

# Arkansas Tech University - Ozark Campus

## 2013-2014 Technical Catalog

Ozark, Arkansas  
[www.atu.edu/ozark](http://www.atu.edu/ozark)

### University Mission Statement

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Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

### Ozark Campus Mission Statement

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

### Accreditation

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

### Program Accreditations

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

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

State Health Department Cosmetology Division  
101 East Capitol Avenue, Suite 108  
Little Rock, Arkansas 72201  
(501) 682-2168

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

Committee on Accreditation of Educational Programs  
for the Emergency Medical Services Professions  
1248 Harwood Road  
Bedford, TX 76021  
(817) 330-0080

Commission on Accreditation in Physical Therapy Education  
1111 North Fairfax Street  
Alexandria, VA 22314  
(703) 706-3245

## Enrolling in Arkansas Tech University Ozark Campus

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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

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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  
Financial Aid (479) 667-2117

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, 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, age, disability, genetic information, or veteran status.

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, 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, e-mail [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu).

Arkansas Tech University - Ozark Campus does not discriminate on the basis of race, color, sex, national origin, or disability in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, or educational services.

Arkansas Tech University - Ozark Campus 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, the Age Discrimination in Employment Act of 1967 as amended, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act Amendments of 1974, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 and the Civil Rights Act of 1991.

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

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

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

# Arkansas Tech University - Ozark Campus

## Academic Calendar 2013 - 2014

**\*NOTE: The fall and spring dates below pertain to full-term courses. The calendar for condensed courses may differ from what is printed below. Please reference the Registrar's Office website for course and term definitions and pertinent Academic Calendar dates for courses not conforming to the beginning and ending dates outlined below.**

### Summer Sessions 2013 (five-week condensed terms)

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#### First Term - June 3, 2013 to July 5, 2013\*

Late registration for first term	June 3 - 4
Classes begin	June 3
Last day to officially withdraw/drop courses with full reduction of tuition and fees	June 4
Last day to register and add courses/change sections	June 4
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 7
Early registration for freshmen for fall semester	May through August
Last day to drop courses with a "W" or change from credit to audit	June 28
Holiday	(Thursday) July 4
First term ends	July 5

#### Second Term - July 8, 2013 to August 9, 2013\*

Late registration for second term	July 8 - 9
Classes begin	July 8
Last day to officially withdraw/drop courses with full reduction of tuition and fees	July 9
Last day to register and add courses/change sections	July 9
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 12
Last day to drop courses with a "W" or change from credit to audit	August 2
Second term ends	August 9
Russellville Campus Graduation	August 10

### Fall Semester Opens August 19, 2013

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Selected fall activities	August 19 - 27
Registration	August 19 - 27
Classes begin	August 28
Labor Day holiday	September 2
Last day to officially withdraw/drop courses with full reduction of tuition/fees	September 4
Last day to register and add courses/change sections	September 4
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	October 2
Deadline for degree audit (transcript evaluation), Spring and Summer 2014 graduates	October 11
Mid-term	October 16
Early registration for spring semester	November 11 - 26
Thanksgiving holidays	7:00 a.m., November 27 - 7:00 a.m., December 2
Last day to drop courses with a "W" or change from credit to audit	December 2
Reading Day	8:00 a.m. - 5:00 p.m. December 10
End of course examinations	7:00 p.m., December 10 - 10:00 a.m., December 17
Russellville Campus Graduation	December 21

## Spring Semester Opens January 6, 2014

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Registration	January 6 - 10
Classes begin	January 13
Last day to officially withdraw/drop courses with full reduction of tuition/fees	January 17
Last day to register and add courses/change sections	January 17
Martin Luther King Day holiday	January 20
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	February 17
Mid-term	March 3
Deadline for degree audit (transcript evaluation), December 2014 graduates	March 5
Spring holidays	7:00 a.m., March 24 to 7:00 a.m., March 31
Early registration for summer and fall semesters	April 7-22
Last day to drop courses with a "W" or change from credit to audit	April 18
Reading Day	8:00 a.m. - 5:00 p.m., April 29
End of course examinations	7:00 p.m., April 29 - 10:00 a.m., May 6
Russellville and Ozark Campus Graduations	May 10

## Summer Sessions - 2014 (five-week condensed terms) (tentative)

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### First Term - June 2, 2014 to July 3, 2014\*

Late registration for first term	June 2 - 3
Classes begin	June 2
Last day to officially withdraw 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 6
Early registration for freshmen for fall semester	May through August
Last day to drop courses with a "W" or change from credit to audit	June 27
First term ends	July 3
Holiday	(Friday) July 4

### Second Term - July 7, 2014 to August 8, 2014\*

Late registration for second term	July 7 - 8
Classes begin	July 7
Last day to officially withdraw/drop courses with full reduction of tuition and fees	July 8
Last day to register and add courses/change sections	July 8
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	August 1
Second term ends	August 8
Russellville Campus Graduation	August 9

# Administration

## Board of Trustees

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**Charles Blanchard**, Russellville  
**Eric Burnett**, Fort Smith  
**John Chambers III**, Danville  
**Tom Kennedy**, Little Rock  
**Leigh Burns Whiteside**, Russellville

## Board of Advisors

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**Tom Banhart**, Van Buren  
**Bruce Coleman**, Mountainburg  
**C. A. Kuykendall**, Ozark  
**Jimmy Rofkahr**, Scranton  
**Bill Rue**, Ozark  
**Donald Smith**, Cecil  
**Jerry Standridge**, Booneville  
**Ron Vest**, Ozark

## Administrative Officers

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

**Jo Alice Blondin**, 2004, Chancellor  
B.A., Purdue University, 1993  
M.A./Ph.D., Arizona State University, 1998

**Bruce Sikes**, 2007, Chief Academic Officer  
B.S.E., University of Central Arkansas, 1986  
M.S.E., University of Central Arkansas, 2000

**Sandra D. Cheffer**, 2004, Chief Fiscal Officer  
B.S., Illinois State University, 1990  
M.B.A., Olivet University, 1999

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

**Kenneth Warden III**, 2009, Chief Business and Community Outreach Officer  
A.A.S., Westark Community College, 1993  
B.S., University of Arkansas, 2001  
M. Ed., Arkansas Tech University, 2006  
Ed.D., University of Arkansas, 2012

## Administrative Staff

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**Jessica Birchler**, Director of Career Pathways Initiative  
**Mike Bogue**, Coordinator of Student Success  
**Erin Brickley**, Associate Registrar  
**Lynn Burns**, Career Support Services Facilitator  
**Justina Buck**, Associate Director of Financial Aid  
**Regina Olson**, Adult Education Director

**Kristie Moore**, Librarian

**Megan Morris**, Associate Director of Advising and Retention

**Sandra Nelson**, Counselor of Career Pathways Initiative

**Laura Rudolph**, Director of Community Outreach

**Jason Salmans**, Assistant Director of Computer Services

**Brenda Shoop**, Assessment Coordinator

**Danielle Stark**, Coordinator of Student Recruitment

**Rachel Whitman**, Assistant Manager of Fiscal Affairs

## **Support Services Staff**

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**Sandra Anderson**, Campus Maintenance Supervisor

**Kathy Bartlett**, Office of Academic Affairs

**Dianne Bell**, Accounts Payable/Purchasing

**Tracy Chapman**, Campus Maintenance

**Linda Clifton**, Office of Student Services

**Peter Clifton**, Campus Maintenance

**Angela Cox**, Cashier

**Debbie Edgin**, Office of Student Services

**Marcia Gage**, Business and Industry Training Specialist

**Charles Gocio**, Public Information Coordinator

**John Gwatney**, Campus Maintenance

**Stacie Harden**, Payroll/Perkins/Travel

**Faith Johnson**, Office of Student Services

**Tanya Martin**, Office of Human Resources

**Sharyl Moffit**, Office of Allied Health

**Carla Murphy**, Adult Education

**Beverly Nehus**, Office of the Chancellor/Assistant

**Chris Rambo**, Public Safety Officer

**Phil Spiegel**, Ozark Campus Maintenance

**Mitzi Reano**, Bookstore Manager

**Julie Schmalz**, Office of Student Services/Financial Aid

**Charles Stacy**, Campus Maintenance

## Ozark Campus Faculty

The date after each name indicates the first year of appointment to this institution.

Raymond Andrew Allen, 2012  
Enology and Viticulture Instructor  
B.S., Mississippi State University, 1980;  
M.S., University of Arkansas, 1999

Tekla Barr, 1990  
English and Business Technology Instructor  
B.S., University of the Ozarks, 1980

Brian Bass, 2008  
Automotive Service Technology Instructor  
A.A.S., Arkansas Tech University - Ozark, 2008

Kenneth Beeler, 2005  
Air Conditioning/Refrigeration Instructor  
Air Conditioning/Refrigeration, Arkansas Tech University - Ozark Campus, 2004;  
A.A.S., Arkansas Tech University - Ozark Camps, 2008

Jody Chrisman, 1987  
Industrial Control Systems Instructor  
Electronics Technology, Arkansas Tech University - Ozark Campus, 1982;  
A.A.S., Arkansas Tech University - Ozark Campus, 2010

Corey Danekas, 2008  
Welding Technology Instructor  
A.A.S., Arkansas Tech University - Ozark Campus, 2008

Gwen Faulkenberry, 2010  
English Instructor  
B.S., University of Central Arkansas, 1995;  
M.S., Arkansas Tech University, 2006

Theresa Fontaine, 2007  
Registered Nursing Instructor  
B.S., University of Central Arkansas, 1991;  
A.A.S., Parkland College, 1999;  
B.S.N., Arkansas Tech University, 2003;  
M.S.N., Arkansas Tech University, 2011

Shirley Freeman, 2012  
GED/ABE Instructor  
B.S., University of the Ozarks, 1990

Ashley Gattis, 2012  
Practical Nursing Instructor  
Practical Nursing, University of Arkansas - Fort Smith, 2007;  
A.G.S., University of Arkansas - Fort Smith, 2007

Marshall Gattis, 2012  
EMT/Paramedic Instructor/Clinical and Internship Coordinator  
EMT/Paramedic, Arkansas Tech University - Ozark Campus, 1998

Tia Griffith, 2012  
Practical Nursing Instructor  
A.A.S., University of Arkansas - Fort Smith, 2008

Clinton Hall, 1996  
Business Technology Instructor  
A.A., University of Arkansas - Fort Smith, 1989;  
B.S., Arkansas Tech University, 1992;  
M. Ed., Arkansas Tech University, 2007

Stan Hatcher, 1998  
Collision Repair Instructor  
Collision Repair Technology, Arkansas Tech University - Ozark Campus, 1983;  
A.A.S., Arkansas Tech University - Ozark Campus, 2010

Trina Hayes, 2011  
Physical Therapist Assistant Instructor



A. A. S., Northwest Community College, 2006;  
B.S., Business Administration, 1987

Debra Hines, 1998  
Practical Nursing Clinical Instructor  
Licensed Practical Nursing, Arkansas Tech University - Ozark Campus, 1971

Kendall Hopkins, 2007  
Collision Repair Instructor  
Industry Certifications, 1993 - 2006;  
A.A.S., Arkansas Tech University - Ozark Campus, 2010

Ron Hutain, 1984  
Industrial Control Systems Instructor  
A.A., Chaffey Community College, 1978;  
A.A.S., Arkansas Tech University - Ozark Campus, 2011

Charles Lee, 2005  
Mathematics Instructor  
B.A., Concordia College, 1993  
M. Ed., Arkansas Tech University, 2009

Ester Leonard, 2004  
Practical Nursing Instructor  
Licensed Practical Nursing, Arkansas Tech University - Ozark Campus, 1985;  
A.A.S., University of Arkansas - Fort Smith, 1995  
B.S.N., Arkansas Tech University, 2008

Christy McCollough, 2006  
GED/ABE Instructor  
B.A., Arkansas Tech University, 2000

Debbie McClure, 2007  
Cosmetology Instructor  
Cosmetology, Arkansas Tech University - Ozark Campus, 1992;  
Cosmetology Instructor Training, Arkansas Tech University - Ozark Campus, 2006;  
A.A.S., Arkansas Tech University, 2009

Patricia McCreary, 1990  
Applied Laboratory Technology Instructor  
B.A., North Texas State, 1965

Angie Medlock, 2002  
Business Technology Instructor  
B.S., University of the Ozarks, 1980;  
M. Ed., Arkansas Tech University, 2007

Christina Metcalf, 2011  
Practical Nursing Instructor  
B.S., University of the Ozarks, 2006;  
B.S.N., Arkansas Tech University, 2008

Mike Murders, 2010  
Developmental Math/Computer Information Systems Instructor  
B.S., Park College, 1995;  
M.S., Troy University, 1998

Tara Peck, 2011  
Field Work Coordinator  
A.A.S., Pulaski Technical College, 2007

Jessica Pipkins, 2012  
GED/ABE Instructor  
B.S., Arkansas Tech University, 2004

Nina Pope, 2010  
Physical Therapist Assistant Instructor  
B.S., University of Texas/San Antonio, 1982

Ritchie Powers, 2007  
EMT/Paramedic Instructor  
A.S., University of Arkansas for Medical Sciences, 2005;  
B.S., Arkansas Tech University, 2006;  
M.S., Arkansas Tech University, 2011

David Rogers, 2012  
Air Conditioning/Refrigeration Instructor  
A.A.S., Arkansas Tech University - Ozark Campus, 2008

Cathy Rosewell, 1991  
Cosmetology Instructor  
Cosmetology, Arkansas Tech University - Ozark Campus, 1970;  
Cosmetology Instructor Training, Arkansas Tech University - Ozark Campus, 1989

Kale Rudolph, 2007  
Computer Information Systems Instructor  
B.S., University of Arkansas, 1987;  
M.S., Arkansas Tech University, 2007

Bobby Sewell, 2006  
Automotive Service 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

Adrienne Shelton, 2010  
Occupational Therapy Instructor  
B.S., Presbyterian College, 1987;  
M. Ed, University of Arkansas at Little Rock, 1988;  
M.O.T., Texas Women's University, 1997

Bonnie Sher, 2012  
Health Information Technology Instructor  
B.S., Arkansas Tech University, 2001

Lesley Snider, 2012  
Practical Nursing Instructor  
B.S.N., Arkansas Tech University, 2007

Vicky Spurr, 2001  
GED/ABE Instructor  
B.A., Arkansas Tech University, 1990

Tammy Verkamp, 1997  
English Instructor  
B.A., Arkansas Tech University, 1981;  
B.S., Arkansas Tech University, 1997;  
M. Ed., Arkansas Tech University, 1999

Lynn Washington, 2012  
Human Services Instructor  
B.A., Northeastern State University, 1982;  
M. S., Northeastern State University, 1983

Debbie Wofford, 1979  
Business Technology Instructor  
B.S., University of the Ozarks, 1977;  
M. Ed., University of Arkansas, 1989

# General Information

## The Campus

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

## History

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Arkansas Tech University - Ozark Campus was established in 1965 as Arkansas Valley Vocational Technical School (AVVTS). In September of 1975 the Arkansas State Board of Education/Vocational Education granted accreditation to AVVTS making it the first school of its kind in the state to receive that distinction. Arkansas Valley Vocational School became Arkansas Valley Technical Institute in 1991. On July 1, 2003, Arkansas Valley Technical Institute merged with Arkansas Tech University to become Arkansas Tech University - Ozark Campus.

## Vision Statement

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The vision of Arkansas Tech University is to be a student-centered university of choice.

## University Mission Statement

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**(adopted February 28, 2008)**

Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity and professionalism. The university offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

## Ozark Campus Mission Statement

---

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

## General Education Goals

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The general education curriculum is designed 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

Demonstrate knowledge of the arts and humanities

Understand wellness concepts

## Career Education Goals

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Students completing Associate of Applied Science degree requirements 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.

## Programs of Study

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In carrying out its mission, Arkansas Tech University - Ozark Campus offers programs of study leading to Associate of Applied Science degrees with options in the following areas:

- Associate of Applied Science in Allied Health
  - [Health Information Technology](#)
  - [Paramedic/Emergency Medical Services](#)
  - [Practical Nursing](#)
- Associate of Applied Science in Business Technology
  - [Business Technology](#)
    - [Business Technology Banking option](#)
    - [Business Technology Supply Chain Command option](#)
    - [Business Technology Human Resource Management option](#)
- [Associate of Applied Science in Cardiovascular Technology](#)
- Associate of Applied Science in General Technology
  - [Air Conditioning and Refrigeration](#)
    - [Facilities Management option](#)
  - [Automotive Service Technology](#)
  - [Collision Repair Technology](#)
  - [Computer Information Systems](#)
  - [Cosmetic Science](#)
  - [Law Enforcement](#)
  - [Welding Technology](#)
- [Associate of Applied Science in Human Services](#)
- [Associate of Applied Science in Industrial Control Systems](#)
  - [Industrial Control Systems](#)
    - [Energy Studies option](#)
- [Associate of Applied Science in Medical Assistant](#)
- [Associate of Applied Science in Nursing](#)
- [Associate of Applied Science in Occupational Therapy Assistant](#)
- [Associate of Applied Science in Physical Therapist Assistant](#)

Programs of Study leading to Associate of General Studies:

- [Associate of General Studies](#)

Programs of Study leading to technical certificates are offered in the following areas:

- [Air Conditioning and Refrigeration](#)
  - [Facilities Maintenance option](#)
- [Automotive Service Technology](#)
- [Business Technology](#)
  - [Business Technology Banking option](#)
- [Collision Repair Technology](#)
- [Computer Information Systems](#)
- [Cosmetology](#)
- [Enology](#)
- [Health Information Technology](#)
- [Industrial Control Systems](#)
- [Industrial Electronic Technology](#)
- [Law Enforcement](#)
- [Practical Nursing](#)
- [Viticulture](#)
- [Welding Technology](#)

Programs of Study leading to certificate of proficiency are offered in the following areas:

- [Allied Health](#)
- [Automotive Service](#)
- [Basic Emergency Medical Services Training](#)

- [Certified Nursing Assistant](#)
- [Culinary Arts](#)
- [Computer Information Systems](#)
- [Drafting and Design](#)
- [Facilities Maintenance](#)
- [Intermediate Emergency Medical Services Training](#)
- [Law Enforcement](#)
- [Viticulture](#)
- [Welding](#)

## Physical Plant

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The physical plant of Arkansas Tech University - Ozark Campus includes nine buildings on approximately 26 acres. The Technology and Academic Support Building houses administrative offices, Bookstore, classrooms, Library, Student Union, Computer Services, Business and Industry, and the Student Success Lab. Other buildings on campus are: Air Conditioning and Refrigeration, Allied Health, Collegiate Center, Industrial Control Systems, Student Services and Conference Center, and the West Annex. The Booneville Training Site located in Booneville, Arkansas, Morton Hall located in Russellville, Arkansas, and Arkansas Tech Career Center located in Russellville, Arkansas are also a part of the Ozark Campus facilities. All buildings are handicapped accessible.

## Inclement Weather Policy

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In the event of inclement weather, Arkansas Tech University - Ozark Campus may be unable to operate our normal schedule. When campus is closed for inclement weather, the following television and radio stations will be notified by 6:00 a.m.:

- KTCS Fort Smith
- KDYN 96.7 Ozark
- KHBS 40/29 Fort Smith
- KFMS Channel 5 Fort Smith
- KARK 4
- KISR 93.7 Radio
- B98 Radio 97.9
- KMAG 99.1 Radio
- Big Dog 95.9 Radio

When daytime classes are canceled, night classes are also canceled. The outlying areas sometimes experience inclement weather (snow, ice, and etc.). Even though the campus is not closed in these events, all faculty, staff, and students are advised to use their judgment in determining if the roads are safe to travel. Remember, your safety is our utmost concern. Please note that our campus emergency notification text system and OneTech will be used to notify faculty, staff and students of campus closure due to inclement weather.

## Severe Weather Policy

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In case of severe weather, students will be notified and are asked to follow the emergency guidelines posted in each room.

# Fees and Expenses

## General

Students enrolling at Arkansas Tech University - Ozark Campus are assessed tuition and fees to cover the costs of instruction and other student services common to a 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. **Ozark Campus students taking Russellville Campus classes will be assessed a different tuition rate for those classes and accompanying fees. 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 2013-2014 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 and Expenses	
Tuition for Ozark Campus Courses	\$84.00 per credit hour
Instructional Support Fee	\$6.00 per credit hour
Student Support Fee	\$7.00 per credit hour
Technology Fee	\$9.00 per credit hour
Allied Health Fee or CTE General Technology Fee*	\$10.00 per credit hour
Distance Learning/Mixed Technology Fee (all Online/ Mixed Technology Courses)	\$5.00 per credit hour
<i>*Certain Ozark Campus coursework only</i>	

Russellville Campus Fees and Expenses (Undergraduate General Education as it applies to Ozark Campus Students)	
Tuition for Russellville Campus Courses	\$187.00 per credit hour
Instructional Support Fee	\$5.00 per credit hour
Strategic Initiative Fee	\$10.00 per credit hour
Student Support Fee	\$7.00 per credit hour
Technology Fee	\$9.00 per credit hour
Distance Learning/Mixed Technology Fee (all Online/ Mixed Technology Courses)	\$5.00 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 at the Office of Student Accounts located in the Student Services and Conference Center. Financial settlement may be made by personal payment (by mail to the Student Accounts office at 1700 Helberg Lane, Ozark, AR 72949) or by **AUTHORIZED** financial aid (loans, scholarships, grants, third parties, etc.). Visa, MasterCard, and Discover credit cards are accepted for all charges. Students who wish to schedule payments for their account balance may enroll in a payment plan by accessing <http://stuacct.s.atu.edu> and clicking on the "sign up for a payment plan" link. If you choose this plan, the full account balance will be budgeted along with any subsequent charges incurred for the semester.

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 at <http://stuacct.s.uakron.edu>. Students are responsible for accessing billing statements and printing a paper copy if desired. In addition, paper copies are mailed twice yearly shortly before the beginning of the fall and spring terms. 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 ozarkstuaccounts@atu.edu.

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

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**

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The following reduction information **specifically** addresses courses that begin and end with the main term dates for Spring, Summer I, Summer II and Fall, as listed in the [Academic Calendar](#). Courses with beginning and/or ending dates that are different than 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.

In the event a student is receiving student financial aid, any refund amount attributable to a loan, grant, or scholarship will be returned to the appropriate account and not to the student. The amount returned to federal programs will be the amount of unearned Federal aid based on the number of calendar days of attendance up to the sixty percent point of the semester. Aid accounts will be refunded in the following order up to the amount of the original disbursement: Federal 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 receive a letter after their withdrawal informing them of any amount to be repaid. Any repayment 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 Semesters**

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

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

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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 twenty-fifth day of the semester will receive an 80 percent reduction of tuition only for courses in which they are enrolled at time of withdrawal. No reduction in tuition will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the fifth day of the semester.

### **Reduction of Tuition/Fees for Dropping to Fewer Hours**

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Students enrolled for a summer semester who drop courses before the end of the second day of the semester, 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 term 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. Students dropping to fewer hours before the end of the twenty-fifth day of the semester in a fall or spring term as listed in the ["Academic Calendar"](#), will receive an 80 percent reduction for the courses which are dropped. No reduction will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the fifth day of the semester.

Mini-terms and 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.



## Regulations and Procedures

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

### Academic Dishonesty

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

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

### Academic Misconduct

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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 institution's disciplinary channels.

### Academic Probation

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Students will be placed on academic probation whenever their semester grade point falls below 2.0 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

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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 University - Ozark Campus with those of the spring semester immediately preceding in order to establish eligibility for retention.

Suspension means that the student will not be allowed to attend Arkansas Tech University - Ozark Campus 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.

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

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The deadline for adding courses or changing courses or sections is given in the academic calendar (see "[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 written 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 absences in a course may be dropped from the

course by the instructor with a grade of "FE". Courses dropped subsequent to this time will be recorded as "F" (see "[Academic Calendar](#)").

## Auditing Courses

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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 (see "[Academic Calendar](#)"). 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

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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.

## Class Absence

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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 FE". A student who is dropped from three courses in a semester for unsatisfactory class attendance may be immediately suspended.

## Class Load Policy

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

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

## Course Overload

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

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

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

## Class Standing

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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

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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 for one or more consecutive terms or semesters earned 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

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

## Honor Rolls

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Students whose grade point at the end of each semester is 4.00 will be placed on the Chancellor's Roll for outstanding scholarship, mailed a certificate to recognize the student's 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

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The Family Educational Rights and Privacy Act (FERPA) affords student's certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University 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 that the student's education records that the student believes are inaccurate or misleading be amended.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or internship agreement); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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 Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605  
Directory Information

"Directory information" at Arkansas Tech University - Ozark Campus consists of the student's name, address, telephone listing, electronic mail address, dates of attendance<sup>1</sup>, major field of study, enrollment status (e.g. undergraduate or graduate), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

This information may be made available upon request to members of the general public. If a student on the Ozark campus wishes for this information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, she/he should notify the Chief Student Officer at (479) 667-3433.

<sup>1</sup>Dates of attendance 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.

## Grading

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Final grades are reported 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.

## Graduation

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

## Repeated Courses

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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

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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

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### AUTHORITY

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 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 hangtags 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 campus hangtag 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 hangtag.

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

Hangtags must be displayed by hanging on the rear view mirror so the number can be read through the front windshield from the outside. These hangtags can be moved from vehicle to vehicle. Do not tape hangtag on vehicle or lay on dash or seat.

Lost/stolen hangtags are full price for replacement.

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

Hangtags are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle or upon termination of employment or withdrawal from the university.

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

Hangtags fees are non-refundable

Temporary Hangtags are available at the Department of Public Safety for faculty, staff and students who have misplaced their hangtag. These hangtags are provided at no cost and are valid for a maximum of seven days.

#### **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 hangtag. 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 hangtag 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 hangtag 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 hangtag issued in your name. If you lend your car, proper operation of the vehicle is still your responsibility.
14. Only one type of Tech hangtag 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.
19. The time limit on 15 minute zones will be observed at all times.
20. A 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.
21. If a hangtag is not visible to the officer while his is issuing a citation, the citation will be for no current hangtag. If, in the course of issuing a citation, the officer discovers the hangtag, he has the discretion to downgrade that ticket to improper display only.
22. Windshields, side wings, side or rear windows may not be obstructed with any sign, sunshield, 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.
23. No 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.

<b>Violation</b>	<b>Fine</b>
Warning	\$00.00
Failure to display current hang tag	\$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.

## **Withdrawals**

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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**

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



# Student Services Operations

## Ozark Campus Bookstore

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The Arkansas Tech University - Ozark Campus Bookstore is located in the Alvin F. Vest Student Union. Textbooks, study guides, school supplies, computer software, and other items may be purchased. Information about required course materials and additional program costs can be accessed in the bookstore, financial aid office and online.

A full refund will be given on new or used textbooks until the end of the 5th class day. The following conditions will apply:

1. You must provide the cash register receipt and Tech I.D.
2. Your new textbook must be returned in brand new condition with no bent corners or water damage.
3. Wrapped or boxed textbooks must be unopened.

## Textbook Refund Policy

An extended period for refunds is available to students who drop a class or withdraw from school. Specific dates will be posted each semester. Students must have a withdrawal slip and receipt. Returns are not allowed on study guides, workbooks, wrapped or boxed merchandise that is opened, etc. The manager reserves the right to make the decision on the condition or salability of the merchandise.

## Buy Back Policy

Students may sell their textbooks for cash at the bookstore during examination week. Fifty percent of the new price will be paid to the student if the bookstore has received a request from the instructor stating the textbook will be used the following semester, the textbook is in good condition (no water damaged books will be bought back), the textbook has 3 or less pages with writing or highlighting, and the bookstore is not overstocked. Select textbooks not bought at the Ozark Campus Bookstore may have less value than 50% of the new price. Textbooks with a new edition pending may be bought back at less than 50% of the new price. A current Tech ID or valid government picture ID is required to sell books back. The bookstore does not guarantee the buyback of any textbook at any time.

Additional information concerning the Ozark Campus Bookstore may be obtained by calling (479) 508-3337, by faxing (479) 667-1079, or by e-mailing [ozark.bookstore@atu.edu](mailto:ozark.bookstore@atu.edu)

## Department of Public Safety

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The Arkansas Tech University - Ozark Campus Department of Public Safety is located in Room 100 of the Collegiate Center. To report a crime or emergency, call the Department of Public Safety at 479-209-6048 or 911. The Department of Public Safety maintains direct contact with the 911 communications center for all emergency services. 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

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Arkansas Tech University - Ozark Campus is committed to providing equal opportunities for higher education to academically qualified individuals who are disabled. 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.

