

ARKANSAS TECH UNIVERSITY - OZARK CAMPUS

2007 - 2008 TECHNICAL CATALOG

OZARK, ARKANSAS

HTTP://ATUOC.ATU.EDU

Accreditation

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

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

Program Accreditation

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

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

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

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

Committee on Accreditation of Educational Programs
for the Emergency Medical Services Professions
1248 Harwood Road
Bedford, TX 76021
(817) 283-9403

Enrolling in Arkansas Tech University Ozark Campus

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

The basic responsibilities of selecting a field, enrolling in the prescribed courses of study in the field and complying with Arkansas Tech University - Ozark Campus's requirements for graduation rest with the student; however, Arkansas Tech University - Ozark Campus 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

Main Telephone Number/General Information.....(479) 667-2117
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 Extension 322

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

A copy of the annual budget is available in the Ross Pendergraft Library and Technology Center on the 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.

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ACADEMIC CALENDAR

2007 - 2009

Late registration for first term	June 4 - 5	Summer Session 2007 First Term
Classes begin	June 4	
Last day to register and add courses/change sections	June 5	
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 8	
Preregistration for freshmen for fall semester	May - August	
Last day to drop courses with a "W" or change from credit to audit	June 29	
Holiday	(Wednesday) July 4	
First term ends	July 6	
Graduation	July 7	
Late registration for second term	July 9 - 10	
Classes begin	July 9	
Last day to register and add courses/change sections	July 10	
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 13	
Last day to drop courses with a "W" or change from credit to audit	August 3	
Second term ends	August 10	
Registration	August 20 - 21	Fall Semester 2007
Orientation	August 20	
Classes begin	August 22	
Last day to officially withdraw/drop courses with full reduction of tuition and fees	August 23	
Last day to register and add courses/change sections	August 28	
Labor Day holiday	September 3	
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	September 26	
Mid-term	October 11	
Deadline for degree audit and application for graduation, May and Summer 2008 graduates	October 12	
Preregistration for spring semester	November	
Thanksgiving holidays	7:00 a.m., November 21 - 7:00 a.m., November 26	
Last day to drop courses with a "W" or change from credit to audit	November 26	
Last day of classes	December 6	
Reading Day	December 7	
Final examinations	6:00 a.m., December 10 - 3:00 p.m., December 14	
Registration	January 10 - 11	Spring Semester 2008
Orientation	January 11	
Classes begin	January 14	
Last day to officially withdraw/drop courses with full reduction of tuition and fees	January 15	
Last day to register and add courses/change sections	January 18	
Martin Luther King Day holiday	January 21	
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	February 18	

	Mid-term	March 4	
	Deadline for degree audit and application for graduation, December 2008 graduates	March 7	
	Spring holidays	7:00 a.m., March 24 - 7:00 a.m., March 31	
	Preregistration for fall semester	April	
	Last day to drop courses with a "W" or change from credit to audit	April 18	
	Last day of classes	May 1	
	Reading Day	May 2	
	Final examinations	6:00 a.m., May 5 - 3:00 p.m., May 9	
Summer Session 2008 (tentative) First Term	Late registration for first term	June 2 - 3	
	Classes begin	June 2	
	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	
	Preregistration for freshmen for fall semester	May - 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	
	Graduation	July	
	Second Term	Late registration for second term	July 7 - 8
		Classes begin	July 7
		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	
Fall Semester 2008 (tentative)		Registration	August 18 - 19
	Orientation	August 18	
	Classes begin	August 20	
	Last day to officially withdraw/drop courses with full reduction of tuition and fees	August 21	
	Last day to register and add courses/change sections	August 26	
	Labor Day holiday	September 1	
	Last day to officially withdraw/drop courses with 80 percent reduction of tuition	September 24	
	Mid-term	October 9	
	Deadline for degree audit and application for graduation, May and Summer 2009 graduates	October 10	
	Preregistration for spring semester	November	
	Last day to drop courses with a "W" or change from credit to audit	November 19	
	Thanksgiving holidays	7:00 a.m., November 26 - 7:00 a.m., December 1	
	Last day of classes	December 4	
Reading Day	December 5		
Final examinations	6:00 a.m., December 8 - 3:00 p.m., December 12		

Registration	January 8 - 9
Orientation	January 9
Classes begin	January 12
Last day to officially withdraw/drop courses with full reduction of tuition and fees	January 13
Last day to register and add courses/change sections	January 16
Martin Luther King Day holiday	January 19
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	February 16
Mid-term	March 3
Deadline for degree audit and application for graduation, December 2009 graduates	March 6
Spring holidays	7:00 a.m., March 23 - 7:00 a.m., March 30

**Spring Semester 2009
(tentative)**

Preregistration for fall semester	April
Last day to drop courses with a "W" or change from credit to audit	April 17
Last day of classes	April 30
Reading Day	May 1
Final examinations	6:00 a.m., May 4 - 3:00 p.m., May 8

Late registration for first term	June 1 - 2
Classes begin	June 1
Last day to register and add courses/change sections	June 2
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 5
Preregistration for freshmen for fall semester	May - August
Last day to drop courses with a "W" or change from credit to audit	June 26
First term ends	July 2
Holiday	(Friday) July 3
Graduation	July

**Summer Session 2009
(tentative)
First Term**

Late registration for second term	July 6 - 7
Classes begin	July 6
Last day to register and add courses/change sections	July 7
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 10
Last day to drop courses with a "W" or change from credit to audit	July 31
Second term ends	August 7

Second Term

NOTE: The calendar for Weekend College classes or classes with unusual terms may differ from what is printed above. Please check with the instructor and/or the Office of Student Services for more information.

ADMINISTRATION

Board of Trustees John Chambers III Danville
 W. R. "Bud" Harper Fort Smith
 Fritz P. Kronberger Russellville
 Terry L. Rothwell Heber Springs
 Dean Wilburn Harrison

Board of Advisors Tom Banhart Van Buren
 Bruce Coleman Mountainburg
 C.A. Kuykendall Ozark
 Mary McGehee Ozark
 Jimmy Rofkahr Scranton
 Bill Rue Ozark
 Donald Smith Cecil
 Jerry Standridge Booneville
 Ron Vest Ozark
 Shirley Young Magazine

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

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

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

Administrative Staff Laura Rudolph Director of Administrative Support
 Brenda Shoop Associate Registrar
 Tammy Verkamp Librarian/Americans with Disabilities Coordinator
 Ken Warden III Business and Industry Coordinator
 Deborah Wood Director of Financial Aid

SUPPORT

Tom Acord	Plant Maintenance
Linda Allsopp-Stephenson.....	Office of Student Services
Sandra Anderson.....	Plant Maintenance
Julie Atchison	Bookstore
Kathy Bartlett	Academic Affairs
Dianne Bell	Purchasing
Tracy Chapman.....	Plant Maintenance
Debbie Edgin	Receptionist
John Gwatney	Plant Maintenance
Dirk Hamlin	Public Relations
Stacie Harden.....	Payroll
Audra Hodges	Chancellor's Office
Sharyl Moffit	Allied Health
Beverly Nehus	Human Resources
Jay Rieder	Computer Services
Faith Rosson	Office of Student Services
Charles Stacy	Plant Maintenance

Support Services Staff

FACULTY

LEIGH ANN BALDWIN, 2005

Practical Nursing Clinical Instructor
Practical Nursing, Arkansas Tech
University - Ozark Campus, 2000

TEKLA BARR, 1990

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

KENNETH BEELER, 2005

*Air Conditioning/Refrigeration
Instructor*
Air Conditioning/Refrigeration,
Arkansas Tech University - Ozark
Campus, 2004

SHERRY BROWN, 1996

*Adult Education Program Coordinator/
Instructor*
B.S., University of the Ozarks,
1985; M.Ed., University of
Arkansas, 1989

JODY CHRISMAN, 1987

Industrial Control Systems Instructor
Electronics Technology, Arkansas
Tech University - Ozark Campus,
1982

JUDY DAVIS, 1991

GED/ABE Instructor
B.S., University of Arkansas, 1969

REESE DAVIS, 1998

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

PATRICIA FASHING, 2007

Practical Nursing Clinical Instructor
Practical Nursing, Arkansas Tech
University - Ozark Campus, 2003

THERESA FONTAINE, 2007

Practical Nursing Instructor
B.S.N., Arkansas Tech University,
2003

RICHARD FRASKA, 2000

Welding Technology Instructor
Welding Technology, Arkansas Tech
University - Ozark Campus, 1996

CATHY FULTZ, 1991

Cosmetology Instructor
Cosmetology, Arkansas Tech
University - Ozark Campus, 1970
Cosmetology Instructor Training,
Arkansas Tech University - Ozark
Campus, 1971

CLINTON HALL, 1996

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

STAN HATCHER, 1998

Collision Repair Instructor
Collision Repair Technology,
Arkansas Tech University - Ozark
Campus, 1983

NATALIE HELMERT, 2007

Practical Nursing Instructor
B.S.N., Arkansas Tech University,
1999

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

RON HUTAIN, 1984

Industrial Control Systems Instructor
A.A., Chaffey Community College,
1978

SERELDA JOHNSON, 2005

*Business Technology/Medical
Technology Instructor*
A.A.S., Costal Bend College, 1999;
B.S., Arkansas Tech University,
2003

SUSAN KONTIR, 2004

Paramedic and EMT instructor
B.S.N., Oklahoma Wesleyan,
2000

CHARLES LEE, 2005

Mathematics Instructor
B.A., Concordia College, 1993

ESTER LEONARD

Practical Nursing Instructor
Licensed Practical Nursing,
Arkansas Tech University - Ozark
Campus, 1985; A.A.S., University
of Arkansas - Fort Smith, 1995

CHRISTY MCCOLLOUGH, 2006

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

PATRICIA MCCREARY, 1990

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

ANGIE MEDLOCK, 2002

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

JANET MICKENS, 1989

Practical Nursing Instructor
A.A.S., University of Arkansas
Fort Smith, 1977

ELIZABETH PRUITT, 1968

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

LISA ROBLES, 1992

Paramedic and EMT Instructor
Paramedic Certificate, University
of Arkansas - Fort Smith, 1988;
B.S.E., University of Arkansas,
2006

DANIEL SCHROYER, 2006

Facilities Maintenance/Management

Instructor

Air Conditioning and
Refrigeration, Arkansas Tech
University - Ozark Campus, 2004

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

EWELL WADLEY, 1998

AST/CRT Lab Instructor

Automotive Service Technology,
Arkansas Tech University - Ozark
Campus, 1986; Collision Repair
Technology Arkansas Tech
University - Ozark Campus, 1985

DEBBIE WOFFORD, 1979

Business Technology Instructor

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

VICKY WILLIAMS, 2001

GED/ABE Instructor

B.A., Arkansas Tech University,
1990

GENERAL INFORMATION

The Campus

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

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.

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.

Programs of Study

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

- Associate of Applied Science in Allied Health
 - Paramedic/Emergency Medical Services
 - Practical Nursing
- Associate of Applied Science in Business Technology
 - Business Technology
 - Business Technology Banking
 - Business Technology Medical
- Associate of Applied Science in General Technology
 - Air Conditioning and Refrigeration
 - Facilities Management option
 - Applied Laboratory Technology
 - Automotive Service Technology
 - Collision Repair Technology
 - Computer Information Systems
 - Cosmetic Science
 - Industrial Control Systems
 - Welding Technology

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
 - Business Technology Banking
 - Business Technology Medical Transcription
- Collision Repair Technology

Computer Information Systems
Cosmetology
Industrial Control Systems
Paramedic/Emergency Medical Services
Practical Nursing
Welding Technology

The physical plant of Arkansas Tech University - Ozark Campus includes five buildings on approximately 26 acres. The main building houses classrooms, administrative offices and Workforce Education (Business/Industry and Adult Education). Other buildings on campus are: Heating and Air Conditioning, Industrial Control Systems, Collegiate Center (Business Department) and Health Building (EMT/Paramedic/Nursing). All buildings are handicapped accessible. The cleaning and maintenance of all buildings and property is under the direction of the Physical Plant supervisor.

Arkansas Tech University – Ozark Campus adheres to the State of Arkansas' Inclement Weather Policy. (See page 80 of the Student Handbook section of this catalog for details.)

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

Physical Plant

Inclement Weather Policy Severe Weather Policy

ADMISSION

Admission to Arkansas Tech University - Ozark Campus is open to any qualified individual subject to the admission requirements listed below. However, Arkansas Tech University - Ozark Campus reserves the right to reject the application of any individual whose records do not satisfy the requirements. Every student must file an initial application for admission. Applications and additional information about Arkansas Tech University - Ozark Campus are available from the Office of Student Services, Arkansas Tech University - Ozark Campus, P.O. Box 506, Ozark, Arkansas, 72949.

Students may download an application from the Arkansas Tech University - Ozark Campus web site at <http://atuoc.atu.edu/> or email for additional information via atuozark@atu.edu.

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

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

Admission Requirements

Entering students must comply with the following admission requirements and 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.

1. Completion of secondary school graduation requirements evidenced by submission of official secondary school transcript showing completion of the curriculum required for graduation to include class rank, date of graduation, and a minimum of 2.0 grade point. Entering students who participate in the GED must have a minimum standard score of 450 and provide a score report.
2. Participation in the American College Testing (ACT)¹ program, Scholastic Aptitude Test (SAT-1)², or COMPASS exam showing a minimum of 13 on the ACT or equivalent on other tests. NOTE: Entering freshmen taking the SAT-1 must also take the Test of Standard Written English (TSWE)³ for placement in English.

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

Placement Standards

In accordance with Arkansas Code of 1987 Annotated, paragraph 6-61-110, first-time entering students (including students who entered college the summer of 1995 or thereafter and students who enter with advanced standing) must meet the following placement standards prior to enrollment in college-level mathematics or English composition courses.

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. For students who take the COMPASS, those scoring 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 460 or above on the verbal section of SAT-I may enroll in college-level English courses. For students who take the COMPASS, those scoring 75 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, 460 or above on the verbal section of SAT-1 will be considered to have met minimal reading skill requirements. For students who take the COMPASS, those scoring 82 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 have interrupted their attendance at Arkansas Tech University - Ozark Campus will usually be automatically readmitted if the academic record for the last semester of college work is satisfactory. However, another application for admission must be filed by students who have not attended Arkansas Tech during the past year and by students who have attended another college since attending Arkansas Tech University - Ozark Campus.

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 making application for admission to Arkansas Tech University - Ozark Campus must submit official transcripts from all colleges/universities where they have been 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 a high school transcript and must request current transferable ACT or SAT scores be sent to the University. ACT or SAT 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, but the University reserves the right to require immediate withdrawal if the transfer transcript does not meet admission requirements.

Degree Completion for Transfer Students

To earn a degree, 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 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.

Former Students

Transfer Students

Transfer Credit

Credit from colleges and universities accredited by one of the six U.S. regional accreditation associations will be accepted for transfer credit. Credit from U.S. colleges and universities not accredited by one of the six regional accreditation associations 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. A maximum of 50% of acceptable technical credit may be transferred from community colleges. **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)

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/>.

Conditional Admission

Students who do not meet standard admission requirements will have the opportunity to be conditionally admitted on academic probation. Freshman eligibility will be based on ACT, SAT or COMPASS scores and GPA at time of application. Transfer students who do not meet standard admission requirements may be considered for conditional admission. Students granted conditional admission will be admitted on academic probation.

Non-Degree Admission

Arkansas Tech University - Ozark Campus serves the general public by allowing individuals to enroll in classes for professional development and self-fulfillment without meeting regular admission requirements. The student admitted under this policy, who later chooses to pursue a degree, must reapply for admission as a degree seeking student and meet standard admission policies. A maximum of 27 credit hours earned as a nondegree 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

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 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 3.00 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 credit. If student chooses not to have course(s) and grade(s) recorded, student must notify the Office of Student Services in writing within thirty days of the end of the term or semester. Students must reapply each term or semester they attend. The course(s) agreed upon by the student and their high school must also be approved for each term or semester attended by the Chief Student Officer.

