursing practice, to be competent, self-directed, and capable of demonstrating leadership in the application of the nursing process in a variety of healthcare settings.

This program is designed for persons who are already licensed practical nurses (LPN) and wish to pursue their AAS-RN degree. Because they are already licensed, many of them are also already employed. This program of study is designed to provide greater flexibility by offering half of the nursing theory courses online, and half of the nursing theory courses in classroom lectures, giving the students an option to continue working while pursuing this degree.

This program provides a pathway for Licensed Practical Nurses (LPN) who wish to achieve an Associate of Applied Science Degree in Nursing - which allows them to sit for the Registered Nursing examination, the NCLEX-RN. The program is also designed to provide a transition from LPN to AAS-RN, thereby allowing students to transfer seamlessly to the online BSN-RN program currently in place at Arkansas Tech University Russellville campus.

In Spring 2020, we began offering a Paramedic transition to Registered Nursing opportunity. In order to transition from the role of paramedic to registered nurse, the student must have an understanding of nursing concepts and theories related to meeting the basic needs of humans and the scope of practice for the RN. To provide this opportunity, we created a six credit hour transition course in which the nursing process is introduced. Building on the knowledge of the paramedic, this course transitions paramedics to the professional scope and practice of the nurse. For more information on this opportunity, please contact the Registered Nursing Department. The Clinical Coordinator, Lesley Krohn, can be reached by emailing: lkrohn@atu.edu.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement, before beginning the nursing program, that states you have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. You can access the information at <https://www.healthy.arkansas.gov/programs-services/topics/arsbn-laws-rules>

Prior to admission to the technical phase of the Registered Nursing program, students must complete a platform of 37 hours which includes general education and medical courses. Students must submit an application to the program and meet entrance requirements for acceptance into the technical phase of the Registered Nursing program.

Students who speak English as a second language shall meet the same admission requirements.

In order to be considered for admission to the Registered Nursing program, each student must meet the following criteria:

- Eligibility for admission to Arkansas Tech University - Ozark Campus
Completion of Registered Nursing Program Application for Admission
Completion of specified platform of 37 hours coursework with a minimum 2.75 GPA. (Conditional acceptance may be granted to those students who are in the process of completing remaining platform coursework. Failure to maintain a 2.75 GPA may lead to forfeiture of Registered Nursing program admission offer.)
- Current unencumbered Arkansas Licensed Practical Nursing licensure. Unencumbered licensure must be maintained throughout the technical phase of the Registered Nursing program.
- Completion of appropriate testing
- Be at least 18 years of age
- Must have either: graduated from an Arkansas State Board of Nursing approved Practical Nursing school in the past 12 months or worked a minimum of 1000 hours as a Licensed Practical Nurse in the past 12 months. Work experience must be in acute or long-term care settings.

The mission of the registered nursing program is to provide an intellectual climate that fosters the development of critical thinking to prepare a graduate who is professional, caring, competent, and self-directed in providing therapeutic nursing intervention and demonstrates an interest in life-long learning, as well as to assist the student to achieve personal and professional goals regardless of cultural, racial, or ethnic background.

Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

Students are advised that the Registered Nursing Program (RN) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the RN Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The RN Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the RN Program are considered by the program to be full time.

The A.A.S. in Registered Nursing is intended to be a "feeder program" to the BSN program at the Russellville campus. This degree prepares the graduate to sit for licensure in Registered Nursing which results in an RN credential.

This Nursing education program is accredited by the Accreditation Commission for Education in Nursing. Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suit 850 Atlanta, GA 30326 404-975-5000. It also has continued full approval from the Arkansas State Board on Nursing. <https://www.acenursing.org/candidacy/>.

Associate Degree

| Registered Nursing

ASSOCIATE OF APPLIED SCIENCE IN REGISTERED NURSING

(60 Semester Credit Hours)

Fall

Course Number and Name	Credits
BIOL 2404 or BIOL 2014	4
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
CHEM 1111 and CHEM 1113	4
ENGL 1013 <i>Must pass with a "C" or better</i>	3
MATH 1113 <i>Must pass with a "C" or better</i>	3
PSY 2003	3
Total Hours	20

Students accepted into the program must complete a platform of 37 hours of coursework with a “C” or better and a minimum 2.75 GPA prior to admission to the technical phase of the RN program.

Students must apply to and be admitted into the technical phase of the program before taking any of the RN courses below.

Spring

Course Number and Name	Credits
BIOL 2054 or BIOL 3054	4
BIOL 2414 or BIOL 3074	4
ENGL 1023 <i>Must pass with a "C" or better</i>	3
PSY 3813	3
SOC 1003	3
Total Hours	17

Fall

Course Number and Name	Credits
RN 2112 Pharmacology I	2
RN 2113 Introduction to Professional Nursing	3
RN 2115 Practicum for Registered Nursing I (<i>co-requisite: RN 2116 Theories and Concepts for Registered Nursing I</i>)	5

Course Number and Name	Credits
RN 2116 Theories and Concepts for Registered Nursing I (<i>co-requisite: RN 2115 Practicum for Registered Nursing I</i>)	6
Total Hours	16

Spring

Course Number and Name	Credits
RN 2211 Nutrition	1
RN 2212 Pharmacology II	2
RN 2215 Practicum for Registered Nursing II (<i>prerequisite: RN 2115 Practicum for Registered Nursing I, co-requisite: RN 2216 Theories and Concepts for Registered Nursing II</i>)	5
RN 2216 Theories and Concepts for Registered Nursing II (<i>prerequisite: RN 2116 Theories and Concepts for Registered Nursing I, co-requisite: TN 2215</i>)	6
Total Hours	14

Paramedic Transition to Nursing

Course Number and Name	Credits
RN 2006 PARAMEDIC TRANSITION - NURSING	6
Total Hours	6

Paramedics who wish to pursue the transition to registered nursing program must successfully complete **RN 2006 PARAMEDIC TRANSITION - NURSING**. Paramedics choosing to transition to nursing will be required to apply to the Nursing program. Students accepted into the program must complete a platform of 37 hours of coursework with a “C” or better and a minimum 2.75 GPA prior to admission to the technical phase of the RN program. Paramedics must hold a National Paramedic Registry Certificate and at time of application must have 3 years of experience working directly with patients as a licensed Paramedic. Paramedics who choose to transition are not required to be Licensed Practical Nurses.

WELDING TECHNOLOGY PROGRAM

ABOUT WELDING TECHNOLOGY

Our programs in welding technology train students in the theories and processes of welding through a combination of hands-on training and classroom studies.

This degree prepares students for entry-level employment in the field of Welding through the study of fabrication, metal transfer and the use of different shielding gases. Students will acquire skills in metallurgy, blueprint reading and layout techniques, thermal cutting multi-position metal transfer, well-joint design and application, and basic material science.

Students are required to take a two-part examination composed by the American Welding Society to apply for AWS Entry Level Welding Certification.

Our instructor is qualified to judge AWS Certification Tests in:

- Shielded Metal Arc Welding (SMAW)
- Gas Metal Arc Welding (GMAW)
- Flux Core Arc Welding (FCAW)
- Gas Tungsten Arc Welding (GTAW)

The TC requirements of the program provide the foundation for continued studies for the students who desire to continue his or her education. Courses completed in this certificate program may be applied toward the welding technology associate of applied science degree.

The associate of applied science degree in welding technology is designed to prepare the individual for a career as a welding technician in the fabrication, construction and manufacturing industries.

Employers in the welding industry are eager to hire highly skilled professionals who have undergone a training or credentialing program. The more you know about testing methods and industry regulations, the better equipped you'll be to land the job and give you a competitive advantage over other applicants when looking for a job.

A welding technology degree demonstrates to potential employers that you possess a thorough understanding of fundamental welding concepts.

Each student will be required to furnish their own tools as approved by the instructor.

Associate Degree

| [Welding Technology](#)

Technical Certificate

| [Welding Technology](#)

Certificate of Proficiency

| [Welding Technology](#)

ASSOCIATE OF APPLIED SCIENCE IN WELDING TECHNOLOGY

(60 Semester Credit Hours)

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
TMAT 1203 Technical Mathematics <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
WLD 1103 Introduction to Thermal Cutting	3
WLD 1202 Blueprint Reading	2
WLD 1212 Industrial Safety in Welding	2

Course Number and Name	Credits
WLD 1224 Introduction to Arc Welding	4
WLD 1302 Metallurgy	2
Total Hours	16

2nd Semester

Course Number and Name	Credits
ENGL 1013 <i>Must pass with a "C" or better</i>	3
WLD 1405 Position Welding	5
WLD 1503 Gas Metal Arc (MIG) Welding	3
WLD 1603 Gas Tungsten Arc (TIG) Welding	3
Total Hours	14

3rd Semester

Course Number and Name	Credits
ACR 2134 Boiler Operations	4
ENGL 1023 <i>Must pass with a "C" or better</i>	3
WLD 1403 Welding for Trades and Industry	3
WLD 1702 Weldment Testing	2
WLD 1804 Certification Welding I *	4
Total Hours	16

4th Semester

Course Number and Name	Credits
3 Hours, Any Approved Social Science ¹	3
ACR 2124 Sheet Metal	4
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
WLD 2804 Certification Welding II	4
Total Hours	14

¹See appropriate alternatives or substitutions in "General Education Requirements"

*Usually offered in Summer

CERTIFICATE OF PROFICIENCY IN WELDING TECHNOLOGY

(15 Semester Credit Hours)

The Certificate of Proficiency in Welding is a course of study that prepares students for entry-level employment in Automotive Service. This certificate of proficiency may be applied to the Technical Certificate and the Associate of Applied Science degree in Welding Technology.

Course Number and Name	Credits
WLD 1103 Introduction to Thermal Cutting	3
WLD 1202 Blueprint Reading	2
WLD 1224 Introduction to Arc Welding	4
WLD 1503 Gas Metal Arc (MIG) Welding	3
WLD 1603 Gas Tungsten Arc (TIG) Welding	3
Total Hours	15

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

TECHNICAL CERTIFICATE IN WELDING TECHNOLOGY

(36 Semester Credit Hours)

(Concurrent students who earn a Certificate of Proficiency in Industrial Control Systems may progress to earn a Technical Certificate in Industrial Electronic Technology by completing the remaining required courses below.)

Fall

Course Number and Name	Credits
TMAT 1203 Technical Mathematics <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
WLD 1103 Introduction to Thermal Cutting	3
WLD 1202 Blueprint Reading	2
WLD 1212 Industrial Safety in Welding	2
WLD 1224 Introduction to Arc Welding	4
WLD 1302 Metallurgy	2
Total Hours	16

Spring

Course Number and Name	Credits
BST 1003 Business English <i>Must pass with a "C" or better</i>	3
WLD 1405 Position Welding	5
WLD 1503 Gas Metal Arc (MIG) Welding	3
WLD 1603 Gas Tungsten Arc (TIG) Welding	3
Total Hours	14

1st Summer Session (five-week course)

Course Number and Name	Credits
WLD 1702 Weldment Testing	2
WLD 1804 Certification Welding I	4
Total Hours	6

COURSE DESCRIPTIONS

ALL COURSES

AIR CONDITIONING/REFRIGERATION (ACR)

ACR 1203: Fundamentals of Electricity

The characteristics of alternating current, waves, phase relations, transfer action, electrical circuits, and its use with controls, motors, relays, including legends and symbols are taught. In addition, the student will study the wide variety of motors, single and three phase used in the air conditioning and refrigeration field.

Ozark CTE General Technology Fee; \$51

ACR 1205: Tubing and Piping

This course covers the process of identifying tubing and pipe with practical applications in sizing and fitting to different configurations using mechanical fittings and soldering. The history and development of air conditioning is also covered. Silver branding and aluminum soldering is also taught. Practical application is provided in the laboratory. Safety is emphasized.

Ozark CTE General Technology Fee: \$85.

ACR 1222: Industrial Controls

Designed to teach the student how to set up a control system for different types of control requirements. Different types of control methods are studied, such as PLC, digital and microprocessor systems.

Ozark CTE General Technology Fee: \$34.

ACR 1301: Industrial Safety in Air Conditioning and Refrigeration

The hazards associated with the different refrigerants, electricity, the oxy-acetylene torch, radon, carbon monoxide, extreme heat and extreme cold and ladder safety will be addressed.

Ozark CTE General Technology Fee: \$17.

ACR 1302: Basic Compression and Refrigeration

A comprehensive study of mechanical refrigeration systems emphasizing proper service techniques through analysis of the problem. Testing procedures, parts removal and installation are covered in depth. Also included is a study of the computation of temperature - pressure relationship and related problems.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$34.

ACR 1503: Electronic Components

The student will study the wide variety of motors used in the air conditioning and refrigeration field. In addition, various system controls, relays, resistors, contactors, and timers are concepts that will be taught as they relate to motors and their operation.

Ozark CTE General Technology Fee: \$51.

ACR 1602: Schematics

The student will learn to read, draw, and interpret wiring diagrams and to place the circuitry in operative arrangements with electrical and electronic symbols. System diagrams will be developed by the student for a wide variety of A/C equipment.

Ozark CTE General Technology Fee: \$34.

ACR 2102: Residential Systems

Pre-requisite: ACR 1203 Fundamentals of Electricity and ACR 1302 Basic Compression and Refrigeration.

This course is a study of the major components and control devices for gas and oil furnaces, hydronic systems, heat pumps, and cooling systems.

Ozark CTE General Technology Fee: \$34.

ACR 2104: Heat Gain and Loss

Pre-requisite: ACR 1302 Basic Compression and Refrigeration.

A study of air properties and the instrumentation to meet the environmental needs of structures, residential and commercial, and the factors involved in the calculation of heating and cooling loads. Also included, is a study of the distribution mediums such as duct design and sizing.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$68; Ozark ACR Fee: \$87.

ACR 2112: Air Conditioning Service

This course includes a comprehensive study of air conditioning systems which emphasizes proper service techniques through analysis of the problem. Testing procedures, parts removal, and installation are covered in depth. A study of the computation of temperature pressure relation and related problems is included. Environmental impacts and safety are emphasized, including Environmental Protection Agency certification.

This course is designated as "Green".
Ozark CTE General Technology Fee: \$34.

ACR 2114: Commercial Refrigeration

Covers all aspects of using ammonia as a refrigerant. Describes both single-stage and two-stage ammonia systems. Explains the importance of accumulators and intercoolers in ammonia systems. Concludes with coverage of liquid recirculation system operation.
Ozark CTE General Technology Fee: \$68.

ACR 2124: Sheet Metal

Provides an introduction to safety, tools, machinery, materials, and fasteners used in the sheet metal trade.
Ozark CTE General Technology Fee: \$68.

ACR 2134: Boiler Operations

Will cover the basic theory, operation, and construction of a high pressure boiler.
This course is designated as "Green".
Ozark CTE General Technology Fee: \$68.

ACR 2994: SPECIAL TOPICS FOR AIR CONDITIONING AND REFRIGERATION

This course is designed to introduce students to specific areas in Air Conditioning and Refrigeration. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.
CTE General Technology Fee: \$40.

AUTOMOTIVE SERVICE TECHNOLOGY (AST)

AST 1003: Automotive Electronics

This course is an overall study of the fundamental principles of DC and AC electricity, Ohm's Law, series, parallel, and series parallel circuits as related to the automotive field.
Ozark CTE General Technology fee: \$51.

AST 1004: Gasoline Engine Theory

Provides the student with an introduction to automotive engines. Students learn the proper 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.
This course is designated as "Green".
Ozark CTE General Technology Fee: \$68, Ozark Auto Service Fee: \$75.

AST 1005: Engine Performance

Prerequisite: AST 1004 Gasoline Engine Theory Engine Theory.
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.
This course is designated as "green".
Ozark CTE General Technology Fee: \$85, Ozark Auto Service Fee: \$35.

AST 1103: 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 various power brake systems, including vacuum assisted systems, hydraulically boosted systems, and several types of anti-lock braking systems.
Ozark CTE General Technology Fee: \$51.

AST 1113: Introduction to Automotive Drivetrains

Designed to cover the entire drivetrain on a late model vehicle with a standard transmission. Instruction will begin with the flywheel and proceed to the transmission, through the differential assembly, and ending at the wheel and hub. Includes the principles of gear reduction as it applies to the theory, operation, and repair of manual transmission, differential, and transaxles. Several types of four-wheel drive systems will be taught.
Ozark CTE General Technology Fee: \$51.

AST 1203: Automotive Climate Control

Begins with a study 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. Automatic temperature control systems including the latest computer monitored systems, and heating and ventilation will also be covered. Service and maintenance procedures as well as shop safety are emphasized.
This course is designated as "green".

Ozark CTE General Technology Fee: \$51.

AST 1213: Automotive Chassis and Steering

Designed to introduce the student to the theory and operation of modern suspension and steering systems. The study of the suspension system includes wheels, tires, hubs, bearings, seals, springs, and vehicle forms. Various designs and construction of each of these components will be covered. Steering and suspension systems start with the basic theory of steering geometry and the related factors. Wheel alignment, construction and operation of the various manual, and power steering components are included.