Services arranged through the Disabilities Coordinator include consideration of classroom and building accessibility, planning for adequate travel time between classes, note-taking assistance, alternative testing, and similar types of accommodations. Per individual needs, students who may require academic support are encouraged to utilize the Student Success Lab for tutoring services.

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.

## Student Financial Aid

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The primary purpose of student financial aid at Arkansas Tech University - Ozark Campus is to provide assistance to students who, without aid, would be unable to attend college. Financial assistance consists of scholarships, grants, loans, and part-time employment, which may be offered to students singularly or in various combinations, depending upon the degree of need. In determining the extent of a student's need, the University must consider the financial support which may be expected from the income, assets, and other resources of the parents and the student. Aid awards by the 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.

### **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. Since the most recent federal regulations allow the cost of a computer to be added to the cost of attendance one time during the post-secondary career of a student, the cost of a computer and related accessories up to \$1,500 purchased no earlier than four months prior to enrollment will be added to the student's cost of attendance budget upon the student's submission of an itemized paid-in-full receipt for a computer purchase. This will be a one-time adjustment with the costs being spread over the school year. No further adjustments will be made for upgrades or additional software at any time during the student's career. Other adjustments to the cost of attendance allowed by federal regulations include purchase of equipment required by all students in the same course of study, and reasonable expenses incurred related to a student's disability. These adjustments may result in additional financial aid if the student was not already receiving the maximum amount of every type of aid for which they were eligible. For more information, contact the Ozark Campus Financial Aid Office: (479) 508-3111.

### **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, that 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 funds 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 current and following semester. For more information on the scholarship stacking policy, contact the Ozark Campus Financial Aid Office: (479) 508-3111.

Additionally, students who have received a cash payment of Federal aid money will receive a letter after their withdrawal informing them of any amount to be repaid. These repayments will be made through the Student Accounts Office.

The student will be ineligible to register for additional courses until the required payments are made.

### **Institutional Stacking Policy**

Under Arkansas law, ACT 323, other financial aid received may reduce the value of the academic award. The maximum allowance for institutional scholarships will be limited so that the total award, including Federal grants and state awarded funds, does not exceed the actual billed cost for tuition, academic fees, room and board, plus a stipend up to \$700.

### **Academic Policy for Students Receiving Financial Aid Through Federally Funded Programs**

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This satisfactory academic policy (SAP) applies to funds received through the Federal Pell Grant, the Federal Work Study, the Federal Perkins Loan, the Federal Supplement Educational Opportunity Grant, the Federal Subsidized Direct Loan, the Federal Unsubsidized Direct Loan, and the Federal Parent Loan (Plus) for Undergraduate Students.

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 and upon the receipt of each new financial aid application. Certificate students are reviewed at the end of fall, spring and summer two semesters. Clock hour students are reviewed at the end of each payment period. 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.

Any appeal of this policy must be made in writing to the Financial Aid Academic Policy Appeal Committee and turned into the Financial Aid Office within thirty-days of the notification of non-compliance. No special consideration of the effects of dropping classes will be allowed unless the Student Financial Aid Director is contacted for approval prior to dropping the course(s).

Students must meet all conditions of the SAP policy. Noncompliance with any section will result in loss of aid. Financial Aid will not be paid retroactively for any semester's lost eligibility.

## 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 and provide a memo from their advisor detailing the hours from the previous major which do not apply to the current major. All hours not applicable to the new major will then be disregarded in the calculation of maximum hours. The cumulative grade point average will still be considered as the student's grade point.

## 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 do re-enroll with the approval of the Admissions Council unless summer hours earned at Tech re-establish eligibility.

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

## Withdrawals

During each undergraduate career, a student receiving aid may completely withdraw ONE SEMESTER ONLY or receive all grades of "F" and return the next semester to receive all entitled financial aid. Upon withdrawing any additional semesters or receiving all grades of "F" while on financial aid, the student will not receive aid for their next period of enrollment. The next period of enrollment hours must be equivalent to the number of hours enrolled during the withdrawal semester. (Example: If a student withdraws a second time while enrolled in 12 hours, the student would have to pay for 12 hours before becoming eligible to receive financial aid.)

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 within 45 days of the amount by the Financial Aid Office.

## Subsequent Credentials

Any second undergraduate degree or certificate must be completed by the end of 45 attempted hours. If a degree is not completed within this time frame, the student may appeal and provide a memo from their advisor detailing the reasons why it was not possible for the subsequent degree to be completed in the required time frame. All hours not applicable to the subsequent degree are then disregarded in the calculation of maximum hours.

1. 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.
2. Funds may be received for no more than three certificates and two associate degrees.
3. Students must maintain a 2.0 G.P.A. each semester.

## Satisfactory Academic Progress

### Undergraduates

1. A student is considered making satisfactory academic progress if hours earned divided by hours attempted = 67% or greater. Example: If a student enrolls in fifteen (15) hours and earned nine (9) hours, the percentage equals 60%. Therefore this student is NOT making satisfactory academic progress. On the other hand, if the same student had earned twelve (12) hours, the percentage would equal 80% and the student would be making satisfactory academic progress. 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 grades earned will be counted in the cumulative grade point average. 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. No special consideration of the effects of dropping classes will be allowed unless the Student Financial Aid Director is contacted for approval prior to dropping the courses.

2. A student must receive 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 percent of the published length of the program.

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

## Required Grade Point Average

1. With the exception of certificate and clock hour students, all students must have a minimum cumulative grade point average (GPA) of 1.0 at the end of their first semester, 1.50 at the end of their second semester, 1.75 at the end of their third semester and 2.0 at the end of their fourth and all subsequent undergraduate semesters or "equivalent transfer semesters". Example: A student who earns 24 hours in four half-time semesters would be required to have a 2.0 at the end of the fourth semester. While a student who earns 24 hours in two full-time semesters would still have two additional semesters before a 2.0 GPA would be required. Certificate and clock hour students must have a 1.5 GPA at the end of the first semester and a cumulative GPA of 2.0 thereafter. No appeal will be granted for anyone in violation of the required cumulative 2.0 GPA.
2. 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.

\*Transfer students will be assigned an "equivalent semesters attended" based on the number of hours accepted by the Office Student Services.

## Scholarships

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Students may receive only one Tech funded academic scholarship in any semester. 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. All students applying for a Tech scholarship must complete the FAFSA prior to scholarship deadlines. For more information on the scholarship stacking policy, contact the Ozark Campus Financial Aid Office located in the Office of Student Services.

### Chancellor's Scholarship

Scholarships are awarded for fall and spring semesters only. Deadlines are: June 15 for the fall semester and November 15 for the spring semester. Student must have a minimum cumulative grade point average (GPA) of 3.25 and a minimum ACT score of 21 to apply. Applications are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply each semester for the scholarship.

### Academic Excellence Scholarship

Scholarships are awarded for Fall and Spring semesters only. Deadlines are: June 15 for the Fall semester and November 15 for the Spring semester. Student must have a minimum cumulative grade point average (GPA) of 3.00 and a minimum ACT score of 19 to apply. Applications are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply each semester for the scholarship.

### ATU - Ozark Campus Scholarship

Scholarships are awarded for fall and spring semesters only. Deadlines are: June 15 for the fall semester and November 15 for the spring semester. Any student demonstrating financial need may apply. Preference will be given to students experiencing financial hardship and who do not qualify for other aid. Applications are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply each semester.

## Application for Federal Student Aid

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**General** - Students use the Free Application for Federal Student Aid (FAFSA) (File online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and list Arkansas Tech University, Russellville AR (001089) as one of the schools to receive information. Federal Student Aid includes grants, loans and work study.

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

### Federal Pell Grant

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

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

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 funding for 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 institution uses student employees when practicable, but students are not encouraged to work to an extent which would hinder their scholastic program.

Employment assignments are made under 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, successfully pass minimum load requirements, satisfy grade point requirements, maintain satisfactory employer-employee relations and have conduct and personal appearance that reflect credit to the student and Arkansas Tech University - Ozark Campus. 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 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 interest is subsidized on this loan while the student is enrolled in school. Interest rates are fixed, but vary each year.

Repayment of principal and 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.

### **Direct Unsubsidized Loans**

The Federal Direct Unsubsidized Loan program has the same loan limits and deferments as the Federal Direct Subsidized Loan program. However, the student does not have to meet the same financial need to qualify and must either pay the interest while in school or have it capitalized for repayment with the loan principal. Interest rates are fixed, but vary each year. 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.

### **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 enrolled at least half-time and is a dependent undergraduate student. Direct PLUS Loans are limited to parents who do not have an adverse credit history. The Direct PLUS loan has a fixed interest rate with the parent borrower beginning



payment within sixty days of disbursement. All loan checks will be written as co-payable to the parent and the educational institution.

### **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.

### **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) 508-3111.

### **American Indian Center**

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.

### **Veterans Benefits**

Arkansas Tech University - Ozark Campus is approved by the State Approving Agency for Veterans training as a school (college, university, etc.) whereby veterans and dependents of deceased or disabled veterans may obtain subsistence pay 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 38, Chapter 30, Montgomery GI Bill for Veterans; Title 38, Chapter 32, Veterans Educational Assistance Program (VEAP); Title 38, Chapter 35, Survivors and Dependents Education; Title 10, Chapter 1606, Montgomery GI Bill for Selective Reserves; Title 32, Chapter 1607, Reserve Educational Assistance Program (REAP); and Title 5, Chapter 33, Post 9/11 Veterans Educational Assistance Act, and Veterans Retraining Assistance Program (VRAP).

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 can be certified to Veterans Affairs (VA) on the student's behalf. Veterans may be given placement credit for prior military training.

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

### **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.

### **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 Department of Higher Education

The Arkansas Department of Higher Education has various state scholarships that are available each year for qualified Arkansas students. They administer such programs as the:

- Academic Challenge Scholarship
- Governor's Scholars Program
- Higher Education Opportunity Grant (GO! Grant)
- State Teacher Education Program (STEP)
- Teacher Opportunity Grant (TOP)
- Military Dependents' Scholarship

Applications for these programs are now under a new universal application found online at <http://www.adhe.edu/>. The application is titled "YOUiversal Application." You may visit the website or write Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201 or telephone ADHE at 1-800-547-8839.

### Arkansas Academic Challenge Scholarship

The new Arkansas Lottery will provide funding for the new Arkansas Academic Challenge Scholarship to encourage academically minded traditional and non-traditional students to enroll in Arkansas' colleges and universities and to promote academic degree achievement for Arkansas residents. Arkansas Lottery funds have made it possible to expand the traditional Arkansas Academic Challenge Scholarship program to include previously unserved Arkansans known as nontraditional students as well as traditional students.

A nontraditional student is defined as "a student who is not a traditional student." A traditional student is defined as, "a student who will enter postsecondary education as a full-time first-time freshman within twelve (12) months after graduating from high school and remains continuously enrolled as a full-time student. Near-completers in college, delayed starters, returning students, and earn-in students will now be able to apply for the Arkansas Academic Challenge Scholarship. This opens the door for GED completers once they have attended a full time semester of college and have maintained a 2.5 overall GPA, whereas before, were not eligible.

The scholarship provides awards to students based on the postsecondary institution's degree award level. For 2012-2013, the annual award amount will be \$5,000 for 4 year institutions and the award amount for a 2 year institution will be \$2,250. Arkansas Tech University - Ozark Campus students will be awarded at the 2 year annual award amount of \$2,250. These amounts are subject to change pending changes in the Arkansas Lottery program.

For all rules and regulations regarding the new Arkansas Academic Challenge Scholarship, visit the Arkansas Department of Higher Education's web site at: <http://adhe.edu/>.

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.

## Activities and Organizations

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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.

### Arkansas LPN Association

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.

### 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.

## **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.

## **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.

## **Skills USA**

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 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.



## Curricula

The following abbreviations are used in describing curricula listed in this catalog.

### Ozark Campus Coursework

ACR	Air Conditioning/Refrigeration
AST	Automotive Service Technology
BST	Business Technology and Banking, Human Resources, and Supply Chain Command options
CA	Culinary Arts
CNA	Certified Nursing Assistant (Certificate of Proficiency only)
CIS	Computer Information Systems
COS	Cosmetic Science
CRT	Collision Repair Technology
CVT	Cardiovascular Technology
EMTP	Paramedic/Emergency Medical Services
FAC	Facilities Management
HIT	Health Information Technology
HS	Human Services
ICS	Industrial Control Systems
LE	Law Enforcement
LPN	Practical Nursing
MA	Medical Assistant
OTA	Occupational Therapy Assistant
PTA	Physical Therapist Assistant
RN	Registered Nursing
TMAT	Technical Mathematics
VIN	Viticulture / Enology
WLD	Welding Technology

### Russellville Campus Coursework - offered on the Ozark Campus

ART	Art
BIOL	Biology
CHEM	Chemistry
CJ	Criminal Justice
ENGL	English
HIST	History
MATH	Mathematics
PHSC	Physical Science
PSY	Psychology
READ	Reading
RP	Recreation and Park Administration
SOC	Sociology
SPH	Speech

## 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 web site at <http://atu.edu/ozark>.

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.

Beginning June 1, 2007, all students at Arkansas Tech University - Ozark Campus are assigned a permanent, randomly generated, student identification number, known as a "T" number. A student's social security number will be used only on applications for admission and solely for the purposes of State and Federal reporting requirements and determination of eligibility for Federal financial aid.

All students must provide proof of two measles, one mumps and two rubella immunizations by way of an official record from another educational institution, certificate from a licensed medical doctor, or an authorized public health department representative. Students seeking enrollment at Arkansas Tech University - Ozark Campus must provide proof of appropriate immunizations prior to enrollment in classes.

All students who hold a 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 admissions.

### Entering Freshmen / New Student

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New students to Arkansas Tech University - Ozark Campus must submit an application for admission, college entrance exam scores, a record documenting completion of secondary requirements, and proof of immunization documenting 2 MMRs. 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, an original score report or certified copy from your high school will need to be submitted prior to credit being awarded. Detailed course articulation for AP, CLEP, and IB can be located under Credit by Exam. A minimum criterion for exam scores and grade point averages is listed below:

1. 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 450.
2. Composite ACT score of 15 or above, composite SAT score of 1060 or above, or a composite COMPASS score of 47 (averaging scores in algebra, writing, and reading) or above for students who graduate from an accredited public secondary school; or composite ACT score of 19 or above, composite SAT score of 1330 or above, or composite COMPASS score of 68 (averaging scores in algebra, writing, and reading) or above for students who graduate from a private secondary school, were home schooled, or received a GED. Note: The ACT Writing exam is not required for admission purposes.

1 American College Testing Program's ACT Assessment Test

2 College Board's Scholastic Aptitude Test

3 College Board's Test of Standard Written English

### Secondary School Core Course Recommendation

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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.

Oral Communications - ½ unit of oral communications.

\*Science - 3 units with laboratories, chosen from physical science, biology, chemistry, or physics. Only one unit may come from a life science.

\*Mathematics - 4 units, including algebra I and algebra II, geometry, and an advanced math course. The fourth unit may be college algebra or a higher level college math course, as long as three college credit hours are earned. College credit will show on a high school transcript as a half-unit of credit, but will still be considered the fourth unit for unconditional college admission purposes. The student must present a college transcript along with his or her high school transcript when applying for unconditional admission. It is strongly recommended that students take a math course during their senior year.

\*Social Studies - 3 units, to include 1 unit each of American history (does not include contemporary American history), world history (not to include world cultures, world geography, or global studies), and ½ unit of American government, or civics and ½ unit of social studies (not to include courses in practical arts).

Physical Education - ½ unit of physical education.

Health and Safety - ½ unit of health and safety.

Fine Arts - ½ unit of fine arts.

Electives - 6 units of career focus electives.

## Freshmen Placement Standards

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In accordance with Arkansas Code of 1987 Annotated, paragraph 6-61-110, first-time entering undergraduate students (includes students who entered college the summer of 1995 or thereafter and students who enter with advanced standing) who enroll in baccalaureate degree programs or associate degree transfer programs must meet the following placement standards prior to enrollment in college-level mathematics or English composition courses. Remedial courses do not provide credit toward a degree.

**Mathematics** - Students scoring 19 or above on the mathematics section of the ACT, 460 or above on the quantitative portion of SAT-1, may enroll in college-level mathematics courses. Students who take the COMPASS and score a 41 or above on the mathematics section may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental (precollege level) mathematics program, demonstrating achievement at least as sophisticated as intermediate algebra, in order to be placed in college-level mathematics courses.

**English Composition** - Students scoring 19 or above on the English section of the ACT or 450 or above on the writing section of SAT-I may enroll in college-level English courses. Students who take the COMPASS and score a 80 or above on the writing section 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, 470 or above on the reading section of SAT-1 will be considered to have met minimal reading skill requirements. Students who take the COMPASS and score an 83 or above on the reading section 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.

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 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.

ACT 971, passed by the Arkansas legislature during the 2010 session, requires that all students who are required to complete ENGL 0203, ENGL 0303, MATH0903 and/or READ 0103, must take the COMPASS examination before being allowed to progress into the next course(s). The COMPASS examinations will be scheduled near the end of each semester and all students participating in one or more of the courses listed above must take the examination(s) before the end of the semester.

## Former Students

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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. Notification will be sent. Academic clemency may be granted in accordance with the clemency policy detailed in the Regulations and Procedures section.

## 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.

Students pursuing an Associate of Applied Science degree who have previously earned a degree must complete an additional 30 hours and meet all requirements for the Associate of Applied Science degree.

## Transfer Students

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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 high school transcript and must request current transferable ACT, SAT, or COMPASS scores be sent to the University. ACT, SAT, or COMPASS 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 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.

## 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.

Students pursuing an Associate of Applied Science who have previously earned a degree must complete an additional 30 hours and meet all requirements for the Associate of Applied Science degree.

## Transfer Credit

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The following policy is effective July 7, 2010. ATU will recognize transfer credit from the same U.S. regional accreditation associations; along with, additional colleges listed by ADHE in ACTS. The ACTS courses will be the only transfer credit accepted from that institution. Acceptance of the course credit will be determined by the date the institution was formally recognized by ADHE, and the student's matriculation term that must coincide or follow the date of that recognition. Credit from U.S. colleges and universities not accredited by one of the six regional accreditation associations or listed by ADHE in ACTS will not be accepted for transfer credit. Credit from colleges or universities outside the U.S. presented for transfer credit will be considered on an individual basis. **Transfer credit, although accepted by the university, is not guaranteed to be applicable toward meeting degree requirements for all programs offered by the university. Applicability of transfer credit to meet degree requirements depends on the major selected by the transfer student.**

## Arkansas Course Transfer System (ACTS)

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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 <http://acts.adhe.edu/>.

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 April 1, 2013. Please refer to the ACTS website (<http://acts.adhe.edu/studenttransfer.aspx>) for the most up-to-date course listings.

<b>ACTS Course Index Number</b>	<b>ACTS Course Index Name</b>	<b>Arkansas Tech University Course Number</b>	<b>Arkansas Tech University Course Name</b>
ANTH1013	Introduction to Anthropology	<a href="#"><u>ANTH 1213</u></a>	Introduction to Anthropology
ANTH2013	Cultural Anthropology	<a href="#"><u>ANTH 2003</u></a>	Cultural Anthropology
ARTA1003	Art Appreciation	<a href="#"><u>ART 2123</u></a>	Experiencing Art
ARTA2003	Art History Survey I	<a href="#"><u>ART 2103</u></a>	Art History I
ARTA2103	Art History Survey II	<a href="#"><u>ART 2113</u></a>	Art History II
BIOL1004	Biology for Non-Majors	<a href="#"><u>BIOL 1014</u></a>	Introduction to Biological Sciences
BIOL1014	Biology for Majors	<a href="#"><u>BIOL 1114</u></a>	Principles of Biology
BIOL1034	Botany for Majors	<a href="#"><u>BIOL 2134</u></a>	Principles of Botany
BIOL1054	Zoology	<a href="#"><u>BIOL 2124</u></a>	Principles of Zoology
BIOL2404	Human Anatomy and Physiology I *	<a href="#"><u>BIOL 2014</u></a>	Human Anatomy
BIOL2414	Human Anatomy and Physiology II *	No Comparable Course	No Comparable Course
CHEM1004	Chemistry I for General Education	<a href="#"><u>CHEM 1114</u></a>	Survey of Chemistry
CHEM1214	Chemistry I for Health Related Professions	<a href="#"><u>CHEM 1113/CHEM 1111</u></a>	Survey of Chemistry and Lab
CHEM1224	Chemistry II for Health Related Professions	<a href="#"><u>CHEM 2204</u></a>	Organic Physiological Chemistry
CHEM1414	Chemistry I for Science Majors	<a href="#"><u>CHEM 2124</u></a>	General Chemistry I
CHEM1424	Chemistry II for Science Majors	<a href="#"><u>CHEM 2134</u></a>	General Chemistry II
CPSI1003	Introduction to Computers	<a href="#"><u>COMS 1003</u></a>	Introduction to Computer Based Systems
CRJU1023	Introduction to Criminal Justice	<a href="#"><u>CJ 2003</u></a>	Introduction to Criminal Justice
DRAM1003	Theatre Appreciation	<a href="#"><u>TH 2273</u></a>	Introduction to Theatre
ECON2103	Principles of Macroeconomics	<a href="#"><u>ECON 2003</u></a>	Principles of Economics I
ECON2203	Principles of Microeconomics	<a href="#"><u>ECON 2013</u></a>	Principles of Economics II
ENGL1013	Composition I	<a href="#"><u>ENGL 1013</u></a>	Composition I
ENGL1023	Composition II	<a href="#"><u>ENGL 1023</u></a>	Composition II
ENGL2013	Introduction to Creative Writing	<a href="#"><u>ENGL 2043</u></a>	Introduction to Creative Writing
ENGL2023	Introduction to Technical Writing	<a href="#"><u>ENGL 2053</u></a>	Technical Writing
ENGL2113	World Literature I	<a href="#"><u>ENGL 2003</u></a>	Introduction to World Literature
ENGL2653	American Literature I	<a href="#"><u>ENGL 2013</u></a>	Introduction to American Literature
FREN1013	French I	<a href="#"><u>FR 1014</u></a>	Beginning French I
FREN1023	French II	<a href="#"><u>FR 1024</u></a>	Beginning French II
FREN2013	French III	<a href="#"><u>FR 2014</u></a>	Intermediate French I
FREN2023	French IV	<a href="#"><u>FR 2024</u></a>	Intermediate French II
GEOG1113	Human Geography	<a href="#"><u>GEOG 2023</u></a>	Human Geography
GEOG2103	World Regional Geography	<a href="#"><u>GEOG 2013</u></a>	Regional Geography of the World
GEOG2223	Physical Geography	No Comparable Course	No Comparable Course
GEOL1114	Physical Geology	<a href="#"><u>GEOL 1014</u></a>	Physical Geology
GEOL1124	Environmental Geology	No Comparable Course	No Comparable Course
GEOL1134	Historical Geology	<a href="#"><u>GEOL 2024</u></a>	Historical Geology
GERM1013	German I	<a href="#"><u>GER 1014</u></a>	Beginning German I

GERM1023	German II	<a href="#"><u>GER 1024</u></a>	Beginning German II
GERM2013	German III	<a href="#"><u>GER 2014</u></a>	Intermediate German I
GERM2023	German IV	<a href="#"><u>GER 2024</u></a>	Intermediate German II
HEAL1003	Personal Health	<a href="#"><u>HLED 1513</u></a>	Personal Health and Wellness
HIST1113	World Civilizations I	<a href="#"><u>HIST 1503</u></a>	World Civilizations I
HIST1123	World Civilizations II	<a href="#"><u>HIST 1513</u></a>	World Civilizations II
HIST2113	United States History I	<a href="#"><u>HIST 2003</u></a>	United States History I
HIST2123	United States History II	<a href="#"><u>HIST 2013</u></a>	United States History II
MATH1003	College Math	<a href="#"><u>MATH 1003</u></a>	College Mathematics
MATH1103	College Algebra	<a href="#"><u>MATH 1113</u></a>	College Algebra
MATH1203	Plane Trigonometry	<a href="#"><u>MATH 1203</u></a>	Plane Trigonometry
MATH1305	Pre-Calculus	<a href="#"><u>MATH 1914</u></a>	Precalculus
MATH2103	Introduction to Statistics	<a href="#"><u>MATH 2163</u></a>	Introduction to Statistical Methods
MATH2203	Survey of Calculus	<a href="#"><u>MATH 2243</u></a>	Calculus for Business and Economics
MATH2405	Calculus I	<a href="#"><u>MATH 2914</u></a>	Calculus I
MATH2505	Calculus II	<a href="#"><u>MATH 2924</u></a>	Calculus II
MATH2603	Calculus III	<a href="#"><u>MATH 2934</u></a>	Calculus III
MUSC1003	Music Appreciation	<a href="#"><u>MUS 2003</u></a>	Introduction to Music
PHIL1103	Philosophy	<a href="#"><u>PHIL 2003</u></a>	Introduction to Philosophy
PHSC1004	Physical Science	<a href="#"><u>PHSC 1013/PHSC 1021</u></a>	Introduction to Physical Science and Physical Science Lab
PHSC1104	Earth Science	<a href="#"><u>GEOL 1004</u></a>	Essentials of Earth Science
PHSC1204	Introduction to Astronomy	<a href="#"><u>PHSC 1053/PHSC 1051</u></a>	Astronomy and Observational Astronomy Lab
PHYS2014	Algebra/Trigonometry-Based Physics I	<a href="#"><u>PHYS 2014</u></a>	Physical Principles I
PHYS2024	Algebra/Trigonometry-Based Physics II	<a href="#"><u>PHYS 2024</u></a>	Physical Principles II
PHYS2034	Calculus-Based Physics I	<a href="#"><u>PHYS 2114</u></a>	General Physics I
PHYS2044	Calculus-Based Physics II	<a href="#"><u>PHYS 2124</u></a>	General Physics II
PLSC2003	American National Government	<a href="#"><u>POLS 2003</u></a>	American Government
PLSC2103	State and Local Government	No Comparable Course	No Comparable Course
PSYC1103	General Psychology	<a href="#"><u>PSY 2003</u></a>	General Psychology
PSYC2103	Developmental Psychology	No Comparable Course	No Comparable Course
SOCI1013	Introduction to Sociology	<a href="#"><u>SOC 1003</u></a>	Introductory Sociology
SOCI2013	Social Problems	<a href="#"><u>CJ 2033/SOC 2033</u></a>	Social Problems
SPAN1013	Spanish I	<a href="#"><u>SPAN 1014</u></a>	Beginning Spanish I
SPAN1023	Spanish II	<a href="#"><u>SPAN 1024</u></a>	Beginning Spanish II
SPAN2013	Spanish III	<a href="#"><u>SPAN 2014</u></a>	Intermediate Spanish I
SPAN2023	Spanish IV	<a href="#"><u>SPAN 2024</u></a>	Intermediate Spanish II
SPCH1003	Introduction to Oral Communication	<a href="#"><u>SPH 1003</u></a>	Introduction to Speech Communication
ACCT2003	Principles of Accounting I	<a href="#"><u>ACCT 2003</u></a> **	Principles of Accounting I
ACCT2013	Principles of Accounting II	<a href="#"><u>ACCT 2013</u></a> **	Principles of Accounting II
BLAW2003	Legal Environment of Business	<a href="#"><u>BLAW 2033/BUAD 2033</u></a> **	Legal Environment of Business
BUSI2103	Business Statistics	<a href="#"><u>BUAD 2053</u></a> **	Business Statistics

\* **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.**

## 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 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

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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 Direction

First-time entering freshmen and transfer 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 the applicant's grounds for appeal. Students granted conditional admission will be admitted on academic probation.

### 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 Ozark 101 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

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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 Admissions

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Arkansas Tech University - Ozark Campus welcomes the opportunity to serve area schools by complementing their programs with special opportunities for students to enroll for courses and earn college credit by attending Arkansas Tech University - Ozark Campus during summer sessions or by attending on a part-time basis during the regular academic year, concurrent with enrollment in secondary school. 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.

Upon completion of a course(s), students may choose whether or not to have course(s) and grade(s) recorded for college credit. Students who do not wish to have course(s) and grade(s) recorded for college credit must notify the Office of Student Services in writing within thirty days of the end of the term or semester. 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://www.atu.edu/admissions/index.shtml>. .