ACT (American College Testing) Program

Entering students are required to provide Arkansas Tech University - Ozark Campus with American College Testing (ACT) Assessment scores for purposes of admission, academic placement, and the awarding of academic scholarships. Arkansas Tech University - Ozark Campus will not accept ACT score reports that are more than five years old. Students who have not taken the ACT prior to arrival at Arkansas Tech or whose score report is more than five years old are required to take the COMPASS preceding their first semester. The ACT, which covers English, mathematics, reading and science reasoning, is administered five times per year at test centers, such as high schools, colleges, and universities across the nation. ACT information and registration forms may be obtained from local high schools, colleges, or universities.

You may also contact the Arkansas Tech University Testing Center on the main campus in Russellville for ACT information and registration materials. In addition, you may correspond directly with ACT at American College Testing Program, P.O. Box 168, Iowa City, Iowa 52243 or <http://www.act.org>.

The 2007-2008 ACT national test schedule is as follows:

Test Date	Registration Deadline
June 9, 2007	May 4, 2007
October 27, 2007	September 21, 2007
December 8, 2007	November 2, 2007
February 9, 2008	January 4, 2008
April 12, 2008	March 7, 2008
June 14, 2008	May 9, 2008

Please check with your local high school, college, university or the Arkansas Tech University Testing Center for the 2007-2008 test schedule.

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 and academic placement. 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. Assessment scores that are more than five years old will not be accepted. Information about the COMPASS can be obtained by calling (479) 667-2117.

COMPASS (Computerized- Adaptive Placement Assessment and Support System)

Arkansas Tech University - Ozark Campus encourages students to give long and 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.

Selecting a Major Field

Some students entering the University have not chosen a major. The individual who has not decided on a major may enroll in general education courses which are required of all candidates for the Associate of Applied Science degree (see "General Education Requirements" on page 25). Students enrolling as "undecided" majors will be assigned to the Office of Student Services. The Office of Student Services is located in the Administration building and can be contacted by calling (479) 667-3433. Students enrolled as undecided may select a major at any time; however, a student must select a major during the semester in which student earns 15 semester credit hours.

Undecided Study

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

Procedure for Scheduling Courses

All courses taught at Arkansas Tech University - Ozark Campus are listed alphabetically by subject area in the back of the catalog. 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.

Course Information

FEES AND EXPENSES

General

Students enrolling at Arkansas Tech University - Ozark Campus are assessed tuition and fees to cover the costs of instruction and other student services common to a school setting. Certain courses requiring individual instruction, special facilities or requirements and carry additional fees.

Students enrolling for twelve or more semester hours of technical courses for the fall or spring semester are considered full-time. Technical tuition is assessed for each course at the credit-hour rate of \$43 per credit hour. Undergraduate tuition (general education courses) is assessed at the credit-hour rate of \$149.

Full-time students enrolled for the fall or spring semester are assessed a \$25 student activity fee, a \$5 per credit hour technology fee, and a \$5 transcript fee.

Tuition for courses taken during summer and mini-sessions will be assessed at the appropriate credit-hour rate for each course. A \$5 activity fee (Summer I and II only), a \$5 per credit hour technology fee, and a \$5 transcript fee are also assessed each summer and mini-session.

All fees and charges to students are set by Arkansas Tech University's Board of Trustees. Every attempt is made to establish charges in time to appear in the catalog; however, when this is not possible, estimated charges are shown. **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 2007 - 2008 academic year. All rates are subject to change as necessary.

Technical Tuition	\$43 per credit hour
Student Activity Fee	\$25 (full-time, Fall and Spring) \$5 (part-time, and Summer)
Technology Fee	\$5 per credit hour
Transcript Fee	\$5
Graduation Fee	\$25
Replacement of ID Card	\$25

Payment of Accounts

Tuition and all other fees and charges are due prior to the beginning of each term at the Office of Fiscal Affairs, located in the Administration building. Financial settlement, which consists of tuition and fees, may be made by personal payment or **authorized** financial aid (loans, scholarships, grants, third parties, etc.). Visa and MasterCard credit cards are accepted for all charges. An alternate payment plan is offered via the web site: <http://stuacct.s.atu.edu>. Registration is not complete until all financial obligations have been satisfied. Failure to make financial settlement may result in cancellation of the student's class schedule.

The student identification number is assigned as the student's account number for billing purposes. An alternate nine digit number will be assigned as the student identification number upon written request to the Office of Student Services.

Monthly billing statements are payable upon receipt. Preregistration invoices for fall and spring are mailed approximately thirty days prior to the first day of class. Students must return the top portion of the preregistration invoice along with applicable payment by the due date.

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

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

Reduction of Fees and Charges

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

Reduction of Tuition for Official Withdrawal

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

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

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

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

Reduction of Tuition/ Fees for Dropping to Fewer Hours

Students dropping to fewer hours for the fall or spring semester by the end of the second day of the semester, as listed in the "Academic Calendar" on page iv, will receive a 100 percent reduction of tuition and fees for the courses dropped. Thereafter, students dropping to fewer hours before the end of the twenty-fifth day of the semester will receive an 80 percent reduction of tuition. No reduction will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the second day of the semester.

STUDENT SERVICES OPERATIONS

Bookstore

The Arkansas Tech University - Ozark Campus Bookstore is located in the Administration Building. Textbooks, school supplies, and other items may be purchased.

Disability Services for Students

Arkansas Tech University - Ozark Campus is committed to providing equal opportunities for higher education to academically qualified individuals who are disabled. Students with disabilities attending Arkansas Tech University - Ozark Campus will be integrated as completely as possible into the institution 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, but does assume responsibility for modifying campus facilities and procedures to accommodate individual needs where feasible 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.

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 Administration Building, Arkansas Tech University - Ozark Campus, Ozark, AR 72949, and can be contacted by calling (479) 667-2117, or by E-mail ozark.disabilities@atu.edu.

Student Financial Aid

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 institution 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 institution 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. 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 receipt of documentation of a computer purchase. This will be a one time adjustment with the costs being spread over the school year. No further adjustments will be made for upgrades or additional software at any time during the student's career. Other adjustments to the cost of attendance allowed by federal regulations include purchase of equipment required by all students in the same course of study, and reasonable expenses incurred related to a student's disability. These adjustments may result in additional financial aid if the student was not already receiving the maximum amount of every type of aid for which they were eligible. For more information, contact the Financial Aid Office: (479) 667-2117.

Act 1180 of 1999 prohibits postsecondary institutions from using public funds in a student aid package which exceeds the cost of attendance at that institution. Arkansas Tech University - Ozark Campus 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. If a student has both academic and performance scholarships from Tech, the academic scholarship will be reduced first. If a Departmental Performance Scholarship has to be reduced, the supervisor will be informed of the reduction in hours of service. In the absence of direction from a private donor, all private funds will be split equally between fall and spring semesters. For more information on the scholarship stacking policy, contact the Financial Aid Office: (479) 667-2117, extension 322.

Students may receive only one Tech funded 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 Financial Aid Office at the Ozark Campus.

Scholarships are awarded by semester. Deadlines are: June 1 for the Fall semester and November 1 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. Application(s) are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply for the scholarship each semester.

Scholarships are awarded by semester. Deadlines are: June 1 for the Fall semester and November 1 for the Spring semester. Student must have a minimum cumulative grade point average (GPA) of 3.00 or greater to apply. Application(s) are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply for the scholarship each semester.

Scholarships are awarded by semester. Deadlines are: June 1 for the Fall semester and November 1 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. Application(s) are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply each semester.

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

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

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

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

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

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

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

Scholarship Stacking Policy

Scholarships

Chancellor's Scholarship

Academic Excellence Scholarship

Financial Assistance Scholarship

Academic Standards for Students Receiving Financial Aid Through Federally Funded Programs

Institutional Academic Suspension

Satisfactory Academic Progress

Technical Certificate

All students receiving financial aid must complete at least 75% of all courses in which they have enrolled in while attending the institution. Once a student falls below the 75%, the student is placed on financial aid probation. The student is allowed to receive financial aid for this period. However, the student must pass at least 75% of his or her next (current) semester course load during the probationary period in order to continue to receive financial aid. If a student fails to pass at least 75% of his or her next (current) semester course load, the financial aid will be suspended.

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

First Undergraduate Degree (Associate of Applied Science)

1. A student is considered making satisfactory academic progress as a full-time student if the total credits earned (with a grade of "D" or better) are:

# of Semesters	Minimum Hours Earned
1	9
2	21
3	33
4	48
5	60
6	72
7	84
8	96
9	108
10	120

NOTE: ALL part-time students must always earn the number of hours in which they are enrolled. Incomplete, repeat and audit classes are counted as hours attempted. 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. Students may use summer hours earned at Arkansas Tech University - Ozark Campus to fulfill the academic progress requirement. Hours earned at another institution will not meet the requirement.

2. Transfer students will be assigned an "equivalent semesters attended" based on the number of hours accepted by the Registrar's Office rounded down to the nearest quarter semester. Example: A student with fifty-four transfer hours would have "equivalent semesters attended" of 4.5 (54 divided by 12 = 4.5). It is the student's responsibility to make sure transfer transcripts are on file with the Registrar.

Required Grade Point Average

When the cumulative grade point average (GPA) of the student falls below a "C" average (2.0), the student will be placed on financial aid probation.

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

Withdrawals

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

Application for Federal Student Aid

General – Students use the Free Application for Federal Student Aid (FAFSA) 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.**

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

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant

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

Student Employment

The annual loan limit for Federal Perkins Loans is \$3,000.

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

Federal Perkins Loans

Federal Family Education Loans

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

Federal Stafford Student Loans

The Federal Stafford Student 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 financially qualify for the loan which is borrowed from a bank or other financial institution. The loan has a fixed interest rate of 6.8%.

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

Unsubsidized Federal Stafford Loans

The Federal Unsubsidized Stafford Loan has the same loan limits, deferments, and interest rate as the Stafford Loan. However, the student does not have to be financially eligible for the loan and must either pay the interest while in school or have it capitalized for repayment with the loan principal. The total borrowed in regular Stafford and Unsubsidized Stafford Loans may not exceed the student's yearly maximum as shown above.

Federal PLUS Loans

Parents of students who do not qualify for the Federal Stafford Loan may borrow annually the amount of the student's cost of education minus other aid for each child who is enrolled at least halftime and is a dependent undergraduate student. PLUS is limited to parents who do not have an adverse credit history, and late payments on outstanding obligations are not to be considered as having adverse credit history. The Plus loan has a fixed interest rate of 8.5% with the borrower beginning payment within sixty days of loan disbursement. All loan checks will be written as co-payable to the parent and the educational institution.

Additional Federal Unsubsidized Stafford Loan

Independent students may borrow up to \$4,000 per year for the first two years of undergraduate study and \$5,000 per year thereafter with an undergraduate maximum of \$23,000. Borrowers do not have to show need but do have to apply for financial aid and may have to undergo a credit analysis. The loan has a fixed interest rate of 6.8%. Interest must be paid beginning sixty days after disbursement of the loan unless the lender agrees to defer it.

Over 60 Tuition Waiver

Students who are sixty or older 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 Financial Aid Office.

Arkansas Technical Careers Student Loan Forgiveness Program

The Arkansas Technical Careers Student Loan Forgiveness Program was created by Act 652 of 1999. The program is designed to assist and encourage people to enter and complete programs qualifying them to fill the demands for employees in various technical occupations. Student loans may be forgiven up to \$2,500 per year for a maximum of four years. High demand career fields are determined annually by the State Board of Workforce Education and Career Opportunities. Further information may be obtained from the Department of Workforce Education at (501) 682-1500 or by visiting their web site at <<http://www.work-ed.state.ar.us>>.

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 in the Administration Building or call (479) 667-2117, extension 322.

Veterans Benefits

Arkansas Tech University - Ozark Campus is approved by the State Approving Agency for Veterans as a school (college, university, etc.) whereby veterans and dependents of deceased or disabled veterans may obtain subsistence while working toward a degree. Eligible students should contact Office of Student Services to obtain information regarding school attendance under the following program: Title 38, Chapter 30, Montgomery GI Bill for Veterans; Title 38, Chapter 32, Veterans Educational Assistance Program (VEAP); Title 38, Chapter 35, Survivors and Dependents Education; Title 10, Chapter 1606, Montgomery GI Bill for Selective Reserves; and Chapter 1607, Reserve Educational Assistance Program (REAP).

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, since only specific courses may be applied toward VA certification and graduation. Veterans may be given placement credit for prior military training. The Financial Aid Office is available to assist students concerning VA benefits. The Financial Aid Office is located in the Administration Building.

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

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

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

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

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

The programs listed below are awarded and administered by the Arkansas Department of Higher Education. Further information and applications may be obtained by writing to: Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201, or by calling (479) 371-2000, or 1-800-547-8839.

Other Sources of Assistance

A college scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school graduates to enroll in the state's colleges and universities. The scholarship provides \$2,500 for the freshman year and is renewable for up to three more years provided the student meets the continuing eligibility standards established by the Arkansas Department of Higher Education. This scholarship will not displace any other state grants or scholarships unless required by state or federal regulations. Names of recipients may be released to the news media to recognize the accomplishments of the recipients. This scholarship is available to students seeking an associate degree or higher and is not available to technical certificate seeking students.

Award is made based on the applicant meeting minimum standards with regard to the ACT composite score, grade point average (GPA) in the pre collegiate core curriculum defined by the State Board of Higher Education, and financial need.

American Indian Center

Arkansas Human Development Corporation

Vocational Rehabilitation

Hope and Lifetime Learning Credits

Arkansas Department of Higher Education

Arkansas Academic Challenge Scholarship

Activities and Organizations

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

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, 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.

Skills USA

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

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

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

Student Government Association

A Student Government Association will be formed each school year composed of representatives of each program at Arkansas Tech University - Ozark Campus. This group will be representing the student body during school activities. They will also be responsible for planning student activities throughout the year. The Student 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.

REGULATIONS AND PROCEDURES

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

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.

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 Chief Student Officer for appropriate action through regular institution's disciplinary channels.

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.

Students who in a probationary semester fail to remove themselves will continue on probation for the following semester. 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.

Suspension will be automatic for 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 with the Admissions Council. 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.

The deadline for adding courses or changing courses or sections is given in the academic calendar (see "Academic Calendar on page iv); thereafter, changing to audit or dropping a course are the only changes permissible. Courses officially dropped after the 11th class day and through the thirteenth week of a fall or spring semester will be recorded 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 "F*"*. Courses dropped subsequent to this time will be recorded as "F" (see "Academic Calendar" on page iv).

**Academic
Dishonesty or
Misconduct**

**Academic
Probation**

**Academic
Suspension**

**Adding/Dropping
Courses**

Auditing Courses

Auditing of courses requires official admission to the University, approval by the instructor involved, and payment of the regular fee for the course. Audit will be on a "space available" basis. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they do not take examinations or receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor. Students may change from taking a course for credit to audit during the first thirteen weeks of the semester. Students enrolled for audit who do not wish to complete the course(s) must complete the official drop/withdrawal procedures stated in this section of the catalog.

Class Absence

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

Class Load Policy

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

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.

Clemency

In accordance with ACT 1000 of 1991, a student who has not attended Arkansas Tech University - Ozark Campus for a period of at least three years may apply to have the grades and credits for one or more consecutive terms or semesters earned prior to the three year separation removed from his/her grade point average. Any student who has previously attended Arkansas Tech University - Ozark Campus may qualify to request academic clemency 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 for approval by the Chief Student Officer. The student must specify the term or consecutive terms for which academic clemency is desired. Any petition for academic clemency must be requested and granted prior to the beginning of the second semester of enrollment after returning to Arkansas Tech - Ozark. 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.