Ozark CTE General Technology Fee: \$51.

AST 1223: Advanced Automotive Drivetrains

Pre-requisite: AST 1113 Introduction to Automotive Drivetrains.

A continuation of AST 1113 Introduction to Automotive Drivetrains. A study of the theory and operation of the entire drivetrain of automotive automatic transmissions and transaxles.

Ozark CTE General Technology Fee: \$51.

AST 2003: Career Readiness

This course teaches essential skills (personal characteristic and behavioral skills) that broadly prepare students for a successful transition into the workforce. Essential skills enhance an individual's interactions, job performance, and career prospects such as adaptability, integrity, cooperation, and workplace discipline. Topics addressed include, but may not be limited to, critical thinking/problem solving, oral/written communication, teamwork/collaboration, digital literacy, leadership, professionalism/work ethic, and diversity/inclusion.

Lecture: 3 hours

Ozark CTE General Technology Fee: \$51.

AST 2103: Advanced Automotive Electronics

Prerequisites: AST 1003 Automotive Electronics

This course applies the fundamentals of electronics, including Ohm's Law, basic electrical circuits, wiring diagrams, and common electrical symbols to the automobile. Diagnosis and troubleshooting of electrical circuits is emphasized, including familiarizations with most common types of testing equipment. It includes an in-depth study of the theory and operation of automobile electronic control systems.

This course is designated as "green".

Ozark CTE General Technology Fee: 51.

AST 2113: Advanced Engine Performance

Prerequisite: AST 1005 Engine Performance.

This course 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.

Ozark CTE General Technology Fee: \$51; Ozark AST Fee: \$75.

AST 2203: Diesel Theory

Studies the basic principles involved in the construction and operation of diesel engines. Examines fuel, air, cooling, and control systems of various designs. Discusses engine overhaul and repair, includes gauging proper measuring instruments and tools for these tasks. Studies the design, operation, care, and repair of fuel injection systems used on a variety of diesel engines. Emphasizes care and cleanliness in troubleshooting the fuel preheating, starting, generating, and lighting systems.

Lecture: 2 hours, laboratory: 1 hour.

Ozark CTE General Technology Fee: \$51.

AST 2303: Alternative Automobile Fuels and Technology

This course applies the fundamentals of electronics, including Ohm's Law, basic electrical circuits, wiring diagrams, and common electrical symbols to the automobile. Diagnosis and troubleshooting of electrical circuits is emphasized, including familiarization with most common types of testing equipment. It includes an in-depth study of the theory and operation of automotive electronic control systems. This course supports the general education goals of the Ozark Campus. Students will utilize through assigned tasks skills of communication, problem solving and technology.

Lecture: 3 hours.

Ozark CTE General Tech Fee: \$51.

AST 2993: Special Topics for Automotive Service Technology

This course is designed to introduce students to specific areas in Automotive Service Technology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$51.

BANKING (BNK)**BNK 2303: Money and Banking**

Addresses the various financial markets as well as economic factors and their impact on the banking industry.

BNK 2313: Principles of Banking

Covers customer services, teller functions, new accounts, accounts payable, trusts, estates, branch security, general ledger banking, e-banking and online banking, call support, confidentiality, and research in banking.

LEC: 3 hours

BNK 2323: Branch Operations

Covers customer services, teller functions, new accounts, accounts payable, trusts, estates, branch security, general ledger banking, e-banking and online banking, call support, confidentiality, and research in banking.

3 Hours Lecture

BNK 2333: Loan Operations

Prerequisites: BNK 2313 Principles of Banking and BNK 2323 Branch Operations.

All aspects of consumer and commercial lending as well as financial and insurance statements. Other topics that will be addressed include managing loan files, assessing risk in lending, understanding issues of regulation and compliance, bankruptcy, credit reports, and appraisals.

Lecture: 3 hours

BNK 2343: Legal Foundations in Banking

Prerequisites: BNK 2313 Principles of Banking and BNK 2323 Branch Operations.

Presents the underlying legal structure for conducting the business of banking. This course covers key legal requirements affecting banks and bankers, as well as core language that must be understood to be effective. It provides the critical legal knowledge that every banker should know.

BNK 2913: Banking Work-Based Learning

Banking Work-Based Learning is a field-based learning experience that combines study, observation, and professional experience. The purpose of the work-based learning is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in the banking field.

BNK 2916: Banking Work-Based Learning

Banking Work-Based Learning is a field-based learning experience that combines study, observation, and professional experience. The purpose of work-based learning is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in the banking field.

BNK 2993: SPECIAL TOPICS IN BANKING

This course is designed to introduce students to specific areas in Banking Services. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

BUSINESS TECHNOLOGY (BST)

BST 1003: Business English

Designed to develop the student's vocabulary skills, dictionary usage, proofreading, listening, and English grammar as needed for current business usage enabling the student to write and communicate effectively.

BST 1013: Word Processing

Students will learn word processing skills in storing, retrieving, formatting, editing, and printing through the manipulation of the software program. Must possess adequate computer literacy skills before enrolling.

Ozark Business Technology Fee: \$34.

BST 1023: 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. (May be required if student's skill level is not adequate for other course work.)

BST 1033: Administrative Support Procedures

Emphasizes the practices and procedures acceptable in a business office. Topics include interpersonal relations, telephone usage, mail handling, records management, job application procedures, travel arrangements, reprographics, and financial statements.

LEC: 3 hours

BST 1043: Professional Communication

Designed to review and/or learn the basics in punctuation and to further develop spelling skills. The course covers the principles of effective communication in the modern business office. Topics include writing skills, reading skills, and psychological principles involved in effective business letter writing as well as oral communication.

BST 1053: Spreadsheets

Students will develop comprehensive skills using Microsoft Excel. These skills will include toolbar usage, cell and worksheet formatting, cell functions, worksheet organization and printing. The user will become adept at advanced features such as charts, linking worksheets and workbooks, customizing templates and toolbars, and other features.

1 hour lecture.

Ozark Business Technology Fee: \$34.

BST 1063: Legal Environment for Business Technology

Provides an introduction to characteristics of the American system of free enterprise and the obligations and rights of an individual. Topics include torts, rights of private property, contracts, bailment, insurance and risk, labor, and dignity and worth of an individual.

BST 1073: Accounting

The study of fundamental accounting concepts and procedures. The course emphasizes the accounting cycle, and includes journalizing and posting transactions, preparing trial balances, worksheets, and financial statements. Emphasis is also given to cash, banking, payroll procedures, sales, purchases, and accounts receivable/ payable.

BST 1083: Introduction to Economics

An overview of macroeconomics with continued emphasis on microeconomic theory as it applies to business technology students

BST 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.

LEC: 3 hours

BST 2013: e-Commerce

Introduction to conducting business on the Internet. Includes electronic commerce terminology, the role of the Internet and the World Wide Web in Electronic Commerce, locating information, business applications, legal issues and security, and web site components and connectivity. Also includes marketing on the Internet, career opportunities, future developments, and building and operating a successful e-commerce store.

BST 2023: Organizational Leadership

This course is designed to provide individuals with the tools necessary to effectively lead other individuals and teams in today's complex organizational climate. This course addresses key dimensions of leadership behavior: personal integrity, self-knowledge, vision, communication, organizational competence, and empowering people and teams. The course will focus on three specific leadership areas: Individuals as leaders, team leadership and organizational leadership.

BST 2053: Advanced Spreadsheets

Comprehensive advanced spreadsheet features will be the topics covered such as pivot tables, data analysis, visual basic applications, and collaborating with others via workbooks.

Ozark Business Technology Fee: \$34.

BST 2113: Advanced Word Processing

Pre-requisite: BST 1013 Word Processing. Provides students an opportunity for more in-depth practical application of word processing skills. Emphasis is given to design, format, merging, and advanced editing techniques.

Ozark Business Technology Fee: \$34.

BST 2123: Computer Applications for Accounting

Prerequisite: BST 1073 Accounting. Designed to acquaint students with major areas of computerized accounting. Application areas covered will include general ledger, accounts payable, accounts receivable, and payroll.

BST 2133: Multimedia

Focuses on a variety of software 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.

Ozark Business Technology Fee: \$34.

BST 2143: 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 included in this course.

BST 2153: Database Management

This course includes elementary database design, record layouts, simple selection operations, and basic report generation.

Ozark Business Technology Fee: \$34.

BST 2163: Desktop Publishing

Prerequisites: COMS 1003 or BST 1303 Introduction to Computers and/or BST 1013 Word Processing.

Utilizes a desktop publishing software program in order to provide practical experience in the development of marketing and informative correspondence. Activities include creating newsletters, menus, posters, fact sheets, advertisements, business reports, brochures, comprehensive indexes, and planning a web page.

LEC: 3 hours

BST 2173: Social Media Marketing

Social Media is a countless array of Internet based tools and platforms that increase and enhance the sharing of information. This course will help students understand the unlimited amount of information available from social media sites for business advertising/marketing and social good. Students will gain the necessary skills to become media professionals and extend, enhance and apply their expertise to emerging social media information and communication technologies.

BST 2183: Introduction to Marketing Principles

This course is designed to serve as an introduction to the basic principles of marketing policies and practices and their application. Topics include consumers; policies; costs; analyzing opportunities, target markets, ethics, social responsibilities, and relationships.

BST 2213: Human Relations Principles and Practices

Designed to introduce students to the breadth and depth of the field of human relations. Emphasis is on the processes of communication, problem solving, decision making, conflict and change as they occur in individuals, interpersonal, group, and intergroup relations.

BST 2223: Introduction to Research

This course will cover using technology to gather, evaluate, and collect information from a variety of sources. Strategies for reading critically; organizing and developing thoughts; interpreting and evaluating sources; writing summaries, bibliographies, critiques, and literature reviews will be covered. Plagiarism, citation of sources, and proper format will also be discussed.

3 Hours Lecture.

BST 2303: Money and Banking

Addresses the various financial markets as well as economic factors and their impact on the banking industry.

BST 2313: Deposit Operations

Covers customer services, teller functions, new accounts, accounts payable, trusts, estates, branch security, general ledger banking, e-banking and online banking, call support, confidentiality, and research in banking.

LEC: 3 hours

BST 2333: Loan Operations

All aspects of consumer and commercial lending as well as financial and insurance statements. Other topics that will be addressed include managing loan files, assessing risk in lending, understanding issues of regulation and compliance, bankruptcy, credit reports, and appraisals.

BST 2443: Introduction to Project Management

Introduction to basic project management concepts, including how to scope, plan, launch, monitor, control and close a project. The course includes the Project Management Institute's (PMI) basic knowledge area: Integration, Scope, Time, Cost, Quality, Human Resources, Communication, Risk and Procurement. Students will use various tools, including software, to manage different levels of projects through their life cycle for various organizational structures and stakeholders.

BST 2513: Introduction to Human Resources Management

In this course, students explore the importance of establishing and/or administrating the goals, policies, and procedures of the organization. Students will cover the application of the various functions performed in contemporary human resources management, including communication, impacts of EEOC, writing job descriptions, recruitment, selection, interview techniques, orientation, developing policies and procedures, training, performance management, employee guidelines, and employee benefits.

BST 2523: Employment Law

Focuses on fundamental concepts of the employment relationship and legal rights/duties of employer and employee. Students will develop an understanding of employee rights, diversity, compensation and benefits law, the appeal process, reacting to legal charges, documenting the hiring and firing process, dealing with harassment issues, privacy issues, Also explores wrongful termination and other emerging case law doctrines. Discusses the Americans with Disabilities Act, National Labor Relations Act, wage and benefit legislation, and the Occupational Safety Act.

BST 2533: Employee Recruiting, Training, and Compensation

Students will be introduced to basic theories and strategies utilized in staffing, planning, recruiting, and selection, and compensation. Topics covered include job analysis, job description, recruitment, selection, and performance based assessment. This course enables the student to explore how human resources development professionals train individuals and develop the potentials of individuals within the workplace as well as understand the role that an integrated total compensation program can play in contributing to organizational success.

BST 2543: Workplace Behavior and Ethics

This course presents an overview of essential organizational theories and concepts. It focuses on the basic concepts of motivation, control, change, team building, and on the development of effective relationships in a diverse work environment. Students will review and examine ethical responsibilities and relationships between organizational departments, divisions, business management, and the public.

BST 2993: Special Topics for Business Technology

This course is designed to introduce students to specific areas in Business Technology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CARDIOVASCULAR TECHNOLOGY (CVT)**CVT 2112: Hospital Policies and Patient Care**

Prerequisite: Acceptance into the Cardiac Sonography program.

Hospital Policies and Patient Care is an in-depth study of hospital departmental policies, procedures, protocols and work activities emphasizing ethics, attendance, dress codes/grooming standards and patient confidentiality.

2 Hours Lecture

Ozark Allied Health Fee: \$62.

CVT 2123: Sonography Physics and Instrumentation I

Prerequisite: Acceptance into the Cardiac Sonography program

Sonography Physics and Instrumentation I includes physics of ultrasonic wave generation and propagation, transducer design, color flow imaging methodology, Doppler effect and Doppler instrumentation components, signal processing, basic equipment types, interactive properties of ultrasound with human tissues, possible biologic effects, information storage, contrast agents, quality control and image artifacts.

3 Hours Lecture.

Ozark Allied Health Fee: \$93.

CVT 2132: Echocardiography I Laboratory

Prerequisite: Acceptance into the Cardiac Sonography program.

Co-requisite: CVT 2133 Echocardiography I Echocardiography I.

Lab skills practice to apply concepts presented in Echocardiography I.

4 hours laboratory.

Ozark Cardiac Sonography Fee: \$135; Ozark Allied Health Fee: \$62.

CVT 2133: Echocardiography I

Prerequisite: Acceptance into the Cardiac Sonography program.

Co-requisite: CVT 2132 Echocardiography I Laboratory Echocardiography I Lab.

Echocardiography I is an introduction to echocardiography terminology and symbols, cardiac anatomy, cardiac embryology, intracardiac pressure gradients, hemodynamics, heart murmurs and scan planes. Sonographic protocol for normal echocardiogram studies will be introduced.

3 hours lecture.

Ozark Allied Health Fee: \$93.

CVT 2144: Clinical Practicum I

Prerequisite: Admission to the Cardiac Sonography program.

Clinical Practicum I students are assigned to local hospitals and medical centers with direct supervision of a registered echocardiographer. This course demarcates the professional role of the echocardiographer, the patient-technologist relationship, and the interaction between the physical and allied health services. It also provides hands-on practice in a patient care setting.

12 hours clinical.

Ozark Malpractice Fee: \$16; Ozark Cardiovascular Technology Fee: \$100; Ozark Allied Health Fee: \$124.

CVT 2211: Principles of Electrocardiography

Prerequisites: Admission to the Cardiac Sonography program.

Principles of electrophysiology features the electrophysiology of the heart, basic waves, complexes and 12 lead EKG. The course emphasizes interpretation of normal sinus rhythm and advanced arrhythmias. The heart's electrical conduction system is explained. The course also introduces concepts essential to the performance and interpretation of exercise physiology, stress testing and Holter monitoring.

1 hour lecture.

Ozark Allied Health Fee: \$31.

CVT 2213: Cardiac Pathology Studies

Prerequisite: Acceptance into the Cardiac Sonography program.

An emphasis on adult cardiac pathologies with diagnosis, techniques, differential diagnoses, caveats, and epidemiology. Recognition of the sonographic appearance of cardiovascular disease is emphasized. This is achieved by focusing primarily on specific case studies. Basic pharmacology will be introduced. Laboratory values, signs, and symptoms of cardiac disease will be discussed.

3 Hours Lecture.

Ozark Allied Health Fee: \$93.

CVT 2223: Sonography Physics and Instrumentation II

Prerequisite: CVT 2123 Sonography Physics and Instrumentation I Sonography Physics and Instrumentation I and Acceptance into the Cardiac Sonography program.

Continuation of Sonography Physics and Instrumentation I including physics of ultrasonic wave generation and propagation, transducer design, color flow imaging methodology, Doppler effect and Doppler instrumentation components, signal processing, basic equipment types, interactive properties of ultrasound with human tissues, possible biologic effects, information storage, contrast agents, quality control and image artifacts.

3 Hours Lecture.

Ozark Allied Health Fee: \$93.

CVT 2231: Echocardiography II Laboratory

Prerequisite: CVT 2132 Echocardiography I Laboratory Echocardiography I Lab and acceptance into the Cardiac Sonography program.

Co-requisite: CVT 2233 Echocardiography II Echocardiography II.

Lab skills practice to apply concepts presented in CVT 2233 Echocardiography II Echocardiography II.

2 Hours Laboratory.

Ozark Allied Health Fee: \$31.

CVT 2233: Echocardiography II

Prerequisite: CVT 2133 Echocardiography I Echocardiography I.

Co-requisites: CVT 2231 Echocardiography II Laboratory Echocardiography II Lab and acceptance into the Cardiac Sonography program.