## Testing for Admissions and Placement

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Entering students are required to provide Arkansas Tech University - Ozark Campus with American College Testing (ACT) Assessment or Computerized-Adaptive Placement Assessment and Support System (COMPASS) 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 COMPASS prior to arrival at Arkansas Tech University - Ozark Campus, are encouraged to take the COMPASS. The COMPASS is administered on the computer and consists of three tests: writing, math, and reading. Information about the COMPASS can be obtained by calling (479) 667-2117.

## **Academic Advising and Selecting a Program of Study**

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Arkansas Tech University - Ozark Campus encourages students to 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 (Cardiovascular Technology, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

## **Student Retention and Graduation Rates**

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For information about retention and graduation rates at Tech, go to <http://ir.atu.edu> or contact the Office of Institutional Research.

## **Selecting a Program of Study**

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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. Then they should examine the program of study most closely related to their interest areas.

## **Undecided Study**

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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**

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Procedures for registration are available on the university Web site at <http://atu.edu/ozark>. 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**

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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.

## **Degree Completion**

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Full-time degree-seeking students enrolled at an Arkansas Tech University campus must complete their degree as follows:

- Bachelor's Degree - Ten semesters or six years, whichever is longer
- Associate Degree - Six semesters or three years, whichever is longer
- Certificate - Four semesters or two years, whichever is longer.



Students who fail to complete their degree or certificate requirements within the time allotted will be ineligible for continued or future enrollment at any Arkansas Tech University campus unless special permission to enroll is granted by the Chief Student Officer. Such permission shall be granted only upon a showing of good cause.

## Graduation Requirements

Associate of Applied Science degrees are offered in allied health with major areas of emphasis in paramedic/emergency medical services, health information technology, and practical nursing; business technology with major areas of business technology, banking, human resource management, supply chain command; cardiovascular technology; general technology with major areas of emphasis in air conditioning and refrigeration, automotive service, computer information systems, cosmetic science, collision repair, facilities management, law enforcement and welding; human services; industrial control systems with major areas of emphasis in industrial control systems and energy studies; medical assistant; occupational therapy assistant; physical therapist assistant; and registered nursing. An Associate of General Studies degree is offered with a major of General Studies. Arkansas Tech University - Ozark Campus is seeking ACOTE accreditation for Occupational Therapy Assistant and CAHIM accreditation for Health Information Technology.

Technical certification is offered in air conditioning and refrigeration, automotive service technology, business technology, business technology banking, collision repair technology, computer information systems, cosmetology, enology, facilities maintenance, health information technology, industrial control systems, industrial electronics technology, law enforcement, practical nursing, viticulture and welding technology.

Proficiency certification is offered in allied health, automotive service, basic emergency medical services, certified nursing assistant, computer information systems, culinary arts, drafting and design, facilities maintenance, intermediate emergency medical services, law enforcement, viticulture, and welding.

Students may graduate under the catalog in force when they first enroll in the University (Fall 2005 forward), 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

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Candidates for graduation will have a degree audit completed. 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 the spring semester or either of 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.

Students who file an application for graduation but fail to complete all graduation requirements as planned must submit a new degree audit and new application for graduation.

### Green Transcript

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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

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

### Graduation Honors

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The Associate of Applied Science degree with 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

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

A student taking courses at other institutions must have official transcripts submitted to the Registrar's Office and have completed all degree requirements prior to the commencement ceremony to be allowed to participate.

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

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

Diplomas are mailed to graduates following commencement.

## Requirements for Associate of Applied Science Degrees

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The requirements for the associate of applied science degree are outlined under each program of study. Associate of applied science programs include a general education component consisting of a minimum of 15 semester 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 semester 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 semester hours of correspondence, extension, military service, or credit by examination work may be applied as credit towards a degree.
3. Refer to individual program of study pages for semester hour requirements.
4. The cumulative grade point average must not be less than 2.00 and not more than 25 percent of the semester 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. 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.

## Requirements for Additional Degrees

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To complete an additional associate degree, whether the first degree is a bachelor or associate, the following must be completed: (a) a minimum of 30 semester hours at Arkansas Tech in addition to the hours for the first degree, (b) all University catalog requirements for the major field of study, (c) applicable requirements specified under "Requirements for Associate Degrees" above.

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 Tech catalog provided they were enrolled at the University during the year the catalog was in effect. No catalog prior to 2005 - 2006 may be selected.

## Assessment Program

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Both departmental and university-wide measures are used to evaluate student progress toward general and program-related educational goals. The measures include best practices used throughout the United States and Canada and involve faculty, students, and staff. In addition to direct measurement of student learning in specific classes, capstone courses, and student internships, students may be asked to complete surveys or participate in focus groups, senior exit interviews, and other assessment activities designed to ensure continual improvement in quality of learning. A final key

component of program assessment involves detailed monitoring of student scores on nationally standardized exams, licensure tests, and certification requirements.

Information specific to each academic major is available on the appropriate departmental website. Information about assessment of general education goals may be found on the University Assessment website. Additional details about university assessment can be obtained by contacting the Coordinator of University Assessment or the Director of Institutional Research.

## **Associate of General Studies**

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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.

## **Freshman Orientation**

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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) 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**

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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."

## **Internships**

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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 does not possess a high school diploma or would like to improve basic skills in computer, math, English, or literacy.

Adult Education Director  
Regina Olson  
West Annex  
(479) 667-3520  
rolson2@atu.edu

## Mission Statement

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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

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

## Program Options

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**Adult Education** is available to those students who require the Arkansas High School Diploma or who require training or retraining for employment.

**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 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.

## Locations

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Booneville-Logan County Adult Education Center  
2932 State Hwy. 10 East  
Booneville, AR 72927  
479-675-4326  
Instructor: Christy McCollough  
cmccollough@atu.edu

Charleston-Franklin County Adult Education Center  
125 West Main Street  
Charleston, AR 72933  
479-209-5568  
Instructor: Jerry Bryant  
jbryant@atu.edu

Clarksville-Johnson County Adult Education Center  
400 West Cherry Street  
Clarksville, AR 72830  
479-754-2620  
Instructors: Shirley Freeman  
sfreeman30@atu.edu  
and  
Jessica Pipkins  
jpipkins@atu.edu  
Administrative Specialist: Carla Murphy  
cmurphy7@atu.edu

Ozark-Franklin County Adult Education Center  
1700 Helberg Lane  
Ozark, AR 72949  
479-667-3520  
Instructor: Vicky Spurr  
vspurr@atu.edu  
Administrative Assistant: Sherry Hesson  
shesson@atu.edu

Paris-Logan County Adult Education Center  
103 East Pine Street  
Paris, AR 72855  
479-963-6962  
Instructor: Clycia Hammonds  
chammonds@atu.edu

## Air Conditioning and 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.

Program Chair  
 Kenneth Beeler  
 Air Conditioning Bldg.  
 (479) 508-3333  
 kbeeler@atu.edu

Arkansas Tech University-Ozark Campus offers a technical certificate in air conditioning and refrigeration (36 hours) and an associate of applied science in general technology with an option in air conditioning and refrigeration (60 hours) in a completely equipped shop. Students are required to take the EPA Certification Test. Students will sit for the industry competency exam through HVAC Excellence Exam 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 and grounds 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 and grounds maintenance fields. A Certificate of Proficiency in facilities maintenance is available and may be applied to the Technical Certificate and/or Associate of Applied Science degree.





### Air Conditioning and Refrigeration

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#### Curriculum in Air Conditioning/Refrigeration Technical Certificate (36 semester credit hours)

Course #	Course Name	Semester Hours
<b>Fall</b>		
<u>ACR 1203</u>	Fundamentals of Electricity	3
<u>ACR 1205</u>	Tubing and Piping	5
<u>ACR 1301</u>	Industrial Safety in Air Conditioning and Refrigeration	1
<u>ACR 1302</u>	Basic Compression and Refrigeration	2
<u>BST 1003</u> or <u>ENGL 0303</u> or <u>ENGL 1013</u>	Business English or Foundational Composition or Composition I	3
<u>TMAT 1103</u>	Technical Mathematics I (or higher math)	3
	<b>Total</b>	<b>17</b>
<b>Spring</b>		
<u>ACR 1222</u>	Industrial Controls	2
<u>ACR 1503</u>	Electronic Components	3
<u>ACR 1602</u>	Schematics	2
<u>ACR 2102</u>	Residential Systems <i>(prerequisite: ACR 1203 and ACR 1302)</i>	2
<u>ACR 2104</u>	Heat Gain and Loss <i>(prerequisite: ACR 1302)</i>	4
	<b>Total</b>	<b>13</b>
<b>1st Summer</b>		
<u>ACR 2112</u>	Air Conditioning Service	2
<u>INT 2904</u>	Internship <i>(or approved elective)</i>	4
	<b>Total</b>	<b>6</b>

**Curriculum in Air Conditioning/Refrigeration Associate of Applied Science Degree in General Technology  
(60 semester credit hours)**

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>ACR 1203</u>	Fundamentals of Electricity	3
<u>ACR 1205</u>	Tubing and Piping	5
<u>ACR 1301</u>	Industrial Safety in Air Conditioning and Refrigeration	1
<u>ACR 1302</u>	Basic Compression and Refrigeration 	2
<u>ENGL 1013</u>	Composition I	3
<u>TMAT 1203</u>	Technical Mathematics II (or higher math)	3
	<b>Total</b>	<b>17</b>
<b>2nd Semester</b>		
<u>ACR 1222</u>	Industrial Controls	2
<u>ACR 1503</u>	Electronic Components	3
<u>ACR 1602</u>	Schematics	2
<u>ACR 2102</u>	Residential Systems (prerequisite: ACR 1203 and ACR 1302)	2
<u>ACR 2104</u>	Heat Gain and Loss  (prerequisite: ACR 1302)	4
<u>ENGL 1023</u>	Composition II	3
	<b>Total</b>	<b>16</b>
<b>3rd Semester</b>		
3 hours	Any Approved Social Science <sup>1</sup>	3
<u>ACR 2112</u>	Air Conditioning Service* 	2
<u>ACR 2134</u>	Boiler Operations 	4
<u>COMS 1003</u>	Introduction to Computer Based Systems or	
<u>COMS 2003</u>	Microcomputer Application or	3
<u>BST 1303</u>	Introduction to Computers	
	<b>Total</b>	<b>12</b>
<b>4th Semester</b>		
<u>ACR 2114</u>	Industrial Refrigeration	4
<u>ACR 2124</u>	Sheet Metal	4
<u>INT 2904</u>	Internship (or approved elective)*	4
<u>WLD 1403</u>	Welding for Trades and Industry	3
	<b>Totals</b>	<b>15</b>
	<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements".	
	*Usually offered Summer I term	

## Facilities Maintenance Option

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**Curriculum in Facilities Maintenance Certificate of Proficiency  
(10 semester credit hours)**


The Certificate of Proficiency in Facilities Maintenance 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 with an emphasis in Facilities Management.

Course #	Course Name	Semester Hours
<a href="#">FAC 2102</a>	Electrical Applications	2
<a href="#">FAC 2104</a>	Construction Fundamentals	4
<a href="#">FAC 2202</a>	Carpentry	2
<a href="#">FAC 2212</a>	Plumbing	2
	<b>Total</b>	<b>10</b>

**Curriculum in Air Conditioning/Refrigeration Facilities Maintenance Option Technical Certificate  
(36 semester credit hours)**

Course #	Course Name	Semester Hours
<b>Fall</b>		
<a href="#">ACR 1203</a>	Fundamentals of Electricity	3
<a href="#">ACR 1205</a>	Tubing and Piping	5
<a href="#">ACR 1301</a>	Industrial Safety in Air Conditioning and Refrigeration	1
<a href="#">ACR 1302</a>	Basic Compression and Refrigeration 	2
<a href="#">BST 1003</a> or <a href="#">ENGL 0303</a> or <a href="#">ENGL 1013</a>	Business English or Foundational Composition or Composition I	3
<a href="#">WLD 1302</a>	Metallurgy	2
	<b>Total</b>	<b>16</b>

**Spring**

<a href="#">ACR 1222</a>	Industrial Controls	2
<a href="#">ACR 1503</a>	Electronic Components	3
<a href="#">ACR 1602</a>	Schematics	2
<a href="#">TMAT 1103</a>	Technical Mathematics I (or higher math)	3
<a href="#">FAC 2202</a>	Carpentry (or approved elective)	2
<a href="#">FAC 2212</a>	Plumbing (or approved elective)	2
	<b>Total</b>	<b>14</b>

**1st Summer**

<a href="#">ELT 2123</a>	Industrial Fluid Power	3
<a href="#">FAC 2203</a>	Facilities Analysis and Troubleshooting (or approved elective)	3
	<b>Total</b>	<b>6</b>


(Suggested approved electives include: [AST 1004](#), [BST 1073](#), [CRT 1124](#), [ICS 1104](#), or [ICS 1303](#))

## **Facilities Management Option**

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**Curriculum in Air Conditioning/Refrigeration Facilities Management Option Associate of Applied  
Science Degree in General Technology  
(60 semester credit hours)**

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<a href="#">ACR 1203</a>	Fundamentals of Electricity	3
<a href="#">ACR 1205</a>	Tubing and Piping	5

<u>ACR 1301</u>	Industrial Safety in Air Conditioning and Refrigeration	1
<u>ACR 1302</u>	Basic Compression and Refrigeration 	2
<u>ENGL 1013</u>	Composition I	3
<u>WLD 1302</u>	Metallurgy	2
	<b>Total</b>	<b>16</b>
<b>2nd Semester</b>		
<u>ACR 1222</u>	Industrial Controls	2
<u>ACR 1503</u>	Electronic Components	3
<u>ACR 1602</u>	Schematics	2
<u>FAC 2202</u>	Carpentry <i>(or approved electives)</i>	2
<u>FAC 2212</u>	Plumbing <i>(or approved electives)</i>	2
<u>TMAT 1203</u>	Technical Mathematics II <i>(or higher math)</i>	3
	<b>Total</b>	<b>14</b>
<b>3rd Semester</b>		
3 Hours	Approved Elective	3
<u>BST 2143</u>	Introduction to Management	3
<u>BST 1303</u> or <u>COMS 1003</u> or <u>COMS 2003</u>	Introduction to Computers or Introduction to Computer Based Systems or Microcomputer Applications	3
<u>ELT 2123</u>	Industrial Fluid Power	3
<u>FAC 2203</u>	Facilities Analysis and Troubleshooting <i>(or approved electives)</i>	3
	<b>Total</b>	<b>15</b>
<b>4th Semester</b>		
3 Hours	Any Approved Social Science <sup>1</sup>	3
<u>INT 2904</u>	Internship*	4
<u>ENGL 1023</u>	Composition II	3
<u>FAC 2222</u>	Grounds Maintenance <i>(or approved electives)</i>	2
<u>WLD 1403</u>	Welding for Trades and Industry	3
	<b>Total</b>	<b>15</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements". (Suggested approved electives include: AST 1004, BST 1073, CRT 1124, ICS 1104, or ICS 1303)

\*Usually offered in Summer I term

# Automotive Service Technology

The field of automotive service and repair has become so specialized and technical that the demand for trained technicians increases daily. The Automotive Service Technology program currently holds a certification from the National Automotive Technicians Education Foundation (NATEF), and offers courses in all eight certification areas.

Program Chair  
Bobby Sewell  
Shop Complex  
(479) 508-3311  
bsewell@atu.edu



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

Instructor  
Brian Bass




## Automotive Service Technology

### Curriculum in Automotive Service Certificate of Proficiency (16 Semester Credit Hours)


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.

Course #	Course Name	Semester Hours
<u>AST 1003</u>	Automotive Electronics	3
<u>AST 1004</u>	Gasoline Engine Theory 	4
<u>AST 1103</u>	Automotive Brake Systems	3
<u>AST 1213</u>	Automotive Chassis and Steering	3
<u>AST 2103</u>	Advanced Automotive Electronics  <i>(prerequisite: AST 1003)</i>	3
<b>Total</b>		<b>16</b>


### Curriculum in Automotive Service Technology Technical Certificate (36 Semester Credit Hours)

Course #	Course Name	Semester Hours
Fall		
<u>AST 1003</u>	Automotive Electronics	3
<u>AST 1004</u>	Gasoline Engine Theory 	4
<u>AST 1103</u>	Automotive Brake Systems	3
<u>AST 1113</u>	Introduction to Automotive Drive Trains	3
<u>BST 1003</u>	Business English	
	or	
<u>ENGL 0303</u>	Foundational Composition	3
	or	
<u>ENGL 1013</u>	Composition I	
<b>Total</b>		<b>16</b>
Spring		
<u>AST 1005</u>	Engine Performance  <i>(prerequisite of AST 1004)</i>	5
<u>AST 1213</u>	Automotive Chassis and Steering	3
<u>AST 2103</u>	Advanced Automotive Electronics  <i>(prerequisite: AST 1003)</i>	3
<u>TMAT 1103</u>	Technical Mathematics I <i>(or higher math)</i>	3
<b>Total</b>		<b>14</b>



Summer I

<u>AST 1203</u>	Automotive Climate Control 	3
<u>AST 2203</u>	Diesel Theory	3
<b>Total</b>		<b>6</b>


**Curriculum in Automotive Service Technology Associate of Applied Science Degree in General Technology  
(60 Semester Credit Hours)**

Course #	Course Name	Semester Hours
<b>Fall</b>		
<u>AST 1003</u>	Automotive Electronics	3
<u>AST 1004</u>	Gasoline Engine Theory 	4
<u>AST 1103</u>	Automotive Brake Systems	3
<u>AST 1113</u>	Introduction to Automotive Drive Trains	3
<u>ENGL 1013</u>	Composition I	3
<b>Total</b>		<b>16</b>

**Spring**

<u>AST 1005</u>	Engine Performance  <i>(prerequisite: AST 1004)</i>	5
<u>AST 1213</u>	Automotive Chassis and Steering	3
<u>AST 2103</u>	Advanced Automotive Electronics  <i>(prerequisite: AST 1003)</i>	3
<u>TMAT 1203</u>	Technical Mathematics II <i>(or higher math)</i>	3
<b>Total</b>		<b>14</b>

**Summer I**

<u>AST 1203</u>	Automotive Climate Control 	3
<u>AST 2203</u>	Diesel Theory	3
<b>Total</b>		<b>6</b>

**Fall**

<u>AST 1223</u>	Advanced Automotive Drive Trains <i>(prerequisite: AST 1113)</i>	3
<u>AST 2113</u>	Advanced Engine Performance <i>(prerequisite: AST 1005)</i>	3
<u>ENGL 1023</u>	Composition II	3
<u>WLD 1403</u>	Welding for Trades & Industry	3
<b>Total</b>		<b>12</b>

**Spring**

3 Hours	Any Approved Social Science	3
<u>INT 2903</u>	Internship <i>(or approved elective)</i>	3
<u>AST 2993</u>	Special Topics	3
<u>COMS 1003</u>	Introduction to Computer Based Systems or	
<u>COMS 2003</u>	Microcomputer Applications or	3
<u>BST 1303</u>	Introduction to Computers	
<b>Total</b>		<b>12</b>

# Business and Industry

## Business and Industry Training

The Business and Industry Training Program strives to meet the needs of the service community by providing instruction appropriate to the needs of area businesses. Training programs are customized to the requests of the specific business. Assistance establishing appropriate instruction opportunities for individuals and groups as well as assistance securing training grant funds is available.

Program Coordinator  
Kenneth Warden, Ed.D  
Technology and Academic  
Support Bldg.  
(479) 667-3348  
kwarden@atu.edu

## Mission

Arkansas Tech University - Ozark Campus' Business and Industry Program works to create a professional effective workforce by meeting the customized training needs of the community and assisting in regional economic development efforts.

## Non-credit Instruction

Instruction is customized to the needs of a specific business. Examples of some of the non-credit courses offered include:

### Communication

Conflict Resolution  
Motivating Employees  
Problem Solving  
Running Effective Meetings

### Computer Skills

Microsoft Excel  
Microsoft Word  
Microsoft PowerPoint  
Microsoft Windows

### Leadership and Strategy

Diversity  
Sales and Marketing Optimization  
Strategy Development  
Team Building  
Time Management

### Manufacturing

Lean Manufacturing/Lean Office  
Quality Systems (ISO, etc.)  
Six Sigma, Lean Six Sigma

### Miscellaneous

Conversational Spanish  
Environmental, Health and Safety (OSHA, ROHS-WEE, etc.)  
Finance and Accounting

### Paramedic/EMS

Advanced Cardiac Life Support  
Basic Life Support CPR Classes  
Basic and Advanced EMS Training Refresher  
Basic and Advanced Prehospital Trauma Life Support  
Pediatric Advanced Life Support

### Technical Skills

Welding  
Industrial Controls  
Hydraulics, Pneumatics  
Maintenance (mechanical or electrical)

## Business Technology

The Business Technology program is designed to prepare students for careers 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.

Program Chair  
Debra Wofford  
Collegiate Center  
(479) 508-3331  
dwofford@atu.edu

Instructors  
Clinton Hall  
Angela Medlock

The Business Technology - Banking program of study will prepare students for careers in the banking industry. 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 procedures.

The Business Technology - Human Resource Management 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 Business Technology - Supply Chain Command graduates will possess the skills and competencies necessary to function in the field as entry level technicians in: warehouse operations, inventory management, systems management, customer service, dispatching, and jobs associated with product distribution. Students will acquire a knowledgeable perspective into the transportation and logistics as it relates to the efficient movement of goods in the global market.

### Business Technology

#### Curriculum in Business Technology Technical Certificate (36 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u><a href="#">BST 0903</a></u>	Keyboarding w/ Lab <i>(or elective if competency is met)</i>	3
<u><a href="#">BST 1003</a></u> or <u><a href="#">ENGL 0303</a></u> or <u><a href="#">ENGL 1013</a></u>	Business English or Foundational Composition or Composition I	3
<u><a href="#">BST 1073</a></u>	Accounting	3
<u><a href="#">BST 1303</a></u>	Introduction to Computers	3
<u><a href="#">TMAT 1103</a></u>	Technical Mathematics I <i>(or higher math)</i>	3
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
<u><a href="#">BST 1013</a></u>	Word Processing I	3
<u><a href="#">BST 1033</a></u>	Administrative Support Procedures	3
<u><a href="#">BST 1043</a></u>	Professional Communication	3
<u><a href="#">BST 1053</a></u>	Spreadsheets	3
<u><a href="#">BST 2133</a></u>	Multimedia	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
<u><a href="#">BST 2113</a></u>	Word Processing II <i>(prerequisite: BST 1013)</i>	3
<u><a href="#">BST 2123</a></u>	Computer Applications for Accounting <i>(prerequisite: BST 1073)</i>	3
<b>Total</b>		<b>6</b>

## Business Technology Option Associate of Applied Science

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### Curriculum in Business Technology Option Associate of Applied Science Degree in Business Technology (60 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>BST 1013</u>	Word Processing I	3
<u>BST 1073</u>	Accounting	3
<u>BST 1303</u> or <u>COMS 1003</u> or <u>COMS 2003</u>	Introduction to Computers or Introduction to Computer Based Systems or Microcomputer Applications	3
<u>ENGL 1013</u>	Composition I	3
<u>TMAT 1203</u>	Technical Mathematics II ( <i>or higher math</i> )	3
	<b>Total</b>	<b>15</b>
<b>2nd Semester</b>		
<u>BST 1033</u>	Administrative Support Procedures	3
<u>BST 1043</u>	Professional Communication	3
<u>BST 1053</u>	Spreadsheets	3
<u>BST 2113</u>	Word Processing II * ( <i>prerequisite: BST 1013</i> )	3
<u>BST 2133</u>	Multimedia	3
	<b>Total</b>	<b>15</b>
<b>3rd Semester</b>		
<u>ENGL 1023</u>	Composition II	3
<u>BST 1063</u>	Legal Environment for Business Technology	3
<u>BST 1083</u>	Introduction to Economics	3
<u>BST 2123</u>	Computer Applications for Accounting * ( <i>prerequisite: BST 1073</i> )	3
<u>BST 2143</u>	Introduction to Management	3
	<b>Total</b>	<b>15</b>
<b>4th Semester</b>		
3 hours	Any Approved Social Science <sup>1</sup>	3
<u>BST 2153</u>	Database Management	3
<u>BST 2163</u>	Desktop Publishing ( <i>prerequisite: BST 1013 or BST 1303</i> )	3
<u>INT 2903</u>	Internship ( <i>or approved elective</i> )	3
<u>BST 2993</u>	Special Topics for Business Technology	3
	<b>Total</b>	<b>15</b>
	<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements".	
	* Usually offered in Summer I term	

## Business Technology Banking

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### Curriculum in Business Technology - Banking Option Technical Certificate (36 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>BST 0903</u>	Keyboarding w/Lab (or other elective if competency met)	3
<u>BST 1003</u> or <u>ENGL 0303</u> or <u>ENGL 1013</u>	Business English or Foundational Composition or Composition I	3
<u>BST 1303</u>	Introduction to Computers	3
<u>BST 2303</u>	Money and Banking	3
<u>BST 2313</u>	Deposit Operations	3
	<b>Total</b>	15
<b>2nd Semester</b>		
<u>BST 1013</u>	Word Processing I	3
<u>BST 1033</u>	Administrative Support Procedures	3
<u>BST 1053</u>	Spreadsheets	3
<u>BST 1083</u>	Introduction to Economics	3
<u>BST 2333</u>	Loan Operations	3
	<b>Total</b>	15
<b>3rd Semester</b>		
<u>BST 1073</u>	Accounting	3
<u>BST 1043</u>	Professional Communication	3
	<b>Total</b>	6

## **Business Technology Banking Option Associate of Applied Science**

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### **Curriculum in Business Technology - Banking Option Associate of Applied Science Degree in Business Technology (60 Semester Credit Hours)**

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>BST 1013</u>	Word Processing I	3
<u>BST 1303</u> or <u>COMS 1003</u> or <u>COMS 2003</u>	Introduction to Computers or Introduction to Computer Based Systems or Microcomputer Applications	3
<u>BST 2303</u>	Money and Banking	3
<u>BST 2313</u>	Deposit Operations	3
<u>ENGL 1013</u>	Composition I	3
	<b>Total</b>	15
<b>2nd Semester</b>		
<u>BST 1033</u>	Administrative Support Procedures	3
<u>BST 1053</u>	Spreadsheets	3
<u>BST 1073</u>	Accounting *	3
<u>BST 1083</u>	Introduction to Economics	3
<u>BST 2333</u>	Loan Operations	3
	<b>Total</b>	15
<b>3rd Semester</b>		



<u><b>BST 1043</b></u>	Professional Communication *	3
<u><b>BST 2123</b></u>	Computer Applications for Accounting (prerequisite: BST 1073)	3
<u><b>BST 2143</b></u>	Introduction to Management	3
<u><b>ENGL 1023</b></u>	Composition II	3
<u><b>TMAT 1203</b></u>	Technical Mathematics II (or higher math)	3
	<b>Total</b>	<b>15</b>
<b>4th Semester</b>		
3 hours	Any Approved Social Science <sup>1</sup>	3
<u><b>BST 1063</b></u>	Legal Environment for Business Technology	3
<u><b>BST 2153</b></u>	Database Management	3
<u><b>INT 2903</b></u>	Internship (or approved elective)	3
<u><b>BST 2993</b></u>	Special Topics for Business Technology	3
	<b>Total</b>	<b>15</b>
<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" * Usually offered in Summer I term		

## Business Technology Human Resource Management Option Associate of Applied Science

### Curriculum in Business Technology - Human Resource Management Option Associate of Applied Science Degree in Business Technology (60 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u><b>BST 1303</b></u>	Introduction to Computers	3
<u><b>COMS 1003</b></u>	Introduction to Computer Based Systems	
<u><b>COMS 2003</b></u>	Microcomputer Applications	
<u><b>BST 2133</b></u>	Multimedia	3
<u><b>BST 2513</b></u>	Introduction to Human Resources Management	3
<u><b>BST 2523</b></u>	Employment Law	3
<u><b>TMAT 1203</b></u>	Technical Mathematics II (or higher math)	3
	<b>Total</b>	<b>15</b>
<b>2nd Semester</b>		
<u><b>BST 1013</b></u>	Word Processing I	3
<u><b>BST 1033</b></u>	Administrative Support Procedures	3
<u><b>BST 2533</b></u>	Employee Recruitment/Training/Compensation	3
<u><b>ENGL 1013</b></u>	Composition I	3
<u><b>PSY 2003</b></u> or <u><b>SOC 2003</b></u>	General Psychology or Introductory Sociology	3
	<b>Total</b>	<b>15</b>
<b>3rd Semester</b>		
3 hours	Approved Elective	3
<u><b>BST 2113</b></u>	Word Processing II	3
<u><b>BST 2143</b></u>	Introduction to Management	3

<u>BST 2543</u>	Workplace Behavior and Ethics	3
<u>ENGL 1023</u>	Composition II	3
	<b>Total</b>	<b>15</b>
<b>4th Semester</b>		
3 hours	Approved Electives ( <i>may include Internship</i> )	3
<u>BST 1043</u>	Professional Communication	3
<u>BST 1053</u>	Spreadsheets	3
<u>BST 1073</u>	Accounting	3
<u>BST 2213</u>	Human Relations Principles and Practices	3
	<b>Total</b>	<b>15</b>

## Business Technology Supply Chain Command Option Associate of Applied Science

### Curriculum in Business Technology - Supply Chain Command Option Associate of Applied Science Degree in Business Technology (60 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>BST 1303</u>	Introduction to Computers	
	or	
<u>COMS 1003</u>	Introduction to Computer Based Systems	3
	or	
<u>COMS 2003</u>	Microcomputer Applications	
<u>BST 2143</u>	Introduction to Management	3
<u>BST 2413</u>	Principles of Supply Chain Command	3
<u>ENGL 1013</u>	Composition I	3
<u>TMAT 1203</u>	Technical Mathematics II ( <i>or higher math</i> )	3
	<b>Total</b>	<b>15</b>
<b>2nd Semester</b>		
<u>BST 1053</u>	Spreadsheets	3
<u>BST 1073</u>	Accounting *	3
<u>BST 2433</u>	Efficiency Principles of Manufacturing	3
<u>BST 2443</u>	Introduction to Project Management	3
<u>ENGL 1023</u>	Composition II	3
	<b>Total</b>	<b>15</b>
<b>3rd Semester</b>		
<u>BST 1043</u>	Professional Communication *	3
<u>BST 1063</u>	Legal Environment for Business Technology	3
<u>BST 2153</u>	Introduction to Database Management	3
<u>BST 2423</u>	Transportation Management	3
<u>BST 2463</u>	Warehousing and Inventory Management ( <i>prerequisite: Composition I</i> )	3
	<b>Total</b>	<b>15</b>
<b>4th Semester</b>		
3 hours	Any Approved Social Science <sup>1</sup>	3
3 hours	Approved Elective	3
<u>BST 1083</u>	Introduction to Economics	3
<u>BST 2453</u>	Foundations of Strategic Procurement	3

<b>INT 2903</b>	Internship ( <i>or approved elective</i> )	3
<b>Total</b>		15
<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements"		
* Usually offered in Summer I term		

## Cardiovascular Technology

Students who complete the non-invasive Cardiovascular Technology (CVT) program of study will be prepared to enter the health care field in echo cardiography labs as Cardiovascular Technicians. The Cardiovascular Technician assists and performs examinations specifically concerned with the diagnosis and treatment of patients with cardiac and peripheral vascular disease. The Cardiovascular Technician working under the direction of a physician is trained in the performance of and is proficient in the use of non-invasive cardiac ultrasound. Students will also prepare, calibrate and operate non-invasive analytical technologies creating an easily definable foundation of data to establish a correct anatomic and physiologic heart diagnosis.