For purposes of degree requirements, a student who received academic clemency must follow the provisions of the catalog in effect at the time of re-enrollment.

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

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 section of this catalog.

Conduct

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

Honor Rolls

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

Family Educational Rights and Privacy Act

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

Final grades are reported to the Office of Student Services at the end of each semester. Mid-term grades are reported for freshmen 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 complete an "Incomplete Grade Contract", setting a reasonable time limit within the following semester in which the work must be completed. The incomplete grade contract is to be signed by both the instructor and student. A grade of "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.

Grading

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.

Please refer to the section entitled "Graduation Requirements" for information pertaining to degree audit, application for graduation, payment of graduation fees, and other graduation requirements.

Graduation

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 1000- and 2000- level courses, only the grade from the last 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. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

Repeated Courses

Student Records

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

Traffic Regulations

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

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

Parking permits are valid from August 15th one year through August 15th of the next year. After securing a parking permit at the Office of Fiscal Affairs, charges are assessed to the student's account at the Office of Fiscal Affairs. Parking permits must be displayed by hanging on the rear view mirror so the number can be read through the front windshield from the outside; they may not be taped on the vehicle or laid on the dash or seat. These permits can be moved from vehicle to vehicle. Parking permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle, upon termination of employment or withdrawal from the school. Only one parking permit per individual can be purchased unless prior permit was lost or stolen. The reported lost or stolen permit will be invalid. There is no refund for permit cost.

Withdrawals

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

University Policy

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

CURRICULA

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

BIOL	Biology
CHEM	Chemistry
COMS	Computer Information Science
CNA	Certified Nursing Assistant
ENGL	English
HIST	History
MATH	Mathematics
PSY	Psychology
READ	Reading

Associate of Applied Science in Allied Health

EMTP	Paramedic/Emergency Medical Services
LPN	Practical Nursing

Associate of Applied Science in Business

BUS	Business Technology
	Business Technology - Banking
	Business Technology - Medical

Associate of Applied Science in General Technology

ACR	Air Conditioning/Refrigeration
AST	Automotive Service Technology
CIS	Computer Information Systems
COS	Cosmetic Science
CRT	Collision Repair Technology
ELT	Industrial Control Systems
FAC	Facilities Maintenance/Management
WLD	Welding Technology

GRADUATION REQUIREMENTS

Associate of Science degrees are offered in allied health with major areas of emphasis in paramedic/emergency medical services and practical nursing; business with major areas of emphasis in business technology, business technology banking and business technology medical ; and general technology with major areas of emphasis in air conditioning and refrigeration, automotive service, applied laboratory, computer information systems, cosmetic science, collision repair, industrial control systems and welding.

Technical certification is offered in air conditioning and refrigeration, automation maintenance technology, automotive service technology, business technology, business technology/banking, business technology/medical transcription, collision repair technology, computer information systems, cosmetology, industrial control systems, paramedic/emergency medical services, practical nursing, and welding technology.

Effective Fall 2005 new, transfer, or returning students must choose to complete requirements for graduation under the provisions of the 2005 - 2006 Arkansas Tech University - Ozark Campus catalog or any subsequent catalog provided they were enrolled at the university during the year the catalog was in effect. **The catalog a student selects to use to complete degree requirements may require departmental approval and approval of the Office of Student Services if significant curriculum changes have occurred.**

For effective use of the result of its constant reexamination of student needs as a means for improving its total educational program, the university reserves the right to make effective immediately any change in graduation requirements for students whose studies have not advanced beyond the level at which the change becomes operative.

Degree Audit and Application for Graduation

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

Graduation Fee

A graduation fee, payable at the Office of Fiscal Affairs, is assessed when the application for graduation is approved. If the student fails to complete all graduation requirements, an additional graduation fee will be assessed for the next semester or term in which graduation is planned.

Financial Obligation

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

Graduation Honors

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 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 to new students enrolling in the first summer term, 2000, and subsequent terms. Previously enrolled students should contact the Office of the Student Services for clarification of the policy.**

Commencement Participation

Students will participate in the commencement ceremony held in summer.

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

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

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

Diplomas and/or certificates are mailed to graduates following commencement.

Students are required to complete the following general education curriculum. Students should refer to the curriculum in order to obtain an Associate of Applied Science degree. Students should refer to the curriculum in their program of study for specific courses either recommended or required by the academic department to fulfill the 15 hours of general education requirements.

General Education Requirements

Computer and Information Science – 3 hours

COMS 1003 Introduction to Computer Based Systems

COMS 2003 Microcomputer Applications

English – 6 hours

(See course Descriptions for minimum grade requirements.)

ENGL 1013 Composition I

ENGL 1023 Composition II

Mathematics – 3 hours

(See course Descriptions for minimum grade requirements.)

Math 0903 Intermediate Algebra

Any higher level mathematics course

Social Sciences – 3 hours

Three hours from one of the following:

AMST 2003 American Studies

ANTH 1213 Introduction to Anthropology

ANTH 2003 Cultural Anthropology

ECON 2003 Principles of Economics I

GEOG 2013 Regional Geography of the World

HIST 1503 World Civilization I

HIST 1513 World Civilization II

HIST 2003 U.S. History to 1865

HIST 2013 U.S. History from 1865

POLS 2003 American Government

PSY 2003 General Psychology

SOC 1003 Introductory Sociology

ADULT EDUCATION

**Program Coordinator
Sherry Brown**

This 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.

Mission Statement:

To provide a quality educational environment which will enable students to learn the skills and acquire the knowledge necessary to become contributing members in the workforce and society.

Offerings:

Adult Education Classes: to strengthen reading, writing and math skills.

Workforce Education: promotes workplace readiness skills such as computer literacy, math, communication skills, problem solving and essential workplace skills.

English as a Second Language: for adults with primary languages other than English.

Adult Secondary Education: designed for the adult learner to work toward General Education Development or GED. GED testing is given in Ozark and in Paris. In lieu of attending public high school, students seventeen years or older may receive their Arkansas High School Equivalency Diploma at our Adult Education Centers in Booneville, Ozark, and Paris. ASE serves home-schooled students as well.

Locations:

Booneville Adult Education Center
#4 Village Loop
Booneville, AR 72927
479-675-4326
Instructor: Christy McCollough

Ozark Adult Education Center
1700 Helberg Lane
Ozark, AR 72949
479-667-3520
Instructor: Vicky Williams

Paris Adult Education Center
103 East Pine Street
Paris, AR 72855
479-963-6962
Instructor: Judith Davis

BUSINESS AND INDUSTRY

Program Coordinator
Ken Warden

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.

Mission

The Arkansas Tech University – Ozark Business and Industry Training Program, in partnership with the community, will increase economic development and create a more efficient and effective workforce by meeting the training needs of areas businesses and industries, as well as by providing open enrollment courses of instruction.

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)

CAREER PATHWAYS INITIATIVE

Program Coordinator Ken Warden

Career Pathways is a new program that enables local two-year colleges to offer, to those who qualify, free career training and college classes. Career Pathways will provide a career counselor to help define and select your educational goals and objectives and choose classes to help you achieve your goals.

Assistance

Assistance may be available to help overcome barriers to getting training and education such as child care, transportation, career counseling, and job search after training.

Eligibility

In order to enroll in the Career Pathways program, you must qualify to receive benefits. Basic eligibility requirements include:

- You must be a parent, with children under the age of 19 living in your home
- You must be receiving Transitional Employment Assistance (TEA) now, or have received TEA in the past
- Or you must be receiving food stamps or Medicaid
- Or you must have annual family income below 200% of Federal poverty level (about \$36,000 annually for a family of three)

Location:

Business and Industry Outreach
Arkansas Tech University – Ozark Campus
Highway 23 South
Ozark, AR 72949
479 667-3520

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 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.

Students are required to take the Industry Competency Exam, a test in residential air conditioning and heating, and the EPA certification test before graduation.

**Instructor
Kenneth Beeler**

**Air Conditioning
and
Refrigeration**

Curriculum in Air Conditioning/Refrigeration Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302	Basic Compression and Refrigeration	2
BUS 1003	Business English or	
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
BUS 1023	Business Mathematics or	3
MATH 0803	Beginning Algebra (or higher math)	
Total		17
Spring		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
ACR 2102	Residential Systems	2
ACR 2104	Heat Gain and Loss	4
Total		13
1st Summer		
ACR 2112	Air Conditioning Service	2
ACR 2904	Internship	4
Total		6

Curriculum in Air Conditioning/Refrigeration Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
1st Semester		
ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302	Basic Compression and Refrigeration	2
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra	3
Total		17
2nd Semester		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
ACR 2102	Residential Systems	2
ACR 2104	Heat Gain and Loss	4
ENGL 1023	Composition II	3
Total		16
3rd Semester		
	Any Approved Social Science ¹	3
ACR 2112	Air Conditioning Service*	2
ACR 2125	Boiler Operations	5
COMS 1003	Introduction to Computer Based Systems or	3
COMS 2003	Microcomputer Application or	
BUS 1303	Introduction to Computers	
Total		13
4th Semester		
ACR 2114	Industrial Refrigeration	4
ACR 2124	Sheet Metal	4
ACR 2904	Internship*	4
WLD 1402	Welding for Trades and Industry	2
Totals		14
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25 *Usually offered Summer I term		

Curriculum in Air Conditioning/Refrigeration Facilities Maintenance Option Technical Certificate

Facilities Maintenance Option

Course Number	Course Name	Semester Hours
Fall		
ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302	Basic Compression and Refrigeration	2
BUS 1003	Business English or	
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
WLD 1302	Metallurgy	2
	Total	16
Spring		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
BUS 1023	Business Mathematics or	
MATH 0803	Beginning Algebra (or higher math)	3
FAC 2202	Carpentry	2
FAC 2212	Plumbing	2
	Total	14
1st Summer		
ELT 2123	Industrial Fluid Power	3
FAC 2203	Facilities Analysis and Troubleshooting	3
	Total	6

Facilities Management
Option

Curriculum in Air Conditionin/Refrigeration
Facilities Management Option
Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
1st Semester		
ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302	Basic Compression and Refrigeration	2
ENGL 1013	Composition I	3
WLD 1302	Metallurgy	2
Total		16
2nd Semester		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
FAC 2202	Carpentry	2
FAC 2212	Plumbing	2
MATH 0903	Intermediate Algebra	3
Total		14
3rd Semester		
ACR 2125	Boiler Operations	5
ELT 2115	or Programmable Controllers	
BUS 2143	Introduction to Management	3
COMS 1003	Introduction to Computer Based Systems	3
COMS 2003	or Microcomputer Applications	
BUS 1303	or Introduction to Computers	
ELT 2123	Industrial Fluid Power	3
FAC 2203	Facilities Analysis and Troubleshooting	3
Total		17
4th Semester		
	Any Approved Social Science ¹	3
ACR 2904	Internship*	4
ENGL 1023	Composition II	3
FAC 2222	Grounds Maintenance	2
WLD 1402	Welding for Trades and Industry	2
Total		14
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25 *Usually offered in Summer I term		

APPLIED LABORATORY TECHNOLOGY

The Applied Laboratory Technology program provides training and academic instruction that enables students to become competent, effective lab technicians able to work in the areas of quality control, quality assurance, and chemical analysis in environmental testing, food processing, and industrial manufacturing.

The technical certificate in Applied Laboratory Technology is currently inactive. Students who have previously earned this certificate may return to pursue the Associate of Applied Science degree.

Instructor
Patricia McCreary

Applied
Laboratory
Technology

Curriculum in Applied Laboratory Technology **Associate of Applied Science Degree in General Technology**

Course Number	Course Name	Semester Hours
1st Semester		
ALT 1104	Introduction to Applied Microbiology	4
ALT 1112	Government Regulations	2
ALT 1122	Food Science	2
ALT 1132	Introduction to Quality Control	2
ENGL 1013	Composition I	3
MATH 1113	College Algebra	3
Total		16
2nd Semester		
ALT 1202	Introduction to Statistical Process Control	2
ALT 1203	Introduction to Chemistry	3
ALT 1212	Food Grades and Standards	2
ALT 1214	Applied Food/Environmental Microbiology	4
COMS 2003	Microcomputer Applications	3
Total		14
3rd Semester		
ALT 1301	Food Sanitation	1
ALT 1311	Industrial Safety in ALT	1
BIOL/PHSC 1004	Principles of Environmental Science	4
BUS 1043	Professional Communications	3
CHEM 2124	General Chemistry I	4
ENGL 1023	Composition II	3
Total		16

Curriculum in Applied Laboratory Technology
Associate of Applied Science Degree in General Technology
Continued

**4th
Semester**

	Any Approved Social Science ¹	3
ALT 2904	Internship	4
BIOL 1014	Introduction to Biological Sciences	4
BUS 1053	Spreadsheets	3
	Total	14

¹ See appropriate alternatives or substitutions in
"General Education Requirements" on page 25

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.

Each student will be required to purchase a tool kit approved by the instructor. Students will be asked to take the NOCTI exam before graduation.

Curriculum in Automotive Service Technology Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
AST 1105	Gasoline Engine Theory	5
AST 1206	Engine Performance	6
BUS 1003	Business English	
	or	
ENGL 0303	Foundational Composition	3
	or	
ENGL 1013	Composition I	
BUS 1023	Business Mathematics	
	or	3
MATH 0803	Beginning Algebra	
	Total	17
Spring		
AST 1103	Automotive Brake Systems	3
AST 1202	Introduction to Automotive Drive Trains	2
AST 1203	Automotive Climate Control	3
AST 1213	Automotive Chassis and Steering	3
ELT 1222	Basic Electronics for Trades and Industry	2
	Total	13
1st Summer		
AST 1212	Advanced Automotive Drive Trains	2
AST 1904	Internship I	4
	Total	6

Instructor
Bobby Sewell

Lab Instructor
Ewell Wadley

Automotive
Service
Technology

Curriculum in Automotive Service Technology

Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
1st Semester		
AST 1105	Gasoline Engine Theory	5
AST 1206	Engine Performance	6
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra	3
Total		17
2nd Semester		
AST 1103	Automotive Brake Systems	3
AST 1202	Introduction to Automotive Drive Trains	2
AST 1203	Automotive Climate Control	3
ELT 1213	Automotive Chassis and Steering	3
AST 1904	Internship I*	4
ELT 1222	Basic Electronics for Trades and Industry	2
Total		17
3rd Semester		
AST 1212	Advanced Automotive Drive Trains*	2
AST 2103	Automotive Electricity/Electronics	3
ELT 1104	Fundamentals of Electricity	4
ENGL 1023	Composition II	3
WLD 1402	Welding for Trades and Industry	2
Total		14
4th Semester		
	Any Approved Social Science ¹	3
AST 2113	Advanced Engine Performance	3
AST 2903	Internship II	3
COMS 1003	Introduction to Computer Based Systems	
	or	
COMS 2003	Microcomputer Applications	3
	or	
BUS 1303	Introduction to Computers	
Total		12

¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25

*Usually offered in Summer I term

BUSINESS TECHNOLOGY

The Business Technology program is designed to prepare students for careers in general secretarial and accounting employment positions such as administrative assistant, accounting clerk, secretary, data entry operator, or computer operator. Students will gain the technical knowledge and skills necessary to attain positions in their field. Given the necessary time on the job to build expertise and accumulate experience, students can take advantage of opportunities to advance.

The Business Technology - Banking program 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 – Medical program will prepare the student for entry-level employment as a health information manager by providing the basic knowledge, understanding, and skills required to transcribe medical dictation or code medical records with accuracy, clarity, and timeliness, while applying the principles of professional and ethical conduct.

Students may choose to complete requirements for the Associate of Applied Science in Business Technology degree with an emphasis in Business Technology, Business Technology - Banking, or Business Technology - Medical.