Echocardiography II includes advanced echocardiographic procedures. Sonographic protocol for abnormal studies will be presented. Areas of studies will include abnormal echocardiograms, transesophageal echocardiograms, exercise stress echocardiograms, pharmacologic stress echocardiograms, 3D transthoracic echocardiograms, 3d transesophageal echocardiograms and ultrasound enhanced agent echocardiograms. Common congenital abnormalities, postoperative anatomy, cardiac diseases, interventional procedures, emergency procedures, abnormal perfusion and function, and evaluation of pathophysiology of cardiovascular diseases are all discussed.

3 Hours Lecture.

Ozark Allied Health Fee: \$93.

CVT 2244: Clinical Practicum II

Prerequisite: CVT 2144 Clinical Practicum I Clinical Practicum I and acceptance into the Cardiac Sonography program.

Clinical Practicum II students are assigned to supervised clinical experience in local hospitals and medical centers by sub-specialty areas with emphasis on set-up, calibration and operation of medical instrumentation. Patient history and physical exam techniques, performance of cardiovascular testing as well as analysis and interpretation of cardiovascular diagnostic tests and data are reviewed.

12 Hours Clinical.

Ozark Malpractice Insurance Fee: \$16; Ozark Cardiovascular Technology Fee: \$400; Ozark Allied Health Fee: \$124.

CVT 2312: Interdisciplinary Cardiac Imaging

Prerequisite: Admission into the Cardiac Sonography program.

This course evaluates the major imaging modalities, other than echocardiography, used to evaluate the cardiac system. This course will include the basic study of computerized tomography, cardiac catheterization, nuclear medicine, magnetic resonance, and positron emission tomography in relation to echocardiography in the evaluation of the cardiac system. The advantages, disadvantages, technology, and accurate practice of each modality will be discussed.

2 hours lecture; Allied Health Fee: \$62.

CVT 2313: Echocardiography Concepts

Prerequisite: Acceptance into the Cardiac Sonography program.

This course will prepare the student for the Cardio section of the ARDMS and CCI registry. Normal and abnormal anatomy and physiology, normal and abnormal perfusion and function, congenital anomalies, postoperative anatomy, protocols, treatments, and managing emergencies are all discussed. Multiple practice exams to better prepare the student for the registries will be given.

3 Hours Lecture.

Ozark Allied Health Fee: \$93.

CVT 2323: Physics Concepts

Prerequisite: Acceptance into the Cardiac Sonography program.

This course will prepare the student for the Sonographic Physics and Instrumentation section of the ARDMS and CCI registry. Ultrasonic wave generation and propagation, transducer design, color flow imaging methodology, Doppler effect and Doppler instrumentation components, signal processing, basic equipment types, interactive properties of ultrasound with human tissues, possible biologic effects, information storage, contrast agents, quality control and image artifacts are all reviewed. Multiple practice exams to better prepare the student for the registries will be given.

3 Hours Lecture.

Ozark Allied Health Fee: \$93.

CVT 2344: Clinical Practicum III

Prerequisite: CVT 2244 Clinical Practicum II Clinical Practicum II and acceptance into the Cardiac Sonography program.

Students are assigned to local hospitals and medical centers with direct supervision of a registered echocardiographer. Performance of echocardiograms as well as analysis and interpretation of echocardiograms and data are reviewed. The student will have hands-on experience recognizing and detecting the echocardiographic characteristics of normal and abnormal heart function.

12 Hours Clinical.

Ozark Allied Health Fee: \$124.

COLLISION REPAIR TECHNOLOGY (CRT)

CRT 1103: Automotive Welding

Students will receive instruction on how to properly weld and cut on automobiles with the use of mig welders and plasma cutters.

Ozark CTE General Technology Fee: \$51.

CRT 1114: Metal Repair I

The straightening, alignment, and fitting of major panels are taught. Procedures necessary to weld, heat, cut, and shape are taught. Emphasis in this course is on theory and practical application.

CTE General Technology Fee: \$68.

CRT 1124: Painting I

This course includes skills and technical knowledge in the preparation of metal for paint; chemical stripping of old finishes; use and maintenance of spray painting equipment; mixing and spraying of all types of automotive finishes; and identification of common materials used.

This course is designated as "green".

Ozark CTE General Technology Fee: \$68, Ozark Collision Repair Fee: \$75.

CRT 1134: Color Matching I

A continuation of painting with emphasis on spraying techniques and tinting of paints to achieve color match.

This course is designated as "green".

Ozark CTE General Technology Fee: \$68.

CRT 1214: Metal Repair II

Prerequisite: CRT 1114 Metal Repair I.

A continuation of CRT 1114 Metal Repair I with advanced straightening techniques with the application of body fillers being taught.

Ozark CTE General Technology Fee: \$ 68.

CRT 1224: Painting II

Prerequisite: CRT 1124 Painting I.

A continuation of CRT 1124 Painting I. This course includes skills and technical knowledge in the preparation and application of automotive finishes.

This course is designated as "green".

Ozark CTE General Technology Fee: \$68, Ozark Collision Repair Fee: \$35.

CRT 1234: Color Matching II

Prerequisite: CRT 1134 Color Matching I.

A continuation of CRT 1134 Color Matching I. Develop advanced color match techniques.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$68.

CRT 1322: Detailing

Students will receive instruction on how to properly clean and buff all visible exterior and interior surfaces of a vehicle.

Ozark CTE General Technology Fee: \$34.

CRT 1332: Cost Analysis in Collision Repair

Students will receive instruction in the preparation of an estimate, calculating the cost of parts, materials, and labor required to repair a collision damaged vehicle.

Ozark CTE General Technology Fee: \$34.

CRT 1342: Collision Repair Technology Employment Certification

This course teaches knowledge necessary in the job search process, including interview, presentation, expectation, and maintaining the job. Students will learn the importance of obtaining national certification and proper skills and knowledge of taking ASE style tests.

Ozark CTE General Technology Fee: \$34.

CRT 2114: Metal Repair III

Prerequisite: CRT 1214 Metal Repair II

A continuation of CRT 1214 Metal Repair II with advanced metal straightening, replacing non-structural panels and the basis of uni-body and frame straightening techniques being taught.

Ozark CTE General Technology Fee: \$68.

CRT 2124: Custom Painting

Students will receive instruction on the application of automotive paints and properly preparing the surface for custom painting.

Ozark CTE General Technology Fee: \$68; Ozark Collision Repair fee: \$75.

CRT 2134: Collision Repair Technology Mechanical and Electrical

This course teaches the knowledge and skills necessary to repair and understand automotive electronics, brakes, chassis and steering, and climate control.

Ozark CTE General Technology Fee: \$68.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 1103: Programming I

Cross-listed with ICS 1103 Programming I.

This course is designed to give the student an understanding of established and new methodologies using Microsoft Visual Basic programming. Course content will include an overview of programming, designing an application and using variables and constants. Emphasis will be placed on developing logical thinking skills. No prior programming skill is necessary.

Ozark CTE General Technology Fee: \$51.

CIS 1113: Fundamental Computer Operation

Cross-listed with ICS 1113.

Students will learn to manage current Microsoft Operating Systems. Topics included are troubleshooting and applying basic commands that are necessary in a working environment. Students will also explore basic Network and Web Design concepts. No prior computer experience is necessary.

Ozark CTE General Technology Fee: \$51.

CIS 1153: Networking I

Cross-listed with ICS 1153 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.

Ozark CTE General Technology Fee: \$51.

CIS 1203: Programming II

Prerequisite: CIS 1103 Programming I.

A continuation of Programming I, this course covers the advanced issues of user interfaces, program structure, language syntax, designing programming applications, control structures, functions, arrays, classes and objects. GUI design skills and object-oriented programming concepts are emphasized throughout this course.

Ozark CTE General Technology Fee: \$51.

CIS 1213: Operating Systems

Pre-requisite: CIS 1113 Fundamental Computer Operation.

The goal of this course is to provide a comprehensive understanding of the multiple operating systems commonly found in the information technology field today. Students will learn the theory behind operating systems and some basic to advanced components of each operating system. This course walks the student through current hardware and how it interacts with operating systems. The student will learn basic functions and design of file systems found in Windows, UNIX, and Macintosh operating systems.

Ozark CTE General Technology Fee: \$51.

CIS 1233: Systems Analysis and Design

This course is an introduction to basic concepts regarding the system life cycle, analytical tools and methods, file and record layouts, and elements of the design phase.

CTE General Technology Fee: \$51.

CIS 1243: HTML Programming

This class leads students through the beginning Web Site creation process while developing and enhancing HTML, CSS, and visual design skills along the way. Students will begin by learning about layout and navigation, progress to Web typography, colors and images, working with CSS and more. The course covers the latest Web design technologies and trends, including Web accessibility, standards-based coding and CSS positioning.

Ozark CTE General Technology Fee: \$51.

CIS 1253: Networking II

Cross-listed with ICS 1153 Networking I.

Pre-requisite: CIS 1153 Networking I or ICS 1153 Networking I.

Builds upon the skills and concepts learned in Networking I. Emphasis will be on the hands-on aspects of personal computer networks using Microsoft and Linux based networking products, including installations and/or expanding a networking system and troubleshooting problems.

This course is designated as "green".

Ozark CTE General Technology Fee: \$51.

CIS 1303: PC Maintenance I

Cross-listed with ICS 1303 PC Maintenance I.

This course is designed to prepare individuals to troubleshoot, build, and repair personal computers, workstations, printers, and other computer peripherals. The student will also learn to install, debug, diagnose, and repair software problems associated with PCs.

This course is designated as "green".

Ozark CTE General Technology Fee: \$51.

CIS 2133: Web Page Design

Prerequisite: CIS 1243 HTML Programming.

This course provides a solid foundation for understanding the key issues associated with designing successful, standards-based Web sites that are portable across different operating systems, browsers and Web devices. The purpose of the course is to facilitate proficiency in Web site development through thorough explanations and numerous hands-on activities. Students will be introduced to overall site layout and navigation planning and then proceed to specific topics such as Web typography, colors and images, CSS page layouts, and floating layouts.

This course is designated as "green".

Ozark CTE General Technology Fee: \$51.

CIS 2143: Help Desk Support

This course is designed to teach individuals to troubleshoot the Microsoft Office Application Suite. It focuses on customer service and communication with the end user.

Ozark CTE General Technology Fee: \$51.

CIS 2153: Programming in C++

Prerequisite: CIS 1103 Programming I or ICS 1103 Programming I.

Introduction to Programming in C++ provides an overview of programming concepts, design and an introduction to coding using the C++ language. This course focuses on creating logical computer programs in C++ and will address fundamental concepts of analysis, design, testing and code development. It includes flowcharts, Boolean logic, control flow, data types and structures, variables, arrays, and functions.

Ozark CTE General Technology Fee: \$51.

CIS 2213: Mobile Applications

This course is designed to introduce students to mobile application development with modern web application technologies. Using Ionic (Advanced HTML5 Hybrid Mobile Application Framework) and various other web technologies, students will build native mobile applications for iOS and Android platforms that can also be run in a web browser.

Lecture: 3 hours.

Ozark CTE General Technology fee: \$51.

CIS 2303: PC Maintenance II

Cross-listed with ICS 2303 PC Maintenance II.

Pre-requisite: CIS 1303 PC Maintenance I or ICS 1303 PC Maintenance I.

This course is designed to teach individuals core elements of computer repair based on the A+ Certification exams. The student will build on the knowledge acquired from PC Maintenance I, allowing them to be more prepared to diagnose, and repair computers in the working environment.

Ozark CTE General Technology Fee: \$51.

CIS 2993: Special Topics for Computer Information Systems

This course is designed to introduce students to specific areas in Computer Information Systems. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$51.

COSMETOLOGY (COS)**COS 1101: Hygiene and Sanitation I**

This course provides you with the necessary information to master the National Industry skill Standard for entry level Cosmetologist. Students will conduct services in a safe environment and take measures to prevent the spread of infectious and contagious disease. Students will safely use a variety of salon products while providing client safety.

Ozark CTE General Technology Fee: \$17.

COS 1107: Hairdressing I with Laboratory

A basic study of the properties of the hair and scalp. Basic hair care, shampooing, rinsing, conditioning, braiding, the care and styling of wigs and hair enhancements, wet styling, thermal straightening (hair pressing), and the principles of hair design with labs.

Ozark CTE General Technology Fee: \$119.

COS 1121: Related Science I

A study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry.

Ozark CTE General Technology Fee: \$17.

COS 1131: Manicuring I

A study of skin and nails, which includes manicuring, pedicuring, and massage.

Ozark CTE General Technology Fee: \$17.

COS 1141: Cosmetic Therapy I

A study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching.

Ozark CTE General Technology Fee: \$17.

COS 1151: Salesmanship, Shop Management, and Shop Department I

A study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department.

Ozark CTE General Technology Fee: \$17.

COS 1201: Hygiene and Sanitation II

Prerequisite: COS 1101 Hygiene and Sanitation I.

A continuation of COS 1101 Hygiene and Sanitation I, this course provides you with the necessary information to master this National Industry skill Standard for entry level Cosmetologist. Students will conduct services in a safe environment and taking measures to prevent the spread of infectious and contagious disease. Students will safely use a variety of salon products while providing client safety.

Ozark CTE General Technology Fee: \$17.

COS 1207: Hairdressing II with Laboratory

Pre-requisite: COS 1107 Hairdressing I with Laboratory.

A continuation of COS 1107 Hairdressing I with Laboratory, this course is a basic study of the properties of the hair and scalp. Basic hair care, shampooing, rinsing, conditioning, braiding, the care and styling of wigs and hair enhancements, wet styling, thermal straightening (hair pressing), and the principles of hair design with labs.

Ozark CTE General Technology Fee: \$119.

COS 1221: Related Science II

Pre-requisite: COS 1121 Related Science I.

A continuation of COS 1121 Related Science I, a study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry.

Ozark CTE General Technology Fee: \$17.

COS 1231: Manicuring II

Pre-requisite: COS 1131 Manicuring I.

A continuation of COS 1131 Manicuring I, a study of skin and nails, which includes manicuring, pedicuring, and massage.

Ozark CTE General Technology Fee: \$17.

COS 1241: Cosmetic Therapy II

Pre-requisite: COS 1141 Cosmetic Therapy I.

A continuation of COS 1141 Cosmetic Therapy I, a study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching.

Ozark CTE General Technology Fee: \$17.

COS 1251: Salesmanship, Shop Management, and Shop Department II

Pre-requisite: COS 1151 Salesmanship, Shop Management, and Shop Department I.

A continuation of COS 1151 Salesmanship, Shop Management, and Shop Department I, a study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department.

Ozark CTE General Technology Fee: \$17.

COS 2301: Hygiene and Sanitation III

Prerequisites: COS 1201 Hygiene and Sanitation II.

A continuation of COS 1201 Hygiene and Sanitation II, this course provides you with the necessary information to master this National Industry skill Standard for entry level Cosmetologist. Students will conduct services in a safe environment and taking measures to prevent the spread of infectious and contagious disease. Students will safely use a variety of salon products while providing client safety.
Ozark CTE General Technology Fee: \$17.

COS 2307: Hairdressing III with Laboratory

Pre-requisites: COS 1207 Hairdressing II with Laboratory.

A continuation of COS 1207 Hairdressing II with Laboratory, this course is a basic study of the properties of the hair and scalp. Basic hair care, shampooing, rinsing, conditioning, braiding, the care and styling of wigs and hair enhancements, wet styling, thermal straightening (hair pressing), and the principles of hair design with labs.

Ozark CTE General Technology Fee: \$119.

COS 2321: Related Science III

Pre-requisites: COS 1221 Related Science II.

A continuation of COS 1221 Related Science II, a study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry.

Ozark CTE General Technology Fee: \$17.

COS 2331: Manicuring III

Pre-requisites: COS 1231 Manicuring II.

A continuation of COS 1231 Manicuring II, a study of skin and nails, which includes manicuring, pedicuring, and massage.

Ozark CTE General Technology Fee: \$17.

COS 2341: Cosmetic Therapy III

Pre-requisites: COS 1241 Cosmetic Therapy II. A continuation of COS 1241 Cosmetic Therapy II, a study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching.

Ozark CTE General Technology Fee: \$17.

COS 2351: Salesmanship, Shop Management, and Shop Department III

Pre-requisites: COS 1251 Salesmanship, Shop Management, and Shop Department II.

A continuation of COS 1251 Salesmanship, Shop Management, and Shop Department II, a study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department.

Ozark CTE General Technology Fee: \$17.

COS 2403: Salon Business Operations

Pre-requisites: COS 1101 Hygiene and Sanitation I, 1107, 1121, 1141, and 1151.

This course is designed to help students make the transition from school to the salon. Students will design a salon with at least 4 stations. They will be responsible for purchasing equipment and supplies as needed to run a full service salon. Students will also prepare a business plan with a budget that is presentable to a bank or lender for financing. Students will also learn transferable skills on job ethics, how to prepare a salon budget, tax preparation, salon management, and complete a detailed resume and learn to build a job portfolio.

Ozark Campus CTE fee: \$51.

COS 2404: Theory and Practical Application

A course covering all faces of Cosmetology. Theory and practical applications are stressed.