Cardiovascular Technology is a rapidly advancing specialty area due to continued technological advances particularly intracardiac ultrasonic imagery. The various types of ultrasound equipment require a highly skilled operator to obtain imaging information or other required data. The CVT must obtain appropriate clinical history, cardiac related information and laboratory data to better adapt the imaging techniques to obtain the most comprehensive and diagnostic information.

Students completing the Associate of Applied Science in Cardiovascular Technology will be prepared to sit for the Registered Cardiac Sonographer (RCS) exam. Arkansas Tech University - Ozark Campus will seek accreditation through the Commission on Accreditation of Allied Health Education Programs, (CAAHEP) upon the recommendation of the Joint Review Committee for Cardiovascular Technology (JRCCVT).

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

### Cardiovascular Technology

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#### Curriculum in Cardiovascular Technology Associate of Applied Science Degree (71 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>BST 1303</u>	Introduction to Computers	3
<u>ENGL 1013</u>	Composition I	3
<u>HIT 1113</u>	Medical Terminology	3
<u>HIT 1123</u>	Introduction to Human Anatomy	3
<u>MATH 1113</u>	College Algebra	3
	<b>Total</b>	<b>15</b>
<b>2nd Semester</b>		
<u>BIOL 1014</u> or <u>PHSC 1013</u> and <u>PHSC 1021</u>	Introduction to Biological Science or Introduction to Physical Science and Introduction to Physical Science Lab	3
<u>ENGL 1023</u>	Composition II	3
<u>HIT 1243</u>	Human Anatomy and Physiology	3
<u>PSY 2003</u>	General Psychology	3
<u>EMTP 1001</u>	First Aid and CPR	1
	<b>Total</b>	<b>14</b>
<b><i>Students must apply to and be admitted into the technical phase of the program before taking any of the CVT courses below.</i></b>		
<b>3rd Semester</b>		
<u>CVT 2102</u>	Physical Principles of Medicine	2
<u>CVT 2112</u>	Hospital Policies, Safety & Procedures	2
<u>CVT 2113</u>	Principles of Electrocardiography	3
<u>CVT 2121</u>	Cardiovascular Physiology I Lab	1
<u>CVT 2123</u>	Cardiovascular Physiology I	3

<u>CVT 2141</u>	Clinical Practicum I	1
	<b>Total</b>	<b>12</b>
<b>4th Semester</b>		
<u>CVT 2213</u>	Cardiovascular Pharmacology	3
<u>CVT 2221</u>	Vascular Diagnostic Principles Lab	1
<u>CVT 2223</u>	Vascular Diagnostic Principles	3
<u>CVT 2231</u>	Vascular Diagnostic Procedures Lab	1
<u>CVT 2233</u>	Vascular Diagnostic Procedures	3
<u>CVT 2244</u>	Clinical Practicum II	4
	<b>Total</b>	<b>15</b>
<u>CVT 2313</u>	Non-Invasive Instrumentation	3
<u>CVT 2321</u>	Cardiovascular Diagnostic Principles Lab	1
<u>CVT 2323</u>	Cardiovascular Diagnostic Principles	3
<u>CVT 2331</u>	Cardiovascular Diagnostic Procedures Lab	1
<u>CVT 2333</u>	Cardiovascular Diagnostic Procedures	3
<u>CVT 2341</u>	Clinical (Non-Invasive)	4
	<b>Total</b>	<b>15</b>
	<b>TOTAL HOURS</b>	<b>71</b>

## 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.

Program Coordinator  
Jessica Birchler  
Student Services  
and Conference Center  
(479) 508-3347  
jbirchler@atu.edu

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 fuel, 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 and internet card loaner programs.

### To be eligible for Career Pathways you must:

- Be the parent of a child under age 21 living in your home AND
- Be receiving Department of Human Services benefits such as Food Stamps, ARKids First, Transitional Employment Assistance (TEA) benefits, OR have an annual income below 250% of the Federal Poverty Guideline level as specified below:

Size of Family	Annual Income Limit
1	\$27,225
2	\$36,775
3	\$46,325
4	\$55,875
5	\$65,425
6	\$74,975
7	\$84,525
8	\$94,075

For each additional person, add \$9,000

### Location:

Student Services and Conference Center  
Arkansas Tech University - Ozark Campus, Rooms 110, 111, and 112  
1700 Helberg Lane  
Ozark, AR 72949  
479 667-0695

# Certificates of Proficiency



## Curriculum in Allied Health Certificate of Proficiency (9 Semester Credit Hours)

The Certificate of Proficiency in Allied Health 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 the Technical Certificate and/or the Associate of Applied Science degree in Health Information Management, or the Associate of Applied Science degree in Occupational Therapy Assistant, Physical Therapist Assistant, or Practical Nursing.

Course #	Course Name	Semester Hours
<a href="#"><u>HIT 1113</u></a>	Medical Terminology	3
<a href="#"><u>HIT 1123</u></a>	Human Anatomical Structure	3
<a href="#"><u>HIT 1243</u></a>	Human Anatomy and Physiology (prerequisite: HIT 1113)	3
<b>Total</b>		<b>9</b>

## Curriculum in Automotive Service Certificate of Proficiency (16 Semester Credit Hours)

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.

Course #	Course Name	Semester Hours
<a href="#"><u>AST 1003</u></a>	Automotive Electronics	3
<a href="#"><u>AST 1004</u></a>	Gasoline Engine Theory 	4
<a href="#"><u>AST 1103</u></a>	Automotive Brake Systems	3
<a href="#"><u>AST 1213</u></a>	Automotive Chassis and Steering	3
<a href="#"><u>AST 2103</u></a>	Advanced Automotive Electronics  (prerequisite: AST 1003)	3
<b>Total</b>		<b>16</b>

## Curriculum in Basic Emergency Medical Technician Certificate of Proficiency (7 Semester Credit Hours)

The Certificate of Proficiency in Advanced 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.


Course #	Course Name	Semester Hours
<a href="#"><u>EMTP 1012</u></a>	Foundations of Paramedicine	2
<a href="#"><u>EMTP 1015</u></a>	Emergency Medical Technician	5
<b>Total</b>		<b>7</b>

Note: In order for the Certificate of Proficiency to be awarded, a grade of "C" must be earned in [EMTP 1015](#).

## Curriculum in Certified Nursing Assistant Certificate of Proficiency (7 Semester Credit Hours)

The Certificate of Proficiency in Certified 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 #	Course Name	Semester Hours
<u>CNA 1114</u>	Basic Nursing Principles and Skills I 	3
<u>HIT 1113</u>	Medical Terminology	4
	<b>Total</b>	<b>7</b>


### Curriculum in Culinary Arts Certificate of Proficiency (15 Semester Credit Hours)

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.

Course #	Course Name	Semester Hours
<u>CA 1013</u>	Pro Start I	3
<u>CA 1023</u>	Pro Start II	3
<u>CA 1113</u>	Introduction to Culinary Arts	3
<u>CA 1213</u>	Culinary Arts I	3
<u>CA 1223</u>	Culinary Arts II	3
	<b>Total</b>	<b>15</b>

### Curriculum in Computer Information Systems Certificate of Proficiency (12 Semester Credit Hours)

The Certificate of Proficiency in Computer Information Systems 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 Systems and the Associate of Applied Science degree with an emphasis in Computer Information Systems.

Course #	Course Name	Semester Hours
<u>CIS 1103</u>	Programming I	3
<u>CIS 1113</u>	Fundamental Computer Operation	3
<u>CIS 1153</u>	Networking I	3
<u>CIS 1303</u>	PC Maintenance I 	3
	<b>Total</b>	<b>12</b>

### Curriculum in Drafting and Design Certificate of Proficiency (15 Semester Credit Hours)

The Certificate of Proficiency in Drafting and Design is a course of study that prepares students for entry-level employment in an architecture or engineering related 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.

Course #	Course Name	Semester Hours
<u>ICS 1403</u>	Drafting and Design	3
<u>ICS 1413</u>	Architectural/CADD I	3
<u>ICS 1423</u>	Architectural/CADD II	3
<u>ICS 1433</u>	Engineering/CADD I	3
<u>ICS 1443</u>	Engineering/CADD II	3
	<b>Total</b>	<b>15</b>

### Curriculum in Facilities Maintenance Certificate of Proficiency (10 Semester Credit Hours)

The Certificate of Proficiency in Facilities Maintenance 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 with an emphasis in Facilities Management.

Course #	Course Name	Semester Hours
<u>FAC 2102</u>	Electrical Applications	2
<u>FAC 2104</u>	Construction Fundamentals	4
<u>FAC 2202</u>	Carpentry	2
<u>FAC 2212</u>	Plumbing	2
<b>Total</b>		<b>10</b>



### Curriculum in Law Enforcement Certificate of Proficiency (15 Semester Credit Hours)

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.

Course #	Course Name	Semester Hours
<u>LE 1003</u>	Introduction to Law Enforcement	3
<u>LE 1013</u>	American Legal System	3
<u>LE 1033</u>	Public Relations in Law Enforcement	3
<u>LE 1043</u>	Criminal, Civil, and Juvenile Law	3
<u>LE 1113</u>	Ethics in Law Enforcement	3
<b>Total</b>		<b>15</b>


### Curriculum in Viticulture Certificate of Proficiency (12 Semester Credit Hours)


The Certificate of Proficiency in Viticulture is a course of study that prepares students for entry-level employment in a computerized field. This certificate of proficiency may be applied to the Technical Certificate in Viticulture.

Course #	Course Name	Semester Hours
<u>VIN 1113</u>	Introduction to Viticulture	3
<u>VIN 1132</u>	Winter Viticulture	2
<u>VIN 1152</u>	Summer/Fall Viticulture	2
<u>VIN 2112</u>	Integrated Pest Management 	2
<u>VIN 2933</u>	Soils for Viticulture 	3
<b>Total</b>		<b>12</b>


### Curriculum in Welding Certificate of Proficiency (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 in Welding Technology and the Associate of Applied Science degree with an emphasis in Welding Technology.

Course #	Course Name	Semester Hours
<u>WLD 1103</u>	Introduction to Thermal Cutting	3
<u>WLD 1202</u>	Blueprint Reading	4
<u>WLD 1224</u>	Introduction to Arc Welding 	2
<u>WLD 1503</u>		3

Gas Metal Arc (MIG) Welding 

**WLD 1603**

Gas Tungsten Arc (TIG) Welding 

3

**Total**

15

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

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

Program Chair  
 Stan Hatcher  
 Shop Complex  
 (479) 508-3312  
 shatcher@atu.edu

Instructor  
 Kendall Hopkins

## Collision Repair Technology




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### Curriculum in Collision Repair Technology Technical Certificate (36 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>Fall</b>		
<u>CRT 1103</u>	Automotive Welding	3
<u>CRT 1114</u>	Metal Repair I	4
<u>CRT 1124</u>	Painting I	4
<u>CRT 1134</u>	Color Matching I	4
	<b>Total</b>	<b>15</b>
<b>Spring</b>		
<u>BST 1003</u>	Business English	
	or	
<u>ENGL 0303</u>	Foundational Composition	3
	or	
<u>ENGL 1013</u>	Composition I	
<u>CRT 1214</u>	Metal Repair II <i>(prerequisite: CRT 1114)</i>	4
<u>CRT 1224</u>	Painting II <i>(prerequisite: CRT 1124)</i>	4
<u>CRT 1234</u>	Color Matching II <i>(prerequisite: CRT 1134)</i>	4
	<b>Total</b>	<b>15</b>
<b>1st Summer</b>		
<u>CRT 1312</u>	Air Brushing	2
<u>CRT 1322</u>	Detailing	2
<u>CRT 1332</u>	Cost Analysis of Collision Repair	2
	<b>Total</b>	<b>6</b>

### Curriculum in Collision Repair Technology Associate of Applied Science Degree in Business Technology (60 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>CRT 1103</u>	Automotive Welding	3
<u>CRT 1114</u>	Metal Repair I	4

<u>CRT 1124</u>		4
<u>CRT 1134</u>	Color Matching I 	4
	<b>Total</b>	15
<b>2nd Semester</b>		
<u>CRT 1214</u>	Metal Repair II (prerequisite: CRT 1114)	4
<u>CRT 1224</u>	Painting II  (prerequisite: CRT 1124)	4
<u>CRT 1234</u>	Color Matching II  (prerequisite: CRT 1134)	4
<u>ENGL 1013</u>	Composition I	3
	<b>Total</b>	15
<b>3rd Semester</b>		
3 hours	Any Approved Social Science <sup>1</sup>	3
<u>CRT 1312</u>	Air Brushing *	2
<u>CRT 1322</u>	Detailing *	2
<u>CRT 1332</u>	Cost Analysis of Collision Repair *	2
<u>ENGL 1023</u>	Composition II	3
<u>TMAT 1203</u>	Technical Mathematics II (or higher math)	3
	<b>Total</b>	15
<b>4th Semester</b>		
<u>AST 1003</u>	Automotive Electronics	3
<u>AST 1103</u>	Automotive Brake Systems	3
<u>AST 1203</u>	Automotive Climate Control*	3
<u>AST 1213</u>	Automotive Chassis and Steering	3
<u>BST 1303</u>	Introduction to Computers or	
<u>COMS 1003</u>	Introduction to Computer Based Systems	3
<u>COMS 2003</u>	or Microcomputer Applications	
	<b>Total</b>	15

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements"

\*Usually offered in Summer I term

# Computer Information Systems

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 microcomputer operating systems, basic networking skills, computer repair and troubleshooting skills, and Internet knowledge. This program of study prepares students to sit for the A+ Certification exam.


Program Chair  
Kale Rudolph  
Technology and Academic  
Support Bldg.  
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The Computer Information Systems program integrates, and is certified in, Cisco CCNA Exploration: Network Fundamentals. CCNA Exploration prepares students for entry-level career opportunities, continuing education, and pursuit of globally-recognized Cisco CCNA certification.

## Computer Information Systems



### Curriculum in Computer Information Systems Certificate of Proficiency (12 Semester Credit Hours)

The Certificate of Proficiency in Computer Information Systems 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 Systems and the Associate of Applied Science degree with an emphasis in Computer Information Systems.

Course #	Course Name	Semester Hours
<a href="#"><u>CIS 1103</u></a>	Programming I	3
<a href="#"><u>CIS 1113</u></a>	Fundamental Computer Operation	3
<a href="#"><u>CIS1153</u></a>	Networking I	3
<a href="#"><u>CIS 1303</u></a>	PC Maintenance I 	3
<b>Total</b>		<b>12</b>




### Curriculum in Computer Information Systems Technical Certificate (36 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>Fall</b>		
<a href="#"><u>TMAT 1103</u></a>	Technical Mathematics I (or higher math)	3
<a href="#"><u>BST 1303</u></a>	Introduction to Computers	3
<a href="#"><u>COMS 1003</u></a>	or Microcomputer Applications	
<a href="#"><u>COMS 2003</u></a>	or Introduction to Computer Based Systems	
<a href="#"><u>CIS 1103</u></a>	Programming I	3
<a href="#"><u>CIS 1113</u></a>	Fundamentals of Computer Operation	3
<a href="#"><u>CIS 1153</u></a>	Networking I	3
<b>Total</b>		<b>15</b>
<b>Spring</b>		
<a href="#"><u>BST 1003</u></a>	Business English	3
<a href="#"><u>ENGL 0303</u></a>	or Foundational Composition	
<a href="#"><u>ENGL 1013</u></a>	or Composition I	
<a href="#"><u>CIS 1203</u></a>	Programming II (prerequisite: CIS 1103)	3
<a href="#"><u>CIS 1213</u></a>	Operating Systems (prerequisite: CIS 1113)	3

<u>CIS 1253</u>	Networking II  (prerequisite: CIS 1153)	3
<u>CIS 1303</u>	PC Maintenance I 	3
<b>Total</b>		15
<b>Summer I</b>		
6 hours	Approved Elective Credit	6
<b>Total</b>		6

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.

### Curriculum in Computer Information Systems Associate of Applied Science Degree in General Technology (60 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>Fall</b>		
<u>TMAT 1203</u>	Technical Mathematics II (or higher math)	3
<u>BST 1303</u>	Introduction to Computers	3
<u>CIS 1103</u>	Programming I	3
<u>CIS 1113</u>	Fundamentals of Computer Operation	3
<u>CIS 1153</u>	Networking I	3
<b>Total</b>		15
<b>Spring</b>		
<u>ENGL 1013</u>	Composition I	3
<u>CIS 1203</u>	Programming II (prerequisite: CIS 1103)	3
<u>CIS 1212</u>	Operating Systems (prerequisite: CIS 1113)	3
<u>CIS 1253</u>	Networking II  (prerequisite: CIS 1153)	3
<u>CIS 1303</u>	PC Maintenance I 	3
<b>Total</b>		15
<b>Summer I</b>		
<u>CIS 1243</u>	HTML	3
<b>Total</b>		3
<b>Summer II</b>		
<u>CIS 1233</u>	Systems Analysis and Design *	3
<b>Total</b>		3
<b>Fall</b>		
<u>CIS 2153</u>	Programming in C++	3
<u>CIS 2133</u>	Web Page Design 	3
<u>CIS 2143</u>	Help Desk Support	3
3 hours	Approved Elective	3
<b>Total</b>		12
<b>Spring</b>		
3 hours	Any Approved Social Science	3
<u>ENGL 1023</u>	Composition II	3



6 hours	Approved Elective	6
<b>Total</b>		<b>12</b>

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/ICS 2203, ICS 2115, and ICS 2116.)

\*Usually offered in Summer II term.

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# Cosmetology

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. In addition to admission requirements for this program, a student must submit a copy of their social security number, driver's license, copy of high school transcript or proof of GED, and a \$20 money order made payable to the Arkansas Board of Health/Cosmetology for a temporary training permit.

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Instructor  
Debbie McClure

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

## Cosmetology

### Curriculum in Cosmetology Technical Certificate (40 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>COS 1101</u>	Hygiene and Sanitation I	1
<u>COS 1107</u>	Hairdressing I w/Lab	7
<u>COS 1121</u>	Related Science I	1
<u>COS 1131</u>	Manicuring I	1
<u>COS 1141</u>	Cosmetic Therapy I	1
<u>COS 1151</u>	Salesmanship, Shop Management and Shop Department I	1
	<b>Total</b>	<b>12</b>
<b>2nd Semester</b>		
<u>COS 1201</u>	Hygiene and Sanitation II (prerequisite: COS 1101)	1
<u>COS 1207</u>	Hairdressing II w/Lab (prerequisite: COS 1107)	7
<u>COS 1221</u>	Related Science II (prerequisite: COS 1121)	1
<u>COS 1231</u>	Manicuring II (prerequisite: COS 1131)	1
<u>COS 1241</u>	Cosmetic Therapy II (prerequisite: COS 1141)	1
<u>COS 1251</u>	Salesmanship, Shop Management and Shop Department II (prerequisite: COS 1151)	1
	<b>Total</b>	<b>12</b>
<b>Summer Term</b>		
<u>COS 2404</u>	Theory and Practical Application	4
	<b>Total</b>	<b>4</b>
<b>3rd Semester</b>		
<u>COS 2301</u>	Hygiene and Sanitation III (prerequisite: COS 1201)	1
<u>COS 2307</u>	Hairdressing III w/Lab (prerequisite: COS 1207)	7

<u>COS 2321</u>	Related Science III (prerequisite: COS 1221)	1
<u>COS 2331</u>	Manicuring III (prerequisite: COS 1231)	1
<u>COS 2341</u>	Cosmetic Therapy III (prerequisite: COS 1241)	1
<u>COS 2351</u>	Salesmanship, Shop Management and Shop Department III (prerequisite: COS 1251)	1
<b>Total</b>		<b>12</b>

**Curriculum in Cosmetic Science Associate of Applied Science Degree in General Technology  
(60 Semester Credit Hours)**

<b>Course #</b>	<b>Course Name</b>	<b>Semester Hours</b>
<b>1st Semester</b>		
<u>COS 1101</u>	Hygiene and Sanitation I	1
<u>COS 1107</u>	Hairdressing I w/Lab	7
<u>COS 1121</u>	Related Science I	1
<u>COS 1131</u>	Manicuring I	1
<u>COS 1141</u>	Cosmetic Therapy I	1
<u>COS 1151</u>	Salesmanship, Shop Management and Shop Department I	1
2 hours	Approved Electives (may be taken in summer terms)	2
<b>Total</b>		<b>14</b>
<b>2nd Semester</b>		
<u>COS 1201</u>	Hygiene and Sanitation II (prerequisite: COS 1101)	1
<u>COS 1207</u>	Hairdressing II w/Lab (prerequisite: COS 1107)	7
<u>COS 1221</u>	Related Science II (prerequisite: COS 1121)	1
<u>COS 1231</u>	Manicuring II (prerequisite: COS 1131)	1
<u>COS 1241</u>	Cosmetic Therapy II (prerequisite: COS 1141)	1
<u>COS 1251</u>	Salesmanship, Shop Management and Shop Department II (prerequisite: COS 1151)	1
3 hours	Approved Electives (may be taken in summer terms)	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
<u>COS 2301</u>	Hygiene and Sanitation III (prerequisite: COS 1201)	1
<u>COS 2307</u>	Hairdressing III w/Lab (prerequisite: COS 1207)	7
<u>COS 2321</u>	Related Science III (prerequisite: COS 1221)	1
<u>COS 2331</u>	Manicuring III (prerequisite: COS 1231)	1
<u>COS 2341</u>	Cosmetic Therapy III (prerequisite: COS 1241)	1
<u>COS 2351</u>	Salesmanship, Shop Management and Shop Department III (prerequisite: COS 1251)	1
<u>ENGL 1013</u>	Composition I	3

	<b>Total</b>		15
		<b>4th Semester</b>	
3 hours	Any Approved Social Science <sup>1</sup>		3
<u>COMS 1003</u>	Introduction to Computer Based Systems		
	or		
<u>COMS 2003</u>	Microcomputer Applications		3
	or		
<u>BST 1303</u>	Introduction to Computers		
<u>COS 2404</u>	Theory and Practical Application*		4
<u>ENGL 1023</u>	Composition II		3
<u>TMAT 1203</u>	Technical Mathematics ( <i>or higher math</i> )		3
	<b>Total</b>		16
	<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements"		
	*Usually offered in Summer I term		

# Enology

The Technical Certificate in Enology allows the learner to demonstrate wine making applications and theory in the wine production process. Students completing this technical certificate will be prepared for entry to mid-level positions in the wine making industry. The Altus vineyards and wineries, due to their proximity to the Ozark Campus, provide employment and internship opportunities, entrepreneurial support, as well as professional growth opportunities for those currently employed.

Program Chair  
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 rallen17@atu.edu

## Curriculum in Enology (38 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>BST 1003</u> or <u>ENGL 0303</u> or <u>ENGL 1013</u>	Business English or Foundational Composition or Composition I	3
<u>TMAT 1103</u>	Technical Mathematics I (or higher math)	3
<u>VIN 1463</u>	Introduction to Enology	3
<u>VIN 2103</u>	Introduction to Wine Microorganisms	3
	<b>Total</b>	12
<b>2nd Semester</b>		
<u>CHEM 1113</u> and <u>CHEM 1111</u>	A Survey of Chemistry and Survey of Chemistry Laboratory	4
<u>VIN 2683</u>	Wine and Must Analysis	3
<u>VIN 2353</u>	Survey of Grapes and Wines	3
<u>VIN 1483</u>	Winery Sanitation 🍷	3
<u>VIN 1602</u>	Winery Equipment Operations	2
	<b>Total</b>	15
<b>3rd Semester</b>		
<u>VIN 2463</u>	Intermediate Enology 🍷	3
<u>VIN 2592</u>	Cellar Operation Technology	2
<u>VIN 2663</u>	Sensory Evaluation	3
<u>VIN 2573</u>	Fall Wine Production Internship	3
	<b>Total</b>	11

## 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.

Instructors  
 Tekla Barr  
 Gwen Faulkenberry  
 Charles Lee  
 Tammy Verkamp

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 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, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.*

### Associate of General Studies Degree

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#### Curriculum in General Studies (60 Semester Credit Hours)

Course #	Course Name	Semester Hours
	<b>1st Semester</b>	
	Any Approved Social Science <sup>1</sup>	3
<u>COMS 1003</u> or <u>COMS 2003</u> or <u>BST 1303</u>	Introduction to Computer Based Systems or Microcomputer Application or Introduction to Computers	3
<u>ENGL 1013</u>	Composition I	3
<u>TMAT 1203</u>	Technical Mathematics II (or higher math)	3
	Technical Elective (or college level course work)	3
	<b>Total</b>	<b>15</b>
	<b>2nd Semester</b>	
<u>ENGL 1023</u>	Composition II	3
	Technical Elective (or college level course work)	12
	<b>Total</b>	<b>15</b>
	<b>3rd Semester</b>	
	Technical Elective (or college level course work)	15
	<b>Total</b>	<b>15</b>
	<b>4th Semester</b>	
	Technical Elective (or college level course work)	15
	<b>Totals</b>	<b>15</b>
	<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements".	