Instructors
Debra Wofford
Tekla Barr
Clinton Hall
Serelda Johnson
Charles Lee
Angela Medlock

**Business
Technology**

Curriculum in Business Technology

Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
BUS 0903	Keyboarding w/ Lab	3
BUS 1003	Business English	3
ENGL 0303	Foundational Composition	
ENGL 1013	Composition I	
BUS 1023	Business Mathematics	3
MATH 0803	Beginning Algebra (or higher math)	
BUS 1073	Accounting	3
BUS 1303	Introduction to Computers	3
Total		15
2nd Semester		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communication	3
BUS 1053	Spreadsheets	3
BUS 2133	Multimedia	3
Total		15
3rd Semester		
BUS 2113	Word Processing II	3
BUS 2123	Computer Applications for Accounting	3
Total		6

**Business
Technology
Associate of Applied
Science**

**Curriculum in Business Technology
Associate of Applied Science Degree in Business Technology**

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
COMS 1003	Introduction to Computer Based Systems <i>or</i>	
COMS 2003	Microcomputer Applications <i>or</i>	3
BUS 1303	Introduction to Computers	
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra (or higher math)	3
Total		15
2nd Semester		
BUS 1053	Spreadsheets	3
BUS 1063	Legal Environment for Business Technology	3
BUS 1073	Accounting	3
BUS 1083	Introduction to Economics	3
ENGL 1023	Composition II	3
Total		15
3rd Semester		
BUS 1043	Professional Communication	3
BUS 2113	Word Processing II	3
BUS 2123	Computer Applications for Accounting	3
BUS 2133	Multimedia	3
BUS 2143	Introduction to Management	3
Total		15
4th Semester		
	Any Approved Social Science ¹	3
BUS 2153	Database Management	3
BUS 2163	Desktop Publishing	3
BUS 2173	Special Topics for Business Technology	3
BUS 2903	Internship (or other approved elective)	3
Total		15
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25		

Curriculum in Business Technology - Banking Technical Certificate

**Business
Technology
Banking**

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

**Business
Technology/Banking
Associate of Applied
Science**

**Curriculum in Business Technology - Banking
Associate of Applied Science Degree in Business Technology**

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1033	Administrative Support Procedures	3
BUS 1073	Accounting	3
BUS 2303	Money and Banking	3
COMS 1003	Introduction to Computer Based Systems or	3
COMS 2003	Microcomputer Applications or	
BUS 1303	Introduction to Computers	
ENGL 1013	Composition I	3
Total		15
2nd Semester		
BUS 1013	Word Processing I	3
BUS 1043	Professional Communication	3
BUS 2313	Branch Support	3
BUS 2333	Credit Administration	3
ENGL 1023	Composition II	3
Total		15
3rd Semester		
BUS 1053	Spreadsheets	3
BUS 1083	Introduction to Economics	3
BUS 2123	Computer Applications for Accounting	3
BUS 2143	Introduction to Management	3
MATH 0903	Intermediate Algebra (or higher math)	3
Total		15
4th Semester		
	Any Approved Social Science ¹	3
BUS 1063	Legal Environment for Business Technology	3
BUS 2153	Database Management	3
BUS 2173	Special Topics for Business Technology	3
BUS 2903	Internship (or other approved elective)	3
Total		15
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25		

Curriculum in Business Technology - Medical Technical Certificate

**Business
Technology
Medical**

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1003	Business English or	
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
BUS 1073	Accounting	3
BUS 1303	Introduction to Computers	3
BUS 2213	Introduction to Human Anatomy	3
BUS 2233	Medical Terminology	3
Total		15
2nd Semester		
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communication	3
BUS 1013	Word Processing I	3
BUS 2223	Medical Transcription I	3
BUS 2253	Medical Coding I	3
Total		15
3rd Semester		
BUS 2243	Disease Processes	3
BUS 2263	Medical Coding II ¹ or	3
BUS 2273	Medical Transcription II ¹	
Total		6

¹Students may choose to take either BUS 2273 Machine Transcription II or BUS 2263 Medical Coding II.

**Business Technology
Medical Transcription
Associate of Applied
Science**

**Curriculum in Business Technology - Medical Transcription
Associate of Applied Science Degree in Business Technology**

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1083	Introduction to Economics	3
BUS 2213	Introduction to Human Anatomy	3
BUS 2233	Medical Terminology	3
COMS 1003	Introduction to Computer Based Systems	3
COMS 2003	Microcomputer Applications	
BUS 1303	Introduction to Computers	
ENGL 1013	Composition I	3
Total		15
2nd Semester		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communication	3
BUS 2223	Medical Transcription I	3
MATH 0903	Intermediate Algebra (or higher math)	3
Total		15
3rd Semester		
BUS 1053	Spreadsheets	3
BUS 1063	Legal Environment for Business	3
BUS 1073	Accounting I	3
BUS 2253	Medical Coding I	3
ENGL 1023	Composition II	3
Total		15
4th Semster		
	Any Approved Social Science ¹	3
BUS 2243	Disease Processes	3
BUS 2263	Medical Coding II	3
BUS 2273	Medical Transcription II	3
BUS 2903	Internship (or other approved elective)	3
Total		15
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25		

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.

Instructors
Stan Hatcher
Kendall Hopkins

**Collision Repair
 Technology**

Curriculum in Collision Repair Technology Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
BUS 1023	Business Mathematics <i>or</i>	3
MATH 0803	Beginning Algebra (or higher math)	
CRT 1105	Basic Metal Repair	5
CRT 1202	Industrial Safety in Collision Repair Technology	2
CRT 1405	Painting	5
	Total	15
Spring		
BUS 1003	Business English <i>or</i>	
ENGL 0303	Foundational Composition <i>or</i>	3
ENGL 1013	Composition I	
CRT 1205	Body and Frame Alignment	5
CRT 1505	Color Matching	5
ELT 1222	Basic Electronics for Trades and Industry	2
	Total	15
1st Summer		
CRT 1312	Air Brushing	2
CRT 2904	Internship	4
	Total	6

Curriculum in Collision Repair Technology

Associate of Applied Science Degree in Business Technology

Course Number	Course Name	Semester Hours
1st Semester		
CRT 1105	Basic Metal Repair	5
CRT 1202	Industrial Safety in Collision Repair	2
CRT 1405	Painting	5
MATH 0903	Intermediate Algebra	3
Total		15
2nd Semester		
CRT 1205	Body Frame Alignment	5
CRT 1312	Air Brushing	2
CRT 1505	Color Matching	5
ELT 1222	Basic Electronics for Trades and Industry	2
ENGL 1013	Composition I	3
Total		17
3rd Semester		
	Any Approved Social Science ¹	3
CRT 2904	Internship*	4
ELT 1104	Fundamentals of Electricity	4
ENGL 1023	Composition II	3
WLD 1402	Welding for Trades and Industry	2
Total		16
4th Semester		
AST 1103	Automotive Brake Systems	3
AST 1203	Automotive Climate Control	3
AST 1213	Automotive Chassis and Steering	3
COMS 1003	Introduction to Computer Based Systems	
	<i>or</i>	
COMS 2003	Microcomputer Applications	3
	<i>or</i>	
BUS 1303	Introduction to Computers	
Total		12
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25 *Usually offered in Summer I term		

COMPUTER INFORMATION SYSTEMS

Instructor
Jeremy Davies

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.

Curriculum in Computer Information Systems Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
CIS 1103	Programming I	3
CIS 1113	Operating Systems I	3
CIS 1123	Networking I	3
CIS 1133	Microcomputer Applications or	3
BUS 1303	Introduction to Computers or	
COMS 1003	Introduction to Computer Based Systems	
BUS 1023	Business Mathematics or	3
MATH 0803	Beginning Algebra (or higher math)	
Total		15
Spring		
CIS 1203	Programming II	3
CIS 1213	Operating Systems II	3
CIS 1223	Networking II	3
CIS 1233	System Analysis and Design	3
CIS 1243	HTML Programming	3
Total		15
1st Summer		
CIS 1303	PC Maintenance	3
BUS 1003	Business English or	3
ENGL 0303	Foundational Composition or	
ENGL 1013	Composition I	
Total		6

Curriculum in Computer Information Systems

Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
1st Semester		
CIS 1103	Programming I	3
CIS 1113	Operating Systems I	3
CIS 1123	Networking I	3
CIS 1133	Microcomputer Applications	3
BUS 1303	<i>or</i> Introduction to Computers	3
MATH 0903	Intermediate Algebra (or higher math)	3
Total		15
2nd Semester		
CIS 1203	Programming II	3
CIS 1213	Operating Systems II	3
CIS 1223	Networking II	3
CIS 1233	System Analysis and Design	3
CIS 1243	HTML Programming	3
Total		15
3rd Semester		
	Any Approved Social Science ¹	3
BUS 2153	Database Management	3
CIS 1303	PC Maintenance*	3
CIS 2133	Web Page Design	3
ENGL 1013	Composition I	3
Total		15
4th Semester		
BUS 1063	Legal Environment for Business Technology	3
CIS 2143	Help Desk Support	3
CIS 2153	Microsoft Programming	3
CIS 2903	Internship	3
ENGL 1023	Composition II	3
Total		15
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25 *Usually offered in Summer I term		

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 services, professional ethics, sanitation, manicuring, facials, salon management, and rules and regulations as designated by the state.

The Arkansas State Board of Cosmetology requires an individual to successfully complete 1500 clock hours in order to qualify for the state cosmetology licensing examination. In addition to admission requirements for this program, a student must submit two letters of recommendation, a copy of his or her Social Security card, and a \$10 money order made payable to the Arkansas State Board of Cosmetology for a temporary training permit.

Instructor
Cathy Fultz

Cosmetology

Curriculum in Cosmetology Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
COS 1101	Hygiene and Sanitation I	1
COS 1110	Hairdressing I w/Lab	10
COS 1121	Related Science I	1
COS 1131	Manicuring I	1
COS 1141	Cosmetic Therapy I	1
COS 1151	Salesmanship, Shop Management and Shop Department I	1
Total		15
2nd Semester		
COS 1201	Hygiene and Sanitation II	1
COS 1210	Hairdressing II w/Lab	10
COS 1221	Related Science II	1
COS 1241	Cosmetic Therapy II	1
COS 1251	Salesmanship, Shop Management and Shop Department II	1
Total		14
Summer Term		
COS 1231	Manicuring II	1
COS 2405	Theory and Practical Application	5
Total		6

Curriculum in Cosmetology Technical Certificate *Continued*

3rd Semester

COS 2301	Hygiene and Sanitation III	1
COS 2310	Hairdressing III w/Lab	10
COS 2321	Related Science III	1
COS 2331	Manicuring III	1
COS 2341	Cosmetic Therapy III	1
COS 2351	Salesmanship, Shop Management and Shop Department III	1
Total		15

Curriculum in Cosmetic Science

Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
1st Semester		
COS 1101	Hygiene and Sanitation I	1
COS 1110	Hairdressing I w/Lab	10
COS 1121	Related Science I	1
COS 1131	Manicuring I	1
COS 1141	Cosmetic Therapy I	1
COS 1151	Salesmanship, Shop Management and Shop Department I	1
Total		15
2nd Semester		
COS 1201	Hygiene and Sanitation II	1
COS 1210	Hairdressing II w/Lab	10
COS 1221	Related Science II	1
COS 1231	Manicuring II*	1
COS 1241	Cosmetic Therapy II	1
COS 1251	Salesmanship, Shop Management and Shop Department II	1
Total		15
3rd Semester		
COS 2301	Hygiene and Sanitation III	1
COS 2310	Hairdressing III w/Lab	10
COS 2321	Related Science III	1
COS 2331	Manicuring III	1
COS 2341	Cosmetic Therapy III	1
COS 2351	Salesmanship, Shop Management and Shop Department III	1
ENGL 1013	Composition I	3
Total		18

Curriculum in Cosmetic Science
Associate of Applied Science Degree in General Technology
Continued

4th Semester

	Any Approved Social Science ¹	3
COMS 1003	Introduction to Computer Based Systems <i>or</i>	
COMS 2003	Microcomputer Applications <i>or</i>	3
BUS 1303	Introduction to Computers	
COS 2405	Theory and Practical Application*	5
ENGL 1023	Composition II	3
MATH 0903	Intermediate Algebra (or higher math)	3
Total		17
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25 *Usually offered in Summer I term		

INDUSTRIAL CONTROL SYSTEMS

Industrial Control Systems provides for a study of components, circuits, instruments and control techniques used with Industrial Automated Systems. 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 second area of concentration is the computer system itself. The intent of this program is to prepare the electronic technician to deal with a broad concept of automation technology. The student will also have the ability to repair or upgrade the computer, install the necessary software to run the system, and integrate the system into computer networks.

Instructors
Ron Hutain
Jody Chrisman

Industrial Control
Systems

Curriculum in Industrial Control Systems Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
ELT 1104	Fundamentals of Electricity	4
ELT 1112	Basic Programming	2
ELT 1113	Introduction to Digital Logic	3
ELT 1123	Semiconductors I	3
Total		12
2nd Semester		
ELT 2204	Computer System Components	4
ELT 2212	Semiconductors II	2
ELT 2214	Computer Interfacing and Networking	4
ELT 2215	Computer Troubleshooting	5
Total		15
3rd Semester		
ELT 2107	Basics of Industrial Automation	7
ELT 2115	Programmable Controllers	5
ELT 2123	Industrial Fluid Power	3
Total		15

Curriculum in Industrial Control Systems

Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
1st Semester		
ELT 1104	Fundamentals of Electricity	4
ELT 1112	Basic Programming	2
ELT 1113	Introduction to Digital Logic	3
ELT 1123	Semiconductors I	3
MATH 0903	Intermediate Algebra (or higher math)	3
Total		15
2nd Semester		
ELT 2204	Computer System Components	4
ELT 2212	Semiconductors II	2
ELT 2214	Computer Interfacing and Networking	4
ELT 2215	Computer Troubleshooting	5
ENGL 1013	Composition I	3
Total		18
3rd Semester		
ELT 2107	Basics of Industrial Automation	7
ELT 2115	Programmable Controllers	5
ELT 2123	Industrial Fluid Power	3
Total		15
4th Semester		
	Any Approved Social Science ¹	3
COMS 1003	Introduction to Computer Based Systems <i>or</i>	
COMS 2003	Microcomputer Applications <i>or</i>	3
BUS 1303	Introduction to Computers	
ELT 2903	Internship	3
ENGL 1023	Composition II	3
Total		12

¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25

PARAMEDIC/EMERGENCY MEDICAL SERVICES

This program is designed to meet the educational and training needs of those individuals who strive to meet the goal of obtaining certification as a nationally registered Paramedic. Career opportunities exist with ambulance services, police and fire departments, medical centers, and industry. A Paramedic should possess dignity, empathy, and tolerance. Students will learn, under the direction of a physician to: assess the pre-hospital needs of the acutely ill or traumatized patient; provide triage and render basic and advanced life support; communicate effectively with patients, family, and other health care providers; maintain the level of care as patient is transported to a health care facility.

The student must complete all courses in the previous semester with at least 80% to be eligible for the next level of the Paramedic program.