Ozark CTE General Technology Fee: \$68.

COS 2996: Special Topics for Cosmetology

This course is designed to introduce students to specific areas in Cosmetology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$102.

CULINARY ARTS (CA)

CA 1013: Pro Start I

ProStart I is the first part of a two-year, industry-based program that prepares

students for careers in the restaurant and food service industry. After completion of ProStart I, the student has the option to take ProStart II, complete 400 hours of hospitality-related work experience, take and pass the ProStart exam, and receive national HBA/ProStart certification.

Lecture: 3 hours.

CA 1023: Pro Start II

ProStart II is the second part of a two-year, industry-based program that prepares students for careers in the restaurant and food service industry. Upon completion of ProStart I & II, 400 hours of hospitality-related work experience, and successfully passing the ProStart exam, the student can receive national HBA/ProStart certification.

Lecture: 3 hours.

CA 1113: Introduction to Culinary Arts

Introduction to Culinary Arts is a semester course designed to introduce students to the culinary arts profession. Emphasis in this course is given to the development of basic competencies related to the culinary arts profession, basic menus and recipes, standardization, and kitchen procedures. Upon completion of this course, students will be introduced to skills needed for employability, customer relations, menu planning, recipe use, weights and measures, conversions, budgeting, safety and sanitation, organizing for efficiency, and lab procedures.

Lecture: 3 hours.

CA 1213: Culinary Arts I

This course is designed to provide students with an in-depth study of the professional kitchen and culinary applications. A prerequisite to this course is Introduction to Culinary Arts.

Lecture: 3 hours.

CA 1223: Culinary Arts II

This course is designed to provide students with advanced culinary applications, service, and presentation.

Lecture: 3 hours.

FACILITIES MAINTENANCE/MGMT (FAC)

FAC 2102: Electrical Applications

This class prepares individuals to apply technical knowledge and skills to install and repair residential electrical systems.

FAC 2104: Construction Fundamentals

This class prepares individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties.

FAC 2202: Carpentry

Students will learn basic carpentry skills, power and hand tool safety, the proper use of power and hand tools, framing, trim, and hanging doors and windows. Also covered will be dry wall basics, painting, and basic masonry. Some cabinet making and architectural blueprint reading will be discussed.

FAC 2212: Plumbing

Basic plumbing skills will be taught and will include: fixture repair and replacement; piping (water and gas piping); piping drops, angles, and sizes; and basic plumbing codes for commercial and residential facilities.

FAC 2222: Grounds Maintenance

Landscape management, chemical usage and storage, MSDS file care, ADA compliance, and safety and reliability topics will be covered.

FAC 2303: Construction Laboratory I

This course prepares individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties.

FAC 2313: Construction Laboratory II

A continuation of FAC 2303 Construction Laboratory I, this course prepares individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties.

HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 1103: Health Data Content and Structures

The student will be introduced to the history of the health record, professional ethics, the function of the health information department, and to the organizational structure of the American Health Information Management Association (AHIMA). Exploration of the systems and processes for collecting, maintaining and disseminating primary and secondary health-related information including consent of the health record, documentation requirements, registries, indices, licensing, regulatory agencies, and forms.

Ozark Allied Health Fee: \$93.

HIT 1203: Information Systems in Healthcare

Prerequisite: HIT 1103 Health Data Content and Structures

The purpose of this course is to provide students with knowledge and understanding of the various computer applications and information systems that are encountered in health information departments including the use of hardware and software in data collection, storage, analysis, and reporting. This

course will also cover confidentiality and security measures to protect the electronic health record (EHR) as well as the importance of data quality, entry, integrity, and reliability.

Ozark Allied Health Fee: \$93.

HIT 1213: Legal Aspects of Health Information

The student will be introduced to the principles of law affecting health information with an emphasis on the health record as a legal document. This course will provide an exposure to the American legal system, legal terminology, and statutes. Confidentiality and security of health information is addressed as are HIPAA regulations. Some other topics that will be discussed will include American Recovery and Reinvestment Act (ARRA), electronic health record, Federal Trade Commission's Red Flag Rules, informed consent, response to subpoenas, living wills, and organ donation.

Ozark Allied Health Fee: \$93.

HIT 1233: Pharmacology

Prerequisites: HIT 1113.

This course is a basic introduction to the general concepts of pharmacology including use of drug references, principles of drug action and interaction, and drug administration. This course includes specific body systems and diseases and therapeutic drug applications to these body systems.

Ozark Allied Health Fee: \$93.

HIT 2103: Disease Processes

Prerequisites: HSCI 1123 Human Anatomical Structure I and HSCI 1243 Human Anatomical Structure II.

Coverage of the nature of diseases and human conditions. Includes signs and symptoms, etiology, treatment, and prognosis of various diseases.

Ozark Allied Health Fee: \$93.

HIT 2213: Healthcare Delivery Systems

Prerequisite: HIT 1103 Health Data Content and Structures.

A study of health record requirements such as documentation requirements, medical office procedures, accrediting agencies, and regulatory requirements in a nontraditional setting such as cancer registries, long term care, home health, hospice, mental health, dental care and rehabilitation. Terminology associated with healthcare delivery systems will be defined and current trends with healthcare delivery examined.

Ozark Allied Health Fee: \$93.

HIT 2233: Healthcare Analytics

Prerequisite: HIT 1103 Health Data Content and Structures.

General principles of healthcare statistics with an emphasis in hospital statistics including definitions, sources, methods for collection and reporting, and analysis techniques to determine significance, reliability, validity, and/or manipulation.

Ozark Allied Health Fee: \$93.

HIT 2243: Diagnostic (ICD-10-CM) Coding

Prerequisites: HSCI 1123 Human Anatomical Structure I and HSCI 1243 Human Anatomical Structure II and HIT 2323 Procedural (CPT) Coding.

This course is highly recommended not to be taken together with Procedural Coding. Introduces the student to the concepts of coding medical conditions and procedures. The student will gain entry-level proficiency in the techniques of coding using the ICD-10-CM and ICD-10-PCS (International Classification of Diseases, 10th revision, Clinical Modification) systems.

Lecture: 2 hours, Lab: 1 hour; Ozark Allied Health Fee: \$93.

HIT 2253: Healthcare Reimbursement Methodologies

Prerequisite: HIT 1103 Health Data Content and Structures.

This course will examine the complex financial systems within the health care industry. The student will gain a thorough knowledge of the diverse reimbursement methodologies utilized throughout the governmental and private insurance entities with application through: (1) case studies and (2) information systems integrated into the course work.

Ozark Allied Health fee: \$93.

HIT 2323: Procedural (CPT) Coding

Prerequisites: HSCI 1123 Human Anatomical Structure I and HSCI 1243 Human Anatomical Structure II.

This course is highly recommended not to be taken together with Diagnostic Coding. Introduces the student to the concepts of coding medical procedures in the physician's office. The student will gain entry-level proficiency in the techniques of coding using the Concurrent Procedural Terminology (CPT) system.

Lecture: 2 hours, Lab: 1 hour; Allied Health Fee: \$93.

HIT 2333: Healthcare Management

Prerequisite: HIT 1103 Health Data Content and Structures.

This course provides students with an overview of concepts and issues related to healthcare leadership. Through the examination of management topics and healthcare situations, the student will explore the skills and knowledge needed to be successful in a diverse healthcare environment. Topics include healthcare leadership, organizational design as it relates to the uniqueness of healthcare organizations, managing professionals, and diversity in the workplace.

Ozark Allied Health fee: \$93.

HIT 2343: Advanced Coding

Prerequisite of HIT 2243 Diagnostic (ICD-10-CM) Coding with a grade of C or better.

This course is designed so that the student having mastered basic coding may now progress to implementing higher level coding and understands how coding impacts not only the immediate revenues of their facility, but also healthcare in general.

Lecture: 3 hours, Ozark Allied Health Fee: \$93.

HIT 2903: Professional Practice Experience

Pre-requisites: HIT 1203 Information Systems in Healthcare, HIT 2243 Diagnostic (ICD-10-CM) Coding, and HIT 2303

A supervised field-based learning experience in a healthcare environment that combines study, observation, and professional experience. Enables students to apply educational, leadership, and communication concepts and theories in a practical context and to enhance professional knowledge and skills, experience the structure and dynamics of health information services, and to establish a network for future employment opportunities. PPE requires 120 hours of on-site experience and 15 lecture hours in the classroom.

Ozark Allied Health Fee: \$93.

HEALTH SCIENCES (HSCI)

HSCI 1002: Phlebotomy Practicum

This course is taught through laboratory, and clinical experiences. Students will learn to perform a variety of blood collection methods using proper techniques and precautions including vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and finger sticks or heel sticks for young children and infants. Non-blood specimen collection practices are also covered.

Internship/Practicum

Ozark Malpractice Fee: \$16; Ozark Allied Health Fee: \$62.

HSCI 1003: Phlebotomy

Students will learn how to prepare the blood collection site; choose the proper collection tools; and handle the transportation, processing and management of collected samples. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance for proper laboratory procedures and in order to avoid contamination or infection of yourself and others. Medical and legal ethics as they related to phlebotomy services are also taught.

Lecture

Ozark Allied Health Fee: \$93.

HSCI 1113: Medical Terminology

Medical Terminology is the study of the language of medical words that relate to the body systems, anatomical structures, and medical processes and procedures. This course includes medical word construction, definitions, spellings, and the use of terms in the medical field.

Ozark Allied Health Fee: \$93.

HSCI 1123: Human Anatomical Structure I

This course is the first in a two semester sequence that covers the basic structure and function of human organ systems including mechanisms of homeostasis. The course presents concepts which will assist in the development of basic understanding of internal relationships within the human body. Specific topics include: body organization, basic biochemistry, cell biology, tissues, the integumentary, special senses, lymphatic, digestive and reproductive systems.

Ozark Allied Health Fee: \$93.

HSCI 1243: Human Anatomical Structure II

Prerequisite: HSCI 1123 Human Anatomical Structure I.

This course is the second in a two semester sequence that covers the basic structure and function of human organ systems including mechanisms of homeostasis. The course presents concepts which will assist in the development of basic understanding of internal relationships within the human body. Specific topics include: skeletal, muscular, nervous, endocrine, blood, cardiovascular, respiratory and urinary systems.

Lecture: 3 hours, Ozark Allied Health Fee: \$93.

HUMAN SERVICES (HS)

HS 1113: Introduction to Human Services

This course provides an introductory knowledge of the human services profession. Students will be introduced to the concepts and frameworks that define the human service profession. The historical development and legislative influences of the profession will be explored. The nature of the helping process will be addressed. An overview of the human service delivery systems and organizations will be reviewed. Professional values, skills, and ethics will be presented. The range and types of populations served by human services will be discussed. Additionally, human service professional roles, multicultural competence, and resources will be introduced.

Ozark Allied Health Fee: \$93.

HS 1123: Communication and Interviewing

A practical course focusing on the knowledge and skills of the helping process. Students will develop the helping skills needed for entry-level workers in human services settings. Emphasis will be on the practical application of interviewing, basic counseling communication, and case management skills. The components of interpersonal communications and interviewing techniques are studied with a particular focus on giving and receiving information in the interview setting. Helping skills for diverse populations will be presented. Professional ethics within the helping process will be explored. Ozark Allied Health Fee: \$93.

HS 1213: Skills and Theories in Human Services

Prerequisite: HS 1123 Communication and Interviewing.

Students will further develop basic communication and interventive interviewing skills using a multi-theoretical counseling model. Communication and interpersonal interaction skills are emphasized. Observation, listening, and problem-solving skills will be addressed. Students will learn how to use appropriate communication and interventions with diverse populations. Students will apply basic counseling communication skills within a technology environment. An overview of counseling theories will be presented. Professional ethics will be reviewed. Students will provide 15 hours of basic counseling communication experience. Internet access required.

Ozark Allied Health Fee: \$93.

HS 1223: Systems, Processes, and Case Management

Pre-requisite: HS 1113.

Provides specific training on the process and implementation of case management: communication, accurate chart development, disarming anger, and cultural considerations, from intake and assessment to referrals and termination. Students practice each step of the case management process, with realistic exercises drawn from active professionals to reflect a broad range of difficulties. Students receive Mandated Reporter training during this course. Ethical case management practices are emphasized. 15 hours of volunteering at a human services agency is required.

Ozark Allied Health Fee: \$93.

HS 2113: Cultural Diversity

The course will focus on the historical, cultural, medical and psychological perspectives when helping individuals with diverse backgrounds and conditions in community settings. Diversities will include, but are not limited to, race, ethnicity, religious background, disability, age, mental illness, crime, socioeconomic status or chemical dependency. Emphasis on transition issues, self-determination and empowerment, and community life/integration will be discussed. Political and legislative influences and ethical issues will be presented.

Ozark Allied Health Fee: \$93.

HS 2123: Group Processes

Prerequisite: HS 1213 Skills and Theories in Human Services

A practical skills course which focuses on the concepts of group process and the skills in designing and conducting therapeutic groups. An overview of group theory and the application of the theoretical framework in conducting groups will be presented. Students will develop, conduct, and evaluate outcomes of group sessions for a variety of group settings. Group leadership skills and diversity competencies will be developed. Leadership interventions

and ethical issues in group settings will be explored.

Ozark Allied Health Fee: \$93

HS 2213: Management of Human Service Agencies

Prerequisites: HS 1213 Skills and Theories in Human Services

Provides an overview of the human services agency from the management perspective. Organizational theories are discussed. Purposes and functions of management are explored. Components of management, including environment, marketing, planning, designing, managing, financing, and evaluating, are discussed. Attention is focused on current and future trends within delivery systems and their impact on management and administrative policy. Legal and ethical issues are addressed within the context of resource management.

Ozark Allied Health Fee: \$93.

HS 2223: Fieldwork I

Prerequisites: HS 1223 Systems, Processes, and Case Management and HS 2123 Group Processes; Submission of medical health status record, criminal and child abuse records, and other record checks may be required by the agency placement site.

Students will be given experiences at a human services agency to apply the knowledge, values, concepts, and skills of the human services profession. The student will complete 125 hours with a minimum of 16 hours per week under the direct supervision of the agency's personnel. Under direct supervision, students will observe and participate in the basic procedures and routines with the client and the agency system. Emphasis will focus on the student's professional growth in self-awareness, direct service, interpersonal communication, interviewing skills, and the introduction to the human services delivery system.

Ozark Allied Health Fee: \$93.

HS 2233: Fieldwork II

Prerequisites: HS 1223 Systems, Processes, and Case Management and HS 2123 Group Processes; Submission of medical health status record, criminal and child abuse records, and other record checks may be required by the agency placement site.

Students will be given experiences at a human services agency to apply the knowledge, values, concepts, and skills of the human services profession. The student will complete 125 hours with a minimum of 16 hours per week under the supervision of the agency's personnel. With minimal supervision,

students will observe and participate in the helping process with clients and within the policies and procedures of the agency system. Emphasis will focus on the student's professional growth in self-awareness, interpersonal communication, interviewing skills, case management, advocacy, crisis management, and community outreach.
Ozark HS Fee: \$155; Ozark Allied Health Fee: \$93.

INDUSTRIAL CONTROL SYSTEMS (ICS)

ICS 1103: Programming I

Cross-listed with CIS 1103 Programming I.

This course is designed to give the student an understanding of established and new methodologies using Microsoft Visual Basic programming. Emphasis is placed on developing logical thinking skills.

Ozark CTE General Technology Fee: \$51.

ICS 1123: Semiconductors I

This course introduces semiconductors or solid-state components. Topics covered include the diode and applications, transistors, and amplifiers.

Ozark CTE General Technology Fee: \$51.

ICS 1143: Introduction to Digital Logic

An introductory course in the study of digital logic systems. Basic digital logic gates, truth tables, numbering systems, and different types of TTL integrated circuits are studied.

Ozark CTE General Technology Fee: \$51.

ICS 1153: Networking I

Cross-listed with CIS 1153 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 and wide area networks.

Ozark CTE General Technology Fee: \$51.

ICS 1163: Fundamentals of Electricity I (DC Circuits)

This course is an overall study of the fundamental principles of D.C. circuits. A basic study of Ohm's Law, series, parallel and series parallel resistor circuits. The fundamental concepts form the basis for the study of advanced applications of electronic systems. It is necessary for the electronic technician to be able to understand the basic concepts to function as an Electronic Technician.

Ozark Campus CTE fee: \$51.

ICS 1173: Fundamentals of Electricity II (AC Circuits)

This course is an overall study of the fundamental principles of A.C. circuits. A basic study of Ohm's Law, series, parallel and series parallel resistor circuits. The fundamental concepts form the basis for the study of advanced applications of electronic systems. It is necessary for the electronic technician to be able to understand the basic concepts to function as an Electronic Technician.

Ozark CTE General Technology Fee: \$51.

ICS 1253: Networking II

Cross-listed with CIS 1253 Networking II.

Prerequisite: ICS 1153 Networking I. Builds upon the skills and concepts learned in Networking I. Emphasis will be on the hands-on aspects of personal computer networks using Microsoft and Linux based networking products, including installations and/or expanding a networking system and troubleshooting problems.