## 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.

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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 health care records industry.

The HIM/HI Associate of Applied Science degree program in Health Information Technology is in Candidacy status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

### Health Information Technology

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#### Curriculum in Allied Health Certificate of Proficiency (9 Semester Credit Hours)

The Certificate of Proficiency in Allied Health 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 the Technical Certificate and/or the Associate of Applied Science degree in Health Information Management, or the Associate of Applied Science degree in Occupational Therapy Assistant, Physical Therapist Assistant, or Practical Nursing.

Course #	Course Name	Semester Hours
<u>HIT 1113</u>	Medical Terminology	3
<u>HIT 1123</u>	Human Anatomical Structure	3
<u>HIT 1243</u>	Human Anatomy and Physiology <i>(prerequisites: HIT 1113)</i>	3
<b>Total</b>		<b>9</b>

#### Curriculum in Health Information Technology Technical Certificate (36 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>BST 1303</u>	Introduction to Computers	3
<u>ENGL 1013</u>	Composition I	3
<u>HIT 1103</u>	Health Data Content and Structure	3
<u>HIT 1113</u>	Medical Terminology	3
<u>HIT 1123</u>	Human Anatomical Structure	3
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
<u>HIT 1203</u>	Computers in Healthcare <i>(prerequisite: HIT 1103)</i>	3
<u>HIT 1213</u>	Legal Aspects of Health Information <i>(prerequisite: HIT 1103)</i>	3
<u>HIT 1233</u>	Pharmacology <i>(prerequisites: HIT 1113 and HIT 1123)</i>	3

<u>HIT 1243</u>	Human Anatomy and Physiology (prerequisites: HIT 1113)	3
<u>TMAT 1203</u>	Technical Mathematics II (or higher math)	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
<u>HIT 2103</u>	Disease Processes (prerequisites: HIT 1113 and HIT 1123)	3
<u>HIT 2113</u>	Medical Transcription (prerequisites: BST 1303, HIT 1113 and HIT 1123)	3
<b>Total</b>		<b>6</b>

### Curriculum in Health Information Technology Associate of Applied Science Degree in Allied Health (60 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>BST 1303</u>	Introduction to Computers	3
<u>ENGL 1013</u>	Composition I	3
<u>HIT 1103</u>	Health Data Content and Structure	3
<u>HIT 1113</u>	Medical Terminology	3
<u>HIT 1123</u>	Human Anatomical Structure	3
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
<u>HIT 1203</u>	Computers in Healthcare (prerequisite: HIT 1103)	3
<u>HIT 1213</u>	Legal Aspects of Health Information (prerequisite: HIT 1103)	3
<u>HIT 1233</u>	Pharmacology (prerequisites: HIT 1113 and HIT 1123)	3
<u>HIT 1243</u>	Human Anatomy and Physiology (prerequisites: HIT 1113)	3
<u>TMAT 1203</u>	Technical Mathematics II (or higher math)	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
<u>HIT 2103</u>	Disease Processes (prerequisites: HIT 1113 and HIT 1123)	3
<u>HIT 2113</u>	Medical Transcription (prerequisites: BST 1303, HIT 1113 and HIT 1123)	3
<b>Total</b>		<b>6</b>
<b>4th Semester</b>		
3 hours	Any Social Science	3
<u>HIT 2213</u>	Healthcare Delivery Systems (prerequisite: HIT 1103)	3
<u>HIT 2223</u>	Diagnostic (ICD-10) Coding	3
<u>HIT 2233</u>	Health Care Statistics (prerequisite: HIT 1103)	3
<b>Total</b>		<b>12</b>
<b>5th Semester</b>		
<u>ENGL 1023</u>	Composition II	3
<u>HIT 2303</u>	Healthcare Management and Reimbursement Methods (prerequisite: HIT 1103)	3



<u>HIT 2323</u>	Procedural (CPT) Coding	3
<u>INT 2903</u>	Internship	3
	<b>Total</b>	<b>12</b>

# Industrial Control Systems

Industrial Control Systems 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, medical, manufacturing, and production.

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Instructor  
Jody Chrisman

## Industrial Control Systems

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### Curriculum in Drafting and Design Certificate of Proficiency (15 Semester Credit Hours)

The Certificate of Proficiency in Drafting and Design is a course of study that prepares students for entry-level employment in an architecture or engineering related 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.

Course #	Course Name	Semester Hours
<u>DD 1403</u>	Drafting and Design	3
<u>DD 1413</u>	Architectural/CADD I	3
<u>DD 1423</u>	Architectural/CADD II	3
<u>DD 1433</u>	Engineering/CADD I	3
<u>DD 1443</u>	Engineering/CADD II	3
<b>Total</b>		<b>15</b>

### Curriculum in Industrial Electronic Technology Technical Certificate (30 Semester Credit Hours)

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





Course #	Course Name	Semester Hours
	Fall	
<u>ICS 1004</u>	Fundamentals of Electricity	4
<u>ICS 1123</u>	Semiconductors I	3
<u>ICS 2123</u>	Industrial Fluid Power	3
3 hours	Approved Elective Credit	3
<b>Total</b>		<b>13</b>
	Spring	
<u>ICS 2213</u>	Semiconductors II (prerequisite: ICS 1123)	3
2 hours	Approved Elective Credit	2
<u>BST 1003</u>	Business English	3
<u>ENGL 0303</u>	or Foundational Composition	

<u>ENGL 1013</u>	or Composition I	
<u>TMAT 1103</u>	Technical Mathematics I ( <i>or higher math</i> )	3
<b>Total</b>		11

Summer I

<u>ICS 1143</u>	Introduction to Digital Logic	3
3 hours	Approved Elective Credit	3
<b>Total</b>		6




**Curriculum in Industrial Control Systems Technical Certificate  
(42 Semester Credit Hours)**

Course #	Course Name	Semester Hours
1st Semester		
<u>ICS 1103</u>	Programming I	3
<u>ICS 1104</u>	Fundamentals of Electricity	4
<u>ICS 1123</u>	Semiconductors I	3
<u>ICS 1143</u>	Introduction to Digital Logic*	3
<u>ICS 1153</u>	Networking I	3
<b>Total</b>		16
2nd Semester		
<u>ICS 1253</u>	Networking II  (prerequisite: ICS 1153)	3
<u>ICS 1303</u>	PC Maintenance I	3
<u>ICS 2203</u>	Computer System Components 	3
<u>ICS 2213</u>	Semiconductors II (prerequisite: ICS 1123)	3
<b>Total</b>		12
3rd Semester		
<u>ICS 2115</u>	Programmable Controllers 	5
<u>ICS 2116</u>	Basics of Industrial Automation 	6
<u>ICS 2123</u>	Industrial Fluid Power	3
<b>Total</b>		14
*Usually offered in Summer I term		

**Curriculum in Industrial Control Systems Associate of Applied Science Degree in Industrial Control  
Systems  
(60 Semester Credit Hours)**

Course #	Course Name	Semester Hours
1st Semester		
<u>ICS 1103</u>	Programming I	3
<u>ICS 1104</u>	Fundamentals of Electricity	4
<u>ICS 1123</u>	Semiconductors I	3
<u>ICS 1143</u>	Introduction to Digital Logic *	3
<u>ICS 1153</u>	Networking I	3
<u>TMAT 1203</u>	Technical Mathematics II (or higher math)	3
<b>Total</b>		19

## 2nd Semester

<u>ICS 1253</u>	Networking II  (prerequisite: ICS 1153)	3
<u>ICS 1303</u>	PC Maintenance I 	3
<u>ICS 2203</u>	Computer System Components 	3
<u>ICS 2213</u>	Semiconductors II (prerequisite: ICS 1123)	3
<u>ENGL 1013</u>	Composition I	3
<b>Total</b>		<b>15</b>

## 3rd Semester

<u>ICS 2115</u>	Programmable Controllers 	5
<u>ICS 2116</u>	Basics of Industrial Automation 	6
<u>ICS 2123</u>	Industrial Fluid Power	3
<b>Total</b>		<b>14</b>

## 4th Semester



3 hours	Any Approved Social Science <sup>1</sup>	3
<u>BST 1303</u>	Introduction to Computers or	
<u>COMS 1003</u>	Introduction to Computer Based Systems or	3
<u>COMS 2003</u>	Microcomputer Applications	
3 hours	Elective Credit (may include Internship)	3
<u>ENGL 1023</u>	Composition II	3
<b>Total</b>		<b>12</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements"

\*Usually offered in Summer I term

## Curriculum in Energy Studies Associate of Applied Science Degree in Energy Studies (60 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>ICS 1103</u>	Programming I	3
<u>ICS 1104</u>	Fundamentals of Electricity	4
<u>ICS 1123</u>	Semiconductors I	3
<u>ICS 1143</u>	Introduction to Digital Logic *	3
<u>TMAT 1203</u>	Technical Mathematics II (or higher math)	3
<b>Total</b>		<b>16</b>
<b>2nd Semester</b>		
<u>ENGL 1013</u>	Composition I	3
<u>ICS 2433</u>	Occupational Safety Training	3
<u>ICS 2413</u>	Natural Gas Production, Distribution, and Management Systems	3
<u>ICS 2213</u>	Semiconductors II (prerequisite ICS 1123)	3
<u>WLD 1403</u>	Welding for Trades and Industry	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		

<u>ICS 2115</u>	Programmable Controllers 	5
<u>ICS 2116</u>	Basics of Industrial Automation 	6
<u>ICS 2123</u>	Industrial Fluid Power	3
<u>ICS 2423</u>	Electrical Power Generation, Transmission, and Distribution	3
<b>Total</b>		<b>17</b>

**4th Semester**

3 hours	Any Approved Social Science <sup>1</sup>	3
<u>BST 1303</u>	Introduction to Computers or	
<u>COMS 1003</u>	Introduction to Computer Based Systems or	3
<u>COMS 2003</u>	Microcomputer Applications	
<u>ENGL 1023</u>	Composition II	3
<u>ICS 2443</u>	Data Acquisition Systems for Energy Management	3
<b>Total</b>		<b>12</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements"

\*Usually offered in Summer I term

## 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.

### Curriculum in Law Enforcement Certificate of Proficiency (15 Semester Credit Hours)

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.

Course #	Course Name	Semester Hours
<u>LE 1003</u>	Introduction to Law Enforcement	3
<u>LE 1013</u>	American Legal System	3
<u>LE 1033</u>	Public Relations in Law Enforcement	3
<u>LE 1043</u>	Criminal, Civil, and Juvenile Law	3
<u>LE 1113</u>	Ethics in Law Enforcement	3
<b>Total</b>		<b>15</b>

### Curriculum in Law Enforcement Technical Certificate (36 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>BST 1003</u> or <u>ENGL 0303</u> or <u>ENGL 1013</u>	Business English or Foundational Composition or Composition I	3
<u>TMAT 1103</u>	Technical Mathematics I ( <i>or higher math</i> )	3
<u>BST 1303</u>	Introduction to Computers	3
<u>LE 1003</u>	Introduction to Law Enforcement	3
<u>LE 1013</u>	American Legal System	3
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
<u>LE 1023</u>	Judicial Process	3
<u>LE 1043</u>	Criminal, Civil, and Juvenile Law	3
<u>LE 1113</u>	Ethics in Law Enforcement	3
<u>LE 1123</u>	Community Disaster Response	3
3 hours	Elective Coursework *	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
<u>LE 1033</u>	Public Relations in Law Enforcement	3
3 hours	Elective Coursework *	3
<b>Total</b>		<b>6</b>

\* Elective coursework recommended include: EMTP 1015, courses in Computer Information Systems, courses in Business, or courses offered by Arkansas Tech University - Russellville Campus

**Curriculum in Law Enforcement Associate of Applied Science Degree in General Technology  
(60 Semester Credit Hours)**

<b>Course #</b>	<b>Course Name</b>	<b>Semester Hours</b>
<b>1st Semester</b>		
<u>BST 1303</u>	Introduction to Computers	3
<u>ENGL 1013</u>	Composition I	3
<u>LE 1003</u>	Introduction to Law Enforcement	3
<u>LE 1013</u>	American Legal System	3
<u>TMAT 1203</u>	Technical Mathematics II ( <i>or higher math</i> )	3
	<b>Total</b>	<b>15</b>
<b>2nd Semester</b>		
<u>LE 1023</u>	Judicial Process	3
<u>LE 1043</u>	Criminal, Civil, and Juvenile Law	3
<u>LE 1113</u>	Ethics in Law Enforcement	3
<u>LE 1113</u>	Community Disaster Response	3
3 hours	Elective Coursework*,**	3
	<b>Total</b>	<b>15</b>
<b>3rd Semester</b>		
<u>BST 1043</u>	Professional Communication	3
<u>ENGL 1023</u>	Composition II	3
<u>LE 1033</u>	Public Relations in Law Enforcement*	3
<u>LE 2003</u>	Interview, Interrogation, and Testimony	3
3 hours	Elective Coursework*,**	3
	<b>Total</b>	<b>15</b>
<b>4th Semester</b>		
<u>BST 2133</u>	Multimedia	3
<u>EMTP 1003</u>	Medical First Responder	3
<u>ANTH 1003</u>	Introduction to Anthropology or	
<u>PSY 2003</u>	General Psychology	3
	or	
<u>SOC 1003</u>	Introduction to Sociology	
<u>LE 2013</u>	Introduction to Computer Crime ( <i>prerequisite: BST 1303</i> )	3
3 hours	Elective Coursework ( <i>may include Internship</i> )	3
	<b>Total</b>	<b>15</b>
<p>* Usually offered in Summer I term  ** Elective coursework recommended include: EMTP 1015, courses in Computer Information Systems, courses in Business, or courses offered by Arkansas Tech University - Russellville Campus</p>		

## Medical Assistant

Medical assistants perform administrative and clinical duties under the direction of physicians in their offices or other medical settings. The medical assistant curriculum is a two-year associate of applied science degree program. This program offers the student a broad foundation in basic medical assisting skills including an externship (practicum) in a medical facility under the supervision of clinic personnel and the Medical Assistant Program Director. Basic medical assistant training and education consist of learning experiences in communication skills, examination room procedures, clinical laboratory skills, and general office practices.

Admission to the second year of the program is on a competitive basis.

The Arkansas Tech University Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants Endowment (AAMAE). Students who successfully complete the associate degree program for medical assistants will be eligible to sit for the Certified Medical Assistant (CMA) examination.

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

### Medical Assistant

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#### Curriculum in Medical Assistant Associate of Applied Science Degree (60 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>Fall</b>		
<a href="#"><u>BST 1303</u></a>	Introduction to Computers	3
<a href="#"><u>EMTP 1001</u></a>	CPR and First Aid for Health Care Providers	1
<a href="#"><u>ENGL 1013</u></a>	Composition I	3
<a href="#"><u>HIT 1103</u></a>	Health Data Content and Structure	3
<a href="#"><u>HIT 1113</u></a>	Medical Terminology	3
<a href="#"><u>HIT 1123</u></a>	Human Anatomical Structure	3
	<b>Total</b>	<b>16</b>
<b>Spring</b>		
<a href="#"><u>ENGL 1023</u></a>	Composition II	3
<a href="#"><u>HIT 1213</u></a>	Legal Aspects of Health Information <i>(prerequisite: HIT 1103)</i>	3
<a href="#"><u>HIT 1243</u></a>	Human Anatomy and Physiology <i>(prerequisite: HIT 1113)</i>	3
<a href="#"><u>MA 1023</u></a>	Basic Pharmacology with an Overview of Microbiology	3
<a href="#"><u>TMAT 1203</u></a>	Technical Mathematics II <i>(or higher math)</i>	3
	<b>Total</b>	<b>15</b>
<b>Fall</b>		
<a href="#"><u>BST 1043</u></a>	Professional Communication	3
<a href="#"><u>HIT 2223</u></a>	Diagnostic (ICD-10) Coding	3
<a href="#"><u>MA 2022</u></a>	Medical Laboratory Orientation and Instrumentation LAB	2
<a href="#"><u>MA 2023</u></a>	Medical Laboratory Orientation and Instrumentation	3
<a href="#"><u>PSY 2003</u></a>	General Psychology	3
	<b>Total</b>	<b>14</b>
<b>Spring</b>		
<a href="#"><u>HIT 1203</u></a>	Computers in Healthcare <i>(prerequisite: HIT 1103)</i>	3



<u>HIT 2323</u>	Procedural (CPT) Coding	3
<u>INT 2903</u>	Internship	3
<u>MA 2032</u>	Medical Assistant Clinical Practice Laboratory	2
<u>MA 2034</u>	Medical Assistant Clinical Practice	4
	<b>Total</b>	<b>15</b>

## 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.

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The OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814 -3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://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 (Cardiovascular Technology, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.*

### Occupational Therapy Assistant

#### Curriculum Occupational Therapy Assistant Associate of Applied Science Degree (71 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>Fall</b>		
<a href="#"><u>HIT 1113</u></a>	Medical Terminology	3
<a href="#"><u>HIT 1123</u></a>	Human Anatomical Structure	3
<a href="#"><u>ENGL 1013</u></a>	Composition I	3
<a href="#"><u>BST 1303</u></a> or <a href="#"><u>COMS 1003</u></a> or <a href="#"><u>COMS 2003</u></a>	Introduction to Computers or Introduction to Computer Based Systems or Microcomputer Applications	3
<a href="#"><u>MATH 1003</u></a> or <a href="#"><u>MATH 1113</u></a>	College Mathematics or College Algebra	3
<b>Total</b>		<b>15</b>
<b>Spring</b>		
<a href="#"><u>BIOL 1014</u></a> or <a href="#"><u>PHSC 1013</u></a> and <a href="#"><u>PHSC 1021</u></a>	Introduction to Biological Science or Introduction to Physical Science and Introduction to Physical Science Lab	4
<a href="#"><u>ENGL 1023</u></a>	Composition II	3

<u>HIT 1243</u>	Human Anatomy and Physiology (prerequisite: HIT 1113)	3
<u>PSY 2003</u>	General Psychology	3
	<b>Total</b>	<b>13</b>
<b><i>Students must apply to and be admitted into the technical phase of the program before taking any of the OTA courses below.</i></b>		
<b>Fall</b>		
<u>OTA 2102</u>	Foundations of Occupational Therapy	2
<u>OTA 2111</u>	Level I Field Work A	1
<u>OTA 2112</u>	Modalities for Human Conditions I LAB	2
<u>OTA 2122</u>	Human Movement and Activity Analysis for Occupation LAB	2
<u>OTA 2132</u>	Human Movement and Activity Analysis for Occupation	2
<u>OTA 2142</u>	Medical Conditions for the OTA	2
<u>OTA 2152</u>	Theory and Treatment for Human Conditions I	2
<u>OTA 2162</u>	Management and Licensure for the OTA	2
	<b>Total</b>	<b>15</b>
<b>Spring</b>		
<u>OTA 2202</u>	Human Occupation and Clinical Reasoning (prerequisite: OTA 2102)	2
<u>OTA 2211</u>	Level I Field Work B	1
<u>OTA 2212</u>	Modalities for Human Conditions II LAB	2
<u>OTA 2221</u>	Documentation for Occupational Therapy	1
<u>OTA 2232</u>	Group Processes and Dynamics (prerequisite: OTA 2102)	2
<u>OTA 2242</u>	Human Occupation and Clinical Reasoning LAB	2
<u>OTA 2252</u>	Theory and Treatment for Human Conditions II	2
<u>OTA 2262</u>	Assistive Technology and Environmental Adaptation	2
	<b>Total</b>	<b>14</b>
<b>Summer I</b>		
<u>OTA 2302</u>	OTA Professional Development	2
<u>OTA 2312</u>	Modalities for Human Conditions III LAB (prerequisites: OTA 2152 and OTA 2232)	2
<u>OTA 2352</u>	Theory and Treatment for Human Conditions III	2
	<b>Total</b>	<b>6</b>
<b>Summer II</b>		
<u>OTA 2414</u>	Level II Field Work A (8-week course)	4
	<b>Total</b>	<b>4</b>
<b>Fall</b>		
<u>OTA 2424</u>	Level II Field Work B (8-week course)	4
	<b>Total</b>	<b>4</b>

## 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. Career opportunities exist with air and ground emergency medical services, fire departments, medical centers and industry. Among other characteristics, a Paramedic should possess 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.

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Instructor  
Marshall Gattis

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. Arkansas EMT certification must be obtained by the student prior to enrollment in [EMTP 1223](#) Clinical Practicum I.

### Curriculum in Emergency Medical Technician Certificate of Proficiency (7 Semester Credit Hours)

Course #	Course Name	Semester Hours
<a href="#">EMTP 1012</a>	Foundations of Paramedicine	2
<a href="#">EMTP 1015</a>	Emergency Medical Technician	5
<b>Total</b>		<b>7</b>

Note: In order for the Certificate of Proficiency to be awarded, a grade of "C" must be earned in [EMTP 1012 and EMT 1015](#).

### Curriculum in Paramedic Associate of Applied Science Degree in Allied Health (60 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>Fall</b>		
<a href="#">EMTP 1012</a>	Foundations of Paramedicine	2
<a href="#">EMTP 1015</a>	Emergency Medical Technician	5
<a href="#">ENGL 1013</a>	Composition 1	3
<a href="#">HIT 1243</a>	Human Anatomy and Physiology	3
<a href="#">TMAT 1203</a>	Technical Math II ( <i>or higher math</i> )	3
TOTAL		16
<b>Spring</b>		
3 hours	Any approved Social Science	3
<a href="#">BST 1303</a> or <a href="#">COMS 1003</a> or <a href="#">COMS 2003</a>	Introduction to Computers or Introduction to Computer Based Systems or Microcomputer Applications	3
<a href="#">EMTP 1232</a>	Pharmacology (prerequisite: <i>TMAT 1203</i> )	2
<a href="#">EMTP 1233</a>	Medical Emergencies I w/Lab (prerequisites: <i>EMTP 1015 and ENGL 1013</i> )	3
<a href="#">EMTP 1234</a>	Clinical Practicum I (prerequisite: <i>EMTP 1015 or AR Licensed Emergency Medical Technician</i> ) (co-requisite: <i>BST 1303</i> )	4
<a href="#">ENGL 1023</a>	Composition II	3
<b>Total</b>		<b>18</b>

Summer I

<u>EMTP 2111</u>	Clinical Practicum II (prerequisite: EMTP 1234)	1
<u>EMTP 2112</u>	Cardiology I	2
<u>EMTP 2113</u>	Life Span Development	3
	<b>Total</b>	<b>6</b>

Summer II

<u>EMTP 2211</u>	Clinical Practicum III (prerequisite: EMTP 2111)	1
<u>EMTP 2212</u>	Emergency Medical Services Operations	2
<u>EMTP 2221</u>	Cardiology II Lab (co-requisite: EMTP 2222)	1
<u>EMTP 2222</u>	Cardiology II (co-requisite: EMTP 2221)	2
	<b>Total</b>	<b>6</b>

Fall

<u>EMTP 2313</u>	Medical Emergencies II w/Lab (prerequisite: EMTP 1233)	3
<u>EMTP 2316</u>	Paramedic Internship (prerequisite: EMTP 2211)	6
<u>EMTP 2322</u>	Assessment Based Management	2
<u>EMTP 2323</u>	Trauma Management	3
	<b>Total</b>	<b>14</b>

## Physical Therapist 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.

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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), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: www.capteonline.org.

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

### Physical Therapist Assistant

#### Curriculum in Physical Therapist Assistant Associate of Applied Science Degree (72 Semester Credit Hours)

Course #	Course Name	Semester Hours
Fall		
<a href="#"><u>HIT 1113</u></a>	Medical Terminology	3
<a href="#"><u>HIT 1123</u></a>	Human Anatomical Structure	3
<a href="#"><u>BST 1303</u></a>	Introduction to Computers or	
<a href="#"><u>COMS 1003</u></a>	Introduction to Computer Based Systems or	3
<a href="#"><u>COMS 2003</u></a>	Microcomputer Applications	
<a href="#"><u>ENGL 1013</u></a>	Composition I	3
<a href="#"><u>MATH 1003</u></a>	College Mathematics or	3
<a href="#"><u>MATH 1113</u></a>	College Algebra	
	<b>Total</b>	<b>15</b>
Spring		
<a href="#"><u>BIOL 1014</u></a>	Introduction to Biological Science or	
<a href="#"><u>PHSC 1013</u></a>	Introduction to Physical Science and	3
<a href="#"><u>PHSC 1021</u></a>	Introduction to Physical Science Lab	
<a href="#"><u>ENGL 1023</u></a>	Composition II	3
<a href="#"><u>HIT 1243</u></a>	Human Anatomy and Physiology (prerequisite: HIT 1113)	4
<a href="#"><u>PSY 2003</u></a>	General Psychology	3
	<b>Total</b>	<b>13</b>

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

**Summer I**  
(Extended length term to extend through Summer II)

<u>PTA 1121</u>	Clinical Kinesiology Lab (co-requisite: PTA 1122)	1
<u>PTA 1122</u>	Clinical Kinesiology (co-requisite: PTA 1121)	2
<u>PTA 1132</u>	Pathological Conditions	2
<u>PTA 1231</u>	Therapeutic Procedures I Lab (co-requisite: PTA 1232)	1
<u>PTA 1232</u>	Therapeutic Procedures I (co-requisite: PTA 1231)	2
<u>PTA 1241</u>	Principles of Physical Therapy Lab (co-requisite: PTA 1243)	1
<u>PTA 1243</u>	Principles of Physical Therapy (co-requisite: PTA 1241)	3
<u>PTA 1251</u>	Data Collection in Physical Therapy Lab	1
	<b>Total</b>	<b>13</b>
<b>Fall</b>		
<u>PTA 2112</u>	Therapeutic Procedures II Lab (co-requisite: PTA 2113)	2
<u>PTA 2113</u>	Therapeutic Procedures II (co-requisite: PTA 2112)	3
<u>PTA 2121</u>	Neurological Development and Motor Control	1
<u>PTA 2142</u>	Therapeutic Exercise and Cardiopulmonary Rehabilitation Lab (co-requisite: PTA 2143)	2
<u>PTA 2143</u>	Therapeutic Exercise and Cardiopulmonary Rehabilitation (co-requisite: PTA 2142)	3
<u>PTA 2151</u>	Administrative Procedures	1
<u>PTA 2164</u>	Clinical Experience I	4
	<b>Total</b>	<b>16</b>
<b>Spring</b>		
<u>PTA 2211</u>	Musculoskeletal Rehabilitation Lab (co-requisite: PTA 2212)	1
<u>PTA 2212</u>	Musculoskeletal Rehabilitation (co-requisite: PTA 2211)	2
<u>PTA 2221</u>	Neurological Rehabilitation Lab (co-requisite: PTA 2222)	1
<u>PTA 2222</u>	Neurological Rehabilitation (co-requisite: PTA 2221)	2
<u>PTA 2234</u>	Clinical Experience II (prerequisite: PTA 2164)	4
<u>PTA 2235</u>	Clinical Experience III (prerequisite: PTA 2234)	5
	<b>Total</b>	<b>15</b>

# 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 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

<http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx>

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 June 1st for the August Class and October 1st 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 HIT 1113 and HIT 1123.