Instructors
Lisa Robles
Susan Kontir

Paramedic
Emergency
Medical Services

Curriculum in Paramedic/Emergency Medical Services Technical Certificate

Course Number	Course Name	Semester Hours
Prerequisites		
EMTP 1007	Basic Emergency Medical Services Training	7
EMTP 1107	Intermediate Emergency Medical Services Training	
EMTP 1103	Life Span Development	3
EMTP 1113	Pharmacology I	3
EMTP 1123	Pre-hospital Environment	3
EMTP 1133	Anatomy and Physiology	3
Total		19
Summer Term		
EMTP 1201	Patient Assessment/Pathophysiology of Shock	1
EMTP 1221	Pharmacology II	1
EMTP 1223	Clinical Practicum I	3
EMTP 1231	Lab I	1
Total		6
Fall		
EMTP 1302	Rhythm Recognition	2
EMTP 1304	Medical Emergencies I	4
EMTP 1305	Clinical Practicum II	5
EMTP 1331	Lab II	1
Total		12

Curriculum in Paramedic/Emergency Medical Services Technical Certificate *Continued*

Spring

EMTP 1401	Lab III	1
EMTP 1412	Medical Emergencies II	2
EMTP 1413	Clinical Practicum III	3
EMTP 1424	Paramedic Internship I	4
EMTP 1431	Advanced Cardiac Life Support	1
EMTP 1451	Pre-hospital Trauma Life Support	1
EMTP 1461	Pediatric Advanced Life Support	1
Total		13
Summer Term		
EMTP 1504	Paramedic Internship II	4
EMTP 1512	Assessment Based Management	2
Total		6

Curriculum in Paramedic/Emergency Medical Services Associate of Applied Science Degree in Allied Health

Course Number	Course Name	Semester Hours
1st Semester		
EMTP 1007	Basic Emergency Medical Services Training or	7
EMTP 1107	Intermediate Emergency Medical Services Training	
EMTP 1103	Life Span Development	3
EMTP 1113	Pharmacology I	3
EMTP 1123	Pre-hospital Environment	3
EMTP 1133	Anatomy and Physiology	3
Total		19
2nd Semester		
COMS 1003	Introduction to Computer Based Systems or	
COMS 2003	Microcomputer Applications or	3
BUS 1303	Introduction to Computers	
EMTP 1201	Patient Assessment/Pathophysiology of Shock	1
EMTP 1223	Clinical Practicum I	3
EMTP 1231	Lab I	1
EMTP 1302	Rhythm Recognition	2
EMTP 1304	Medical Emergencies I	4
ENGL 1013	Composition I	3
EMTP 1221	Pharmacology II	1
Total		18
3rd Semester		
EMTP 1305	Clinical Practicum II	5
EMTP 1331	Lab II	1
EMTP 1412	Medical Emergencies II	2
EMTP 1424	Paramedic Internship I	4
ENGL 1023	Composition II	3
MATH 0903	Intermediate Algebra (or higher math)	3
Total		18

**Curriculum in
Paramedic/Emergency Medical Services
Associate of Applied Science Degree in Allied Health
*Continued***

4th Semester		
	Any Approved Social Science ¹	3
EMTP 1401	Lab III	1
EMTP 1413	Clinical Practicum III	3
EMTP 1431	Advanced Cardiac Life Support	1
EMTP 1451	Pre-hospital Trauma Life Support	1
EMTP 1461	Pediatric Advanced Life Support	1
EMTP 1504	Paramedic Internship II	4
EMTP 1512	Assessment Based Management	2
	Total	16
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25		

PRACTICAL NURSING

Nursing practice combines the science of health and the art of caring.

The Practical Nursing program integrates theory with clinical practice. The student must complete all courses in the previous semester with at least 80% in order to articulate to the next semester level, including clinical objectives. Clinical experiences will be obtained in the following health care service areas: adult health, maternal child, mental health, geriatrics, pediatrics and basic skills. Theoretical content is based on the concept of holism in which the physical, emotional, social, and spiritual well-being is considered. Area hospitals, clinics, nursing homes, mental health units, and pediatric and adolescent facilities are utilized for clinical experiences.

Students enrolled in the program may become members of the Arkansas Licensed Practical Nursing Association and take part in competitive events and education workshops. Workshops, conferences, and seminars are used to enhance the educational experience.

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

Minimum Requirements for Graduation with a Technical Certificate

Course	Theory Clock Hours
Vocational, Legal and Ethical Concepts	30 Hours
Body Structure and Function	90 Hours
Nursing of the Geriatric Patient	30 Hours
Nutrition in Health and Illness	30 Hours
Basic Nursing Principles and Skills	150 Hours
Nursing of Adult Patients with Medical and Surgical Conditions	150 Hours
Nursing of Children	60 Hours
Nursing of Mothers and Infants	90 Hours
Mental Health and Care of the Mentally Ill	60 Hours
Pharmacology	90 Hours
Theory/Clinical Hours	780/810 Hours

1590 Total Program Hours

Curriculum in Practical Nursing Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
LPN 1101	Vocational, Legal and Ethical Concepts	1
LPN 1102	Pharmacology I	2
LPN 1103	Body Structure and Function	3
LPN 1111	Nursing of the Geriatric Patient	1
LPN 1114	Basic Nursing Principles and Skills I	4
LPN 1115	Clinical I	5
LPN 1121	Nutrition in Health and Illness	1
Total		17

Instructors
Janet Mickens
Theresa Fontaine
Natalie Helmet
Ester Leonard
Elizabeth Pruitt

Clinical Instructors
Leigh Ann Baldwin
Patricia Fashing
Debra Hines

Practical Nursing

Curriculum in Practical Nursing Technical Certificate *Continued*

2nd Semester

LPN 1202	Nursing of Adults with Medical/Surgical Conditions I	2
LPN 1203	Nursing of Mothers and Infants	3
LPN 1210	Clinical II	10
LPN 1211	Basic Nursing Principles and Skills II	1
LPN 1221	Pharmacology II	1
Total		17

3rd Semester

LPN 1302	Nursing of Children	2
LPN 1303	Nursing of Adults with Medical/Surgical Conditions II	3
LPN 1312	Clinical III	12
LPN 1322	Mental Health	2
Total		19

Curriculum in Allied Health Associate of Applied Science Degree in Allied Health

The A.A.S. in Allied Health with a Practical Nursing option 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 Practical Nursing and does not result in an RN credential.

Course Number	Course Name	Semester Hours
1st Semester		
COMS 1003	Introduction to Computer Based Systems	3
	<i>or</i>	
COMS 2003	Microcomputer Applications	
	<i>or</i>	
BUS 1303	Introduction to Computers	
ENGL 1013	Composition I	3
LPN 1101	Vocational, Legal and Ethical Concepts	1
LPN 1102	Pharmacology I	2
LPN 1103	Body Structure and Function	3
LPN 1111	Nursing of the Geriatric Patient	1
LPN 1121	Nutrition in Health and Illness	1
MATH 0903	Intermediate Algebra (or higher math)	3
Total		17

Curriculum in Allied Health
Associate of Applied Science Degree in Allied Health
Continued

2nd Semester		
ENGL 1023	Composition II	3
LPN 1114	Basic Nursing Principles and Skills I	4
LPN 1115	Clinical I	5
LPN 1221	Pharmacology II	1
PSY 2003	General Psychology	3
Total		16
3rd Semester		
LPN 1202	Nursing of Adults with Medical/Surgical Conditions I	2
LPN 1203	Nursing of Mothers and Infants	3
LPN 1210	Clinical II	10
LPN 1211	Basic Nursing Principles and Skills II	1
LPN 1302	Nursing of Children	2
Total		18
4th Semester		
LPN 1303	Nursing of Adults with Medical/Surgical Conditions II	3
LPN 1312	Clinical III	12
LPN 1322	Mental Health	2
Total		17

WELDING TECHNOLOGY

Instructor
Richard Fraska

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.

Curriculum in Welding Technology Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
BUS 1023	Business Mathematics or	3
MATH 0803	Beginning Algebra (or higher math)	
WLD 1103	Introduction to Thermal Cutting	3
WLD 1202	Blueprint Reading	2
WLD 1212	Industrial Safety in Welding	2
WLD 1224	Introduction to Arc Welding	4
WLD 1302	Metallurgy	2
	Total	16
Spring		
BUS 1003	Business English or	
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
WLD 1405	Position Welding	5
WLD 1503	Gas Metal Arc (MIG) Welding	3
WLD 1603	Gas Tungsten Arc (TIG) Welding	3
	Total	14
1st Summer		
WLD 1702	Weldment Testing	2
WLD 1804	Certification Welding	4
	Total	6

Curriculum in Welding Technology

Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
1st Semester		
MATH 0903	Intermediate Algebra (or higher math)	3
WLD 1103	Introduction to Thermal Cutting	3
WLD 1202	Blueprint Reading	2
WLD 1212	Industrial Safety in Welding	2
WLD 1224	Introduction to Arc Welding	4
WLD 1302	Metallurgy	2
	Total	16
2nd Semester		
ENGL 1013	Composition I	3
WLD 1405	Position Welding	5
WLD 1503	Gas Metal Arc (MIG) Welding	3
WLD 1603	Gas Tungsten Arc (TIG) Welding	3
	Total	14
3rd Semester		
ACR 2125	Boiler Operations	5
ENGL 1023	Composition II	3
WLD 1402	Welding for Trades and Industry	2
WLD 1702	Weldment Testing*	2
WLD 1804	Certification Welding*	4
	Total	16
4th Semester		
	Any Approved Social Science ¹	3
ACR 2124	Sheet Metal	4
COMS 1003	Introduction to Computer Based Systems	
	<i>or</i>	
COMS 2003	Microcomputer Applications	3
	<i>or</i>	
BUS 1303	Introduction to Computers	
WLD 2904	Internship	4
	Total	14

¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25

*Usually offered in Summer I term

COURSE DESCRIPTIONS

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

Air Conditioning/ Refrigeration

ACR 1203 Fundamentals of Electricity

The characteristics of alternating current, waves, phase relations, transfer action, electrical circuits, and its use with controls, motors, relays, resistors, 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.

ACR 1205 Tubing and Piping

This course covers the process of identifying tubing and pipe with practical applications in sizing and fitting to different configurations using mechanical fittings and soldering. The history and development of air conditioning is also covered. Silver branding and aluminum soldering is also taught. Practical application is provided in the laboratory. Safety is emphasized.

ACR 1222 Industrial Controls

Designed to teach the student how to set up a control system for different types of control requirements. Different types of control methods are studied, such as PLC, digital and microprocessor systems.

ACR 1301 Industrial Safety in Air Conditioning and Refrigeration

The hazards associated with the different refrigerants, electricity, the oxy-acetylene torch, radon, carbon monoxide, extreme heat and extreme cold will be addressed

ACR 1302 Basic Compression and Refrigeration

A comprehensive study of mechanical refrigeration systems emphasizing proper service techniques through analysis of the problem. Testing

procedures, parts removal and installation are covered in depth. Also included is a study of the computation of temperature - pressure relationship and related problems.

ACR 1503 Electronic Components

The student will study the wide variety of motors used in the air conditioning and refrigeration field. In addition, various system controls, relays, resistors, contactors, and timers are concepts that will be taught as they relate to motors and their operation

ACR 1602 Schematics

The student will learn to read, draw, and interpret writing 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.

ACR 2102 Residential Systems

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.

ACR 2104 Heat Gain and Loss

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.

ACR 2112 Air Conditioning Service

This course includes a comprehensive study of air conditioning systems which emphasizes proper service techniques through analysis of the problem. Testing procedures, parts removal, and installation are covered in depth. A study of the computation of temperature pressure relation

and related problems is included. Environmental impacts and safety are emphasized, including Environmental Protection Agency certification.

ACR 2114 Industrial Refrigeration

Covers all aspects of using ammonia as a refrigerant. Describes both single-stage and two-stage ammonia systems. Explains the importance of accumulators and intercoolers in ammonia systems. Concludes with coverage of liquid recirculation system operation.

ACR 2124 Sheet Metal

Provides an introduction to safety, tools, machinery, materials, and fasteners used in the sheet metal trade.

ACR 2125 Boiler Operations

Will cover the basic theory, operation and construction of a high pressure boiler.

ACR 2904 Internship

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

Automotive Service Technology

AST 1103 Automotive Brake Systems

Concentrates on the theory and operation of disc and drum brake systems. Basic hydraulic principles as well as the operation and components of the brake foundation systems are taught. The course includes an in-depth study of various power brake systems, including vacuum assisted systems, hydraulically boosted systems, and several types of anti-lock braking systems.

AST 1105 Gasoline Engine Theory

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

AST 1202 Introduction to Automotive Drive Trains

Designed to cover the entire drivetrain on a late model vehicle with a standard transmission. Beginning with the flywheel, to the transmission, through the differential assembly and ending at the wheel 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.

AST 1203 Automotive Climate Control

Begins with a study of refrigeration, the refrigeration cycle, and basic components of a typical automotive refrigeration system. The function and construction of compressors, lines, expansion valves, expansion tubes, condensers, evaporators, blower motors, and air distribution systems is covered. Automatic temperature control systems including the latest computer monitored systems, and heating and ventilation will also be covered. Service and maintenance procedures as well as shop safety are emphasized.

AST 1206 Engine Performance

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

AST 1212 Advanced Automotive Drive Trains

Pre-requisite: AST 1202. A continuation of AST 1202. A study of theory and

operation of the entire drivetrain of automotive automatic transmissions and transaxles.

AST 1213 Automotive Chassis and Steering

Designed to introduce the student to the theory and operation of modern suspension and steering systems. The study of the suspension system includes wheels, tires, hubs, bearings, seals, springs, and vehicle forms. Various designs and construction of each of these components will be covered. Steering and suspension systems start with the basic theory of steering geometry and the related factors. Wheel alignment, construction and operation of the various manual, and power steering components is included.

AST 1904 Internship I

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

AST 2103 Automotive Electricity and Electronics

Prerequisites: AST 1105 and ELT 1222. 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.

AST 2113 Advanced Engine Performance

Prerequisites: AST 1105, AST 1206, and ELT 1222. 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.

AST 2903 Internship II

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

Biology

BIOL (PHSC) 1004 Principles of Environmental Science

This course is designed to bring the student to a basic but informed awareness of and responsible behavior toward our environment and the role of the human race therein. The content will include a study of the philosophical and scientific basis for the study of ecosystems and the environment, the nature of ecosystems, the techniques used to study the environment, the origin and development of current environmental problems, the interdisciplinary nature of environmental studies, the processes of critical thinking and problem solving, and the moral and ethical implications of environmentally-mandated decisions. Lecture three hours, Lab three hours. \$10 laboratory fee.

BIOL 1014 Introduction to Biological Science

Each semester. An introduction to the major concepts of biological science, with an emphasis on the development of this scientific perspective and how it applies to humans. Duplicate credit for BIOL 1014 and BIOL 1114 will not be allowed. May not be taken for credit after completion of BIOL 1114, 2124, or 2134. Lecture three hours. Laboratory two hours. \$10 laboratory fee.

Business Technology

BUS 0903 Keyboarding w/Lab

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 coursework.)

BUS 1003 Business English

Designed to develop the student's vocabulary skills, dictionary usage, proofreading, listening, and English grammar as needed for current business usage enabling the student to write and communicate effectively.

BUS 1013 Word Processing I

Pre-requisite: BUS 0903 or permission of instructor. Provides instruction in basic word processing machine operations and word processing skills. The student will learn to produce documents through keyboarding, editing, storing, retrieving, and printing. The student will also learn basic maintenance of word processing software and equipment in the modern business office.

BUS 1023 Business Mathematics

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

BUS 1033 Administrative Support Procedures

Prerequisite: BUS 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.

BUS 1043 Professional Communication

Designed to review and/or learn the basics in punctuation and to further develop spelling skills. The course covers the principles of effective communication in the modern business office. Topics include writing skills, reading skills, and psychological principles involved in effective business letter writing as well as oral communication.

BUS 1053 Spreadsheets

Students will develop comprehensive skills using Microsoft Excel. These skills will include toolbar usage, cell and worksheet formatting, cell

functions, worksheet organization and printing. The user will become adept at advanced features such as charts, linking worksheets and workbooks, customizing templates and toolbars, and other features.

BUS 1063 Legal Environment for Business Technology

Provides an introduction to characteristics of the American system of free enterprise and the obligations and rights of an individual. Topics include torts, rights of private property, contracts, bailment, insurance and risk, labor, and dignity and worth of an individual.