Ozark CTE General Technology Fee: \$51.

ICS 1303: PC Maintenance I

Cross-listed with CIS 1303 PC Maintenance I.

This course is designed to prepare individuals to troubleshoot, build, and repair personal computers, workstations, printers, and other computer peripherals. The student will also learn to install, debug, diagnose, and repair software problems associated with PCs.

Ozark CTE General Technology Fee: \$51.

ICS 2013: Introduction to Industrial Robotics

Introduction to Industrial Robotics studies the basic operation of a Robot. Skills covered include safety, power up, shutdown, manual operation, homing, and end effector operation. Skills taught also include basic robot programming including movement and effector commands, interfacing and material handling, application development, flexible manufacturing cells, quality control, production control, and work cell development.

Ozark CTE General Technology Fee: \$51.

ICS 2033: Industrial Robotics Programming

Prerequisite: ICS 2013 Introduction to Industrial Robotics.

This course is intended for an operator, technician, engineer, or programmer

who must setup and record programs on robot or virtually. The course covers the Robot Operations outline intermixed with the tasks required to setup the specific application, test, run and refine the program and production setup. Students will learn Fanuc or ABB robot programming in this course. Ozark General CTE Fee: \$51.

ICS 2043: Robotics and Motion Control

Prerequisites: ICS 1163 Fundamentals of Electricity I (DC Circuits) and ICS 1173 Fundamentals of Electricity II (AC Circuits).

This course teaches the skills required to understand and maintain the sophisticated applications so commonly found in modern industry. The motion control action may be as simple as opening and closing a valve or as complex as controlling multiple axes on a CNC machine. The motion control learning system is self-contained and teaches students to control one axis. It allows students to learn industry-relevant skills including how to create, navigate, configure, operate, maintain, and apply motion control systems. This course covers the basic tasks and procedures required for an operator, technician, engineer, or programmer to setup, teach, test, and modify iRvision applications or ABB integrated Vision applications.

Ozark General CTE Fee: \$51.

ICS 2123: Industrial Fluid Power

This course is designed to provide the basic knowledge and application of physical principles involving pumps, cylinders, valves, motors, design, assembly, graphic symbols, and the operation of hydraulic and pneumatic control circuits based on logic principles. Lecture: 4 hours, laboratory: 1 hour. Ozark CTE General Technology Fee: \$51.

ICS 2133: Introduction to Programmable Controllers

Prerequisites: ICS 1123 Semiconductors I, 1163, 1173, and 2123.

Co-requisite: ICS 2123 Industrial Fluid Power, 2143, 2153, and 2163.

NOTE: ICS 2123 Industrial Fluid Power may be taken before or concurrently with ICS 2133 Introduction to Programmable Controllers.

An introduction to 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. Lecture: 3 hours, laboratory: 6 hours.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$51.

ICS 2143: Programmable Controllers

Prerequisites: ICS 1123 Semiconductors I, 1163, 1173, 2123 and 2133.

Co-requisite: ICS 2123 Industrial Fluid Power, 2133, 2153, and 2163.

NOTE: ICS 2123 Industrial Fluid Power and 2133 may be taken before or concurrently with ICS 2143 Programmable Controllers.

A continuation of ICS 2133 Introduction to Programmable Controllers. The PC is a microprocessor-based programmable device used in controlling mechanical machinery, energy management systems, computer integrated manufacturing, and other applications.

Lecture: 1 hours, laboratory: 4 hours.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$51.

ICS 2153: Introduction to Industrial Automation

Prerequisites: ICS 1123 Semiconductors I, 1163, 1173, and 2123.

Co-requisite: ICS 2123 Industrial Fluid Power, 2133, 2143, and 2163.

NOTE: ICS 2123 Industrial Fluid Power may be taken before or concurrently with ICS 2153 Introduction to Industrial Automation.

An introduction to circuit configurations used in industry. Topics to be covered are: solid-state systems used to control D.C. motors, electro-mechanical devices, three-phase power, open and closed loop motor control, robotic input and output transducers, various instrumentation and process control classes. Lecture: 4 hours, laboratory: 3 hours.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$51.

ICS 2163: Industrial Automation

Prerequisites: ICS 1123 Semiconductors I, 1163, 1173, 2123, and 2153.

Co-requisite: ICS 2123 Industrial Fluid Power, 2133, 2143, and 2153.

NOTE: ICS 2123 Industrial Fluid Power and 2153 may be taken before or concurrently with ICS 2163 Industrial Automation.

A continuation of ICS 2153 Introduction to Industrial Automation. Topics to be covered are: solid-state systems used to control A.C. motors, electro-mechanical devices, three-phase power, open and closed loop motor control, robotic input and output transducers, various instrumentation and process control classes. Lecture: 4 hours, laboratory: 3 hours.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$51.

ICS 2203: Computer System Components

A study of the internal structure of the microprocessor. The full computer system is analyzed from both aspects of hardware and software. Many of the principles studied apply to computer troubleshooting and computer interfacing. Many of the computer support circuits are studied. Many of the skills learned from Programming I, Operating Systems, and Digital Logic are brought together and enhanced.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$51.

ICS 2213: Semiconductors II

Prerequisite: ICS 1123 Semiconductors I.

A continuation of ICS 1123 Semiconductors I, this course is a study of field effect transistors, thristors, and linear integrated circuits.

Ozark CTE General Tech Fee: \$51.

ICS 2303: PC Maintenance II

Cross-listed with CIS 2303 PC Maintenance II.

Prerequisite: ICS/CIS 1303 PC Maintenance I.

This course is designed to teach individuals core elements of computer repair based on the A+ Certification exams. The student will build on the knowledge acquired from PC Maintenance I, allowing them to be more prepared to diagnose, and repair computers in the working environment.

Ozark CTE General Technology Fee: \$51.

ICS 2513: Blueprint Reading, Precision Measurements, and Safety

This course introduces how to interpret and accurately work with technical drawings, the care and use of precision measuring instruments, and machine safety.

Ozark Machining Fee: \$75; Ozark CTE Fee: \$51.

ICS 2514: Computer Numerical Control (CNC) Milling

Prerequisites: ICS 2513 Blueprint Reading, Precision Measurements, and Safety and ICS 2523 Machining Technology

Manufacturing today utilizes innovative technologies, including Computer Numerical Control (CNC), Computer Aided Manufacturing (CAM) software, and specialty materials to develop and build the products of tomorrow. Students will be walked through all aspects of CNC machining: how to upload and download programs to the machine and how to apply machining techniques to machine a part. At the end of the course, students will spend time on the milling machine learning how to machine a part in a CNC Milling machining center. This last step is critical to putting pieces of the puzzle together so that one can understand the whole process. Students will be applying machining techniques in the virtual world and then applying and seeing how a virtual object becomes reality on a CNC machine.

Ozark Machining Fee: \$100; Ozark CTE Fee: \$68.

ICS 2523: Machining Technology

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drill machines, saws, milling machines, and layout instruments.

Ozark Machining Fee: \$75; Ozark CTE Fee: \$51.

ICS 2524: Computer Numerical Control (CNC) Turning

Prerequisites: ICS 2513 Blueprint Reading, Precision Measurements, and Safety and ICS 2523 Machining Technology

Manufacturing today utilizes innovative technologies, including Computer Numerical Control (CNC), Computer Aided Manufacturing (CAM) software, and specialty industry materials to develop and build the products of tomorrow. Students will be walked through all aspects of CNC machining: how to upload and download programs to the machine and how to apply machining techniques to machine a part. At the end of the course, students will spend time on the turning machine learning how to machine a part in a CNC Turning Machining Center. This last step is critical to putting the pieces of the puzzle together so that one can understand the whole process. Students will be applying machining techniques in the virtual world and then applying and seeing how a virtual object becomes reality on a CNC machine.

Ozark Machining Fee: \$100; Ozark CTE Fee: \$68.

INTERNSHIP (INT)

INT 1011: Work-Based Learning Internship I

Work-Based Learning Internship provides concurrent (high school) students a field-based learning experience that combines academic and technical application in a work setting. Students will have the opportunity to develop knowledge and skills at a workplace where they will gain academic and work experience which will enhance their employability.

INT 1021: Work-Based Learning Internship II

Prerequisite: INT 1011 Work-Based Learning Internship I

A continuation of INT 1011 Work-Based Learning Internship I. Work-Based Learning Internship provides concurrent (high school) students a field-based learning experience that combines academic and technical application in a work setting. Students will have the opportunity to develop knowledge and skills at a workplace where they will gain academic and work experience which will enhance their employability.

INT 1031: Work-Based Learning Internship III

Prerequisite: INT 1021 Work-Based Learning Internship II

A continuation of INT 1021 Work-Based Learning Internship II. Work-Based Learning Internship provides concurrent (high school) students a field-based learning experience that combines academic and technical application in a work setting. Students will have the opportunity to develop knowledge and skills at a workplace where they will gain academic and work experience which will enhance their employability.

INT 2903: Internship

Internship is a field-based learning experience that combines study, observation, and professional experience. The purpose of the internship is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in their chosen field.

Ozark CTE General Technology Fee: \$51.

INT 2904: Internship

Internship is a field-based learning experience that combines study, observation, and professional experience. The purpose of the internship is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in their chosen field.

Ozark CTE General Technology Fee: \$68.

LAW ENFORCEMENT (LE)

LE 1003: Introduction to Law Enforcement

This course covers the basics of law enforcement including the responsibilities, opportunities, and advances in the field of law enforcement. The instructor selects pertinent and current topics as the focus of the course.

Ozark CTE General Technology Fee: \$51.

LE 1023: Judicial Process

A comprehensive study of judicial process, criminal procedure, and behavior in criminal and civil law as well as the structure and operations of the local, state, and national court systems.

Ozark CTE General Technology Fee: \$51.

LE 1033: Public Relations in Law Enforcement

A study of proper law enforcement conduct in the public forum including public opinion, mass media, and solving public relations problems.

Ozark CTE General Technology Fee: \$51.

LE 1063: Juvenile Delinquency

This course is designed to introduce the student to the problem of juvenile delinquency and the impact it has on the criminal justice system. Students will explore the different views of delinquency from an individual, sociological, and developmental aspect as well as other factors such as gender, family, peers, drugs, and gangs. This course will also focus on the criminal justice system response to delinquency by exploring the roles of prevention and how the police, courts, and corrections address the problem of delinquency in the United States.

Ozark General CTE Fee: \$51.

LE 1113: Ethics in Law Enforcement

Students will be introduced to controversies and moral issues that are likely to be encountered while practicing in the field of law enforcement. This class will examine issues such as arrest, deadly force, plea bargaining, policy adherence and the equal treatment of the public. This course will help students examine their values and develop skills to make appropriate moral decisions.

Ozark CTE General Technology Fee: \$51.

LE 1123: Community Disaster Response

This class examines the important role of community members during times of disaster. Students will be introduced to established best practices in basic response techniques. Topics covered in this class include basic fire safety, basic medical operations, search and rescue, and disaster psychology.

Ozark CTE General Technology Fee: \$51.

LE 2003: Interview, Interrogation, and Testimony

Designed to develop interviewing and interrogation techniques, critical thinking, and persuasive speaking ability. Includes lecture, discussion, research, and study of courtroom testimony, classroom debates, and presentations.

Ozark CTE General Technology Fee: \$51.

LE 2013: Introduction to Computer Crime

Prerequisite: BUS 1303 Intro to Computers. This course examines the use of computers in the commission of crimes and civil wrongs and basic computer forensic investigation techniques. The course emphasizes techniques for identifying financial fraud, identity theft, locating and picking victims and offenders with a survey of associated laws, regulations, and international standards.

Ozark CTE General Technology Fee: \$51.

LE 2103: Crime Scene Investigation

This course provides students with methods and procedures employed in a crime scene investigation from discovery of evidence to its presentation in courts of law. Topics include how to secure a crime scene, how to recognize various types of forensic evidence, how to collect and preserve evidence, maintain chain of custody and avoid contamination of physical evidence and biological specimens.

Ozark CTE General Technology Fee: \$51.

LE 2113: Introduction to Terrorism

This course will provide a basic overview of terrorism where students will discuss aspects such as background, tactics, ideologies, and the role of law enforcement during an attack. The course will include the examination of various religious movements and extremist groups, both past and present. Also, students will become exposed to counter-terrorism measures, including preparedness, response and defensive operations.
Ozark CTE General Technology Fee: \$51.

LE 2123: Jail Standards

This course is designed to prepare the student to work in the detention facility or corrections setting in the State of Arkansas. Students in this course will be provided knowledge and skills required by Arkansas Criminal Detention Standards. Topics include Arkansas Jail Standards, law, ethics, testifying in court, report writing, search procedures, defensive tactics (will include being sprayed with pepper spray), fire safety, CPR, handcuffing, fingerprinting, and interacting with inmates.

Students who pass a criminal background check (no felony convictions), complete 90% of all classes and laboratories, and earn a grade of 70% or better will also have the opportunity to be certified as a "Jailer" by the Arkansas Commission on Law Enforcement Standards and Training (CLEST).

Students will be responsible for cost of criminal background check.

Lecture: 2 hours; Laboratory: 2 hours.

Ozark CTE General Technology fee: \$51.

LE 2133: Dispatcher Telecommunications

This course is designed to prepare the student to work in a public safety dispatch office or telecommunications setting in the State of Arkansas. Introduces the concept of telecommunications 911 dispatching, including roles, responsibilities and basic job duties. Topics addressed in these dispatcher courses include effective listening, overcoming communication barriers, handling difficult callers and resolving conflicts while being productive and professional. Additionally, dispatchers learn general communication skills for professional interaction with colleagues and the community.

Students who successfully complete 90% of all classes and laboratories, earn a grade of 70% or better, and pass a criminal background check (no felony convictions), will also have the opportunity to be certified as a "Police Dispatcher" by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Students will be responsible for cost of criminal background check.

Lecture/Laboratory

Ozark General CTE Fee: \$51.

LE 2143: Introduction to Emergency Management

A comprehensive study of the field of emergency management and the role that law enforcement agencies play during disaster preparedness, mitigation, response and recovery. The course will introduce the student to the Incident Command System, National Incident Management System, and other aspects of emergency management that are key to successful response activities.

Ozark General Tech Fee: \$51.

LE 2993: Special Topics for Law Enforcement

This course is designed to introduce students to specific areas in Law Enforcement. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$51.

LOGISTICS MANAGEMENT (LGM)

LGM 1013: Principles of Logistics and Supply Chain Management

Provides an overview of the key processes, concepts, and methodologies of supply chain management. Emphasis is given to the study of the impact that the supply chain management framework, (that includes distribution, procurement, inventory, transportation and information technology components) has on business and the economy. The decision making process within supply chain is of particular importance as the interrelationships (cost and service trade-offs) between logistics and other areas of business will be covered. The overall focus is the strategic and financial significance the supply chain has on the firm's ability to add customer value.

LGM 2023: Transportation Management

This course will introduce students to the role and importance of transportation, and to overview the operations of each mode of the transportation industry. Students will be introduced to the carrier cost structures of transportation providers (motor carriers, railroads, air carriers, intermodal and special carriers), operating characteristics, and public policy as it relates to transportation regulations. Practical aspects of transportation and distribution such as planning, routing, scheduling and loading cargo, and adhering to regulatory, safety, security and administrative requirements will be stressed.

LGM 2033: Warehousing and Inventory Management

This course introduces students to practical concepts of warehousing and inventory management including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations. Students will learn skills including basic warehousing functions, e.g., receiving; storage; order picking, shipping, and industrial truck operator safety training; inventory control; hiring, firing, and employee motivation; handling returns; automated identification technology; basic unitization practices; freight claims; hazardous materials; and auditing both private and third-party warehouse operations to gain a better understanding of warehouse processes through field trips and/or applied lab exercise.

Ozark Logistics Management Fee (ProctorU online testing fees): \$186.

LGM 2043: Foundations of Strategic Procurement

Prerequisite: LGM 1013 Principles of Logistics and Supply Chain Management.

This course is designed to teach an overview of the procurement function in a supply chain and a corporation. It focuses on how basic and advanced purchasing management can be used effectively to meet the challenges and responsibilities of today's constantly changing business climate. Topics include the challenge of purchasing and materials management; objectives and organization; function; specification; quality control and inspection; computerization; international purchasing; legal and ethical aspects of purchasing including systems, staffing, price/cost analysis, contract administration, and dealing with vendors; and the establishment of teams to support complex supply chain and logistic programs.

LGM 2053: International Logistics

Prerequisites: ENGL 1023 and LGM 2023 Transportation Management

An in-depth coverage of international trade operations, including concepts that are important to managers who are actively importing or exporting goods. Includes the economic and service characteristics of international transportation providers, the government's role, documentation and terms of sale used in global business, terms of trade (Incoterms@rules), Customs clearance, security issues, and the fundamentals of effective export and import management. This course is a capstone to the Logistics Management program, offered in the Spring semester only, and uses group work to accomplish projects for international trade activities.