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 an appointment with a Practical Nursing Department faculty member
- 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 (Cardiovascular Technology, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.*

## Practical Nursing

### Curriculum in Certified Nursing Assistant Certificate of Proficiency (7 Semester Credit Hours)

Course Number	Course Name	Semester Hours
<a href="#">CNA 1114</a>	Basic Nursing Principals and Skills I	4
<a href="#">BST 1113</a>	Medical Terminology	3
	Total	7







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Tia Griffith  
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Clinical Instructors  
Debra Hines



**Curriculum in Practical Nursing Technical Certificate  
(53 Semester Credit Hours)**

<b>Course #</b>	<b>Course Name</b>	<b>Semester Hours</b>
<b>1st Semester</b>		
<u>HIT 1113</u>	Medical Terminology	3
<u>HIT 1123</u>	Human Anatomical Structure	3
	<b>Total</b>	<b>6</b>
<i>Students must apply to and be admitted into the technical phase of the program before taking any of the LPN courses below.</i>		
<b>2nd Semester</b>		
<u>LPN 1101</u>	Vocational, Legal and Ethical Concepts	1
<u>LPN 1102</u>	Pharmacology I 	2
<u>LPN 1111</u>	Nursing of the Geriatric Patient	1
<u>LPN 1114</u>	Basic Nursing Principles and Skills I 	4
<u>LPN 1115</u>	Clinical I 	5
<u>LPN 1121</u>	Nutrition in Health and Illness	1
<u>LPN 1122</u>	Body Structure and Function	2
<u>LPN 1171</u>	Nursing of Adults with Medical/Surgical Conditions I	1
	<b>Total</b>	<b>17</b>
<b>3rd Semester</b>		
<u>LPN 1202</u>	Nursing of Adults with Medical/Surgical Conditions II <i>(prerequisite: LPN 1171)</i>	2
<u>LPN 1203</u>	Nursing of Mothers and Infants	3
<u>LPN 1208</u>	Clinical II  <i>(prerequisite: LPN 1115)</i>	8
<u>LPN 1211</u>	Basic Nursing Principles and Skills II  <i>(prerequisite: LPN 1114)</i>	1
<u>LPN 1221</u>	Pharmacology II  <i>(prerequisite: LPN 1102)</i>	1
	<b>Total</b>	<b>15</b>
<b>4th Semester</b>		
<u>LPN 1302</u>	Nursing of Children	2
<u>LPN 1303</u>	Nursing of Adults with Medical/Surgical Conditions III <i>(prerequisite: LPN 1202)</i>	3
<u>LPN 1308</u>	Clinical III <i>(prerequisite: LPN 1208)</i>	8
<u>LPN 1322</u>	Mental Health	2
	<b>Total</b>	<b>15</b>

**Curriculum in Practical Nursing Associate of Applied Science Degree in Allied Health  
(68 Semester Credit Hours)**




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.

<b>Course #</b>	<b>Course Name</b>	<b>Semester Hours</b>
<b>1st Semester</b>		




<u>COMS 1003</u>	Introduction to Computer Based Systems	
<u>COMS 2003</u>	or Microcomputer Applications	3
<u>BST 1303</u>	or Introduction to Computers	
<u>ENGL 1013</u>	Composition I	3
<u>HIT 1113</u>	Medical Terminology	3
<u>HIT 1123</u>	Human Anatomical Structure	3
<u>TMAT 1203</u>	Technical Mathematics II (or higher math)	3
	<b>Total</b>	<b>15</b>

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

#### 2nd Semester - Fall

<u>LPN 1101</u>	Vocational, Legal and Ethical Concepts	1
<u>LPN 1102</u>	Pharmacology I 	2
<u>LPN 1111</u>	Nursing of the Geriatric Patient	1
<u>LPN 1114</u>	Basic Nursing Principles and Skills I 	4
<u>LPN 1115</u>	Clinical I 	5
<u>LPN 1121</u>	Nutrition in Health and Illness	1
<u>LPN 1122</u>	Body Structure and Function	2
<u>LPN 1171</u>	Nursing of Adults with Medical/Surgical Conditions I	1
	<b>Total</b>	<b>17</b>

#### 3rd Semester - Spring

<u>LPN 1202</u>	Nursing of Adults with Medical/Surgical Conditions II (prerequisite: LPN 1171)	2
<u>LPN 1203</u>	Nursing of Mothers and Infants	3
<u>LPN 1208</u>	Clinical II  (prerequisite: LPN 1115)	8
<u>LPN 1211</u>	Basic Nursing Principles and Skills II  (prerequisite: LPN 1114)	1
<u>LPN 1221</u>	Pharmacology II  (prerequisite: LPN 1102)	1
	<b>Total</b>	<b>15</b>

#### 4th Semester - Summer Terms (I&II)

<u>ENGL 1023</u>	Composition II	3
<u>PSY 2003</u>	General Psychology	3
	<b>Total</b>	<b>6</b>

#### 5th Semester - Fall

<u>LPN 1302</u>	Nursing of Children	2
<u>LPN 1303</u>	Nursing of Adults with Medical/Surgical Conditions III (prerequisite: LPN 1202)	3
<u>LPN 1308</u>	Clinical III (prerequisite: LPN 1208)	8
<u>LPN 1322</u>	Mental Health	2
	<b>Total</b>	<b>15</b>

# Registered Nursing

## 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.

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 <http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx>

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 LPN STEP 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
  - worked a minimum of 1000 hours as a Licensed Practical Nurse in the past 12 months.

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 (Cardiovascular Technology, Cosmetology, Medical Assistant, Occupational Therapy Assistant, 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 in Registered Nursing Associate of Applied Science Degree (69 Semester Credit Hours)

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.

### Program Chair

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Instructor  
Lesley Snider

<b>Course #</b>	<b>Course Name</b>	<b>Semester Hours</b>
<b>1st Semester - Fall</b>		
<u>BIOL 2014</u>	Anatomy	4
<u>BST 1303</u> or <u>COMS 1003</u> or <u>COMS 2003</u>	Introduction to Computers or Introduction to Computer Based Systems or Microcomputer Applications	3
<u>CHEM 1111</u> and <u>CHEM 1113</u>	Survey of Chemistry Lab and A Survey of Chemistry	4
<u>ENGL 1013</u>	Composition I	3
<u>MATH 1113</u>	College Algebra	3
<u>PSY 2003</u>	General Psychology	3
	<b>Total</b>	20
<b>2nd Semester - Spring</b>		
<u>BIOL 3074</u>	Physiology	4
<u>ENGL 1023</u>	Composition II	3
<u>BIOL 3054</u>	Microbiology	4
<u>SOC 1003</u>	Introductory Sociology	3
<u>PSY 3813</u>	Lifespan Development	3
	<b>Total</b>	17
<b><i>Students must apply to and be admitted into the technical phase of the program before taking any of the RN courses below.</i></b>		
<b>3rd Semester - Fall</b>		
<u>RN 2112</u>	Pharmacology I	2
<u>RN 2113</u>	Introduction to Professional Nursing	3
<u>RN 2115</u>	Practicum for Registered Nursing I (co-requisite: RN 2116)	5
<u>RN 2116</u>	Theories and Concepts for Registered Nursing I (co-requisite: RN 2115)	6
	<b>Total</b>	16
<b>4th Semester - Spring</b>		
<u>RN 2212</u>	Pharmacology II	2
<u>RN 2213</u>	Nutrition	3
<u>RN 2215</u>	Practicum for Registered Nursing II (co-requisite: RN 2216)	5
<u>RN 2216</u>	Theories and Concepts for Registered Nursing II (co-requisite: RN 2215)	6
	<b>Total</b>	16



# Viticulture

The Technical Certificate in Viticulture allows the learner to demonstrate the application of specific agricultural knowledge, techniques, and theories to improve vineyard health. Students completing this technical certificate will be prepared for entry to mid-level positions in the grape growing industry. The Altus vineyards and wineries, due to their proximity to the Ozark Campus, provide employment and internship opportunities. Students will also have access to entrepreneurial support along with professional growth opportunities for those currently employed.



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## Curriculum in Viticulture Certificate of Proficiency

The Certificate of Proficiency in Viticulture is a course of study that prepares students for entry-level employment in a computerized field. This certificate of proficiency may be applied to the Technical Certificate in Viticulture.

Course #	Course Name	Semester Hours
<u>VIN 1113</u>	Introduction to Viticulture	3
<u>VIN 1132</u>	Winter Viticulture	2
<u>VIN 1152</u>	Summer/Fall Viticulture	2
<u>VIN 2112</u>	Integrated Pest Management 	2
<u>VIN 2933</u>	Soils for Viticulture 	3
<b>Total</b>		<b>12</b>

## Curriculum in Viticulture Technical Certificate

Course #	Course Name	Semester Hours
<b>1st Semester</b>		
<u>BST 1303</u>	Introduction to Computers	3
<u>BST 1003</u> or <u>ENGL 0303</u> or <u>ENGL 1013</u>	Business English or Foundational Composition or Composition I	3
<u>TMAT 1103</u>	Technical Mathematics I ( <i>or higher math</i> )	3
<u>VIN 1124</u>	Botanical Viticulture	4
<u>VIN 1113</u>	Introduction to Viticulture and Vineyard Establishment	3
<b>Total</b>		<b>16</b>
<b>2nd Semester</b>		
<u>CHEM 1111</u> and <u>CHEM 1113</u>	A Survey of Chemistry and Survey of Chemistry Laboratory	4
<u>VIN 1132</u>	Winter Viticulture Technology	2
<u>VIN 2112</u>	Integrated Pest Management 	2
<u>VIN 2132</u>	Midwest Vineyard Management	2
<u>VIN 1142</u>	Spring Viticulture Technology	2
<b>Total</b>		<b>14</b>
<b>3rd Semester</b>		
<u>VIN 2353</u>	Survey of Grapes and Wine	3
<u>VIN 2933</u>	Soils for Viticulture 	3
<u>VIN 1152</u>	Summer/Fall Viticulture Technology	2
<b>Total</b>		<b>8</b>

# Welding Technology

This program is designed to develop the skills necessary for entry into industrial and commercial welding employment. Instruction is provided in SMAW, GMAW, and GTAW welding, thermal cutting, blueprint reading and layout techniques. Students are required to take a two-part examination composed by the American Welding Society to apply for AWS Entry Level Welding Certification.

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## Welding Technology

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### Curriculum in Welding Certificate of Proficiency (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 in Welding Technology and the Associate of Applied Science degree with an emphasis in Welding Technology.

Course #	Course Name	Semester Hours
<u>WLD 1103</u>	Introduction to Thermal Cutting	3
<u>WLD 1224</u>	Introduction to Arc Welding	4
<u>WLD 1202</u>	Blueprint Reading	2
<u>WLD 1503</u>	Gas Metal Arc (MIG) Welding	3
<u>WLD 1603</u>	Gas Tungsten Arc (TIG) Welding	3
<b>Total</b>		<b>15</b>

### Curriculum in Welding Technology Technical Certificate (36 Semester Credit Hours)

Course #	Course Name	Semester Hours
<b>Fall</b>		
<u>TMAT 1103</u>	Technical Mathematics I (or higher math)	3
<u>WLD 1103</u>	Introduction to Thermal Cutting	3
<u>WLD 1202</u>	Blueprint Reading	2
<u>WLD 1212</u>	Industrial Safety in Welding	2
<u>WLD 1224</u>	Introduction to Arc Welding	4
<u>WLD 1302</u>	Metallurgy	2
<b>Total</b>		<b>16</b>
<b>Spring</b>		
<u>BST 1003</u>	Business English	
	or	
<u>ENGL 0303</u>	Foundational Composition	3
	or	
<u>ENGL 1013</u>	Composition I	
<u>WLD 1405</u>	Position Welding	5
<u>WLD 1503</u>	Gas Metal Arc (MIG) Welding	3
<u>WLD 1603</u>	Gas Tungsten Arc (TIG) Welding	3
<b>Total</b>		<b>14</b>
<b>1st Summer</b>		
<u>WLD 1702</u>	Weldment Testing	2
<u>WLD 1804</u>	Certification Welding I	4

**Curriculum in Welding Technology Associate of Applied Science Degree in General Technology  
(60 Semester Credit Hours)**

<b>Course #</b>	<b>Course Name</b>	<b>Semester Hours</b>
<b>1st Semester</b>		
<u>TMAT 1203</u>	Technical Mathematics II (or higher math)	3
<u>WLD 1103</u>	Introduction to Thermal Cutting	3
<u>WLD 1202</u>	Blueprint Reading	2
<u>WLD 1212</u>	Industrial Safety in Welding	2
<u>WLD 1224</u>	Introduction to Arc Welding 🌱	4
<u>WLD 1302</u>	Metallurgy	2
	<b>Total</b>	<b>16</b>
<b>2nd Semester</b>		
<u>ENGL 1013</u>	Composition I	3
<u>WLD 1405</u>	Position Welding	5
<u>WLD 1503</u>	Gas Metal Arc (MIG) Welding 🌱	3
<u>WLD 1603</u>	Gas Tungsten Arc (TIG) Welding 🌱	3
	<b>Total</b>	<b>14</b>
<b>3rd Semester</b>		
<u>ACR 2134</u>	Boiler Operations 🌱	5
<u>ENGL 1023</u>	Composition II	3
<u>WLD 1403</u>	Welding for Trades and Industry	2
<u>WLD 1702</u>	Weldment Testing I*	2
<u>WLD 1804</u>	Certification Welding I*	4
	<b>Total</b>	<b>16</b>
<b>4th Semester</b>		
	Any Approved Social Science <sup>1</sup>	3
<u>ACR 2124</u>	Sheet Metal	4
<u>COMS 1003</u>	Introduction to Computer Based Systems	
	or	
<u>COMS 2003</u>	Microcomputer Applications	3
	or	
<u>BST 1303</u>	Introduction to Computers	
<u>INT 2904</u>	Internship (or approved elective)	4
	<b>Total</b>	<b>14</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements"

\*Usually offered in Summer I term

# Welding Technology Course Descriptions

## **WLD 1103: INTRODUCTION TO THERMAL CUTTING**

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Students will learn the principles and procedures for oxyfuel cutting, plasma cutting, and carbon arc gouging. Safe shop practices will be emphasized.

CTE General Technology Fee: \$30.

## **WLD 1202: BLUEPRINT READING**

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Students will learn to read and interpret various kinds of blueprints and working drawings. AWS welding symbols and their meanings will be taught.

CTE General Technology Fee: \$20.

## **WLD 1212: INDUSTRIAL SAFETY IN WELDING**

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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.

CTE General Technology Fee: \$20.

## **WLD 1224: INTRODUCTION TO ARC WELDING**

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This course is intended to teach theory and application of basic Astick@ 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".

CTE General Technology Fee: \$40.

## **WLD 1302: METALLURGY**

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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.

CTE General Technology Fee: \$20.

## **WLD 1403: WELDING FOR TRADE AND INDUSTRY**

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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 tungston arc welding (TIG), and shielded metal arc welding. Specific applications will be deemed by the appropriate advisor.

CTE General Technology Fee: \$30.

## **WLD 1405: POSITION WELDING**

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Pre-requisite: WLD 1224 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 hardfacing, padding, and the techniques for welding pipe.

CTE General Technology Fee: \$50.

## **WLD 1503: GAS METAL ARC (MIG) WELDING**

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Pre-requisite: WLD 1405 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".

CTE General Technology Fee: \$30.

## **WLD 1603: GAS TUNGSTEN ARC (TIG) WELDING**

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Pre-requisite: WLD 1405 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".  
CTE General Technology Fee: \$30.

### **WLD 1702: WELDMENT TESTING**

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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 AWSD1.1 and ASME Section IX industry standard codes.  
CTE General Technology Fee: \$20.

### **WLD 1804: CERTIFICATION WELDING I**

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Student practices with projects that are designed according to AWSD1.1 and ASME Section IX industry standard codes. The implementation and approval of the codes in accordance with AWSD1.1 and ASME section IX will be addressed. Documentation of procedure will also be covered.  
CTE General Technology Fee: \$40.

### **WLD 2804: CERTIFICATION WELDING II**

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This is a continuation of WLD 1804. Student practices and takes practical tests that are designed according to AWSD1.1 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.  
CTE General Technology Fee: \$40.

### **WLD 2994: SPECIAL TOPICS FOR WELDING**

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This course is designed to introduce students to specific areas in Welding 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.  
CTE General Technology Fee: \$40.

# Viticulture Enology Course Descriptions

## **VIN 1113: INTRODUCTION TO VITICULTURE AND VINEYARD ESTABLISHMENT**

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This course is designed to introduce students to viticulture in general and to current practices for establishing a commercial vineyard. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, weed control, vine disease control, and pruning for training purposes. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course.

CTE General Technology Fee: \$30.

## **VIN 1124: BOTANICAL VITICULTURE**

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This course is designed to provide students with an overview of the plant kingdom and to examine grapevine form and function from a botanical perspective. Topics to be covered include the specific characteristics of plants that distinguish them from other forms of life, divisions within the plant kingdom and representative members of each, from the fungi to trees. Plant cells, tissues, life cycles, structures and functions, especially as applied to grapevines will also be discussed, along with various aspects of plant and grapevine physiology, such as photosynthesis, respiration, nutrition, cold acclimation and hardiness, and dormancy.

CTE General Technology Fee: \$40.

## **VIN 1132: WINTER VITICULTURE AND VINEYARD ESTABLISHMENT**

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Pre-requisite: VIN 1113

This course is designed to provide students initiated in the field of viticulture practical experience in winter vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture.

CTE General Technology Fee: \$20.

## **VIN 1142: SPRING VITICULTURE TECHNOLOGY**

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Pre-requisite: VIN 1113

This course is designed to provide students initiated in the field of viticulture personal experience in spring vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture.

CTE General Technology Fee: \$20.

## **VIN 1152: SUMMER/FALL VITICULTURE TECHNOLOGY**

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Pre-requisite: VIN 1113, VIN 1132 recommended

This course is designed to provide students initiated in the field of viticulture personal experience in summer/fall vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture.

CTE General Technology Fee: \$20.

## **VIN 1463: INTRODUCTION TO ENOLOGY**

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This is an introductory course in the basic science and technology of winemaking. It is intended for the entrepreneur exploring business opportunities in the grape wine industry, and/or the prospective small winery employee interested in career development. The home winemaker that has never undergone any formal training on the subject may also benefit from this basic course. Students will make wine at home from a kit, track fermentation, make various chemical measurements and provide one bottle of finished wine to the instructor for evaluation at the conclusion of the course.

CTE General Technology Fee: \$30.

## **VIN 1483: WINERY SANITATION**

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Prerequisite: VIN 1463 (recommended) or permission.

This is a course in the basic science and technology of winery sanitation. The course serves as an introduction to wine microbiology and covers all methods used for winery sanitation including premises, tanks, pumps, filters, oak barrels and sampling equipment, including but not limited to chemical agents, reagents, and thermal treatments leading to sterile bottling. Environmental issues and compliance are also addressed.

This course is designated as "Green".  
CTE General Technology Fee: \$30.

## **VIN 1602: WINERY EQUIPMENT OPERATIONS**

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Prerequisite: VIN 1463 (recommended) or permission.

This course covers process technologies and process systems that are used in modern commercial wineries. This course will include lectures, demonstrations and a two-day workshop. Overview of winemaking systems including winemaking operations and equipment, barrel aging and barrel management, membrane separation processes, specialized contacting systems, cleaning and sanitation systems, process control systems, refrigeration systems, air conditioning and humidity systems, electrical systems, waste water systems, solid waste handling, and workplace safety.

CTE General Technology Fee: \$20.

## **VIN 2103: INTRODUCTION TO WINE MICROORGANISMS**

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This course is an introduction to the variety of microorganisms frequently encountered in the wine making process both beneficial and harmful. Topics include identification, physiology, morphology and biochemistry of various wine microorganisms.

CTE General Technology Fee: \$30.

## **VIN 2112: INTEGRATED PEST MANAGEMENT**

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Effective grape production depends on the grower developing a system of grape management that is appropriate for each vineyard. Decisions need to be made for how to manage all of the normal cultural practices such as planting, fertility, harvesting, and pruning as well as managing the insect, disease, and weed problems that occur either regularly or sporadically. The information in this course will address management issues related to common, expected pest problems as well as the occasional appearance of minor pest problems.

This course is designated as "Green".

CTE General Technology Fee: \$20.

## **VIN 2132: MIDWEST VINEYARD MANAGEMENT**

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Pre-requisite: VIN 1113 and VIN 1132

This course is a study of commercial grape growing in the Midwest of the United States. Topics include cultivars, vine nutrition, irrigation, canopy management, pests, maturity sampling and harvest, balanced pruning/cropping and cold injury.

CTE General Technology Fee: \$20.

## **VIN 2353: SURVEY OF GRAPES AND WINE**

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Pre-requisite: VIN 1113

This course is designed to introduce students to the grape varieties best suited to the Mid American region with an emphasis on the Arkansas grape growing region. Students will benefit from in depth analysis of the regional factors which contribute to Midwest grape production.

CTE General Technology Fee: \$30.

## **VIN 2463: INTERMEDIATE ENOLOGY**

---

Prerequisite: VIN 1463 or permission.

This course in the science and technology of wine making is intended for the experienced intermediate wine maker, the winery employee interested in career development, or the advanced home wine maker that is seeking new challenges. Basic organic chemistry, microbiology, and some mathematics familiarity are recommended.

This course is designated as "Green".

CTE General Technology Fee: \$30.

## **VIN 2573: FALL WINE PRODUCTION INTERNSHIP**

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Prerequisites: VIN 1463, VIN 1483, VIN 1602, and VIN 2463 or permission.

This course is designed for the individual anticipating a career in the wine industry. This course (internship) is designed to provide a student who has completed major course sequences with an intense level of practical and realistic winery operation experiences, sufficient to equip him or her with sufficient skills and work experience for an entry-level position in the wine industry. Students involved in this program will participate in a full time Crush Season internship at a supporting winery, and are expected to use the time and opportunities to further their understanding of the wine making process and

common winery operations.  
CTE General Technology Fee: \$30.

## **VIN 2592: CELLAR OPERATION TECHNOLOGY**

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Prerequisite: VIN 2573 or permission.

This course is designed to provide the student initiated in the field of enology with actual and practical exposure to the technology of wine making as is performed during the passive vineyard periods associated with winter. The student is expected to improve his or her understanding of the methods and science involved by on-site participation in each of the various activities associated with finished wine production. The course is designed to serve as actual practical exposure and may qualify as experience for those seeking employment in commercial enology.

CTE General Technology Fee: \$20.

## **VIN 2663: SENSORY EVALUATION**

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Prerequisite: VIN 1463 or permission.

This is a course intended for those individuals who need to develop an understanding of the principles of sensory evaluation used in commercial wine making. It will also be of benefit to the wine enthusiast who is interested in reaching advanced levels of appreciation as well as to the producer, the wine merchant, and ultimately the enologist, who by the nature of their profession need to discern flavors and establish tasting benchmarks. Students will utilize sensor kits and workshops to further their sensory evaluation skills and techniques. Students must be 21 years of age.

CTE General Technology Fee: \$30.

## **VIN 2683: WINE AND MUST ANALYSIS**

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Prerequisites: VIN 1463 and CHEM 1114 or permission.

Principals of grape juice and wine analysis and the reasons for use of each analysis. Analyses of a practical and useful nature are chosen for the laboratory exercises demonstrating various chemical, physical and biochemical methods. Students will participate in workshops and hands-on experiences at participating wineries.

CTE General Technology Fee: \$30.

## **VIN 2933: SOILS FOR VITICULTURE**

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The course will explore soil properties and behavior and their influence on wines. The course focuses not only on growth and production, but on the long-term effects of viticulture on soil quality and the wider environment.

This course is designated as "Green".

CTE General Technology Fee: \$30.

# Technical Mathematics Course Descriptions

## **TMAT 1103: TECHNICAL MATHEMATICS I**

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

Lecture: 3 hours

## **TMAT 1203: TECHNICAL MATHEMATICS II**

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Prerequisites: TMAT 1103, a score of 17 in the Algebra section of the ACT or a score of 29 in the Algebra section of the COMPASS.

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.

## Russellville Campus Courses offered on the Ozark Campus

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### (ART) Art

[ART 1303](#) Introduction to Drawing

[ART 2123](#) Experiencing Art

[ART 2403](#) Color Design

### (BIOL) Biology

[BIOL 1014](#) Introduction to Biological Sciences

### (CHEM) Chemistry

[CHEM 1111](#) Survey of Chemistry Lab

[CHEM 1113](#) Survey of Chemistry

### (CJ) Criminal Justice

[CJ 1003](#) Introductory Sociology

### (ENGL) English

[ENGL 0303](#) Foundational Composition

[ENGL 1013](#) Composition I

[ENGL 1023](#) Composition II

### (HIST) History

[HIST 1503](#) Western Civilization I

[HIST 1513](#) Western Civilization II

[HIST 1903](#) Survey of American History

### (MATH) Mathematics

[MATH 0803](#) Beginning Algebra

[MATH 0903](#) Intermediate Algebra

[MATH 1113](#) College Algebra

### (PHSC) Physical Science

[PHSC 1021](#) Introduction to Physical Science Lab

[PHSC 1013](#) Introduction to Physical Science

### (PSY) Psychology

[PSY 2003](#) General Psychology

### (READ) Reading

[READ 0103](#) College Reading

### (SOC) Sociology

[SOC 1003](#) Introductory Sociology

[SOC 2033](#) Social Problems

### (SPH) Speech

[SPH 2003](#) Public Speaking

# Registered Nursing Course Descriptions

## **RN 2112: PHARMACOLOGY I**

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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: \$20.

## **RN 2113: INTRODUCTION TO PROFESSIONAL NURSING**

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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: \$30.

## **RN 2115: PRACTICUM FOR REGISTERED NURSING I**

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Co-requisite: RN 2116

A practicum course which facilitates the integration, synthesis, and application of the theories, concepts, and skills taught in RN 2112, RN 2113, and RN 2115.

15 Clinical hours equal to 5 credit hours.

Ozark Malpractice Insurance Fee: \$15, Ozark Allied Health Fee: \$50.

## **RN 2116: THEORIES AND CONCEPTS FOR REGISTERED NURSING I**

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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 Allied Health Fee: \$60.

## **RN 2212: PHARMACOLOGY II**

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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: \$20.

## **RN 2213: NUTRITION**

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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 3 hours.

Ozark Allied Health Fee: \$30.

## **RN 2215: PRACTICUM FOR REGISTERED NURSING II**

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Co requisites: RN 2116. 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. 15 clinical hours equal to 5 credit hours

Ozark Malpractice Insurance Fee: \$15, Ozark Allied Health Fee: \$50.

## **RN 2216: THEORIES AND CONCEPTS FOR REGISTERED NURSING II**

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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: \$60.



# Physical Therapy Assistant Course Descriptions

## **PTA 1121: CLINICAL KINESIOLOGY LAB**

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Co-requisite: PTA 1122.

Lab skills practice to apply concepts presented in PTA 1122.

Laboratory: 1 hour, Ozark PTA Fee: \$15, Ozark Allied Health Fee: \$10.

## **PTA 1122: CLINICAL KINESIOLOGY**

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Course credit: 2 hours. Co-requisite: PTA 1121. 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. Students will also learn to assess range of motion and muscle strength.

Ozark Allied Health Fee: \$20.

## **PTA 1132: PATHOLOGICAL CONDITIONS**

---

Course credit: 2 hours lecture. 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.

Ozark Allied Health Fee: \$20.

## **PTA 1231: THERAPEUTIC PROCEDURES I LAB**

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Course Credit: 1 hour laboratory. Co-requisite: PTA 1232. Lab skills practice to apply concepts presented in PTA 1232.

Ozark Allied Health Fee: \$10.

## **PTA 1232: THERAPEUTIC PROCEDURES I**

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Course credit: 2 hours lecture. Co-requisite: PTA 1231. Students will learn physical therapy interventions using specific physical agents.

Ozark Allied Health Fee: \$20.

## **PTA 1241: PRINCIPLES OF PHYSICAL THERAPY LAB**

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Co-requisite: PTA 1243

This lab will cover concepts and techniques presented in PTA 1243 Principles of Physical Therapy.

Course credit: 1 hour laboratory.

Ozark Allied Health Fee: \$10.

## **PTA 1243: PRINCIPLES OF PHYSICAL THERAPY**

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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.

Course credit: 3 hours lecture

Ozark Allied Health Fee: \$30.

## **PTA 1251: DATA COLLECTION IN PHYSICAL THERAPY LAB**

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This lab will cover data collection and compilation as it relates to Physical Therapy.

Course credit: 1 hour laboratory.

Ozark Allied Health Fee: \$10.

## **PTA 2112: THERAPEUTIC PROCEDURES II LAB**

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Co-requisite: PTA 2113.

Lab skills practice to apply concepts presented in PTA 2113.

Ozark Allied Health Fee: \$20.

## **PTA 2113: THERAPEUTIC PROCEDURES II**

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Co-requisite: PTA 2112.

This course is a continuation of physical therapy interventions using specific physical agents.

Course credit: 2 hours lecture.

Ozark Allied Health Fee: \$30.

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## **PTA 2121: NEUROLOGICAL DEVELOPMENT AND MOTOR CONTROL**

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This course will examine the principles of normal motor development across the lifespan from infancy to adulthood.

Ozark Allied Health Fee: \$10.

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## **PTA 2142: THERAPEUTIC EXERCISE AND CARDIOPULMONARY REHABILITATION LAB**

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Co-requisite: PTA 2143.

Lab skills practice to apply to concepts presented in PTA 2143.

Ozark Allied Health Fee: \$20.