BUS 1073 Accounting

The study of fundamental accounting concepts and procedures. The course emphasizes the accounting cycle, and includes journalizing and posting transactions, preparing trial balances, worksheets, and financial statements. Emphasis is also given to cash, banking, payroll procedures, sales, purchases, and accounts receivable/payable.

BUS 1083 Introduction to Economics

An overview of macroeconomics with continued emphasis on microeconomic theory as it applies to business technology students

BUS 1303 Introduction to Computers

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

BUS 2113 Word Processing II

Pre-requisite: BUS 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.

BUS 2123 Computer Applications for Accounting

Prerequisite: BUS 1073. Designed to acquaint students with major areas of computerized accounting. Application areas covered will include general

ledger, accounts payable, accounts receivable, and payroll.

BUS 2133 Multimedia

Focuses on a variety of software as well as technology-based equipment used in advanced office settings. Projects will emphasize the use of the following: digital camera, video equipment, desktop publishing, graphics production, electronic slide show presentations, E-mail, and Internet.

BUS 2143 Introduction to Management

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

BUS 2153 Database Management

This course includes elementary database design, record layouts, simple selection operations, and basic report generation.

BUS 2163 Desktop Publishing

Prerequisites: COMS 1003 or BUS 1303 and/or BUS 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.

BUS 2173 Special Topics for Business Technology

This course covers new developments in business environments, such as technologies, laws, and organizational structures. The instructor selects a pertinent and current topic as the focus of the course. Topics will change with semesters. May be repeated for credit for total of 6 hours.

BUS 2213 Introduction to Human Anatomy

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 requirement of in-breadth, but not in-depth study of the human body.

BUS 2223 Medical Transcription I

Pre-requisite: BUS 0903. Introduces the student to the skills needed to properly format medical documentation such as history and physical reports, operative reports, discharge summaries, etc. Provides training in the transcribing of medical documents from MP3 audio files using the microcomputer.

BUS 2233 Medical Terminology

Study of terms that relate to 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.

BUS 2243 Disease Processes

Pre-requisites: BUS 2213 and BUS 2233. Coverage of the nature of diseases and human conditions. Includes symptoms, signs, etiological factors, diagnostic studies, and treatments.

BUS 2253 Medical Coding I

Pre-requisites: BUS 2213 and BUS 2233. 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.

BUS 2263 Medical Coding II

Pre-requisite: BUS 2253. Introduces the student to the concepts of coding medical procedures in the physician office. The student will become familiar with entry-level proficiency in the techniques of coding using the Current Procedural Terminology (CPT) system.

BUS 2273 Medical Transcription II

Pre-requisite: BUS 2223. This course will build on the foundation laid in the

beginning medical transcription. The student will transcribe dictation as in the work environment covering 18 medical specialty areas. The dictation will be more difficult than in beginning transcription and designed to refine transcription skills to a competitive level.

BUS 2303 Money and Banking

Addresses the various financial markets as well as economic factors and their impact on the banking industry.

BUS 2313 Branch Support

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.

BUS 2333 Credit Administration

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.

BUS 2903 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.

Chemistry

CHEM 2124 General Chemistry I

Each semester. Prerequisites: scores of 21 or higher on the math and the English portions of the ACTE exam, a "C" or better in CHEM 1114, or approval by the department chair of Physical Sciences. The first of a two semester sequence designed for science and engineering majors. Topics include qualitative and quantitative, applied and theoretical analyses of the interactions of matter; atoms, molecules, ions, the mole concept, chemical equations,

gases, solutions, intermolecular forces, thermochemistry, quantum theory, periodic law, ionic and covalent bonding, molecular geometry. Lecture three hours, laboratory three hours. \$10 laboratory fee.

Certified Nursing Assistant

CNA 1114 Basic Nursing Principles and Skills I

This course covers the fundamental principles, skills, and attitudes needed to give nursing care and prevent the spread of disease. Procedures used in the care of the sick and the ability to adapt them to various situations are discussed. Students will learn to document their observations and interventions.

Collision Repair Technology

CRT 1105 Basic Metal Repair

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.

CRT 1202 Industrial Safety in Collision Repair Technology

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

CRT 1205 Body and Frame Alignment

Pre-requisite: CRT 1105. Students will receive instruction in the use of frame equipment and construction, as well as sectioning, and straightening. Experience working with unitized construction using frame alignment equipment will be provided.

CRT 1312 Air Brushing

The Student will learn spraying techniques using multiple colors, metal flake paints, and multilayer masking using special spraying techniques and air brushes.

CRT 1405 Painting

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.

CRT 1505 Color Matching

Pre-requisite: CRT 1405. A continuation of painting with emphasis on spraying techniques and tinting of paints to achieve color match.

CRT 2904 Internship

Provides students with the experience of a job in a business. 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 internship.

Computer and Information Science

COMS 1003 Introduction to Computer Based Systems

Provides students with both computer concepts and hands-on applications. Although little or no prior computer experience is required for this course, keyboarding proficiency is assumed. Topics include PC basics, file maintenance, and hardware and software components. Students will also gain experience in the use of several popular software applications including Windows, e-mail, Internet, word processing, spreadsheets, databases, presentation packages, and integration of these applications. May not be taken for credit after completion of COMS 2003 or BUAD 2003. Advanced placement and credit by examination are available to students who have previously studied Computer Science. Students may sit for the exam a maximum of three times.

COMS 2003 Microcomputer Applications

Prerequisite: COMS 1003 or pass entrance exam. This course provides hands-on experience with several software applications. Topics include intermediate and advanced word processing and desktop publishing features; spreadsheet design, formulas, and charts; database design principles

and implementation; presentation design and techniques; and integration among these applications. Students will be required to apply each package on a semester project relation to their major.

Computer Information Systems

CIS 1103 Programming I

This course is designed to give the student an understanding of established and evolving methodologies for the development of business oriented computer programming. Emphasis is placed on developing logical thinking skills.

CIS 1113 Operating Systems I

Students will learn about and apply the operating systems functions and commands that are valuable or necessary in a working environment. Students will be exposed to the relationship between the disk operating systems.

CIS 1123 Networking I

Designed as a foundation course that provides the theory and basic understanding of the hardware and software that comes together to build local area and wide area networks.

CIS 1133 Microcomputer Applications

This class is an introduction to using microcomputer application software. It uses business software in a hands-on lecture approach. Topics include the use of microcomputers for word processing, spreadsheet, database, electronic publishing and presentation functions.

CIS 1203 Programming II

A continuation of Programming I. This course introduces the programming power of Microsoft Visual Basic 6.0.

CIS 1213 Operating Systems II

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

CIS 1223 Networking II

Pre-requisite: CIS 1123. 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.

CIS 1233 Systems Analysis and Design

This course is an introduction to basic concepts regarding the system life cycle, analytical tools and methods, file and record layouts, and elements of the design phase.

CIS 1243 HTML Programming

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.

CIS 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.

CIS 2133 Web Page Design

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.

CIS 2143 Help Desk Support

This course is designed to teach individuals to troubleshoot the Microsoft Office Application Suite. It focuses on customer service and communication with the end user.

CIS 2153 Microsoft Programming

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.

CIS 2903 Internship

Provides students with the experience of a job in a business. 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 internship.

Cosmetology

COS 1101 Hygiene and Sanitation I

This course provides you with the necessary information to master the National Industry skill Standard for entry level Cosmetologist. Students will conduct services in a safe environment and take measures to prevent the spread of infectious and contagious disease. Students will safely use a variety of salon products while providing client safety.

COS 1110 Hairdressing I w/Lab

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.

COS 1121 Related Science I

A study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry.

COS 1131 Manicuring I

A study of skin and nails, which includes manicuring, pedicuring, and massage.

COS 1141 Cosmetic Therapy I

A study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching.

COS 1151 Salesmanship, Shop Management, and Shop Department I

A study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department.

COS 1201 Hygiene and Sanitation II

Pre-requisite: 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.

COS 1210 Hairdressing II w/Lab

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.

COS 1221 Related Science II

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.

COS 1231 Manicuring II

Pre-requisite: COS 1131. A continuation of COS 1131, a study of skin and nails, which includes manicuring, pedicuring, and massage.

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.

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.

COS 2301 Hygiene and Sanitation III

Pre-requisites: 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.

COS 2310 Hairdressing III w/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.

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.

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.

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.

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.

COS 2405 Theory and Practical Application

A course covering all faces of Cosmetology. Theory and practical applications are stressed.

English

(A grade of "C" or better must be earned in the course used to satisfy the English general education requirement.)

ENGL 0303 Foundational Composition

A course in basic grammar and writing to prepare students for the required six-hour composition sequence. The grade in the course will be computed in semester and cumulative grade point averages, but the course may not be used to satisfy general education requirements nor provide credit toward any degree. A student who is placed in ENGL 0303 must earn a grade of "C" or better in the course before enrolling in ENGL 1013. A student who makes a "D" or "F" in ENGL 0303 must repeat the course in each subsequent semester until he or she earns a grade of "C" or better.

ENGL 1013 Composition I

Prerequisite: Score of 19 or above on English section of the Enhanced ACT, 460 or above on the quantitative portion of the SAT, 40 or above on the TSWE, 75 or above on the COMPASS writing section, or a grade of "C" or better in ENGL 0203 or 0303. A review of grammar, introduction to research methods, and practice in writing exposition using reading to provide ideas and patterns. May not be taken for credit after successful completion of ENGL 1043.

ENGL 1023 Composition II

Prerequisite: Minimum grade of "C" in ENGL 1013 or 1043. A continuation of ENGL 1013 with readings in poetry, fiction, and drama. May not be taken for credit after successful completion of ENGL 1053.

Facilities Maintenance/ Management

FAC 2202 Carpentry

Students will learn basic carpentry skills, power and hand tool safety, the proper use of power and hand tools, framing, trim, and hanging doors and windows. Also covered will be dry wall basics, painting, and basic masonry.

Some cabinet making and architectural blueprint reading will be discussed.

FAC 2203 Facilities Analysis and Troubleshooting

Students will analyze configuration of facility structures such as roof pitches and metal beam structure support ratings using geometric figures. Students will also troubleshoot structural design flaws, facilities fixture design calculations, and load calculations of the facility units.

FAC 2212 Plumbing

Basic plumbing skills will be taught and will include: fixture repair and replacement; piping (water and gas piping); piping drops, angles, and sizes; and basic plumbing codes for commercial and residential facilities.

FAC 2222 Grounds Maintenance

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

FAC 2903 Internship

This course provides students with the experience of a job in the facilities management business. Students will participate in internship during the final phase of program completion. There will be contracts signed between the university, student, and training site stating the rules and objectives of the internship.

History

HIST 1503 World Civilization I

The political, economic, and social development of man from the earliest times to the modern period. May not be taken for credit after completion of HIST 1403.

HIST 1513 World Civilization II

Continuation of HIST 1503. May not be taken for credit after completion of HIST 1413.

Industrial Control Systems

ELT 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.

ELT 1112 Basic Programming

This course is a study of the basic programming language, using Visual Basic 6.0. The student is taught how to write basic programs using different programming techniques. Most of the programs that are written apply directly to the study of electronics, both D.C. fundamentals and digital principles.

ELT 1113 Introduction to Digital Logic

This is 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.

ELT 1123 Semiconductors I

This course introduces semiconductors or solid-state components. Topics covered include the diode and applications, transistors, and amplifiers.

ELT 1222 Basic Electronics for Trades and Industry

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.

ELT 2107 Basics of Industrial Automation

An illustrated study of circuit configurations used in industry. Topics to be covered are: solid-state systems used to control DC and AC 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.

ELT 2115 Programmable Controllers

Deals with the subject of programmable controllers (PCs). The PC is a microprocessor-based programmable

device used in controlling mechanical machinery, energy management systems, computer integrated manufacturing, and other applications. Lecture: 3 hours, laboratory: 6 hours.

ELT 2123 Industrial Fluid Power

This course is designed to provide the basic knowledge and application of physical principles involving pumps, cylinders, valves, motors, design, assembly, graphic symbols, and the operation of hydraulic and pneumatic control circuits based on logic principles. Lecture: 4 hours, laboratory: 1 hour.

ELT 2204 Computer System Components

This course is 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 Basic Programming, operating systems, and Digital Logic are brought together and enhanced.

ELT 2212 Semiconductors II

A continuation of ELT 1123 Semiconductors I, this course is a study of field effect transistors, thyristors, and linear integrated circuits.

ELT 2214 Computer Interfacing and Networking

This course is a study of the different types of networks systems. The student is taught how to set up the hardware and software for a complete network system.

ELT 2215 Computer Troubleshooting

This course is a study of the concepts of computer repair on IBM compatible computer systems. The student is taught how to troubleshoot hardware and software problems on these systems. Different types of configurations are studied, and upgrade methods are also considered. The student will learn to put a system together from the basic hardware components of a system. The student will troubleshoot a system that has both hardware and software problems.

ELT 2903 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.

Mathematics

(A grade of "C" or better must be earned in the course used to satisfy the Mathematic general education requirement.)

MATH 0803 Beginning Algebra

Content of this course is as follows: the language of algebra, fundamental operations, signed numbers, equations and problem solving. The grade in the course will be computed in semester and cumulative grade point averages, but the course may not be used to satisfy general education requirements nor provide credit toward any degree. A student who makes a "D" or "F" in MATH 0803 must repeat the course in each subsequent semester until he or she earns a grade of "C" or better. Students who make a grade of "C" or better in MATH 0803 must enroll in MATH 0903 the following semester.

MATH 0903 Intermediate Algebra

Prerequisites: One unit of high school algebra, grade of 'C' or better in MATH 0803, or consent of the Mathematics Department. The purpose of this course is to prepare for college-level mathematics those students whose mathematics background is inadequate. Content of the course is fundamental operations, linear equations, special products and factoring, fractions, functions, graphs, and systems of linear equations. A student who makes a "D" or "F" in MATH 0903 must repeat the course in each subsequent semester until he or she earns a grade of "C" or better.

MATH 1113 College Algebra

Prerequisite: Score of 19 or above on the mathematics portion of the ACTE exam, or score of 460 or above on the quantitative portion of SAT, or score of 41 or above on the COMPASS mathematics section, or grade of "C" or

better in MATH 0903. Students scoring 19 or 20 on the mathematics portion of the ACTE exam (or comparable test scores) must concurrently enroll in MATH 1111. Exponents and radicals, introduction to quadratic equations, systems of equations involving quadratics, ratio, proportion, variation, progressions, the binomial theorem, inequalities, logarithms, and partial fractions. May not be taken for credit after completion of MATH 2703 or any higher level mathematics course.

Paramedic/Emergency Medical Services

EMTP 1001 First Aid and CPR for Health Care Providers

Student in this course will learn to recognize and provide first aid for injuries ranging from simple lacerations to musculoskeletal injuries. Students will also learn how to recognize various medical emergencies ranging from heart attacks to allergic reactions. Students will complete requirements for certification in first aid, adult, child and infant CPR including Automated External Defibrillator (AED). This course is recognized by health care agencies, fire departments, police departments and local industries.

EMTP 1003 Medical First Responder

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.

EMTP 1007 Basic Emergency Medical Services Training

This course is designed to train students to perform in pre-hospital care of acutely ill or injured patients. EMTs perform such measures as cardiopulmonary resuscitation, extrication, initial patient assessment and triage, stabilization and transport of any emergency, to include routine transport of non-emergent patient to allied health care facility.

EMTP 1103 Life Span Development

Designed to prepare the student for the psycholological development of infancy to

geriatrics. The course of study will emphasize on normal and abnormal physiological changes in people, both during their growth and development.

EMTP 1107 Intermediate Emergency Medical Services Training

This course is designed to train students to perform in pre-hospital care of acutely ill or injured patients. EMTs perform such measures as cardiopulmonary resuscitation, IV access, extrication, initial patient assessment and triage, stabilization and transport of any emergency, to include routine transport of non-emergent patient to allied health care facility.