3 hour lecture.

LGM 2073: Efficiency Principles of Manufacturing

This course will introduce students to lean manufacturing operating concepts, total quality management, Six Sigma methodologies, continuous improvement tools/techniques, process mapping, 5S principles, statistical process control/pull signals, cellular manufacturing, mixed-model production, human resource development.

LGM 2083: Operations Management

Operations Management is a study of the efficient production of goods and services that will satisfy the wants and needs of identified customer groups. The course begins with a more detailed description of what Operations Management is, then moves to an examination of the customer and methods for determining customer demand. Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, demand forecasting, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

LGM 2993: SPECIAL TOPICS IN LOGISTICS

This course is designed to introduce students to specific areas in Logistics Management. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

MEDICAL ASSISTANT (MA)**MA 2113: Basic Pharmacology with an Overview of Microbiology**

Prerequisite: Admission into the Medical Assisting program.

Basic pharmacology as it relates to the drug interaction with each of the body systems and classifications of drugs will be covered. Administration of medications and an overview of microbiology and immunology will also be included. Students will utilize the Internet for research in the course.

Lecture: 3 hours; Ozark Allied Health Fee: \$93.

MA 2123: Medical Office Computer Systems and Insurance

Prerequisite: Admission into the Medical Assisting program.

This course will prepare the medical assistant to work as an administrative medical assistant in a health care facility. Students are introduced to the computerization of the medical office using EMR operational systems. Topics covered will include recording patient and non-patient information, scheduling appointments, posting payments, creating financial reports, producing patient statements and claim forms, filing electronic claims, and working with various types of insurance.

Lecture: 3 hours; Ozark Allied Health Fee: \$93.

MA 2133: Medical Assistant Administrative Practice

Prerequisite: Admission into the Medical Assisting program.

Introduction of medical office administrative procedures. Topics include interpersonal skills, professionalism, written and oral communication, medical records management (paper and electronic), various office filing systems, account receivable and payable procedures, office management practices and patient education.

Lecture: 2 hours, Laboratory: 2 hours; Ozark Malpractice Insurance Fee: \$16; Ozark Allied Health Fee: \$93.

MA 2143: Coding Principles for the Medical Office

Prerequisite: Admission into the Medical Assisting program.

This course introduces the medical assisting student to the concepts of coding medical diagnoses and procedures in the ambulatory health setting. A study of the principles of disease coding using the ICD-10-CM classification system and procedural coding using CPT-4. Areas emphasized during the course include: the purpose of coding, accurate application of coding principles, and methods to assure quality data.

Ozark Allied Health fee: \$93.

MA 2153: Medical Assistant Role in Emergency Preparedness

Prerequisite: Admission into the Medical Assistant program.

This course is designed to train students in the role of the medical assistant during emergency situations and be able to transfer their skills to real world situations. Emphasis will be put on planning and preparation for avoidable emergencies. Students will apply critical thinking skills in a response to stressful scenarios including a variety of environmental disorders, natural disasters and emergency situations. Obtaining CPR and First Aid certification are also included in this course.

Ozark Allied Health fee: \$93.

MA 2213: Medical Laboratory Orientation and Instrumentation

Prerequisite: Admission into the Medical Assisting program.

Co-requisite: MA 2212.

This course is concerned with both the theoretical and practical application of a wide range of clinical laboratory duties performed by the medical assistant. Topics will include hematology, urinalysis, coagulation processes, body chemistry analysis, microbiology, and mathematical and statistical assessments in the clinical setting.

Lecture: 3 hours; Ozark Allied Health Fee: \$93.

MA 2214: Medical Laboratory Orientation and Instrumentation Laboratory

Prerequisite: Admission into the Medical Assisting program.

Co-requisite: MA 2213 Medical Laboratory Orientation and Instrumentation.

Application of the theoretical practices discovered in MA 2212. Topics will include clinical laboratory orientation, safety protocols and requirements, phlebotomy, laboratory procedures and techniques, introduction to laboratory instrumentation (both manual and automated), care of equipment and quality control principles.

Laboratory: 4 hours; Ozark Allied Health Fee: \$124.

MA 2222: Medical Assistant Practice Laboratory

Prerequisite: Admission into the Medical Assisting program.

Co-requisite: MA 2223 Medical Assistant Practice

This course is designed to allow for practice in local health facilities. Students will complete a two-hour laboratory in the simulated lab and will be assigned to area clinics on a weekly basis working under the supervision of clinic personnel and the Medical Assisting Program Director. While at the medical facility students will apply the theories, concepts and procedures covered in MA 2223 Medical Assistant Practice.

Laboratory: 5 hours weekly; Ozark Malpractice Insurance Fee: \$16; Ozark Allied Health Fee: \$62.

MA 2223: Medical Assistant Practice

Prerequisite: Admission into the Medical Assisting program.

Co-requisite: MA 2222 Medical Assistant Practice Laboratory.

Topics covered will include clinical examination room techniques, instrument identification, sterilization procedures, operation and care of electrocardiograph, spirometry, asepsis, sterilization and assisting with minor surgery, physiotherapy, nutrition, child abuse and maltreatment, and specialist assisting.

Ozark Allied Health Fee: \$93.

MA 2233: Legal and Ethical Practices of the Medical Office

Prerequisite: Admission into the Medical Assisting program.

A study of the principles of law as applied to the health field, with special emphasis to the Medical Assistant's role in the ambulatory health setting. Consideration is given to the importance of patient health records as a legal document, HIPAA rules, Patient's Bill of Rights, and Confidentiality guidelines. Students will be able to differentiate between scope of practice and standards of care for medical assistants. The course will also address moral and ethical responsibility in the medical office.

Ozark Allied Health fee: \$93.

MA 2312: Medical Assistant Seminar

Prerequisite: Completion of all other required courses in Medical Assisting curriculum.

Co-requisite: MA 2314 Medical Assisting Practicum.

A seminar following the internship (practicum). Topics discussed will be based on those arising from the student's experiences while on his/her internship. Resume building, successful interview techniques and new employee procedures will also be covered, along with extensive practice for the medical assistant certification examination.

Ozark Allied Health Fee: \$62.

MA 2314: Medical Assisting Practicum

Prerequisite: Completion of all other required courses in Medical Assisting curriculum.

Co-requisite: MA 2312

This course is scheduled at the end of the program for the student to have the opportunity to perform various clinical and administrative procedures under supervision of clinic personnel and the Medical Assisting Practicum Coordinator or Program Director. The student will remain in a medical facility for a period of four weeks (160 hours). Practicum assignments may be made anywhere in Arkansas. Various classroom and lab assignments will be assigned to assess student readiness to sit for the CMA examination. Students must assume the full financial responsibility for this assignment.

Ozark Allied Health fee: \$124.

NURSING ASSISTANT (CNA)

CNA 1114: Nursing Assistant

This course covers the fundamental principles, skills, and attitudes needed to give nursing care and prevent the spread of disease. Procedures used in the care of the sick and the ability to adapt them to various situations are discussed. Students will learn to document their observations and interventions. Ozark Malpractice Insurance Fee: \$16; Ozark Allied Health Fee: \$124.

OCCUPATIONAL THERAPY ASSISTANT (OTA)

OTA 2102: Foundations of Occupational Therapy

Prerequisite: Acceptance into OTA program.

Through study, discussion, and field observation/participation, the student will examine the role of the occupational therapy assistant in health care in medical, community and education programs. Through an historical approach, the frames of reference of the profession will be reviewed with an emphasis on human occupation as a determinant of therapeutic intervention. A broad range of practice areas will be introduced and discussed as well as current trends and influences on the profession. Professional literature will be introduced and reviewed.

Lecture: 2 hours; Ozark OTA Fee: \$45; Ozark Allied Health Fee: \$62.

OTA 2111: Level I Field Work A

Opportunity for the OTA student to apply academic knowledge of occupational therapy to practice through a Level I Fieldwork experience.

Clinical: 1 hour; Ozark Allied Health Fee: \$31.

OTA 2112: Modalities for Human Conditions I with Laboratory

This course will focus on the development of observation skills; assessment; and teaching, adapting, and grading self-care, work, and play/leisure occupations for individuals with developmental and mental health challenges (pediatrics and adolescent). Topics include collection of evaluation and screening data, interventions, techniques, and equipment to maximize participation in meaningful occupations, improve independence, and ensure safety. Laboratory: 2 hours; Ozark Malpractice Insurance Fee: \$16, Ozark Allied Health Fee: \$62.

OTA 2122: Human Movement and Activity Analysis for Occupational Therapy Laboratory

This lab experience will allow students to practice assessment of movement, strength and treatment in the Biomechanical Frame of Reference. The analysis of everyday activity as a treatment tool and assessment measure will also be an integral part of the lab experience.

Laboratory: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2132: Human Movement and Activity Analysis for Occupational Therapy

This course will present the basic principles of biomechanics and kinesiology related to human movement and occupational performance. Topics include the interrelationship among the central nervous system, peripheral nervous system, and musculoskeletal system; anatomical landmarks; joints; posture and balance, locomotion. The assessment of range of motion and functional strength will be examined. The primary tool of Occupational therapy intervention, Activity Analysis, will be integrated into all aspects of the teaching of human movement. Activity analysis of functional movement required for work, self-care, and play will be explored.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2142: Medical Conditions for the Occupational Therapy Assistant

This course will examine the etiology and symptoms of clinical conditions that are commonly referred to in occupational therapy. Topics include the effects of trauma, disease, and congenital conditions on the biological, psychological, and social domains of occupational behavior. Procedures and precautions ensuring safety of clients and caregivers will be reviewed.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2152: Theory and Treatment for Human Conditions I

A review of human development from birth through adolescence, with emphasis on occupational performance of typical and atypical individuals. The emergence of occupation and conditions that affect occupation will be explored. Topics include pediatric frames of reference such as Sensory Integration, Neurodevelopmental Treatment and Motor Skills Acquisition. Emphasis will be on the occupational therapy process, evidence-based practice, and roles of the OT and OTA in pediatric service delivery within a variety of practice settings. Childhood and adolescent psychosocial and mental health disorders will be explored. Professional literature will be reviewed for current practice trends.

Lecture 2 hours; Ozark Allied Health Fee: \$62.

OTA 2162: Management and Licensure for the Occupational Therapy Assistant

A study of management skills with an emphasis on organization and professional communication skills necessary for team building, leadership and collaboration. Topics include program planning, marketing, advocacy and program quality improvement. Documentation, reimbursement, ethical and legislative issues will be addressed. This class will review requirements for Level II Fieldwork, certification and licensure. Students will prepare for future employment through resume and portfolio development.

Lecture 2 hours; Ozark OTA Fee: \$100; Ozark Allied Health Fee: \$62.

OTA 2202: Human Occupation and Clinical Reasoning

Prerequisite: OTA 2102 Foundations of Occupational Therapy Foundations of Occupational Therapy.

This course will focus on the observations, analysis, and performance of human occupations in work, self-care, and play/leisure throughout the life span. The Frames of Reference and Conceptual Practice Models that guide OT practice will be reviewed. The process and the language of occupational therapy will be incorporated.

Lecture 2 hours; Ozark Allied Health Fee: \$62.

OTA 2211: Level I Field Work B

Opportunity for the OTA student to apply academic knowledge of occupational therapy to practice through a Level I Fieldwork experience. Fieldwork sites are different from Fieldwork I A and are utilized to broaden the student's Level I experiential background.

Clinical: 1 hour; Ozark Allied Health Fee: \$31.

OTA 2212: Modalities for Human Conditions II with Laboratory

This course will focus on the development of observation skills; assessment; documentation; teaching; adapting; home and workplace modification; grading of self-care, work and play/leisure occupations for adults with physical and psychosocial challenges. Topics include collection of evaluation and screening data, techniques and equipment to maximize participation in meaningful occupations, improve independence, ensure safety, and prevent deformity.

Laboratory: 2 hours; Ozark Malpractice Insurance Fee: \$16, Ozark Allied Health Fee: \$62.

OTA 2221: Documentation for Occupational Therapy

A review of subjective, objective and assessment documentation. Students will learn documentation for the range of population served by the discipline. Students will learn to read and interpret the documentation of the medical team.

Lecture: 1 hour; Ozark Allied Health Fee: \$31.

OTA 2232: Group Processes and Dynamics

Prerequisite: OTA 2102 Foundations of Occupational Therapy Foundations of Occupational Therapy.

A study of client-practitioner interactions. Topics include professional behaviors, therapeutic use of self, and group process & dynamics. Professional literature will be reviewed for current use of groups in occupational therapy practice. Students will design and lead groups within community or medical settings.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2242: Human Occupation and Clinical Reasoning Laboratory

The application and integration of clinical reasoning and problem-solving strategies throughout the occupational therapy process will be emphasized. Emphasis is placed on the multifaceted dimensions of clinical decision making in OT practice through role plays, case study, discussion, and practice.

Laboratory: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2252: Theory and Treatment for Human Conditions II

The occupational therapy process in relation to the years of early and middle adulthood, beginning with a historical and theoretical overview. Adulthood psychosocial and mental health disorders will be explored. Frames of reference for physical function and psychosocial function will be explored in relation to disease and disability. Topics include clinical features, medical management, effects of aging and chronic illness, interventions for productive aging and wellness, rehabilitation and participation in occupation for those with disabilities. Assessments and treatment, evidence-based practice, and issues impacting adult OT practice will be covered.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2262: Assistive Technology and Environmental Adaptations

A study of adapting, altering or designing environments that support participation and facilitate engagement in social, family and community activities. All levels of assistive technology will be reviewed and discussed. Topics include but are not limited to home modifications, driving evaluations, communication devices and community mobility. Students will evaluate participation limitations and facilitators for individuals and communities. This course will introduce the student to a variety of assistive technology used in occupational therapy settings. Topics include PAMs, splinting, computer programs, switches, low vision adaptations, and high- and low-technology devices. Professional literature will be reviewed for recent practice trends in assistive technology and/or environmental adaptation.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2302: Occupational Therapy Assistant Professional Development

This class will review requirements for Level II Field Work, certification and licensure. Students will prepare for future employment through resume and portfolio development, practice of interview skills and professional presentation. Ongoing professional development and specialty certifications will be encouraged for life-long learning.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2312: Modalities for Human Conditions III with Laboratory

Prerequisites: OTA 2212 Modalities for Human Conditions II with Laboratory Modalities for Human Conditions II, and OTA 2232 Group Processes and Dynamics Group Process & Dynamics

This course will focus on the development of observation skills; assessment; documentation; and teaching, adapting, and grading self-care, work, and play and leisure occupations for older adults with physical and/or psychosocial challenges. Topics include collection of evaluation and screening data, techniques and equipment to maximize participation in meaningful occupations, improve independence, ensure safety, prevent deformity, productive aging and wellness, and participation within disability. Course will include Level I C Psychosocial fieldwork rotation opportunity for the OTA student to apply academic knowledge of occupational therapy to practice through a Level I Fieldwork experience. Fieldwork sites are different from Fieldwork I A & B and are utilized to broaden the student's Level I experiential background.

Laboratory: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2352: Theory and Treatment for Human Conditions III

This course will examine the occupational therapy process in relation to the older adult with physical and/or psychosocial challenges, beginning with a historical and theoretical overview. Frames of Reference guiding physical and psychosocial OT during older adulthood will be examined. Topics include clinical features and medical management, assessments and treatment, evidence-based practice, and issues impacting geriatric OT practice. Professional literature will be reviewed for current practice trends.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2412: Level II Field Work A-1

Prerequisites: Successful completion of all OTA coursework.

Co-requisite: OTA 2422 Level II Field Work A-2.

First four-week fieldwork experience designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students must meet objectives designed by academic and clinical educators.

Clinical: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2422: Level II Field Work A-2

Prerequisites: Successful completion of all OTA coursework.

Co-requisite: OTA 2412 Level II Field Work A-1.

Continuation of Level II Field Work A-1 designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students must meet objectives designed by academic and clinical educators.

Clinical: 2 hours; Ozark Allied Health Fee: \$62.

OTA 2424: Level II Field Work B

Prerequisites: Successful completion of all OTA coursework.

Second eight-week fieldwork experience designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students must meet objectives designed by academic and clinical educators. Fieldwork sites are different from Fieldwork II A and are utilized to broaden the student's Level II experiential background.

Clinical: 4 hours; Ozark Allied Health Fee: \$124.

OZARK CAMPUS ORIENTATION (OZRK)

OZRK 1000: OZARK ORIENTATION

The Ozark Campus Student Orientation is a dynamic event designed to help you transition to college and become familiar with the university's academic, social, and developmental resources and opportunities as well as meet other students. This orientation introduces essential skill concepts and program specific content presented in an informative and innovative way.

OZRK 1001: Ozark Campus Orientation

A course designed to provide entering freshmen with the resources and skills necessary to succeed in college and in life. The course will teach students how to balance life and scholastic responsibilities, how to make the most of campus resources, and how to excel in the classroom.

Ozark CTE General Technology Fee: \$17.

