Arkansas Tech University - Ozark Campus

(Arkansas Valley Technical Institute of Arkansas Tech University)

2005 - 2006 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 on the Council on Occupational Education, 41 Perimeter Center East NE, Suite 640, Atlanta, Georgia 30346. (770) 396-3898.

Program Accreditation

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

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

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

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

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 Student Services..... (479) 667-3433
Business Office .....(479) 667-2117 Extension 337
Financial Aid .....(479) 667-2117 Extension 322

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

Arkansas Tech University - Ozark Campus does not discriminate on the basis of race, color, sex, national origin or disability in any of its policies, practices or procedures. This includes, but 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.

Table of Contents

Academic Calendar
2005 - 2007

Summer Session 2005	Late registration for first term	June 6 - 7
First Term	Classes begin	June 6
	Last day to register and add courses/change sections	June 7
	Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 10
	Last day to drop courses with a "W" or change from credit to audit	July 1
	Holiday	July 4
	First term ends	July 8
	Commencement	July 9
Second Term	Late registration for second term	July 11 - 12
	Classes begin	July 11
	Last day to register and add courses/change sections	July 12
	Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 15
	Last day to drop courses with a "W" or change from credit to audit	August 5
	Second term ends	August 12
Fall Semester 2005	Registration and new student orientation	August 22 - 23
	Student orientation	August 22
	Classes begin	August 24
	Last day to drop courses w/ full reduction of tuition/fees	August 25
	Last day to register and add courses/change sections	August 30
	Labor Day holiday	September 5
	Last day to drop courses w/ 80% reduction of tuition	September 28
	Mid-term	October 13
	Preregistration for spring semester	November
	Thanksgiving holidays	November 22 - 28
	Last day to drop courses with a "W" or change from credit to audit	November 28
	Last day of classes	December 14
	Final examinations	December 15- 16
Spring Semester 2006	Registration	January 12 - 14
	Martin Luther King holiday	January 16
	Classes begin	January 17
	Last day to drop courses w/ full reduction of tuition/fees	January 18
	Last day to register and add courses/change sections	January 23
	Last day to drop courses w/ 80% reduction of tuition	February 20
	Mid-term	March 7
	Spring Holidays	March 20 - 27
	Preregistration for fall semester	April
	Last day to drop courses with a "W" or change from credit to audit	April 21
	Last day of classes	May 10
	Final examinations	May 11- 12

Summer Session 2006 (tentative)	Late registration for first term	June 5 - 6
	Classes begin	June 5
	Last day to register and add courses/change sections	June 6
First Term	Last day to drop courses w/ 80% reduction of tuition	June 9
	Last day to drop courses with a "W" or change from credit to audit	June 30
	Holiday	July 4
	First term ends	July 7
	Commencment	July
Second Term	Late registration for second term	July 10 - 11
	Classes begin	July 10
	Last day to register and add courses/change sections	July 11
	Last day to drop courses w/ 80% reduction of tuition	July 14
	Last day to drop courses with a "W" or change from credit to audit	August 4
	Second term ends	August 11
Fall Semester 2006 (tentative)	Registration	August 21 - 22
	Student orientation	August 21
	Classes begin	August 23
	Last day to officially withdraw/drop courses with full reduction of fees	August 24
	Last day to register and add courses/change sections	August 29
	Labor Day holiday	September 4
	Last day to officially withdraw/drop courses with 80 percent reduction of fees	September 27
	Mid-term	October 12
	Preregistration for spring semester	November
	Thanksgiving holidays	November 21 - 27
	Last day to drop courses with a "W" or change from credit to audit	November 27
	Last day of classes	December 13
	Final examinations	December 14 - 15
Spring Semester 2007 (tentative)	Registration	January 11 - 12
	Martin Luther King Day holiday	January 15
	Classes begin	January 16
	Last day to officially withdraw/drop courses with full reduction of fees	January 17
	Last day to register and add courses/change sections	January 22
	Last day to officially withdraw/drop courses with 80 percent reduction of fees	February 19
	Mid-term	March 6
	Spring holidays	March 19 - 26
	Last day to drop courses with a "W" or change from credit to audit	April 20
	Last day of classes	May 9
	Reading Day	May 4
	Final examinations	May 10 - 11
Summer Session 2007 (tentative)	Late registration for first term	June 4 - 5
	Classes begin	June 4
	Last day to register and add courses/change sections	June 5
First Term	Last day to officially withdraw/drop courses with 80 percent reduction of fees	June 8