EMTP 1113 Pharmacology I

Pharmacology I is an introduction to the history of drugs, use of drug references, principles of drug actions and interaction, principles of drug administration, and their legal implications for the paramedic.

EMTP 1123 Pre-hospital Environment

The role of the advanced pre-hospital provider in the EMS system is emphasized along with the legal responsibilities and liabilities of the EMS environment. The course will include the utilization of medical direction and use of EMS protocol, ethics and the well being of EMS personnel is emphasized with emphasis on illness and injury prevention. Students will also learn rescue, stress management, and triage. Hazardous materials will be taught as well as violence, with emphasis on pre-hospital provider safety.

EMTP 1133 Anatomy and Physiology

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.

EMTP 1201 Patient Assessment/ Pathophysiology of Shock

Will learn an advanced and comprehensive approach to patient assessment and history taking.

Students will apply current patient status and will continue to gather pertinent patient data. Review of anatomy and physiology with a more direct approach and emphasis on particular age groups. Students will use patient data with head to toe examinations and the use of mnemonics such as SAMPLE. An empathic approach will be discussed in this section. Introduction to the phases of shock with emphasis of physiological changes at the cellular level. The student will have an understanding of disease process and fluid and acid-base balance. Students will gain the knowledge of assessment and management of patients with hypoperfusion including various forms of shock, multiple organ dysfunction syndrome, and cellular metabolism impairment. Students will have the knowledge of assessment and treatment of various shock conditions.

EMTP 1221 Pharmacology II

Utilizes the EMT 1113 Introduction to Pharmacology I course objectives to help the student gain a greater understanding of more advanced drug therapy. This section of pharmacology will focus on cardiac medications and administration to pediatric, adult and geriatric patients in the clinical and pre-hospital setting. A basic knowledge of cardiac complaints and medications that are required for proper treatment and stabilization will be covered into this portion. Additional medications taught will include thrombolytic and respiratory medications.

EMTP 1223 Clinical Practicum I

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.

EMTP 1231 Lab I

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.

EMTP 1302 Rhythm Recognition

Students will gain knowledge of EKG monitoring of leads I, II, and III. Students will learn the basic electrophysiology of cardiac conduction through the heart. Emphasis is on the study of arrhythmia etiologies and irregular waveforms and arrhythmia recognition. The knowledge and ability to perform cardioversion, noninvasive TCP pacing and 12-Lead Interpretation and application will be presented in this section.

EMTP 1304 Medical Emergencies I

This section teaches a systematic approach to assessment of cardiac patients with pathological disease processes and acute coronary symptoms. Students will learn to manage patients with cardiac pharmacological and electrical interventions. Designed to teach a comprehensive approach to cardiac patients with cardiovascular compromise. Students will study pulmonary disease and common acute reactions with review of pulmonary anatomy and treatment. Students will understand a comprehensive approach and clinical assessment and treatment for medical emergencies. Behavioral emergencies, neurology, anaphylaxis, renal, toxicology, hematology, and endocrinology with gastroenterology will be included in this section with an emphasis on assessment and field treatment.

EMTP 1305 Clinical Practicum II

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.

EMTP 1331 Lab II

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.

EMTP 1401 Lab III

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

EMTP 1412 Medical Emergencies II

Designed to train students the understanding of pathophysiology, assessment and management of infectious disease, geriatrics, pediatric/neonatology, and OB/GYN. Medical Emergencies II will emphasize assessment based management of present illness and focused patient complaints. Student will also be prepared for pre-hospital trauma in this session.

EMTP 1413 Clinical Practicum III

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.

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.

EMTP 1431 Advanced Cardiac Life Support

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

EMTP 1451 Pre-hospital Trauma Life Support

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

EMTP 1461 Pediatric Advanced Life Support

Designed to provide health care professionals a greater knowledge of emergency care for the pediatric age group. This course is advanced level guidelines for medically ill, traumatically ill infants and children.

The course stresses critical thinking of the health care provider in life-threatening situations involving this age group. Resuscitation and management, as well as, anatomy and physiology review, pharmacologic lectures and skills check-offs, including a written exam is offered within this course. The course teaches current health care provider level pediatric emergency care.

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.

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.

Physical Science

PHSC(BIOL) 1004 Principles of Environmental Science

This course is designed to bring the student to a basic but informed awareness of and responsible behavior toward our environment and

the role of the human race therein. The content will include a study of the philosophical and scientific basis for the study of ecosystems and the environment, the nature of ecosystems, the techniques used to study the environment, the origin and development of current environmental problems, the interdisciplinary nature of environmental studies, the processes of critical thinking and problem solving, and the moral and ethical implications of environmentally-mandated decisions. Lecture three hours, Lab three hours. \$10 laboratory fee.

Practical Nursing

LPN 1101 Vocational, Legal, and Ethical Concepts

Teaches vocational responsibilities of the Practical Nurse to the patient, family community, and coworkers. Nursing organizations, local, state and national health resources, and concepts of delegation appropriate to the level of practice are also covered.

LPN 1102 Pharmacology I

Pharmacology I is an introduction to the history of drugs, use of drug references, principles of drug actions and interaction, principles of drug administration, and their legal implications for the nurse.

LPN 1103 Body Structure and Function

This course is the study of anatomy and physiology of the human body and all of its systems. Medical terminology is integrated and an introduction to disease processes is included with each unit.

LPN 1111 Nursing of the Geriatric Patient

This course covers the normal aging processes, characteristics of aging, special problems associated with aging and caring for the aging adult.

LPN 1114 Basic Nursing Principles and Skills I

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.

LPN 1115 Clinical I

Co-requisite: LPN 1114. Clinical skills will be practiced, observed, and evaluated by the instructors in the lab and clinical settings.

LPN 1121 Nutrition in Health and Illness

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

LPN 1202 Nursing of Adults with Medical/Surgical Conditions I

Students will study common conditions of illness and the nursing care of patients in acute, sub-acute, or convalescent stages of illness. This course includes aspects and principles of Nutrition; Basic Nursing; Pharmacology; Vocational, Legal, and Ethical concepts with attention to cultural diversity.

LPN 1203 Nursing of Mothers and Infants

Nutrition for the mother and the developing fetus and the basic nursing skills to care for the mother during antepartum, intrapartum, and postpartum periods are studied.

LPN 1210 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.

LPN 1211 Basic Nursing Principles and Skills II

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.

LPN 1221 Pharmacology II

Prerequisite: LPN 1102. A continuation of LPN1102. 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.

LPN 1302 Nursing of Children

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

LPN 1303 Nursing of Adults with Medical/Surgical Conditions II

Prerequisite: LPN 1202. This course covers the body system disorders, their diagnostic methods, treatment or surgical procedures, therapeutic nutrition, and pharmacological modalities.

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.

LPN 1322 Mental Health

This course presents topics such as personality development patterns, developmental task throughout the life-cycle, mental disease, and emotional problems as well as chemical dependency. Geriatric, maternal, and pediatric problems are included. Therapeutic communication techniques are stressed.

Psychology

PSY 2003 General Psychology

An introduction to basic concepts in the study of behavior and to elementary principles of genetics, individual differences, motivation, emotion, personality, sensation, and perception.

Reading

READ 0103 College Reading

A course designed to develop reading skills through perception training, vocabulary building, comprehension training, and active listening exercises. Individual diagnosis and prescription is

emphasized. The grade in the course will be computed in semester and cumulative grade point averages, but the course may not be used to satisfy general education requirements nor provide credit toward any degree. A student who is placed in READ 0103 must repeat the course until he or she earns a grade of "C" or better. A student who makes a "D" or "F" in READ 0103 must repeat the course in each subsequent semester until he or she earns a grade of "C" or better.

Welding Technology

WLD 1103 Introduction to Thermal Cutting

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

WLD 1202 Blueprint Reading

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

WLD 1212 Industrial Safety in Welding

The study of safe and industry accepted practices and equipment necessary for the safe use of all existing manual methods of welding. Student will learn to identify common industrial and occupational hazards and means to avoid accidents.

WLD 1224 Introduction to Arc Welding

This course is intended to teach theory and application of basic Stick@ welding (SMAW). It will cover safety, correct selection of electrodes, practicing beds and the application of correct welds on actual structures.

WLD 1302 Metallurgy

An elementary and practical approach to the structure, marking classifications, machinability and identification of metals and their properties. This will require the use of various manufacturer catalogs, bulletins and charts. Basic heat treatment and how metals are affected will be discussed.

WLD 1402 Welding for Trades and Industry

This course is intended to teach theory and application of Welding for trade

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, Gas Tungsten Arc Welding and Shielded Metal Arc Welding. Specific applications will be deemed by the appropriate advisor.

WLD 1405 Position Welding

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.

WLD 1503 Gas Metal Arc (MIG) Welding

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.

WLD 1603 Gas Tungsten Arc (TIG) Welding

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.

WLD 1702 Weldment Testing

Covers different types of testing such as destructive and nondestructive. Students will study guided bend, radiographic, ultrasonic, magnetic particle and dye penetrant tests, and take practical tests that are designed according to AWS D1.1 and ASME Section IX industry standard codes.

WLD 1804 Certification Welding

Student practices with projects that are designed according to AWS D1.1 and ASME Section IX industry standard codes. The implementation and approval of the codes in accordance with AWS D1.1 and ASME section IX will be addressed. Documentation of procedure will also be covered.

WLD 2904 Internship

This course is intended to teach theory and application of Welding for trade 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, Gas Tungsten Arc Welding and Shielded Metal Arc Welding. Specific applications will be deemed by the appropriate advisor.

ARKANSAS TECH UNIVERSITY - OZARK CAMPUS

2007 - 2008 STUDENT HANDBOOK

OZARK, ARKANSAS

[HTTP://ATUOC.ATU.EDU](http://atuoc.atu.edu)

Statement of Assurance

In keeping with the guidelines on Title VI, Section 601, Civil Rights Act of 1964; Title IX 901, educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1703, assures that no person in the United States shall, on the basis of race, color, national origin, sex, or handicap be excluded for the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Arkansas Tech University - Ozark Campus reserves the right to restrict or limit the enrollment of any program and to make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this bulletin/catalog/document when such actions are deemed to be in the best interests of the students or institution.

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 society.

Arkansas Tech University Board of Trustees

The Arkansas Tech University Board of Trustees reviews the institution's annual plan, approves budgets and guides the educational programs of the institution.

Access to Campus Facilities

Most campus buildings and facilities are accessible to members of the campus, community, guests, and visitors during normal hours of business, Monday through Friday, and for designated periods of time on special events and occasions. Buildings may close earlier when classes are not in session (holiday, between terms, or on weekends).

Crime Reporting Procedures

When a crime occurs, students should notify the Chief Student Officer so proper action may be taken. The Chief Student Officer will contact the proper authorities.

Campus Facilities

All requests for use of school facilities must be submitted to the Chief Student Officer one week or more prior to the event. Any activity must first be coordinated with a department or program chair.

Selling and Soliciting on School Premises

Arkansas Tech University - Ozark Campus has an institutional policy against salesmen, company representatives, or solicitors contacting students on the main campus or any satellite campuses. Students are requested to report any incident of soliciting to the Office of Student Services at their earliest convenience after a contact has been made. The name of the salesman or solicitor and the company represented should be included in the report. Contracts of other types of sales agreements should be brought to the Business Office.

Student Center

The Student Center is the community center of Arkansas Tech University - Ozark Campus. It serves many needs outside the classroom. A snack bar operated by the Arkansas Agency for the Blind provides snacks, soups, and sandwiches.

The student organizations that request the use of the school facilities will be responsible for the conduct of their members and guests on and off campus. Arkansas Tech University - Ozark Campus policies and the Conduct and Discipline Standards will be adhered to while in the Student Center.

Damages to the building or building's equipment, other than fair wear-and-tear, is the responsibility of individuals or organizations using the facilities, and the school must be reimbursed for these damages.

The use of decorations for programs and activities must be discussed with the Chief Student Officer prior to their use. Organizations will set up for their own functions, and be responsible for clean up.

PAYMENT The responsibility for purchasing the correct book(s) for a course lies with the student. Students must have completed all financial aid paperwork or third-party contracts before books can be charged. Books and tuition cannot be charged until the first day of school to any financial aid source.

PAYMENT BY CHECK

1. ID is required for payment by check.
2. Return check fee is \$10.
3. Visa or MasterCard is accepted.

The Office of Student Services must approve all signs or posters not originating from an Arkansas Tech University - Ozark Campus academic or administrative office.

ADMINISTRATIVE AND ACADEMIC BUILDINGS: Posters and signs should only be placed on the bulletin boards on the inside of buildings, or where designated by an advisor or approved by the Chief Student Officer. Posters and signs should not be allowed in the Administration area unless approved by the Office of Student Services.

ALVIN VEST STUDENT CENTER/SNACK BAR: Posters and signs can be placed on any bulletin board designated for student use. Posters and signs can be displayed on glass door entrances to the Student center. Use SCOTCH tape only on glass doors. DO NOT use scotch tape on walls. An adhesive such as "Handi Tak" is permissible. The Chief Student Officer reserves the right to remove any posters or signs deemed inappropriate or improperly placed. Posters or signs cannot be placed on any area of the glass partition in the Student Snack Bar without approval of the attendant.

BULLETIN BOARDS: All signs placed on bulletin boards and doors must be limited in size to 14 in. by 18 in. All posters or signs must be identified as to the person or organization responsible for their display.

If an individual student or organization wishes to place a poster or sign in any area not designated in the above policies, the individual student or organization must get approval from the Chief Student Officer. The posters and signs will be considered on their merit.

Bulletin boards exist for the use of persons and organizations within the Arkansas Tech University - Ozark Campus community. Commercial announcements are not to be placed on or in any campus location without the approval of the Chief Student Officer.

HANDBILLS AND FLYERS: Placing handbills and fliers on automobiles parked on campus is prohibited. No handbills or fliers may be distributed on campus without approval from the Chief Student Officer.

Bookstore

Sign and Poster Display Policies

Campus Parking

All vehicles should have a parking permit, which can be obtained from the Fiscal Affairs Office. Local law enforcement agencies have jurisdiction and will be notified of violations.

PARKING FOR THE HANDICAPPED: Any vehicle found to be parked in an area designated for exclusive use of disabled persons (as defined in Section 75, 266-22 of Act 772) shall be subject to impoundment by the appropriate law enforcement agency according to Section 12 of Act 772, and the owner will be subject to a fine not less than \$25 or not more than \$100 for each offense plus applicable towing, impounding and related fees.

HANDICAPPED PARKING DECALS: Handicapped parking decals may be obtained at the Arkansas State Revenue Office. Decals may be used by persons who are temporarily or permanently disabled, and are good for the duration of the disability, and may be used anywhere in the State of Arkansas. A statement from a physician is necessary to obtain the decal.

Conduct Standards

Arkansas Tech University - Ozark Campus has the responsibility of educating people to meet employment needs of business and industry and has a genuine concern for the integrity of all students enrolled. The conduct of all students should display the educational objectives of the school and conform to the laws of the state. Any conduct unbecoming to the accepted standards will subject the student to dismissal.

Conduct Violations

A student is subject to disciplinary action, suspension, or expulsion, if any of the following conduct violations are committed:

ALCOHOLIC BEVERAGES - Possession, consumption, or furnishing of alcoholic beverages on any Arkansas Tech University - Ozark Campus owned property or during any sponsored or on off campus activity or during class hours is strictly prohibited. Offenders are subject to probation or suspension and prosecution according to state law.

ANIMALS - No student will be allowed to bring animals onto campus property. The exception being animals used for the purpose of assisting individuals with disabilities.

CHEATING - Cheating or plagiarism, including unauthorized possession of examinations or use of term papers prepared by others, may result in dismissal.