PARAMEDIC/EMERG MEDICAL SERVIC (EMTP)

EMTP 1001: First Aid and CPR for Health Care Providers

Student in this course will learn to recognize and provide first aid for injuries ranging from simple lacerations to musculoskeletal injuries. Students will also learn how to recognize various medical emergencies ranging from heart attacks to allergic reactions. Students will complete requirements for certification in first aid, adult, child and infant CPR including Automated External Defibrillator (AED). This course is recognized by health care agencies, fire departments, police departments and local industries. (Cost of certification will be assessed.)

Ozark Card Fee: \$3; Ozark Allied Health Fee: \$31.

EMTP 1007: Basic Emergency Medical Services Training

This course is designed to train students to perform in pre-hospital care of acutely ill or injured patients. EMTs perform such measures as cardiopulmonary resuscitation, extrication, initial patient assessment and triage, stabilization and transport of any emergency, to include routine transport of non-emergent patient to allied health care facility. Completion of this course with a "C" or better and passing the state exam and be licensed is a pre-requisite to be eligible to enter the Paramedic program.

Ozark Malpractice Insurance Fee: \$66, Ozark Allied Health Fee: \$217.

EMTP 1233: Medical Emergencies I with Laboratory

This course will present the student with a review of anatomy and physiology, an overview of pathophysiology, clinical assessment and treatment of patients presenting with specific illness. Critical thinking and clinical decision making, airway management, and assessment of respiratory, and neurology patients will be included in this section with an emphasis on assessment and management of present illness for effective field treatment. In addition, there will be a review of EMS systems, safety and wellness, public health, medical legal, communications, and documentation. The lab section will include performance of both basic and advanced prehospital airway management techniques, skill practice, scenario development, and high fidelity simulations in a lab environment. Students must successfully demonstrate each skill through a pass/fail scenario for successful course completion. Application of these skills will be reassessed in the clinical setting. This is the first of a series of three Medical Emergency courses required for the paramedic program.

Lecture: 3 hours, Laboratory: 1 hour.

Ozark Allied Health Fee: \$93.

EMTP 1234: Clinical Practicum I

The student will receive supervised clinical experience in the emergency department and operating room. While in these areas, the student will perform patient procedures under the guidance of a professional health care preceptor with expertise in the patient care area while also observing all care. Students will be required to assess and document on specific age and diverse complaint based patients while in the clinical area. Patient documentation will be placed and maintained in an online database. A team approach will be emphasized in the clinical area while performing basic and advanced patient skills. Age and condition requirements must be met in the clinical setting and may be found in the program handbook.

Clinical: 4 hours.

Ozark Malpractice Insurance Fee: \$66; Ozark Paramedic Fee: \$80; Ozark Allied Health Fee: \$124.

EMTP 1243: Pharmacology

Includes the pharmacological developments, standards, patient rights and drug controls. The student will apply their knowledge of human anatomy and physiology, and ethics with the pharmacological use of medications, pharmacokinetics, fluids, and electrolytes. Clinical pharmacology will be emphasized.

Lecture: 3 hours.

Ozark Allied Health Fee: \$93.

EMTP 2101: Cardiology I

This course is the first in a two-part series of cardiology courses aimed at giving the paramedic student a comprehensive knowledge of cardiology. The course is designed to train students to understand the pathophysiology, assessment, and management of cardiac patients to include pharmacological and electrical interventions. The pharmacology section will focus on the study, preparation, administration, and indications of cardiac medications. Students will be presented with EKG (ECG) monitoring leads I, II, and III with an emphasis on the study of arrhythmia etiologies and irregular waveforms. An overview of 12-lead techniques will also be discussed.

Lecture: 1 hours.

Ozark Allied Health Fee: \$31.

EMTP 2111: Clinical Practicum II

Prerequisite: EMTP 1234 Clinical Practicum I

A continuation of Clinical Practicum I. The student will apply basic and advanced assessment and procedures in the emergency department and operating room while under supervision of preceptor and/or clinical coordinator. Age and condition requirements must be met in the clinical setting and may be found in the program handbook.

Clinical: 1 hour.

Ozark Allied Health Fee: \$31.

EMTP 2202: Cardiology Laboratory II

Co-requisite: EMTP 2203 Cardiology II

Prepares prehospital care providers for the use and application of cardiac monitors (semi-automated and manual), vagal maneuvers, waveform capnography, and pulse oximetry. Application of these skills will be reassessed in the clinical setting.

Laboratory: 1 hour.

Ozark Allied Health Fee: \$62.

EMTP 2203: Cardiology II

Co-requisite: EMTP 2202 Cardiology Laboratory II

This course is designed to introduce students to the practical application of pathophysiology, assessment and management of cardiac patients to include pharmacological and electrical interventions. The American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) will be administered during this course. ACLS is designed to offer health care professionals a high-density course of advanced cardiac knowledge and treatment. Critical thinking skills will be examined through case based scenarios as well as a written test. In addition to the regular coursework, students must successfully complete ACLS practical (Pass/Fail) and written exam (84%) to successfully complete Cardiology II.

Lecture: 3 hours.

Ozark Allied Health Fee: \$93.

EMTP 2211: Clinical Practicum III

Prerequisite: EMTP 2111 Clinical Practicum II

Designated preceptors and/or clinical coordinator in the following areas will supervise students: Intensive Care Unit, Surgical Recovery, Operating Room, and Labor and Delivery. Students will apply knowledge of all previous program coursework and perform procedures that are appropriate for these areas of hospital. Age and condition requirements must be met in the clinical setting and may be found in the program handbook.

Clinical: 1 hour.

Ozark Allied Health Fee: \$31.

EMTP 2212: Emergency Medical Services Operations

Prepares prehospital care providers to perform in an operations role within the EMS system. This course includes the utilization of medical direction and protocols, rescue, and mass casualty response. Hazardous materials as well as violent situations will be covered with an emphasis on personal and bystander safety. Students will also be expected to successfully complete the Federal Emergency Management Agency National Incident Management System curriculum via the FEMA Emergency Management Institute website during this course.

Lecture: 2 hours.

Ozark Allied Health Fee: \$62.

EMTP 2311: Assessment Based Management

This course includes the final aspects of pre-hospital care and management in this session of the paramedic program. The student will learn effective scene and patient management, critical thinking, and clinical decision-making. This session will serve as a final analysis of the student's ability to analyze patient information and provide the treatment necessary for the best outcome of the patient's condition. The student must have an understanding of all tasks required of the paramedic exam, computerized end of course final, and an oral interview by the program medical director must be successfully completed to complete this course. Upon successful completion of this course, the student will be recommended as a candidate for Paramedic National Registry of EMT's testing.

Lecture: 1 hours.

Ozark Allied Health Fee: \$31.

EMTP 2313: Medical Emergencies II with Laboratory

Prerequisite: EMTP 1233 Medical Emergencies I with Laboratory

This course is designed to train students to understand the pathophysiology, assessment and management of various types of patients. Life Span Development, Gynecology, Obstetrics, Neonates, and Pediatrics are the topics covered for this course. Emphasis will be placed on assessment based management of present illness and focused patient complaints. The American Heart Association (AHA) Pediatric Advanced Life Support (PALS) program will be presented during this course. PALS is designed to provide health care professionals a greater knowledge of emergency care for the pediatric patient. The PALS course stresses critical thinking skills and the student will be examined through case based scenarios as well as a written test. In addition to the regular coursework, students must successfully complete the PALS course to pass this class. This is the second of a series of three Medical Emergency courses required for the paramedic program.

Lecture: 3 hours, Laboratory: 1 hour, Ozark Allied Health Fee: \$93.

EMTP 2316: Paramedic Internship

Prerequisite: EMTP 2211 Clinical Practicum III

This course is divided into two phases. Phase I students will be placed with preceptors in the field who supervise patient assessment and management skills during the student's prehospital rotation. Students will demonstrate a greater understanding of EMS systems, dispatching, and emergencies with a higher level of competency in both verbal and written documentation. Upon completion of Phase I, each student must demonstrate a level of understanding, professionalism and clinical knowledge of prehospital emergency care to be recommended by the medical director and/or clinical coordinator to enter Phase II of Paramedic Internship. Phase II students must perform patient assessment and management skills while under supervision of experienced preceptors including the ability to perform as a team leader in the prehospital setting during this phase of the program. A closer evaluation of student's character and professionalism will be emphasized. This course will be the student's final step in prehospital field evaluation.

Clinical: 6 hours.

Ozark Allied Health Fee: \$186, Ozark Paramedic Fee \$59.

EMTP 2323: Trauma Management

This course is intended to present the student with a comprehensive insight into traumatic injury. Pathophysiology, assessment, and management of trauma to include blunt, penetrating, soft-tissue, burn, musculoskeletal, head, face, neck, spinal, thoracic, and abdominal trauma as well as hemorrhage and shock will be analyzed. Types and phases of shock will be explored to provide the student assessment knowledge for the treatment of various shock conditions. Epidemiology of trauma will be discussed as well as the Arkansas Trauma System.

Lecture: 3 hours.

Ozark Allied Health Fee: \$93.

EMTP 2413: Medical Emergencies III with Laboratory

This course will present the student with a review of anatomy and physiology, an overview of pathophysiology, clinical assessment and treatment of patients presenting with specific illness. Diseases of the eyes, ears, nose and throat, endocrine emergencies, hematologic, immunologic, infectious disease, abdominal and gastrointestinal, genitourinary, geriatric, and special challenge patients will be included in this section, with an emphasis on assessment and management of present illness for effective field treatment. Comprehensive management of all types of patients with various medical illnesses will be covered using scenarios and simulations. This is the last of a series of three Medical Emergency courses required for the paramedic program.

Ozark Allied Health Fee: \$93.

PHYSICAL THERAPY ASSISTANT (PTA)

PTA 1121: Clinical Kinesiology Laboratory

Co-requisite: PTA 1122 Clinical Kinesiology.

Lab skills practice to apply concepts presented in PTA 1122 Clinical Kinesiology.

Laboratory: 1 hour; Ozark PTA Fee: \$35, Ozark Allied Health Fee: \$31.

PTA 1122: Clinical Kinesiology

Co-requisite: PTA 1121 Clinical Kinesiology Laboratory.

This course provides an introduction to the musculoskeletal anatomy, human movement, and clinical assessment. Students will learn to locate and identify muscles, joints, and bony landmarks of the spine and extremities.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

PTA 1132: Pathological Conditions

This course will examine the mechanisms and concepts of selected pathological conditions in the human body. Emphasis is placed on how the specific pathological condition affects the functioning of the system involved, as well as its impact on other body systems. This course includes general pathology with emphasis on the study of diseases and disorders commonly seen in physical therapy practice.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

PTA 1212: THERAPEUTIC PROCEDURES LAB

Co-requisite: PTA 1213 THERAPEUTIC PROCEDURES

Lab skills practice to apply concepts presented in PTA 1213 THERAPEUTIC PROCEDURES.

Laboratory: 2 hours; Ozark Allied Health Fee: \$62.

PTA 1213: THERAPEUTIC PROCEDURES

Co-requisite: PTA 1212 THERAPEUTIC PROCEDURES LAB

Students will learn physical therapy interventions using specific physical agents.

Lecture: 3 hours; Ozark Allied Health Fee: \$93.

PTA 1241: Principles of Physical Therapy Laboratory

Co-requisite: PTA 1243 Principles of Physical Therapy

This lab will cover concepts and techniques presented in PTA 1243 Principles of Physical Therapy Principles of Physical Therapy.

Laboratory: 1 hour; Ozark Allied Health Fee: \$31.

PTA 1243: Principles of Physical Therapy

This course provides an introduction and orientation to the field of physical therapy. This course will introduce students to the theory, principles, and techniques of patient care. Students will be introduced to concepts of professional ethics and conduct in the delivery of patient care.

Lecture: 3 hours; Ozark Allied Health Fee: \$93.

PTA 1251: Data Collection in Physical Therapy Laboratory

This lab will cover data collection and compilation as it relates to Physical Therapy.

Laboratory: 1 hour; Ozark Allied Health Fee: \$31.

PTA 2121: Neurological Development and Motor Control

This course will examine the principles of normal motor development across the lifespan from infancy to adulthood.

Lecture: 1 hour; Ozark Allied Health Fee: \$31.

PTA 2142: Therapeutic Exercise and Cardiopulmonary Rehabilitation Laboratory

Co-requisite: PTA 2143 Therapeutic Exercise and Cardiopulmonary Rehabilitation.

Lab skills practice to apply to concepts presented in PTA 2143 Therapeutic Exercise and Cardiopulmonary Rehabilitation.

Laboratory: 2 hours; Ozark Allied Health Fee: \$62.

PTA 2143: Therapeutic Exercise and Cardiopulmonary Rehabilitation

Co-requisite: PTA 2142 Therapeutic Exercise and Cardiopulmonary Rehabilitation Laboratory

This course will examine the theory and application of physical therapy procedures for the management of patients with cardiovascular and pulmonary conditions. This course will also examine the theory and application of therapeutic exercise.

Lecture: 3 hours; Ozark Allied Health Fee: \$93.

PTA 2151: Administrative Procedures

This course will examine the administrative aspects of providing physical therapy services including reimbursement, quality improvement, laws and professional liability regarding the delivery of physical therapy services, administrative principles, and organizational patterns.

Lecture: 1 hour; Ozark Allied Health Fee: \$31.

PTA 2164: Clinical Experience I

This course is the first clinical experience in the PTA program curriculum. Students will perform 200 hours of clinical practice in a physical therapy setting while under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. Students will apply the knowledge and skills acquired from previous didactic learning as deemed appropriate by the clinical instructor.

Clinical: 4 hours; Ozark Malpractice Insurance Fee: \$16; Ozark PTA Fee: \$220; Ozark Allied Health Fee: \$124.

PTA 2211: Musculoskeletal Rehabilitation Laboratory

Co-requisite(s): PTA 2212 Musculoskeletal Rehabilitation

Lab skills practice to apply concepts presented in PTA 2212 Musculoskeletal Rehabilitation.

Laboratory: 1 hour; Ozark Allied Health Fee: \$31.

PTA 2212: Musculoskeletal Rehabilitation

Co-requisite(s): PTA 2211 Musculoskeletal Rehabilitation Laboratory

This course will examine the theory and application of physical therapy interventions for the management of patients with specific musculoskeletal conditions. A review of basic assessment and treatment procedures will be included.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

PTA 2221: Neurological Rehabilitation Laboratory

Lab skills practice to apply concepts presented in PTA 2222 Neurological Rehabilitation.

Laboratory: 1 hour; Ozark Allied Health Fee: \$31.

PTA 2222: Neurological Rehabilitation

Co-Requisite(s): PTA 2221 Neurological Rehabilitation Laboratory

This course will examine the theory and application of physical therapy interventions for the management of specific neurological disorders. A review of basic assessment and treatment procedures will be included.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

PTA 2234: Clinical Experience II

Pre-requisite: PTA 2164 Clinical Experience I

This course is the second clinical experience in the PTA program curriculum. Students will perform 200 hours of clinical practice in a physical therapy setting while under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. Students will apply the knowledge and skills acquired from previous didactic learning as deemed appropriate by the clinical instructor.

Clinical: 4 hours; Ozark Malpractice Insurance Fee: \$16; Ozark PTA Fee: \$35; Ozark Allied Health Fee: \$124.

PTA 2235: Clinical Experience III

Pre-requisite: PTA 2234 Clinical Experience II

This course is the third clinical experience in the PTA program curriculum. Students will perform 240 hours of clinical practice in a physical therapy setting while under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. Students will apply the knowledge and skills acquired from previous didactic learning as deemed appropriate by the clinical instructor.

Clinical: 5 hours; Ozark Allied Health Fee: \$155.

PRACTICAL NURSING (LPN)

LPN 1101: Vocational, Legal, and Ethical Concepts

Teaches vocational responsibilities of the Practical Nurse to the patient, family community, and coworkers. Nursing organizations, local, state and national health resources, and concepts of delegation appropriate to the level of practice are also covered.

Ozark Allied Health Fee: \$31.

LPN 1102: Pharmacology I

Pharmacology I is an introduction to the history of drugs, use of drug references, principles of drug actions and interaction, principles of drug administration, and their legal implications for the nurse.

This course is designated as "Green".

Ozark Allied Health Fee: \$62.

LPN 1111: Nursing of the Geriatric Patient

This course covers the normal aging processes, characteristics of aging, special problems associated with aging and caring for the aging adult.

Ozark Allied Health Fee: \$31.

LPN 1121: Nutrition in Health and Illness

The importance of nutrition and its relation to proper growth and functioning and the maintenance of health are covered.
Ozark Allied Health Fee: \$31.

LPN 1123: Basic Nursing Principles and Skills I

This course covers the fundamental principles, skills, and attitudes needed to give nursing care and prevent the spread of disease. Procedures used in the care of the sick and the ability to adapt them to various situations are discussed. Students will learn to document their observations and interventions. This course is designated as "Green".
Ozark Allied Health Fee: \$93.

LPN 1133: Clinical I

Clinical skills will be practiced, observed, and evaluated by the instructors in the lab and clinical settings.
This course is designated as "Green".
Ozark Malpractice Insurance Fee: \$16; Ozark Practical Nursing Fee: \$235; Ozark Allied Health Fee: \$93.