Last day to drop courses with a “W” or change from credit to audit	June 29
Holiday	July 4
First term ends	July 6

Second Term

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 fees	July 13
Last day to drop courses with a “W” or change from credit to audit	August 3
Second term ends	August 10

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

Administration

Board of Trustees

W. R. "Bud" Harper ..... Fort Smith
Fritz P. Kronberger ..... Russellville
Sean McDougal ..... Greenwood
Terry Rothwell ..... Little Rock
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Bruce Coleman ..... Mountainburg
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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

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

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

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

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

Laura Rudolph, 1996 ..... Director of Administrative Support

Administrative Staff

Tom Acord ..... Building Plant Maintenance Supervisor
Kathy Bartlett ..... Business Controller
Dirk Hamlin ..... Information Officer
Janet Schluterman ..... Personnel Officer
Brenda Shoop ..... Assistant Registrar
Tammy Verkamp ..... Librarian/Americans with Disabilities Coordinator
Deborah Wood ..... Director of Financial Aid

Support

Support Services Staff

Angie Beth Carlton ..... Accounting Technician
Debbie Edgin ..... Receptionist
Christy Gilmore ..... Secretary/Nursing, Paramedic
Michael Hayes ..... Computer Technician
Audra Hodges ..... Administrative Assistant/Academics
Beverly Nehus ..... Secretary/Purchasing
Faith Rosson ..... Secretary II/Office of Student Services
Darlene Woolsey ..... Administrative Secretary

Adult and Contining Education

Judith Davis ..... GED/ABE Instructor
Charlotte Penn ..... GED/ABE Instructor
Kathy Shaffer ..... GED/ABE Instructor/Coordinator
Kim Strunk, Ph. D ..... Workplace Training Center Director
Vicky Williams ..... GED/ABE Instructor

Maintenance Staff

Sandra Anderson ..... General Maintenance Repairman
Leonard “Junior” Scoggins, Jr. ..... General Maintenance Repairman
Charles Stacy ..... General Maintenance Repairman
Cynthia O’Toole ..... General Maintenance Repairman

Faculty

TEKLA BARR, 1990
Communications Instructor and Internship Coordinator
B.S., University of the Ozarks, 1980

KENNTH BEELER, 2005
Air Conditioning/Refrigeration Instructor
Air Conditioning/Refrigeration, Arkansas Valley Technical Institute of Arkansas Tech University, 2004

SHERRY BROWN, 1996
Mathematics Instructor and Internship Coordinator
B.S., University of the Ozarks, 1985; M.Ed., University of Arkansas, 1989

JODY CHRISMAN, 1987
Electronics and Automation Maintenance Technology Instructor
Electronics Technology, Arkansas Valley Technical Institute, 1982

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

RICHARD FRASKA, 2000
Welding Technology Instructor
Welding Technology, Arkansas Valley Technical Institute, 1996

CATHY FULTZ, 1991
Cosmetology Instructor
Cosmetology Instructor Training, Arkansas Valley Technical Institute, 1971

CLINTON HALL, 1996
Business Technology Instructor
A.A., University of Arkansas at Fort Smith, Fort Smith, 1989; B.S., Arkansas Tech University, 1992

STAN HATCHER, 1998
Collision Repair Instructor
Auto Body Technology, Arkansas Valley Technical Institute, 1983

DEBRA HINES, 1998
Practical Nursing Clinical Instructor
Licensed Practical Nursing, Arkansas Valley Technical Institute, 1971

RON HUTAIN, 1984
Electronics Instructor
A.A., Chaffey Community College, 1978

ESTER LEONARD
Practical Nursing Instructor
Licensed Practical Nursing, Arkansas Valley Technical Institute, 1985; A.A.S., University of Arkansas at Fort Smith, 1995