COMPUTER MISUSE or USING A COMPUTER FOR NON-EDUCATIONAL PURPOSES - Misuse of Arkansas Tech University - Ozark Campus computers to alter or erase any item using a computer for non-educational purposes is strictly prohibited. The copying of programs without a license is illegal and subjects the offender to dismissal and possible prosecution according to state law.

DAMAGE - Damaging school property or property belonging to any member of the school community may result in probation, suspension or prosecution.

DISORDERLY CONDUCT - Disorderly conduct is subject to probation, suspension or prosecution.

DISREGARD FOR POLICIES - Disregard for Arkansas Tech University - Ozark Campus policies, including failure to respond or comply with official and proper regulations, order, or request of a daily designated authority or committee, including all publications and official notifications pertaining to student life and activities may result in probation, suspension or expulsion.

DISTRIBUTION OF UNAUTHORIZED MATERIALS - Distribution of unauthorized literature, handbills, posters, or other printed matter is strictly prohibited.

DRUGS - Use, possession, or distribution of narcotics, stimulants, depressants, or substances for the production of illegal drugs, other dangerous drugs, or drug paraphernalia, except as expressly permitted by the state or federal laws is subject to disciplinary action and/or prosecution.

FALSE INFORMATION - Willfully and knowingly furnishing false information to the school may result in disciplinary action or prosecution.

FAILURE TO COMPLY - Failure to comply with a request by an authorized school official, including failure to properly display vehicle parking permits/stickers, and disrespectful action toward any member of the Arkansas Tech University - Ozark Campus faculty or staff, may result in probation, suspension or prosecution.

FIREARMS, EXPLOSIVES, INCENDIARIES - Use, possession, or distribution of firearms, explosives, (including fireworks), incendiaries, or any other weapon in

or on any Arkansas Tech University - Ozark Campus controlled property is strictly prohibited.

FORGERY - Forgery, alteration, misuse, or improper possession of Arkansas Tech University - Ozark Campus related documents or records may result in probation, suspension or prosecution.

GAMBLING - Gambling in any form, including raffles, on the campus is specifically prohibited. Offenders are subject to probation or suspension.

INDECENT CONDUCT - Lewd, indecent, or obscene conduct, public profanity, or public nudity, including the wearing of clothing or displaying signs containing obscenities is strictly prohibited.

INSTITUTIONAL RECORDS - Unauthorized use or misuse of Arkansas Tech University - Ozark Campus records and/or computers will subject the offender to dismissal from Arkansas Tech University - Ozark Campus.

MALICIOUS DESTRUCTION - Malicious destruction, damage, defacing, or misuse of Arkansas Tech University - Ozark Campus property, including library materials, or of private property on the campus may result in disciplinary action or prosecution.

MOTOR VEHICLES - Operation on the campus of a vehicle in violation of bans imposed under the traffic regulations is prohibited.

OBSTRUCTION OF ACTIVITIES - Obstruction, disruption, or hindrance of teaching, administration, disciplinary proceeding, or the Arkansas Tech University - Ozark Campus activities may result in probation, suspension or prosecution.

PHONES - Students may use pay phones. Incoming calls for students will only be accepted in case of medical emergencies. Staff members are expected to enforce this policy.

PHYSICAL OR VERBAL ABUSE - Physical or verbal abuse of any person or disregard for the physical well being, property, or rights of any person or any conduct which threatens or endangers the health, safety, or well being of any such person on Arkansas Tech University - Ozark Campus property of facilities or property utilized by Arkansas Tech University - Ozark Campus, may result in probation, suspension or prosecution.

PUBLIC EXPRESSION - No behavior or actions which hinder the educational programs will be permitted. To further this end, speakers and programs are sponsored by groups and departments of the institution and scheduled so as to use time and facilities efficiently and appropriately. Impromptu speaking and activities, whether by chartered, recognized groups or visitors must not be disruptive or threaten the safety of a person's property or campus.

THEFT - Theft or illegal possession of any property of Arkansas Tech University - Ozark Campus community, or any visitor may result in the notifying of local law enforcement agencies. Theft of service will be subject to fines, probation, and/or dismissal.

THREAT - Any act or threat, including profane or abusive language, perpetrated for the purpose of harassing or submitting any member of Arkansas Tech University - Ozark Campus to pain, discomfort or indignity, whether on or off school property may result in the notification of local law enforcement agencies.

UNAUTHORIZED ENTRY - Unauthorized possession of building keys or unauthorized entry into a school facility, building, classroom, office, room or vehicle. Will subject the offender to suspension and local law enforcement agencies may be notified.

UNDER THE INFLUENCE - Any student found to be under the influence of alcohol or drugs while on school property will be subject to disciplinary action.

VIOLATIONS OF CONDITIONS - Violations of the conditions prescribed in any Arkansas Tech University - Ozark Campus disciplinary or probationary ruling may result in disciplinary action.

Tobacco Usage Regulations

Arkansas Tech University - Ozark Campus is a Smoke Free Campus. Tobacco use is not allowed in any building owned or used by Arkansas Tech University - Ozark Campus. Offenders will be subject to dismissal from school. Smoking is permitted only in designated outside areas.

Ajudication of Student Misconduct

The standards of behavior listed above are intended for the well-being of the students, faculty, and administration and are under continuous review by all segments of the school community. The standards provide for a setting in which the pursuit of truth and the advancement of knowledge can be maximized. Procedures to assure fairness in finding the facts of violations and in determining sanctions appropriate to any perceived violations are listed below.

The initial response to violations of Arkansas Tech University - Ozark Campus rules and regulations will be by the Chief Student Officer.

TYPES OF DISCIPLINARY SANCTIONS:

1. **Dismissal** - Permanent forced withdrawal from Arkansas Tech University - Ozark Campus.
2. **Suspension** - Forced withdraw from Arkansas Tech University - Ozark Campus for a specified period of time.
3. **Disciplinary probation** - Placing the student or student group under such behavioral restrictions as an Arkansas Tech University - Ozark Campus official shall impose.
4. **Restitution** - Includes compensation, if applicable to the person or Arkansas Tech University - Ozark Campus body whose property rights have been violated by the offender.
5. **Reprimand** - Written censure of violations of specified regulations, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any regulation within a period of time stated in the letter of reprimand/probation.

Due Process

Students have a right to due process. Due process is not a technical concept with rigidly delineated boundaries and contents. Rather, within the rationale of due process, the Arkansas Tech University - Ozark Campus community is free to devise various types of disciplinary procedures relative to its lawful educational mission without imposing an unreasonable strain on its resources and personnel.

The student shall be given a written notice by the Chief Student Officer or designee, which contains the charges made against him/her, and the disciplinary actions.

Student Grievance Procedure

Any alleged non-academic grievance (thereinafter referred to as "grievance") which a student may have regarding a University employee, an institutional regulation, and/or the interpretation and application of such regulation, may be considered under this procedure. Grievance procedures are of both an informal and formal nature, and the informal means should be exhausted before filing a formal grievance. A nonacademic grievance may include instances of discrimination which create conditions affecting a student's academic performance or learning environment.

INFORMAL GRIEVANCE PROCEDURE

The procedure for an informal grievance is as follows:

1. The person should first discuss her/his grievance with the person responsible for the action, interpretation, or application leading to the problem.
2. If the grievance remains unresolved, the complainant may discuss it with the appropriate supervisory official.
3. If the circumstances of the grievance prevent the use of the above listed steps, or if the appropriate official does not resolve the grievance within five (5) school days, the complainant may discuss the grievance with the administrative head of that portion of the institution out of which the problem arose. In all cases, this should be the Chief Student Officer.

4. If the grievance resulted from a violation of stated student regulations, federal law, or the Arkansas Tech University - Ozark Campus affirmative action plan, the administrative head shall take immediate steps to enforce the stated regulation, law, or plan, and resolve the grievance.
5. If the grievance involves questions of opinion not covered in stated policies, the administrative head shall counsel with the complainant and departmental official(s) to resolve the grievance if possible.

FORMAL GRIEVANCE PROCEDURE

When a grievance has not been resolved by informal means, the student may submit a written request to the appropriate administrative head to have the grievance considered by a formal grievance committee. In no case will such a request be granted prior to five (5) school days after an informal grievance has been initiated and the appropriate administrative head notified.

1. A request for a formal grievance hearing should include the written nomination of one member of the Student Services staff and one employee from the administrative area involved. (The second nomination may come from any administrative area by mutual agreement of the student and the administrative head.)
2. The administrative head will select two (2) of the three (3) students serving as Student Government Representatives to complete the committee, which will be chaired by the administrative head, who will not vote, but only coordinate the hearing.
3. The Chief Student Officer, or designate, shall serve as secretary and advisor to the committee, but will not vote. In matters concerning civil rights and equal opportunity, the affirmative action officer shall also serve as advisor, but shall have no vote.
4. The grievance committee will hear the grievance with such witnesses and evidence as it deems germane and shall present its recommendations in writing to the administrative head within three (3) school days of the hearing. The administrative head will render a decision within three (3) days. Copies of the findings, recommendation, and decision will be made available to all parties.
5. The decision of the administrative head may be appealed in writing to the Chancellor, with a copy to the administrative head, within ten (10) school days of receipt of the decision.
6. The decision of the Chancellor shall be final and binding.

The catalog covers regulations and procedures regarding academic policies at Arkansas Tech University - Ozark Campus. Each student should be familiar with the catalog and the departmental policies.

Academic Policy

Regular attendance is expected of all students enrolled at Arkansas Tech University - Ozark Campus and is necessary in maintaining acceptable grades. No makeup work for classes missed will be permitted without prior arrangement with the instructor.

Attendance Policy

In the event the weather is so severe that the school administration feels life and property may be in danger, the school president may cancel classes until weather conditions improve. School cancellations will be broadcast on the following:

Inclement Weather Policy

RADIO

- KDYN - Ozark (479) 667-4567
- KARV - Russellville (479)968-1184
- KTCS - Ft. Smith (479)646-6151
- KISR - Ft. Smith (479)785-2526

TELEVISION

- KFSM - Ft. Smith-#(479)783-3131
- KHBS - Ft. Smith-#(479)783-4040
- KHBS - Ft. Smith-#(479)783-8133

Requests for all fund raisers must be approved by the Office of Student Services. The Office of Student Services will review the requests and notify the organization of the status of their requests.

Fund Raisers

Food Sales

1. All food sales events must be approved by the Office of Student Services.
2. The organizations responsible for selling food must accept responsibility for any illness that may occur from consumption of the food sold.

Bob Adams Outstanding Student Award

Bob Adams served as the first Director of Student Services at Arkansas Tech University - Ozark Campus until his death in 1978. The Student Council voted that year to establish an awards program in memory of Mr. Adams and his dedication to the students at Arkansas Tech University - Ozark Campus. Selection of the award's recipient is based on academic performance, involvement in school and community affairs, and evaluation by classmates, instructors, and a Student Government Committee. Each department selects a candidate. The Student Government conducts interviews to determine the recipient and then announces the winner of this award at graduation.

Social Functions/ Activities

Any committee or officers representing a group of students or an organization wishing to plan a party, banquet, luncheon, dinner, picnic, entertainment, or other social functions, must have it approved and placed on the school calendar by the Chief Student Officer. The Chief Student Officer approves the fund-raising events. The Chief Academic Officer creates the Calendar of Events.

All Arkansas Tech University - Ozark Campus activities must be properly monitored by an advisor or sponsor. The advisor or sponsor of the organization, or his/her designate, should be present throughout the entire time of the activity.

Each group will be responsible for the conduct of individuals (members or guest) attending social functions. In keeping with Arkansas Tech University - Ozark Campus policy, the use or possession of drinks which have alcoholic content is not permitted at any campus function.

Off-Campus Events

Arkansas Tech University - Ozark Campus assumes no responsibility for non-students, the conduct of participants, or for the financial and/or contractual obligations associated with off-campus events. Off-campus events, which are publicized on campus, must be approved by the appropriate advisor and the administration.

Student Conduct

Arkansas Tech University - Ozark Campus Policies and the conduct and discipline standards will be adhered to while in the Student Center and at all student sponsored activities.

The sponsoring organization is totally responsible for the behavior of all persons attending their function, and all persons must adhere to the rules and regulations as set fourth by Arkansas Tech University - Ozark Campus.

Guests must adhere to individual event regulations and stipulations, as well as rules and regulations of Arkansas Tech University - Ozark Campus. No loitering, misbehavior, or misconduct will be permitted.

Financial Responsibility

Arkansas Tech University - Ozark Campus expects each organization to anticipate, and meet promptly, its financial obligations. Financial aspects of all events sponsored by recognized organizations shall have the approval of the faculty sponsor/ advisor.

In the event of disbanding or inactivation of an organization, the primary responsibility for properly providing for close-out of organization accounts and disposition of remaining monies rests with the organization itself with the aid of the Business Office.

Scheduling an Activity

An application for each date of an activity should be filed with the Chief Student Officer in the Office of Student Services.

Speech and Demonstration Regulations

Arkansas Tech University - Ozark Campus recognizes and supports the rights of students, employees of all categories, and visitors to speak in public and to demonstrate in a lawful manner in designated areas of the campus and at designated times. In order to maintain safety, security, and order, to insure the orderly scheduling of campus facilities, and to preclude conflicts with academic and curricular activities, Arkansas Tech University - Ozark Campus reserves the reasonable right to limit such activities by the following regulations regarding time, place, and manner of such activities.

Definitions: Speech, as used in this document, is the oral presentation of ideas in an open forum. Demonstration is any process of showing individual or group cause by speech, example, group action, or other form of public expression.

Exterior: Arkansas Tech University - Ozark Campus requires that speakers, scheduled and unscheduled, sponsored and unsponsored, University affiliated or visitors to the campus, use designated locations in order to avoid unreasonable conflict with the normal functions and requirements of the University and to assure that the flow of vehicular and pedestrian traffic will not be impeded. The designated free speech and demonstration area for the campus of Arkansas Tech University - Ozark Campus is the concrete pad east of the Alvin Vest Student Center. Use of the University facilities will be scheduled by the Office Student Services and will be scheduled in blocks of time between 9:00 a.m. to 5:00 p.m. Monday through Friday so as to best accommodate all users and to avoid monopolization by any person, agency, or organization. Authorization for any speech or demonstration will require identification of the individual or organization and agreement to abide by University regulations.

No musical instrument or sound amplification equipment of any kind, stationary or mobile public address systems is allowed.

- No structures may be erected
- There must be no obstruction of entrances or exits to buildings.
- There must be no interference with educational activities inside or outside of buildings.
- There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of university activities. (sidewalks, roads and parking areas must remain unobstructed)
- There must be no interference with scheduled university ceremonies, events or activities.
- Damage or destruction of property owned or operated by the university, or damage to property belonging to students, faculty, staff or guests of the university is prohibited. Persons or organizations causing such damage may be held financially responsible.
- Persons or organizations responsible for a demonstration or Other Freedom of Expression event must remove all signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.
- There must be compliance with all applicable state and federal laws and university policies, rules and regulations.

Administration, enforcement, and appeals: These regulations shall be administered and enforced by the Office of Student Services and such other University officials as shall be designated. Any individual violating these regulations regarding time, place, and manner of speech and demonstration will be subject to immediate eviction or removal from the campus, without further warning, by appropriate University agents or officials and may be subject to appropriate legal action. Individual students or student organizations violating these regulations may, upon written complaint to the Office of Student Services, be subject to the action as described in the Student Code of Conduct.

Nothing in this policy is intended nor should it be understood as an endorsement or approval by Arkansas Tech University - Ozark Campus of any speech or demonstration, an invitation or license to speak or demonstrate, or the granting of any right or permission to speak or demonstrate on campus beyond the right existing under federal and state law.

For more information, contact the Office of Student Services.

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