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## **PTA 2143: THERAPEUTIC EXERCISE AND CARDIOPULMONARY REHABILITATION**

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Co-requisite: PTA 2142

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.

Ozark Allied Health Fee: \$30.

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## **PTA 2151: ADMINISTRATIVE PROCEDURES**

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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.

Course credit: 1 hour lecture.

Ozark Allied Health Fee: \$10.

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## **PTA 2164: CLINICAL EXPERIENCE I**

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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.

Ozark Allied Health Fee: \$40.

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## **PTA 2211: MUSCULOSKELETAL REHABILITATION LAB**

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Co-requisite(s): PTA 2212

Lab skills practice to apply concepts presented in PTA 2212.

Ozark Allied Health Fee: \$10.

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## **PTA 2212: MUSCULOSKELETAL REHABILITATION**

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Co-requisite(s): PTA 2211

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.

Ozark Allied Health Fee: \$20.

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## **PTA 2221: NEUROLOGICAL REHABILITATION LAB**

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Lab skills practice to apply concepts presented in PTA 2222.

Ozark Allied Health Fee: \$10.

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## **PTA 2222: NEUROLOGICAL REHABILITATION**

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Co-Requisite(s): PTA 2221

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.  
Ozark Allied Health Fee: \$20.

## **PTA 2234: CLINICAL EXPERIENCE II**

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Pre-requisite: PTA 2164

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.

Ozark PTA Fee: \$15, Ozark Allied Health Fee: \$40.

## **PTA 2235: CLINICAL EXPERIENCE III**

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Pre-requisite: PTA 2234

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.

Ozark Allied Health Fee: \$50.

## Ozark Campus Orientation Course Descriptions

### **OZRK 1001: OZARK CAMPUS ORIENTATION**

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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.

CTE General Technology Fee: \$10.

# Occupational Therapy Assistant Course Descriptions

## **OTA 2102: FOUNDATIONS OF OCCUPATIONAL THERAPY**

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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. (2 lecture hours).

Ozark Allied Health Fee: \$20.

## **OTA 2111: LEVEL I FIELD WORK A**

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Opportunity for the OTA student to apply academic knowledge of occupational therapy to practice through a Level I Fieldwork experience. (1 hour clinical)

Ozark Allied Health Fee: \$10.

## **OTA 2112: MODALITIES FOR HUMAN CONDITIONS I WITH LAB**

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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. (2 hours lab).

Ozark Malpractice Insurance Fee: \$15, Ozark Allied Health Fee: \$20.

## **OTA 2122: HUMAN MOVEMENT AND ACTIVITY ANALYSIS FOR OCCUPATION WITH LAB**

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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. (2 hour lab).

Ozark Allied Health Fee: \$20.

## **OTA 2132: HUMAN MOVEMENT AND ACTIVITY ANALYSIS FOR OCCUPATION**

---

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. (2 hour lecture).

Ozark Allied Health Fee: \$20.

## **OTA 2142: MEDICAL CONDITIONS FOR THE OCCUPATIONAL THERAPIST ASSISTANT**

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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. (2 hours lecture)

Ozark Allied Health Fee: \$20.

## **OTA 2152: THEORY AND TREATMENT FOR HUMAN CONDITIONS I**

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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. (2 hours lecture).

Ozark Allied Health Fee: \$20.

## **OTA 2162: MANAGEMENT AND LICENSURE FOR THE OCCUPATIONAL THERAPY ASSISTANT**

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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. (2 hours lecture)  
Ozark Allied Health Fee: \$20.

## **OTA 2202: HUMAN OCCUPATION AND CLINICAL REASONING**

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Prerequisite: OTA 2102 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. (2 hours lecture)  
Ozark Allied Health Fee: \$20.

## **OTA 2211: LEVEL I FIELD WORK B**

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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.  
(1 hour clinical).  
Ozark Allied Health Fee: \$10.

## **OTA 2212: MODALITIES FOR HUMAN CONDITIONS II WITH LAB**

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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. (2 hours lab).  
Ozark Malpractice Insurance Fee: \$15, Ozark Allied Health Fee: \$20.

## **OTA 2221: DOCUMENTATION FOR OCCUPATIONAL THERAPY**

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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. (1 hour lecture).  
Ozark Allied Health Fee: \$10.

## **OTA 2232: GROUP PROCESSES AND DYNAMICS**

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Prerequisite: OTA 2102 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 (2 hours lecture)  
Ozark Allied Health Fee: \$20.

## **OTA 2242: HUMAN OCCUPATION AND CLINICAL REASONING LAB**

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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. (2 hours lab).  
Ozark Allied Health Fee: \$20.

## **OTA 2252: THEORY AND TREATMENT FOR HUMAN CONDITIONS II**

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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. (2 hours lecture).  
Ozark Allied Health Fee: \$20.

## **OTA 2262: ASSISTIVE TECHNOLOGY AND ENVIRONMENTAL ADAPTATIONS**

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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. (2 hours lecture)  
Ozark Allied Health Fee: \$20.

## **OTA 2302: OCCUPATIONAL THERAPY ASSISTANT PROFESSIONAL DEVELOPMENT**

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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. (2 hours lecture)  
Ozark Allied Health Fee: \$20.00.

## **OTA 2312: MODALITIES FOR HUMAN CONDITIONS III WITH LAB**

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Prerequisites: OTA 2212 Modalities for Human Conditions II, and OTA 2232 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. (2 hours lab)  
Ozark Allied Health Fee: \$20.

## **OTA 2352: THEORY AND TREATMENT FOR HUMAN CONDITIONS III**

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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. (2 hours lecture).  
Ozark Allied Health Fee: \$20.

## **OTA 2414: LEVEL II FIELD WORK A**

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Prerequisites: Successful completion of all OTA coursework.  
First 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.  
Prerequisites: All academic coursework and program director approval are required. (4 hours clinical).  
Ozark Allied Health Fee: \$40.

## **OTA 2424: LEVEL II FIELD WORK B**

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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.  
Prerequisites: (4 hours clinical).  
Ozark Allied Health Fee: \$40.

## **OTA 2513: LEVEL II FIELD WORK A 8 WEEKS**

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Prerequisites: Successful completion of all OTA coursework.  
First 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.  
Prerequisites: All academic coursework and program director approval are required. (3 hours clinical).  
Ozark Allied Health Fee: \$30.

## **OTA 2523: LEVEL II FIELD WORK B 8 WEEKS**

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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.

Prerequisites: (3 hours clinical).

Ozark Allied Health Fee: \$30.



## Medical Assistant Course Descriptions

### **MA 1023: BASIC PHARMACOLOGY WITH AN OVERVIEW OF MICROBIOLOGY**

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Enrollment is limited to medical assistant majors. Topics to be covered in addition to introductory pharmacology will include basic chemistry as it applies to the medical laboratory and a brief overview of microbiology and immunology. Basic pharmacology as it relates to the drug interaction with each of the body systems and classifications of drugs will be covered. Students will utilize the Physicians' Desk Reference (PDR) in the course.  
Three hours lecture.

### **MA 2022: MEDICAL LABORATORY ORIENTATION AND INSTRUMENTATION LAB**

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Topics covered will include laboratory orientation, laboratory procedures/ techniques, introduction to clinical laboratory instrumentation (both manual and automated), quality control principles, and care of equipment.  
Four hours laboratory.

### **MA 2023: MEDICAL LABORATORY ORIENTATION AND INSTRUMENTATION**

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This course is concerned with both the theoretical and practical application of a wide range of clinical duties performed by the medical assistant and medical technologist. Topics covered will include hematology, urinalysis, hematostatic processes, body chemistry, microbiology, and blood typing.  
Three hours lecture.

### **MA 2032: MEDICAL ASSISTANT CLINICAL PRACTICE LABORATORY**

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Co-requisite: MA 2034

This course is designed to allow for practice in locale area clinics. Students will complete a two-hour laboratory in the simulated lab and will be assigned to three hours in area clinics on a weekly basis. While at the medical facility students will apply the theories and concepts covered in MA 2023 and MA 2034.  
Laboratory five hours weekly.

### **MA 2034: MEDICAL ASSISTANT CLINICAL PRACTICE**

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Prerequisites: MA 2022 and MA 2023.

Topics covered will include examination room techniques, sterilization procedures, operation and care of electrocardiograph, assisting with minor surgery, physiotherapy, pharmacology, medications and specialist assisting. Students must subscribe to malpractice liability insurance.

# Practical Nursing Course Descriptions

## **LPN 1101: VOCATIONAL, LEGAL, AND ETHICAL CONCEPTS**

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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: \$10.

## **LPN 1102: PHARMACOLOGY I**

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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: \$20.

## **LPN 1111: NURSING OF THE GERIATRIC PATIENT**

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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: \$10.

## **LPN 1114: BASIC NURSING PRINCIPLES AND SKILLS I**

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Co-requisite: LPN 1115.

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: \$40.

## **LPN 1115: CLINICAL I**

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Co-requisite: LPN 1114.

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: \$15, Ozark Nursing Fee: \$75, Ozark Allied Health Fee: \$50.

## **LPN 1121: NUTRITION IN HEALTH AND ILLNESS**

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The importance of nutrition and its relation to proper growth and functioning and the maintenance of health are covered.

Ozark Allied Health Fee: \$10.

## **LPN 1122: BODY STRUCTURE AND FUNCTION**

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

Ozark Allied Health Fee: \$20.

## **LPN 1171: NURSING OF ADULTS WITH MEDICAL AND SURGICAL CONDITIONS I**

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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: \$10.

## **LPN 1202: NURSING OF ADULTS WITH MEDICAL/SURGICAL CONDITIONS II**

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Prerequisite LPN 171.

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: \$20.

## **LPN 1203: NURSING OF MOTHERS AND INFANTS**

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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: \$30.

## **LPN 1208: CLINICAL II**

---

Prerequisite: LPN 1115.

This course focuses on the skills needed by the nurse to provide the care in a safe and comforting manner.  
CLINICAL: 8 HOURS

This course is designated as "Green".

Ozark Nursing Fee: \$75, Ozark Allied Health Fee: \$80.

## **LPN 1211: BASIC NURSING PRINCIPLES AND SKILLS II**

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Prerequisite: LPN 1114.

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: \$10.

## **LPN 1221: PHARMACOLOGY II**

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Prerequisite: LPN 1102.

A continuation of LPN 1102. 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: \$10.

## **LPN 1302: NURSING OF CHILDREN**

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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: \$20.

## **LPN 1303: NURSING OF ADULTS WITH MEDICAL/SURGICAL CONDITIONS III**

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Prerequisite: LPN 1202.

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: \$30.

## **LPN 1308: CLINICAL III**

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Prerequisite: LPN 1115.

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: \$15, Ozark Nursing Fee: \$75, Ozark Allied Health Fee: \$80.

## **LPN 1312: CLINICAL III**

---

Prerequisite: LPN 1115. 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.

Ozark Malpractice Insurance Fee: \$15, Ozark Nursing Fee: \$75, Ozark Allied Health Fee: \$120.

## **LPN 1322: MENTAL HEALTH**

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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: \$20.

# Law Enforcement Course Descriptions

## **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.

CTE General Technology Fee: \$30.

## **LE 1013: AMERICAN LEGAL SYSTEM**

---

A survey of basic framework of the American legal system, including a brief history, civil procedure, constitutional law, common law, administrative regulation with particular emphasis on the ethical, sociocultural, and political influences affecting such environments.

CTE General Technology Fee: \$30.

## **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.

CTE General Technology Fee: \$30.

## **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.

CTE General Technology Fee: \$30.

## **LE 1043: CRIMINAL, CIVIL, AND JUVENILE LAW**

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An in-depth look at state and local law including structure, statuses, and roles.

CTE General Technology Fee: \$30.

## **LE 1053: SPANISH FOR LAW ENFORCEMENT**

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Useful terminology and expressions for the law enforcement situation with a minimum of grammar.

CTE General Technology Fee: \$30.

## **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.

CTE General Technology Fee: \$30.

## **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.

CTE General Technology Fee: \$30.

## **LE 2003: INTERVIEW, INTERROGATION, AND TESTIMONY**

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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.

CTE General Technology Fee: \$30.

## **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.  
CTE General Technology Fee: \$30.

## **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.  
CTE General Technology Fee: \$30.

## Internship Course Descriptions

### **INT 2903: INTERNSHIP**

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Provides students with experience in a business setting. Students will participate in internship during the final phase of program completion. There will be contracts signed between the school, students, and training site stating the rules and objectives of the internship.

CTE General Technology Fee: \$30.

### **INT 2904: INTERNSHIP**

---

Provides students with experience in a business setting. Students will participate in internship during the final phase of program completion. There will be contracts signed between the school, students, and training site stating the rules and objectives of the internship.

CTE General Technology Fee: \$40.

# Industrial Control Systems Course Descriptions

## **ICS 1103: PROGRAMMING I**

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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.  
CTE General Technology Fee: \$30.

## **ICS 1104: FUNDAMENTALS OF ELECTRICITY**

---

This course is an overall study of the fundamental principles of D.C. and 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.  
CTE General Technology Fee: \$40.

## **ICS 1123: SEMICONDUCTORS**

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This course introduces semiconductors or solid-state components. Topics covered include the diode and applications, transistors, and amplifiers.  
CTE General Technology Fee: \$30.

## **ICS 1143: INTRODUCTION TO DIGITAL LOGIC**

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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.  
CTE General Technology Fee: \$30.

## **ICS 1153: NETWORKING I**

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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.  
CTE General Technology Fee: \$30.

## **ICS 1253: NETWORKING II**

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Prerequisite: ICS 1153. 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.  
CTE General Technology Fee: \$30.

## **ICS 1303: PC MAINTENANCE**

---

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.  
CTE General Technology Fee: \$30.

## **ICS 1403: DRAFTING AND DESIGN**

---

This class focuses on the basic knowledge and skills required to produce engineering and architectural drawings. Emphasis is given to the development of competencies related to the use of drafting equipment, the production of beginning level engineering drawings, and the production of beginning level architectural drawings.  
CTE General Technology Fee: \$30.

## **ICS 1413: ARCHITECTURAL/COMPUTER-AIDED DRAFTING I**

---

This class focuses on the knowledge and skills required to plan and prepare scale pictorial interpretations of plans and design concepts for residential buildings. Emphasis is given to the development of competencies related to solving drafting and design problems that require the individual to understand and apply a wide range of technical knowledge and critical thinking skills. This class is designed to allow the student to produce drawings as traditional drawings or as computer-aided drawings.  
CTE General Technology Fee: \$30.



## **ICS 1423: ARCHITECTURAL/COMPUTER-AIDED DRAFTING II**

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This class is a continuation of ICS 1413. It focuses on the knowledge and skills required to plan and prepare scale pictorial interpretations of plans and design concepts for residential buildings. Emphasis is given to the development of competencies related to solving drafting and design problems that require the individual to understand and apply a wide range of technical knowledge and critical thinking skills. This class is designed to allow the student to produce drawings as traditional drawings or as computer-aided drawings.

CTE General Technology Fee: \$30.

## **ICS 1433: ENGINEERING/COMPUTER-AIDED DRAFTING I**

---

This class focuses on the knowledge and skills required to produce advanced level engineering drawings. Emphasis is given to the development of competencies related to solving drafting and design problems that require the individual to understand and apply a wide range of technical knowledge and critical-thinking skills. This class is designed to allow the student to produce drawings as traditional drawings or as computer-aided drawings.

CTE General Technology Fee: \$30.

## **ICS 1443: ENGINEERING/COMPUTER-AIDED DRAFTING II**

---

This class is a continuation of ICS 1433. It focuses on the knowledge and skills required to produce advanced level engineering drawings. Emphasis is given to the development of competencies related to solving drafting and design problems that require the individual to understand and apply a wide range of technical knowledge and critical-thinking skills. This class is designed to allow the student to produce drawings as traditional drawings or as computer-aided drawings.

CTE General Technology Fee: \$30.

## **ICS 2115: PROGRAMMABLE CONTROLLERS**

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Deals with the subject of programmable controllers (PCs). The PC is a microprocessor-based programmable device used in controlling mechanical machinery, energy management systems, computer integrated manufacturing, and other applications. Lecture: 3 hours, laboratory: 6 hours.

This course is designated as "Green".

CTE General Technology Fee: \$50.

## **ICS 2116: BASICS OF INDUSTRIAL AUTOMATION**

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An illustrated study of circuit configurations used in industry. Topics to be covered are: solid-state systems used to control D.C. and 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: 9 hours, laboratory: 5 hours.

This course is designated as "Green".

CTE General Technology Fee: \$60.

## **ICS 2123: INDUSTRIAL FLUID POWER**

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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.

CTE General Technology Fee: \$30.

## **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".

CTE General Technology Fee: \$30.

## **ICS 2213: SEMICONDUCTORS II**

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A continuation of ICS 1123, this course is a study of field effect transistors, thristors, and linear integrated circuits.

CTE General Technology Fee: \$30.

## **ICS 2303: PC MAINTENANCE II**

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Prerequisite: ICS/CIS 1303.

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.

CTE General Technology Fee: \$30.

## **ICS 2413: NATURAL GAS PRODUCTION, DISTRIBUTION, AND MANGAMENT SYSTEM**

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A study of producing, distributing, and managing natural gas; overview of drilling, finishing wellheads, natural gas compression, separation, metering, gas sampling, data gather and reporting are covered, safety is emphasized.

Lecture: 3 hours, CTE General Technology Fee: \$30.

## **ICS 2423: ELECTRICAL POWER GENERATION, TRANSMISSION, AND DISTRIBUTION SYSTEMS**

---

A study of generating, transmitting and distributing electrical power; types of electrical generation, methods of transmission both overhead and underground, transformer configurations, switching and metering are covered, safety is emphasized.

Lecture: 3 semester hours, CTE General Technology Fee: \$30.

## **ICS 2433: OCCUPATIONAL SAFETY TRAINING**

---

This course is designed to fulfill the requirements of the OSHA 40 hour certification; health, safety and environmental requirements and regulations, as well as personal protective equipment pertaining to energy management are emphasized.

Lecture: 3 hours, CTE General Technology Fee: \$30.

## **ICS 2443: DATA ACQUISITION SYSTEMS FOR ENERGY MANAGEMENT**

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Students will obtain knowledge required to specify, evaluate, and use a wide variety of data acquisition systems in laboratory and field applications. Basic principles of sampling and digitizing are presented and reinforced with practical examples from everyday testing operations.

Lecture: 3 hours, CTE General Technology Fee: \$30.

## **ICS 2993: SPECIAL TOPICS FOR INDUSTRIAL CONTROL SYSTEMS**

---

This course is designed to introduce students to specific areas in Industrial Control 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.

CTE General Technology Fee: \$30.

# Human Services Course Descriptions

## **HS 1113: INTRODUCTION TO HUMAN SERVICES**

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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, ethics, and resources will be introduced.

## **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.

## **HS 1213: SKILLS AND THEORIES IN HUMAN SERVICES**

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Prerequisite: HS 1123.

Students will further develop basic communication and interventive interviewing skills using a multi-theoretical three-stage 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 40 hours of basic counseling communication experience. Internet access required.

## **HS 1223: SYSTEMS, PROCESSES, AND CASE MANAGEMENT**

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Provides an overview of the human services organization and delivery systems for analysis and evaluation. An historical and legislative review of the development of human services delivery systems is provided. Emphasis is placed on the process and implementation of case management and the analysis of the complex structure of existing systems and service-delivery models. Ethical and legal issues will be discussed.

## **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.

## **HS 2123: GROUP PROCESSES**

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Prerequisite: HS 1213

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.

## **HS 2213: MANAGEMENT OF HUMAN SERVICE AGENCIES**

---

Prerequisites: HS 1213; Submission of medical health status record, criminal and child abuse records, and other record checks may be required by the agency placement site.

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.

## **HS 2223: FIELDWORK I**

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Prerequisites: HS 1213; 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 12 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.

## **HS 2233: FIELDWORK II**

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Prerequisites: HS 1213; 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 12 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.

# Health Information Technology Course Descriptions

## **HIT 1103: HEALTH DATA CONTENT/STRUCTURES**

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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: \$30.

## **HIT 1113: MEDICAL TERMINOLOGY**

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Study of terms that relate to the body systems, anatomical structures, medical processes and procedures, drugs and a variety of diseases that afflict humans. This course includes medical word construction, definitions, spellings, and the use of terms in the medical field.

Ozark Allied Health Fee: \$30.

## **HIT 1123: HUMAN ANATOMICAL STRUCTURE**

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This course is designed for the student desiring knowledge relative to the human structure and basic functioning of the human body. This course meets the basic requirements of in-breadth, but non in-depth study of the human body.

Ozark Allied Health Fee: \$30.

## **HIT 1203: COMPUTERS IN HEALTHCARE**

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Prerequisite: HIT 1103

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: \$30.

## **HIT 1213: LEGAL ASPECTS OF HEALTH INFORMATION**

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Prerequisite: HIT 1103

This course includes a study of the principles of law affecting health information with an emphasis on the health record as a legal document. It provides exposure to the American legal system, legal terminology, and statutes. Confidentiality and security of health information is addressed as are HIPAA regulations. Other topics discussed will include informed consent, response to subpoenas, living wills, and organ donations.

Ozark Allied Health Fee: \$30.

## **HIT 1233: PHARMACOLOGY**

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Prerequisites: HIT 1113 and HIT 1123

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 includes specific body systems and diseases and therapeutic drug applications to these body systems.

Ozark Allied Health Fee: \$30.

## **HIT 1243: HUMAN ANATOMY AND PHYSIOLOGY**

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Prerequisite: HIT 1113.

This course is designed to present an in-depth study of the anatomical structure of the human body. Students in this course will be presented concepts which will continue to develop a basic understanding of the internal relationships within the human body.

Lecture: 3 hours, Ozark Allied Health Fee: \$30.

## **HIT 2103: DISEASE PROCESSES**

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Prerequisite: HIT 1113 and HIT 1123

Coverage of the nature of diseases and human conditions. Includes symptoms, signs, etiological factors, diagnostic

studies, and treatments.  
Ozark Allied Health Fee: \$30.

## **HIT 2113: MEDICAL TRANSCRIPTION**

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Prerequisites: BUS 1303, HIT 1113, and HIT 1123.

This course will include transcription of advanced, original medical dictation incorporating English usage, medical knowledge, and proofreading and editing skills, while meeting progressively demanding accuracy and productivity.  
Ozark Allied Health Fee: \$30.

## **HIT 2213: HEALTHCARE DELIVERY SYSTEMS**

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Prerequisite: HIT 1103.

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: \$30.

## **HIT 2223: DIAGNOSTIC (ICD-9-CM) CODING**

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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-9-CM (International Classification of Diseases, 9th revision, Clinical Modification) system.

Lecture: 3 hours, Ozark Allied Health Fee: \$30.

## **HIT 2233: HEALTHCARE STATISTICS**

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Prerequisite: HIT 1103.

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: \$30.

## **HIT 2303: HEALTHCARE MANAGEMENT/REIMBURSEMENT METHODS**

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Prerequisite: HIT 1103.

This course will focus on educational requirements and professional credentials for health information management as well as job descriptions, job functions and career opportunities. Reimbursement in healthcare such as retrospective payment system, fee-for-service, prospective payment system, etc. will also be addressed.

Ozark Allied Health Fee: \$30.

## **HIT 2323: PROCEDURAL (CPT) CODING**

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Introduces the student to the concepts of coding medical procedures in the physician's office. The student will become familiar with entry-level proficiency in the techniques of coding using the Concurrent Procedural Terminology (CPT) system.

LECTURE: 3 HOURS

# Facilities Maintenance/Mgmt Course Descriptions

## **FAC 2102: ELECTRICAL APPLICATIONS**

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This class prepares individuals to apply technical knowledge and skills to install and repair residential electrical systems.  
CTE General Technology Fee: \$20.

## **FAC 2104: CONSTRUCTION FUNDAMENTALS**

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This class prepares individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties.  
CTE General Technology Fee: \$40.

## **FAC 2202: CARPENTRY**

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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.  
CTE General Technology Fee: \$20.

## **FAC 2212: PLUMBING**

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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.  
CTE General Technology Fee: \$20.

## **FAC 2222: GROUNDS MAINTENANCE**

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Landscape management, chemical usage and storage, MSDS file care, ADA compliance, and safety and reliability topics will be covered.

CTE General Technology Fee: \$20.

## **FAC 2303: CONSTRUCTION LABORATORY I**

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This course prepares individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties.  
CTE General Technology Fee: \$20.

## **FAC 2313: CONSTRUCTION LABORATORY II**

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A continuation of FAC 2303, this course prepares individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties.  
CTE General Technology Fee: \$20.

# Paramedic/Emerg Medical Servic Course Descriptions

## **EMTP 1001: First Aid and CPR for Health Care Providers**

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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; \$10.

## **EMTP 1003: MEDICAL FIRST RESPONDER**

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This course is designed to train students to perform in pre-hospital care of acutely ill or injured patients. Medical First Responders perform such measures as cardiopulmonary resuscitation, extrication, initial patient assessment and triage, and stabilization of any emergency.

Ozark Allied Health Fee: \$30.

## **EMTP 1012: FOUNDATIONS OF PARAMEDICINE**

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A study of the emergency medical service as a profession, roles and responsibilities within the EMS system, well-being and safety of the paramedic, legal and ethical issues, patient assessment, therapeutic communication, and patient care documentation.

Lecture: 3 hours, Ozark Malpractice Insurance Fee; \$66, Ozark Paramedic Fee; \$ 80, Ozark Allied Health Fee; \$20.

## **EMTP 1015: EMERGENCY MEDICAL TECHNICIAN**

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This course is designed to train students to perform 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 the ill or injured patient to a health care facility.

Ozark Malpractice Insurance Fee: \$66, Ozark Allied Health Fee: \$50.

## **EMTP 1103: LIFE SPAN DEVELOPMENT**

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Designed to prepare the student for the psychological development of infancy to geriatrics. The course of study will emphasize normal and abnormal physiological changes in people, both during their growth and development.

Ozark Allied Health Fee: \$30.

## **EMTP 1113: PHARMACOLOGY I**

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Includes the pharmacological developments, standards, and 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.

Ozark Allied Health Fee: \$30.

## **EMTP 1133: ANATOMY AND PHYSIOLOGY**

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This course is the basic study of human anatomy and physiology. Students will study body systems and functions of human organisms. Students will learn basic biological chemistry and have an understanding of all systems and how homeostasis in human bodies is achieved.

Ozark Allied Health Fee: \$30.

## **EMTP 1213: PREHOSPITAL ENVIRONMENT**

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The role of the advanced prehospital provider in the EMS system is emphasized along with the legal responsibilities and liabilities within the EMS environment. This course includes the utilization of medical direction and protocols, ethics, and the well being of EMS personnel with an emphasis on illness and injury prevention. Rescue, stress management, and mass casualty response will be included in this course. Hazardous materials as well as violent situations will be covered with an emphasis on personal and bystander safety. The patient assessment portion will include history taking, interview skills, and the physical exam. EMT level assessment techniques will be readdressed in addition to the introduction of



paramedic level skills/techniques.  
Ozark Allied Health Fee: \$30.

## **EMTP 1223: CLINICAL PRACTICUM I**

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The student will receive supervised/ preceptor clinical experience in the emergency department, respiratory therapy, and operating room. Students will perform patient procedures under the guidance of a professional health care preceptor with expertise in the patient care area. Students will observe care of critical and non-critical patients. Students will be required to assess and document on specific age and diverse complaint based patients while in the clinical area. Students will earn a team approach in the clinical area while performing basic and advanced patient skills check-off in Lab I.  
Ozark Malpractice Insurance Fee: \$66, Ozark Paramedic Fee: \$80, Ozark Allied Health Fee: \$30.

## **EMTP 1231: LAB I**

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Review and successfully perform EMT Basic skills. Advanced skill demonstration and proficient performance evaluations that will prepare the student for practical use in clinical and field internship. Advanced airway, intravenous therapy, intramuscular injections, and IV medication administration. Emphasis on patient rights in the area of health care.  
Ozark Allied Health Fee: \$10.

## **EMTP 1232: PHARMACOLOGY**

---

Prerequisite: TMAT 1203

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: \$20.

## **EMTP 1233: MEDICAL EMERGENCIES I W/LAB**

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Prerequisite: EMTP 1015 and ENGL 1013

This course will present the student with the pathophysiology, clinical assessment and treatment of patients presenting with specific illness. Pulmonology, neurology, endocrinology, allergies, anaphylaxis, gastroenterology, urology, nephrology, toxicology, substance abuse, hematology, environmental emergencies, and infectious disease will be included in this section with an emphasis on assessment based management of present illness and focused patient complaints for effective field treatment. The lab section will include performance of both basic and advanced prehospital airway management techniques and medication administration 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.