LPN 1171: Nursing of Adults with Medical and Surgical Conditions I

Study of common conditions of illness and the nursing care of adult patients in acute, sub-acute, or convalescent stages of illness. The basis for this course is Body Structure and Function and includes aspects and principles of Nutrition; Basic Nursing; Pharmacology; Vocational, Legal, and Ethical concepts with attention to cultural diversity.
Ozark Allied Health Fee: \$31.

LPN 1202: Nursing of Adults with Medical and Surgical Conditions II

Prerequisite LPN 1171 Nursing of Adults with Medical and Surgical Conditions I.
Continuation of Nursing of Adults with Medical-Surgical Conditions I. The study of common conditions of illness and the nursing care of adult patients in acute, sub-acute, or convalescent stages of illness. The basis for this course is Body Structure and Function and includes aspects and principles of Nutrition, Basic Nursing, Pharmacology, Vocational, Legal, and Ethical concepts with attention to cultural diversity. Nutrition, pharmacology and basic nursing principles are integrated throughout this course.
Ozark Allied Health Fee: \$62.

LPN 1205: Clinical II

Prerequisite: LPN 1133 Clinical I
This course focuses on the skills needed by the nurse to provide care in a safe and comforting manner.
This course is designated as "Green".
Clinical: 5 hours; Ozark Practical Nursing Fee: \$235; Ozark Allied Health Fee: \$155.

LPN 1212: Basic Nursing Principles and Skills II

Prerequisite: LPN 1123 Basic Nursing Principles and Skills I
This course covers the advanced skills and procedures concerned with administering safe patient care. Skills related to the maternal-child and pediatric patients are included.
This course is designated as "Green".
Ozark Allied Health Fee: \$62.

LPN 1222: Pharmacology II

Prerequisite: LPN 1102 Pharmacology I.
A continuation of LPN 1102 Pharmacology I. The preparation of drugs by enteral, parenteral, and percutaneous administration is continued. Intravenous medications, delivery systems, and techniques for administration are included in this course.
This course is designated as "Green".
Ozark Allied Health Fee: \$62.

LPN 1232: Nursing of Mothers and Infants

Nutrition for the mother and the developing fetus and the basic nursing skills to care for the mother during antepartum, intrapartum, and postpartum periods are studied.
Ozark Allied Health Fee: \$62.

LPN 1302: Nursing of Children

Principles of growth and development, nursing of the infant through adolescence and the behavior of well and sick children are studied in this course. Differences in the functioning of the child's body systems are contrasted with that of the adult patient as well as differences in the child's response to illness.
Ozark Allied Health Fee: \$62.

LPN 1308: Clinical III

Prerequisite: LPN 1205 Clinical II.

Includes clinical areas in the mental health, pediatric, and specialty areas of the clinical facilities. The opportunity to practice advanced basic nursing and pediatric procedures will be offered during these rotations.

Clinical: 8 hours; Ozark Malpractice Insurance Fee: \$16, Ozark Nursing Fee: \$235, Ozark Allied Health Fee: \$248.

LPN 1322: Mental Health

This course presents topics such as personality development patterns, developmental task throughout the life-cycle, mental disease, and emotional problems as well as chemical dependency. Geriatric, maternal, and pediatric problems are included. Therapeutic communication techniques are stressed. Ozark Allied Health Fee: \$62.

LPN 1332: Nursing of Adults with Medical and Surgical Conditions III

Prerequisite: LPN 1202 Nursing of Adults with Medical and Surgical Conditions II.

A continuation of Medical-Surgical Nursing. This course is the study of the body system disorders, their diagnostic methods, treatment or surgical procedures, therapeutic nutrition, and pharmacological modalities.

Ozark Allied Health Fee: \$62.

PRIOR LEARNING ASSESSMENT (PLA)

PLA 2116: Lineman I

This course is first in a series of four courses which make up MPUA's Apprentice Lineworker Training Program. It provides entry level (apprentice) electric employees with the knowledge they need to perform their jobs safely and efficiently. Combined classroom, correspondence and hands-on instruction with applied on-the-job training. Includes: Overhead and underground systems; Safety; Pole climbing, installing, and mounting; Conductors, transformers, and substations; and Equipment operation. Provides a credentialed, comprehensive safety program meeting all regulatory guidelines.

Approved apprenticeship must provide evidence of mastery of subject as well as evidence to support that instruction is college level, documentation that successful completion is achieved, and evidence that the course met an industry criteria.

Credit for PLA 2116 Lineman I applies only to the Associate of Applied Science degree and cannot be applied toward any other program. Grading is on a Credit/Non Credit basis.

Application and fees apply. A maximum of 24 hours of prior learning credit may be earned. Other restrictions apply. See catalog for more detail.

PLA 2126: Lineman II

This course is second in a series of four courses which make up MPUA's Apprentice Lineworker Training Program. It provides entry level (apprentice) electric employees with the knowledge they need to perform their jobs safely and efficiently. Combined classroom, correspondence and hands-on instruction with applied on-the-job training. Includes: Overhead and underground systems; Safety; Pole climbing, installing, and mounting; Conductors, transformers, and substations; and Equipment operation. Provides a credentialed, comprehensive safety program meeting all regulatory guidelines.

Approved apprenticeship must provide evidence of mastery of subject as well as evidence to support that instruction is college level, documentation that successful completion is achieved, and evidence that the course met an industry criteria.

Credit for PLA 2126 Lineman II applies only to the Associate of Applied Science degree and cannot be applied toward any other program. Grading is on a Credit/Non Credit basis.

Application and fees apply. A maximum of 24 hours of prior learning credit may be earned. Other restrictions apply. See catalog for more detail.

PLA 2136: Lineman III

This course is third in a series of four courses which make up MPUA's Apprentice Lineworker Training Program. It provides entry level (apprentice) electric employees with the knowledge they need to perform their jobs safely and efficiently. Combined classroom, correspondence and hands-on instruction with applied on-the-job training. Includes: Overhead and underground systems; Safety; Pole climbing, installing, and mounting; Conductors, transformers, and substations; and Equipment operation. Provides a credentialed, comprehensive safety program meeting all regulatory guidelines.

Approved apprenticeship must provide evidence of mastery of subject as well as evidence to support that instruction is college level, documentation that successful completion is achieved, and evidence that the course met an industry criteria.

Credit for PLA 2136 Lineman III applies only to the Associate of Applied Science degree and cannot be applied toward any other program. Grading is on a Credit/Non Credit basis.

Application and fees apply. A maximum of 24 hours of prior learning credit may be earned. Other restrictions apply. See catalog for more detail.

PLA 2146: Journeyman Lineman

This is the final course in a series of four courses which make up MPUA's Apprentice Lineworker Training Program. It provides entry level (apprentice) electric employees with the knowledge they need to perform their jobs safely and efficiently. Combined classroom, correspondence and hands-on instruction with applied on-the-job training. Includes: Overhead and underground systems; Safety; Pole climbing, installing, and mounting; Conductors, transformers, and substations; and Equipment operation. Provides a credentialed, comprehensive safety program meeting all regulatory guidelines.

Approved apprenticeship must provide evidence of mastery of subject as well as evidence to support that instruction is college level, documentation that successful completion is achieved, and evidence that the course met an industry criteria.

Credit for PLA 2146 Journeyman Lineman applies only to the Associate of Applied Science degree and cannot be applied toward any other program. Grading is on a Credit/Non Credit basis.

Application and fees apply. A maximum of 24 hours of prior learning credit may be earned. Other restrictions apply. See catalog for more detail.

REGISTERED NURSING (RN)

RN 2006: PARAMEDIC TRANSITION - NURSING

Prerequisites: National Paramedic Registry Certificate, and application to Arkansas Tech University-Ozark Campus Registered Nursing Program or permission. Three years current healthcare work experience required.

This course transitions paramedics to the scope and practice of nursing. Focuses on nursing concepts and theories to meet basic human needs across the lifespan throughout the wellness/illness continuum. Emphasis on expanding the paramedic's skills and experience to transition to the role of the nurse utilizing nursing process and critical thinking.

Lecture: 6 Hours; Ozark Allied Health Fee: \$186.

RN 2112: Pharmacology I

Prerequisite: Acceptance into the Registered Nursing program.

This course focuses on the relationships between the action of drugs, their effects and the contraindications for their administration. The relationship between specific patient needs and the type of drugs that would be effective to meet those needs will be analyzed. The nursing care related to each type of drug and the rationales for care will be included.

Lecture: 2 hours, Ozark Allied Health Fee: \$62.

RN 2113: Introduction to Professional Nursing

Prerequisite: Acceptance into the Registered Nursing program.

A three-hour course which introduces the student to selected basic concepts of professional nursing. Purpose of the course is to introduce nursing concepts to nursing majors. This course focuses on nursing as a caring profession, nurses' roles and functions, ethics, standards, legal aspects, holism, wellness, health care settings, communication, teaching/learning, critical thinking, and the nursing process. The Conceptual Framework and Philosophy of Tech's Department of Nursing will be explored.

Lecture: 3 hours, Ozark Allied Health Fee: \$93.

RN 2115: Practicum for Registered Nursing I

Prerequisite: Acceptance into the Registered Nursing program.

Co-requisite: RN 2116 Theories and Concepts for Registered Nursing I.

A practicum course which facilitates the integration, synthesis, and application of the theories, concepts, and skills taught in RN 2112 Pharmacology I, RN 2113 Introduction to Professional Nursing, and RN 2116 Theories and Concepts for Registered Nursing I.

Clinical: 15 Clinical hours equal to 5 credit hours; Ozark Malpractice Insurance Fee: \$16, Ozark Allied Health Fee: \$155.

RN 2116: Theories and Concepts for Registered Nursing I

Prerequisite: Acceptance into the Registered Nursing program.

Co-requisite: RN 2115 Practicum for Registered Nursing I.

This course, utilizing the nursing process, builds upon the knowledge of the LPN and includes the bio psycho social and spiritual needs of the family. The course emphasizes family development, the childbearing experience, and the child's unique response to the internal and external environment.

Lecture: 6 hours; Ozark Registered Nursing Fee: \$2,440; Allied Health Fee: \$186.

RN 2211: Nutrition

Principles of normal nutrition at all stages of the life cycle are emphasized. Growth and development needs are incorporated into the maintenance, restoration of nutritional health, and in the prevention of nutritional deficit. Exploration is conducted of the social, religious, and cultural factors which affect the family's nutritional health.

Lecture 1 hour: Ozark Allied Health Fee: \$31.

RN 2212: Pharmacology II

Prerequisite: Acceptance into the Registered Nursing program and RN 2112 Pharmacology I.

This course is a continuation of Pharmacology I and focuses on the relationships between the action of drugs, their effects and the contraindications for their administration. The relationship between specific patient needs and the type of drugs that would be effective to meet those needs will be analyzed. The nursing care related to each type of drug and the rationales for the care will be included.

Lecture: 2 hours; Ozark Allied Health Fee: \$62.

RN 2215: Practicum for Registered Nursing II

Prerequisites: Acceptance into the Registered Nursing program and RN 2115 Practicum for Registered Nursing I.

Co requisites: RN 2216 Theories and Concepts for Registered Nursing II.

This is a clinical nursing course which provides the opportunity for the integration of theories and concepts in the application of the nursing process in the care of the emotionally and/or physically dysfunctional client, family or group who are undergoing adaptation difficulties due to major deviations from wellness. The health care is delivered according to scientific principles, research findings, and accepted standards of care. Nursing behaviors and nursing roles are emphasized which are appropriate to the level of the students. Learning experiences are gained through caring for clients.

Clinical: 15 clinical hours equal to 5 credit hours; Ozark Malpractice Insurance Fee: \$16, Ozark Allied Health Fee: \$155.

RN 2216: Theories and Concepts for Registered Nursing II

Prerequisites: Acceptance into the Registered Nursing program and RN 2116 Theories and Concepts for Registered Nursing I.

Co-requisite: RN 2215 Practicum for Registered Nursing II

The course focuses on the prevention of illness, maintenance of health and the restoration of wellness in the care of clients and families experiencing major dysfunctions in adaptation. The nursing process is the methodology used to assist clients and families toward achieving optimal health. Principles of growth and development throughout the life cycle, utilization of research findings, principles of communication in crisis, and the role of the nurse in crises situations are included in the course. Psycho social theories and concepts relevant to the care of the emotionally disturbed client and family are explored in depth.

Lecture: 6 hours; Ozark Allied Health Fee: \$186.

TECHNICAL MATHEMATICS (TMAT)

TMAT 1203: Technical Mathematics

Designed for students in occupational and technical programs, this course includes measurement, operations with polynomial expressions, use of equations and formulas, basic trigonometry, and basic statistics, with emphasis on industrial and other practical applications. A scientific calculator is required with TI 83 or TI 84 recommended.

Lecture: 3 hours

WELDING TECHNOLOGY (WLD)

WLD 1103: Introduction to Thermal Cutting

Students will learn the principles and procedures for oxyfuel cutting, plasma cutting, and carbon arc gouging. Safe shop practices will be emphasized. Ozark CTE General Technology Fee: \$51, Ozark Welding Fee: \$120.

WLD 1202: Blueprint Reading

Students will learn to read and interpret various kinds of blueprints and working drawings. AWS welding symbols and their meanings will be taught. Ozark CTE General Technology Fee: \$34, Ozark Welding Fee: \$80

WLD 1212: Industrial Safety in Welding

The study of safe and industry accepted practices and equipment necessary for the safe use of all existing manual methods of welding. Student will learn to identify common industrial and occupational hazards and means to avoid accidents.

Ozark CTE General Technology Fee: \$34, Ozark Welding Fee: \$80.

WLD 1224: Introduction to Arc Welding

This course is intended to teach theory and application of basic Stick@ welding (SMAW). It will cover safety, correct selection of electrodes, practicing beds and the application of correct welds on actual structures.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$68, Ozark Welding Fee: \$160

WLD 1302: Metallurgy

An elementary and practical approach to the structure, marking classifications, machinability and identification of metals and their properties. This will require the use of various manufacturer catalogs, bulletins and charts. Basic heat treatment and how metals are affected will be discussed.

Ozark CTE General Technology Fee: \$34, Ozark Welding Fee: \$80

WLD 1403: Welding for Trades and Industry

This course is intended to teach theory and application of welding for trades and industry. This course will be specific to the needs and applicable to each area of interest. It will cover basic welding safety, correct cutting torch handling, basic gas metal arc welding (MIG), gas tungsten arc welding (TIG), and shielded metal arc welding. Specific applications will be deemed by the appropriate advisor.

Ozark CTE General Technology Fee: \$51, Ozark Welding Fee: \$120

WLD 1405: Position Welding

Pre-requisite: WLD 1224 Introduction to Arc Welding or permission of instructor. A continuation of the study of Arc welding concentrating on more advanced weld positions and varied electrodes. This course will also discuss hard facing, padding, and the techniques for welding pipe.

Ozark CTE General Technology Fee: \$85, Ozark Welding Fee: \$200.

WLD 1503: Gas Metal Arc (MIG) Welding

Pre-requisite: WLD 1405 Position Welding or permission of instructor. Provides student with theory and application of wire feed processes also known as MIG Welding or semi-automatic and automatic processes. The student also gains an understanding of the basic gases and mixtures used for different materials.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$51, Ozark Welding Fee: \$120.

WLD 1603: Gas Tungsten Arc (TIG) Welding

.Pre-requisite: WLD 1405 Position Welding or permission of instructor. Study of Gas Tungsten Arc (TIG) Welding commonly referred to as TIG or Heliarc. This course will focus on shielding gases, equipment and feasible use situations. Safety will be addressed and demonstrated in a lab experience. This course is designated as "Green".

Ozark CTE General Technology Fee: \$51, Ozark Welding Fee: \$120

WLD 1702: Weldment Testing

Covers different types of testing such as destructive and nondestructive. Students will study guided bend, radiographic, ultrasonic, magnetic particle and dye penetrant tests, and take practical tests that are designed according to AWS D1.1 and ASME Section IX industry standard codes.

Ozark CTE General Technology Fee: \$34, Ozark Welding Fee: \$80.

WLD 1804: Certification Welding I

Student practices with projects that are designed according to AWS D1.1 and ASME Section IX industry standard codes. The implementation and approval of the codes in accordance with AWS D1.1 and ASME section IX will be addressed. Documentation of procedure will also be covered.

Ozark CTE General Technology Fee: \$68, Ozark Welding Fee: \$160.

WLD 2804: Certification Welding II

This is a continuation of WLD 1804 Certification Welding I. Student practices and takes practical tests that are designed according to AWS D1.1 and ASME Section IX industry standard codes. The implementation and approval of the codes in accordance with these standards will be addressed. Documentation of procedure will also be covered. Students in this class will have more emphasis in pipe certification.

Ozark CTE General Technology Fee: \$68. Ozark Welding Fee: \$160.



2022 - 2023

OZARK CAMPUS ACADEMIC CATALOG

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