Lecture: 3 hours, Laboratory: 1 hour, Ozark Allied Health Fee: \$30.

## **EMTP 1234: CLINICAL PRACTICUM I**

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Prerequisite: EMTP 1015 or Arkansas Licensed Emergency Medical Technician  
Co-requisite: BST 1303

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 Allied Health Fee: \$40.

## **EMTP 1303: CARDIOLOGY**

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This 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 gain knowledge of EKG (ECG) monitoring of leads I, II, and III with an emphasis on the study of arrhythmia etiologies and irregular waveforms. 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. (Certification costs will be assessed.)  
Ozark Allied Health Fee: \$30.

## **EMTP 1304: MEDICAL EMERGENCIES I**

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This course will present the student with the pathophysiology, clinical assessment and treatment of patients presenting with specific illness. Pulmonology, neurology, endocrinology, allergies, anaphylaxis, gastroenterology, urology, nephrology, toxicology, substance abuse, hematology, environmental emergencies, and infectious disease will be included in this section with an emphasis on assessment based management of present illness and focused patient complaints for effective field treatment.  
Ozark Allied Health Fee: \$40.

## **EMTP 1305: CLINICAL PRACTICUM II**

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The student will apply basic and advanced assessment and procedures in the emergency department, Intensive Care Unit, and Operating Room while under supervision of preceptor and/or clinical coordinator. The student will have specific age and patient conditions to evaluate and assist in management of care in the ER department.  
Ozark Allied Health Fee: \$50.

## **EMTP 1331: LAB II**

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Will be re-evaluated in basic skills learned in Lab I. Students will learn the application of EKG monitors, pacing, synchronized cardioversion, pacing and the practical use of pulmonary oximeters. Students will apply the knowledge of advanced patient assessment to clinical scenarios.  
Ozark Allied Health Fee: \$10.

## **EMTP 1401: LAB III**

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Will demonstrate all skills learned in Labs I and II. Students will learn pediatric skills such as airway management, invasive therapy, and advanced trauma skills. Students will also demonstrate competency in advanced cardiac life support, pediatric life support, and pre-hospital trauma life.  
Ozark Allied Health Fee: \$10.

## **EMTP 1403: MEDICAL EMERGENCIES II**

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This course is designed to train students to understand the pathophysiology, assessment and management of infectious disease, abuse or assault, geriatrics, pediatrics, neonatology, and OB/GYN. 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. Airway management, specialized procedures and pharmacological techniques will be addressed. The PALS program 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 practical exam (Pass/Fail) and written exam (84%) for successful completion of Medical Emergencies II. (Certification costs will be assessed.)  
Ozark Allied Health Fee: \$30.

## **EMTP 1413: CLINICAL PRACTICUM III**

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Designated preceptors and/or clinical coordinator in the following areas will supervise students: Intensive Care Unit, Surgical Recovery, and Operating Room, and Labor & Delivery. Students will apply knowledge of course information learned and perform procedures that are appropriate for these areas of hospital. Students will have patient condition and age specific criteria to evaluate in this session that is mandatory to course completion.  
Ozark Malpractice Insurance Fee: \$66, Ozark Allied Health Fee: \$30.

## **EMTP 1423: TRAUMA MANAGEMENT**

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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. The course will culminate with the

National Association of Emergency Technicians (NAEMT) Prehospital Trauma Life Support (PHTLS). PHTLS is designed to refine the student's trauma knowledge and critical thinking skills through lecture, practical applications, and case based management scenarios. The student will also receive insight into special circumstances and alternative treatment methods for trauma victims. (Certification costs will be assessed.)  
Ozark Allied Health Fee: \$30.

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## **EMTP 1424: PARAMEDIC INTERNSHIP I**

Preceptors in the field will supervise patient assessment and management skills during the student's pre-hospital rotation. Students will have a greater understanding of EMS systems and dispatching or emergencies with a higher level of competency in patient report transmission to the ED's and patient report documentation. Students must successfully complete ACLS, the program's skill and critical thinking competency, to be scheduled for an interview with the program medical director prior to scheduling their internship rotation.  
Ozark Allied Health Fee: \$40.

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## **EMTP 1504: PARAMEDIC INTERNSHIP II**

Continuation of Internship I with evaluation by designated preceptors in the pre-hospital environment. Students must achieve a level of understanding, professionalism and clinical knowledge of pre-hospital emergency care to be recommended by the medical director and program director to enter this phase of the paramedic program. 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 pre-hospital 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 pre-hospital field evaluation.  
Ozark Allied Health Fee: \$40.

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## **EMTP 1512: ASSESSMENT BASED MANAGEMENT**

The student will learn 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 provider in the pre-hospital setting prior to the final exit of the paramedic program.  
Ozark Allied Health Fee: \$20.

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## **EMTP 2111: CLINICAL PRACTICUM II**

Prerequisite: EMTP 1234

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: \$10.

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## **EMTP 2112: CARDIOLOGY I**

This 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 EDK (ECG) monitoring of 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: 2 hours, Ozark Allied Health Fee: \$20.

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## **EMTP 2113: LIFE SPAN DEVELOPMENT**

Designed to prepare the student for the psychological development of infancy to geriatrics. The course of study will emphasize normal and abnormal physiological changes in people, both during their growth and development.

Lecture: 3 hours, Ozark Allied Health Fee: \$30.

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## **EMTP 2211: CLINICAL PRACTICUM III**

Prerequisite: EMTP 2111

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: \$10.

## **EMTP 2212: EMERGENCY MEDICAL SERVICES OPERATIONS**

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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: \$20.

## **EMTP 2221: CARDIOLOGY II LAB**

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Co-requisite: EMTP 2222

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: \$10.

## **EMTP 2222: CARDIOLOGY II**

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Co-requisite: EMTP 2221

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: 2 hours, Ozark Allied Health Fee: \$20.

## **EMTP 2313: MEDICAL EMERGENCIES II WITH LAB**

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Prerequisite: EMTP 1233

This course is designed to train students to understand the pathophysiology, assessment and management of infectious disease, abuse or assault, geriatrics, pediatrics, neonatology, and OB/GYN. 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 program 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 practical exam (Pass/Fail) and written exam (84%) for successful completion of Medical Emergencies II. (Certification costs will be assessed.) Students will demonstrate all skills covered in Medical Emergencies I, Cardiology Lab, and PALS.

Lecture: 3 hours, Laboratory: 1 hour, Ozark Allied Health Fee: \$30.

## **EMTP 2316: PARAMEDIC INTERNSHIP**

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Prerequisite: EMTP 2211

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 Malpractice Insurance Fee: \$66, Ozark Allied Health Fee: \$60.

## **EMTP 2322: ASSESSMENT BASED MANAGEMENT**

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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: 2 hours, Ozark Allied Health Fee: \$20.

## **EMTP 2323: TRAUMA MANAGEMENT**

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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: \$30.

# Cardiovascular Technology Course Descriptions

## **CVT 2102: PHYSICAL PRINCIPLES OF MEDICINE**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

Physical Principles of Medicine is a review of basic concepts common to the Cardiovascular Technologist with emphasis on patient and worker safety, communication skills, disaster preparedness, infection control, assessment of vital signs, and patient care equipment.

2 Hours Lecture

## **CVT 2112: HOSPITAL POLICIES, SAFETY, AND PROCEDURES**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

Hospital Policies, Safety, and Procedures is an in-depth study of hospital departmental policies, procedures, protocols, work activities, emphasizing purchasing, time, attendance, dress codes/grooming standards and confidentiality.

2 Hours Lecture

## **CVT 2113: PRINCIPLES OF ELECTROCARDIOGRAPHY**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

Cardiovascular Physiology II features principles of electrocardiography relating to the electrophysiology of the heart, P waves, complexes, and 12 lead EKG. This course emphasizes interpretation of basic and advanced arrhythmias and provides an overview of the heart's electrical conduction system.

3 Hours Lecture

## **CVT 2121: CARDIOVASCULAR PHYSIOLOGY I LAB**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

Co-requisite: CVT 2123 Cardiovascular Physiology I

Lab skills practice to apply concepts presented in CVT 2123.

2 Hours Laboratory

## **CVT 2123: CARDIOVASCULAR PHYSIOLOGY I**

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Prerequisite: Acceptance into the Cardiovascular Technology program

Co-requisite: CVT 2121 Cardiovascular Physiology I Lab

Cardiovascular Physiology I is an introduction to cardiovascular terminology and symbols; cardiac anatomy; intracardiac pressure waves/gradients; cardiovascular anatomy; heart sounds/murmurs; cardiovascular pharmacology; electrocardiography of specialized conduction systems; electrophysiology, and normal electrocardiograms. Medical terminology including symptomatological diagnostic terms, operative procedures, special procedures, medical therapy, and legal terminology are also emphasized.

3 Hours Lecture

## **CVT 2141: CLINICAL PRACTICUM I**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

Clinical Practicum I is a clinical orientation course demarcating the professional role of the cardiovascular technologist, patient-technologist relationship, and the interaction between the physical and allied health services.

3 Hours Clinical.

## **CVT 2213: CARDIOVASCULAR PHARMACOLOGY**

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Prerequisite: CVT 2123 Cardiovascular Physiology I and Acceptance into the Cardiovascular Technology program  
Cardiovascular Physiology III emphasizes principles of pharmacology relating to arrhythmia, congenital heart disease, vascular pathophysiology and cardiovascular dynamics.

3 Hours Lecture



## **CVT 2221: VASACULAR DIAGNOSTIC PRINCIPLES LAB**

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Prerequisite: Acceptance into the Cardiovascular Technology program.  
Co-requisite: CVT 2223 Vascular Diagnostic Principles  
Lab skills practice to apply concepts presented in CVT 2223.  
2 Hours Laboratory

## **CVT 2223: VASCULAR DIAGNOSTIC PRINCIPLES**

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Prerequisite: Acceptance into the Cardiovascular Technology program.  
Co-requisite: CVT 2221 Vascular Diagnostic Principles Lab  
Vascular Diagnostic Principles provides theoretical and practical skills in basic vascular imaging techniques and cc principles of ultrasound for patient diagnosis and treatment. This course introduces concepts essential to the perfo and interpretation of vascular imaging and testing. Laboratory exercises include instrumentation, application, asse and review.  
3 Hours Lecture

## **CVT 2231: VASCULAR DIAGNOSTIC PROCEDURES LAB**

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Prerequisite: Acceptance into the Cardiovascular Technology program.  
Co-requisite: CVT 2233 Vascular Diagnostic Procedures  
Lab skills practice to apply concepts presented in CVT 2233.  
2 Hours Laboratory

## **CVT 2233: VASCULAR DIAGNOSTIC PROCEDURES**

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Prerequisite: Acceptance into the Cardiovascular Technology program.  
Co-requisite: CVT 2231 Vascular Diagnostic Procedures Lab  
Vascular Diagnostic Procedures covers principles of vascular anatomy and physiology; hemodynamics; atherogen cardiovascular disease; duplex scanning of carotid arteries; venous disease and testing. Emphasis is placed on pe arterial disease; arterial testing; other heart and blood disorders and test; instrumentation review; quality assurance calculations; angiography and diagnostic modalities; and history, physical and patient interaction. Additionally, the will begin training in Basic and BCLS under the American Heart Association Standards.  
3 Hours Lecture

## **CVT 2244: CLINICAL PRACTICUM II**

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Prerequisite: Acceptance into the Cardiovascular Technology program.  
Clinical Practicum II students are assigned to supervised clinical experience in local hospitals and medical centers specialty areas with emphasis on set-up, calibration and operation of medical instrumentation. Patient history and exam techniques, performance of cardiovascular testing as well as analysis and interpretation of cardiovascular diagnostic tests and data are reviewed.  
8 Hours Clinical

## **CVT 2313: NON-INVASIVE INSTRUMENTATION**

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Prerequisite: Acceptance into the Cardiovascular Technology program.  
Non-Invasive Instrumentation combines medical instrumentation with practical exercises and is an examination of fundamentals of theory of physics found in non-invasive cardiovascular science. The course also introduces conce essential to the performance and interpretation of echocardiography, exercise physiology, stress testing and Holter monitoring. Topics include: echocardiographic instrumentation; basic quantification calculations; logging and repor information. Practical exercises consist of non-invasive instrumentation methods and procedures.  
3 Hours Lecture

## **CVT 2321: CARDIOVASCULAR DIAGNOSTIC PRINCIPLES LAB**

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Prerequisite: Acceptance into the Cardiovascular Technology program.  
Co-requisite: CVT 2323 Cardiovascular Diagnostic Principles  
Lab skills practice to apply concepts presented in CVT 2323.  
2 Hours Laboratory

## **CVT 2323: CARDIOVASCULAR DIAGNOSTIC PRINCIPLES**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

Co-requisite: CVT 2321 Cardiovascular Diagnostic Principles Lab

Cardiovascular Diagnostic Principles provides theoretical and practical skills in basic imaging techniques and covers principles and physics of ultrasound for patient diagnosis and treatment.

3 Hours Lecture

## **CVT 2331: CARDIOVASCULAR DIAGNOSTIC PROCEDURES LAB**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

Co-requisite: CVT 2333 Cardiovascular Diagnostic Procedures

Lab skills practice to apply concepts presented in CVT 2333.

2 Hours Laboratory

## **CVT 2333: CARDIOVASCULAR DIAGNOSTIC PROCEDURES**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

Co-requisite: CVT 2331 Cardiovascular Diagnostic Procedures Lab

Cardiac Diagnostic Procedures reviews principles of echocardiography and evaluation of the cardiac valves and ventricular functions. Focus is on cardiac stress testing, transesophageal echocardiography, pericardial effusion, pericardial effusion, cardiomyopathies, prosthetic valves, diseases of the right heart and congenital heart disease. Laboratory exercises include instrumentation, application, assessment and review. Lab sessions provide extended practice.

3 Hours Lecture

## **CVT 2344: CLINICAL PRACTICUM (NON-INVASIVE)**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

Special Topics in Cardiovascular Technology is an in-depth examination of selected topics in Cardiovascular Tech

8 Hours Clinical



# Collision Repair Technology Course Descriptions

## **CRT 1103: AUTOMOTIVE WELDING**

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Students will receive instruction on how to properly weld and cut on automobiles with the use of mig welders and plasma cutters.

CTE General Technology Fee: \$30.

## **CRT 1114: METAL REPAIR I**

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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: \$40.

## **CRT 1124: PAINTING I**

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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".

CTE General Technology Fee: \$40.

## **CRT 1134: COLOR MATCHING I**

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A continuation of painting with emphasis on spraying techniques and tinting of paints to achieve color match.

This course is designated as "green".

CTE General Technology Fee: \$40.

## **CRT 1214: METAL REPAIR II**

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Prerequisite: CRT 1114.

A continuation of CRT 1114 with advanced straightening techniques with the application of body fillers being taught.

CTE General Technology Fee: \$ 40.

## **CRT 1224: PAINTING II**

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Prerequisite: CRT 1124.

A continuation of CRT 1124. This course includes skills and technical knowledge in the preparation and application of automotive finishes.

This course is designated as "green".

CTE General Technology Fee: \$40.

## **CRT 1234: COLOR MATCHING II**

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Prerequisite: CRT 1134.

A continuation of CRT 1134. Develop advanced color match techniques.

This course is designated as "Green".

CTE General Technology Fee: \$40.

## **CRT 1312: AIR BRUSHING**

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The student will learn spraying techniques using multiple colors, metal flake paints, and multilayer masking using special spraying techniques and air brushes.

CTE General Technology Fee: \$20.

## **CRT 1322: DETAILING**

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Students will receive instruction on how to properly clean and buff all visible exterior and interior surfaces of a vehicle.

CTE General Technology Fee: \$20.

## **CRT 1332: COST ANALYSIS/COLLISION REPAIR**

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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.  
CTE General Technology Fee: \$20.

# Cosmetology Course Descriptions

## **COS 1101: HYGIENE AND SANITATION I**

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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. CTE General Technology Fee: \$10.

## **COS 1107: HAIRDRESSING I WITH LAB**

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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.

CTE General Technology Fee: \$70.

## **COS 1121: RELATED SCIENCE I**

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A study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry.

CTE General Technology Fee: \$10.

## **COS 1131: MANICURING I**

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A study of skin and nails, which includes manicuring, pedicuring, and massage.

CTE General Technology Fee: \$10.

## **COS 1141: COSMETIC THERAPY I**

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A study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching.

CTE General Technology Fee: \$10.

## **COS 1151: SALESMANSHIP, SHOP MANAGEMENT, AND SHOP DEPARTMENT I**

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A study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department.

CTE General Technology Fee: \$10.

## **COS 1201: HYGIENE AND SANITATION II**

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Prerequisite: COS 1101. A continuation of COS 1101, 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.

CTE General Technology Fee: \$10.

## **COS 1207: HAIRDRESSING II WITH LAB**

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Pre-requisite: COS 1110.

A continuation of COS 1110, 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.

CTE General Technology Fee: \$70.

## **COS 1221: RELATED SCIENCE II**

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Pre-requisite: COS 1121. A continuation of COS 1121, a study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry.

CTE General Technology Fee: \$10.

## **COS 1231: MANICURING II**

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Pre-requisite: COS 1131. A continuation of COS 1131, a study of skin and nails, which includes manicuring, pedicuring, and massage.

CTE General Technology Fee: \$10.

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## **COS 1241: COSMETIC THERAPY II**

Pre-requisite: COS 1141. A continuation of COS 1141, a study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching.

CTE General Technology Fee: \$10.

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## **COS 1251: SALESMANSHIP, SHOP MANAGEMENT, AND SHOP DEPARTMENT II**

Pre-requisite: COS 1151. A continuation of COS 1151, a study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department.

CTE General Technology Fee: \$50.

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## **COS 2301: HYGIENE AND SANITATION III**

Prerequisites: COS 1101 and COS 1201. A continuation of COS 1201, 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.

CTE General Technology Fee: \$10.

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## **COS 2307: HAIRDRESSING III WITH LAB**

Pre-requisites: COS 1110 and COS 1210.

A continuation of COS 1210, 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.

CTE General Technology Fee: \$70.

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## **COS 2321: RELATED SCIENCE III**

Pre-requisites: COS 1121 and COS 1221. A continuation of COS 1221, a study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry.

CTE General Technology Fee: \$10.

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## **COS 2331: MANICURING III**

Pre-requisites: COS 1131 and COS 1231. A continuation of COS 1231, a study of skin and nails, which includes manicuring, pedicuring, and massage.

CTE General Technology Fee: 10.

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## **COS 2341: COSMETIC THERAPY III**

Pre-requisites: COS 1141 and COS 1241. A continuation of COS 1241, a study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching.

CTE General Technology Fee: \$10.

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## **COS 2351: SALESMANSHIP, SHOP MANAGEMENT, AND SHOP DEPARTMENT III**

Pre-requisites: COS 1151 and COS 1251. A continuation of COS 1251, a study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department.

CTE General Technology Fee: \$10.

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## **COS 2404: THEORY AND PRACTICAL APPLICATION**

A course covering all faces of Cosmetology. Theory and practical applications are stressed.

CTE General Technology Fee: \$40.

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## **COS 2993: SPECIAL TOPICS FOR COS**

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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.  
CTE General Technology Fee: \$30.

## Certified Nursing Assistant Course Descriptions

### **CNA 1114: BASIC NURSING PRINCIPLES AND SKILLS I**

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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 Allied Health Fee: \$40.

# Computer Information Systems Course Descriptions

## **CIS 1103: PROGRAMMING I**

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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.

CTE General Technology Fee: \$30.

## **CIS 1113: FUNDAMENTAL COMPUTER OPERATION**

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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.

CTE General Technology Fee: \$30.

## **CIS 1153: NETWORKING I**

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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.

CTE General Technology Fee: \$30.

## **CIS 1203: PROGRAMMING II**

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A continuation of Programming I. This course introduces the programming power of Microsoft Visual Basic 6.0.

CTE General Technology Fee: \$30.

## **CIS 1213: OPERATING SYSTEMS**

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Pre-requisite: CIS 1113. Expands on the foundation that was built in Operating Systems I. Topics will include file management, multitasking, graphics, peer-to-peer networking, and accessories. Specific tasks of networking such as E-mail and scheduler will be covered.

CTE General Technology Fee: \$30.

## **CIS 1233: SYSTEMS ANALYSIS AND DESIGN**

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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: \$30.

## **CIS 1243: HTML PROGRAMMING**

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Pre-requisite: CIS 1103. This class provides training in coding simple to complex web pages using HTML code. Common programming practices as well as distinct HTML skills are taught.

Repetition, variable usage, and decision structures are covered, as well as some basic JavaScript routines.

CTE General Technology Fee: \$30.

## **CIS 1253: NETWORKING II**

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Pre-requisite: CIS 1153. 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".

CTE General Technology Fee: \$30.

## **CIS 1303: PC MAINTENANCE I**

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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".  
CTE General Technology Fee: \$30.

## **CIS 2133: WEB PAGE DESIGN**

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This course introduces the student to design and development of web pages. HTML, images, multimedia, and other topics will be covered so that students learn how to publish and maintain a web site to a server.

This course is designated as "green".  
CTE General Technology Fee: \$30.

## **CIS 2143: HELP DESK SUPPORT**

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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.  
CTE General Technology Fee: \$30.

## **CIS 2153: PROGRAMMING IN C++**

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This course is designed to teach individuals to use the Microsoft Visual Basic for applications. It focuses on macro creation and integration of a programming language into a business application suite.  
CTE General Technology Fee: \$30.

## **CIS 2303: PC MAINTENANCE II**

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Pre-requisite: ICS/CIS 1303.

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.  
CTE General Technology Fee: \$30.

## **CIS 2993: SPECIAL TOPICS FOR COMPUTER INFORMATION SYSTEMS**

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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.  
CTE General Technology Fee: \$30.



# Culinary Arts Course Descriptions

## **CA 1013: PRO START I**

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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**

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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

CTE General Technology Fee: \$15.

## **CA 1113: INTRODUCTION TO CULINARY ARTS**

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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

CTE General Technology Fee: \$15.

## **CA 1213: CULINARY ARTS I**

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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

CTE General Technology Fee: \$15.

## **CA 1223: CULINARY ARTS II**

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This course is designed to provide students with advanced culinary applications, service, and presentation.

Lecture: 3 hours

CTE General Technology Fee: \$15.

# Business Technology Course Descriptions

## **BST 0903: KEYBOARDING**

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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 1003: BUSINESS ENGLISH**

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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 I**

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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.

## **BST 1033: ADMINISTRATIVE SUPPORT PROCEDURES**

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Prerequisite: BST 0903 or permission of instructor.

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**

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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**

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Prerequisite: BST 0903 or permission of instructor.

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.

## **BST 1063: LEGAL ENVIRONMENT FOR BUSINESS TECHNOLOGY**

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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**

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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**

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An overview of macroeconomics with continued emphasis on microeconomic theory as it applies to business technology students

## **BST 1303: INTRODUCTION TO COMPUTERS**

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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 2113: WORD PROCESSING II**

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Pre-requisite: BST 1013. 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.

## **BST 2123: COMPUTER APPLICATIONS FOR ACCOUNTING**

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Prerequisite: BST 1073. 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**

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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.

## **BST 2143: INTRODUCTION TO MANAGEMENT**

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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**

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This course includes elementary database design, record layouts, simple selection operations, and basic report generation.

## **BST 2163: DESKTOP PUBLISHING**

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Prerequisites: COMS 1003 or BST 1303 and/or BST 1013.

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 2303: MONEY AND BANKING**

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Addresses the various financial markets as well as economic factors and their impact on the banking industry.

## **BST 2313: DEPOSIT OPERATIONS**

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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**

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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 2413: PRINCIPLES OF SUPPLY CHAIN MANAGEMENT**

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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.

## **BST 2423: TRANSPORTATION MANAGEMENT**

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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.

### **BST 2433: EFFICIENCY PRINCIPLES OF MANAGEMENT**

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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.

### **BST 2443: INTRODUCTION TO PROJECT MANAGEMENT**

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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 2453: FOUNDATIONS OF STRATEGIC PROCUREMENT**

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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.

Pre-requisite: Supply Chain Management Principles.

### **BST 2463: WAREHOUSING AND INVENTORY MANAGEMENT**

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Prerequisite: ENGL 1013.

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; and 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.

### **BST 2992,2993: SPECIAL TOPICS FOR BUSINESS TECHNOLOGY**

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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.

# Automotive Service Technology Course Descriptions

## **AST 1003: AUTOMOTIVE ELECTRONICS**

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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.

## **AST 1004: GASOLINE ENGINE THEORY**

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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".  
CTE General Technology Fee: \$40.

## **AST 1005: ENGINE PERFORMANCE**

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Prerequisite: AST 1004 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".  
CTE General Technology Fee: \$50.

## **AST 1103: AUTOMOTIVE BRAKE SYSTEMS**

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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.

CTE General Technology Fee: \$30.

## **AST 1113: INTRODUCTION TO AUTOMOTIVE DRIVETRAINS**

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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.

CTE General Technology Fee: \$30.

## **AST 1203: AUTOMOTIVE CLIMATE CONTROL**

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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".  
CTE General Technology Fee: \$30.

## **AST 1213: AUTOMOTIVE CHASSIS AND STEERING**

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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.

CTE General Technology Fee: \$30.

## **AST 1223: ADVANCED AUTOMOTIVE DRIVETRAINS**

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Pre-requisite: AST 1113. A continuation of AST 1113. A study of the theory and operation of the entire drivetrain of automotive automatic transmissions and transaxles.

CTE General Technology Fee: \$30.

## **AST 2103: ADVANCED AUTOMOTIVE ELECTRONICS**

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Prerequisites: AST 1003 and AST 1004. 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".

CTE General Technology Fee: \$30.

## **AST 2113: ADVANCED ENGINE PERFORMANCE**

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Prerequisite: AST 1005.

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.

CTE General Technology Fee: \$30.

## **AST 2203: DIESEL THEORY**

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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.

CTE General Technology Fee: \$30.

## **AST 2993: SPECIAL TOPICS FOR AUTOMOTIVE SERVICE TECHNOLOGY**

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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.

CTE General Technology Fee: \$30.

# Air Conditioning/Refrigeration Course Descriptions

## **ACR 1203: FUNDAMENTALS OF ELECTRICITY**

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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.

CTE General Technology Fee: \$30

## **ACR 1205: TUBING AND PIPING**

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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.

CTE General Technology Fee: \$50.

## **ACR 1222: INDUSTRIAL CONTROLS**

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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.

CTE General Technology Fee: \$20.

## **ACR 1301: INDUSTRIAL SAFETY IN AIR CONDITIONING AND REFRIGERATION**

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The hazards associated with the different refrigerants, electricity, the oxy-acetylene torch, radon, carbon monoxide, extreme heat and extreme cold will be addressed.

CTE General Technology Fee: \$10.

## **ACR 1302: BASIC COMPRESSION AND REFRIGERATION**

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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".

CTE General Technology Fee: \$20.

## **ACR 1503: ELECTRONIC COMPONENTS**

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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.

CTE General Technology Fee: \$30.

## **ACR 1602: SCHEMATICS**

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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.

CTE General Technology Fee: \$20.

## **ACR 2102: RESIDENTIAL SYSTEMS**

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Pre-requisite: ACR 1203 and ACR 1302. This course is a study of the major components and control devices for gas and oil furnaces, hydronic systems, heat pumps, and cooling systems.

CTE General Technology Fee: \$20.

## **ACR 2104: HEAT GAIN AND LOSS**

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Pre-requisite: ACR 1302. 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".

CTE General Technology Fee: \$40.

## **ACR 2112: AIR CONDITIONING SERVICE**

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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".

CTE General Technology Fee: \$20.

## **ACR 2114: INDUSTRIAL REFRIGERATION**

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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.

CTE General Technology Fee: \$40.

## **ACR 2124: SHEET METAL**

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Provides an introduction to safety, tools, machinery, materials, and fasteners used in the sheet metal trade.

CTE General Technology Fee: \$40.

## **ACR 2134: BOILER OPERATIONS**

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Will cover the basic theory, operation, and construction of a high pressure boiler.

This course is designated as "Green".

CTE General Technology Fee: \$40.