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

WILLIAM NEHUS, 1998
Computer Information Systems Instructor
Computer Science, Arkansas Valley Technical Institute, 1987

ANNETTE PEARSON, 2003
Practical Nursing Clinical Instructor
Licensed Practical Nursing, Cossatot Vocational Technical School, 1986

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

LISA ROBLES, 1992
Paramedic and EMT Instructor
Paramedic Certificate, University of Arkansas Fort Smith, 1988

EWELL WADLEY, 1998
AST/CRT Lab Instructor
Automotive Service Technology, Arkansas Valley Technical Institute, 1986; Auto Body Technology, Arkansas Valley Technical Institute, 1985:

KENNETH WARDEN III, 1997
Automotive Service Instructor
A.A., University of Arkansas at Fort Smith, 1993; B.S., University of Arkansas, 2000

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

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 establised 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
  - Business Medical
- Associate of Applied Science in General Technology
  - Air Conditioning and Refrigeration
  - Applied Laboratory
  - Automotive Service
  - Collision Repair
  - Computer Information Systems
  - Cosmetic Science
  - Electronics
    - Automation Maintenance
    - Computer Technology
  - Welding

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

- Air Conditioning and Refrigeration
- Applied Laboratory Technology
- Automation Maintenance Technology
- Automotive Service Technology
- Business Technology
  - Business Technology
  - Business Technology Medical Transcription
- Collision Repair Technology

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

Physical Plant

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, Electronics, 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.

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 ozarkadmit@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 innoculations) 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.

Residual college entrance exams, taken only on an Arkansas Tech University campus will be accepted for admissions.

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 60 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.

Former Students

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.

Transfer Students

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 previous record does not meet admission requirements.

Transfer Credit

Credit from colleges and universities not accredited by one of the six regional accreditation associations may not be accepted for college level transfer credit. Courses with grades below a "C" are not transferable. Course work from other properly accredited Technical schools may be accepted for vocational transfer credit at the recommendation of program faculty and approval of Chief Student Officer.

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.

Course work will only be eligible for transfer with a grade of "C" or better. Transfer credit will not count toward the overall GPA.

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 and GPA at time of application. Transfer students who do not meet standard admission requirements may be considered for admission through a written appeal to the Office of Student Services. 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 college credit 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 2004-2005 ACT national test schedule is as follows:

Test Date	Registration Deadline
October 22, 2005	September 16, 2005
December 10, 2005	November 4, 2005
February 11, 2006	January 6, 2006
April 8, 2006	March 3, 2006
June 10, 2006	May 5, 2006

Please check with your local high school, college, university or the Arkansas Tech University Testing Center for the 2006-2007 test schedule.

COMPASS (Computerized-Adaptive Placement Assessment and Support System)

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. COMPASS is administered on the computer and consists of three tests: writing, math, and reading. Arkansas Tech University - Ozark Campus will not accept COMPASS score reports from other campuses. Assessment scores that are more than five years old will not be accepted. Information about the COMPASS can be obtained by calling (479) 667-2117.

Selecting a Major Field

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.

Undecided Study

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.

Procedure for Scheduling Courses

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

Course Information

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.

Fees and Expenses

General

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

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

Students enrolled for the fall or spring semester (12 or more credit hours) are assessed a $25 student activity fee, a $5 per credit hour technology fee and a $5 transcript fee. Student enrolled for the fall or spring semester (fewer than 12 credit hours) are assessed a $5 student activity fee, a $5 per credit hour technology fee and a $5 transcript fee.

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

Fees and Charges

Prices quoted are rates currently in place for the 2005 - 2006 academic year. All rates are subject to change as necessary.

Full-time (12 or more credit hours) Fall and Spring semesters	12 hrs/$480 15 hrs/$600
Full-time Summer Semesters (6 or more credit hours)	$240
Part-time (Less than 12 hours)	$40 per credit hour
Activity fee (12 or more credit hours) (fewer than 12 credit hours) Fall/Spring	$25 $5
Technology Fee	$5 per credit hour
Transcript Fee	$5
Graduation Fee	$25
Replacement of ID Cards	$25

Payment of Accounts

Tuition and all other fees and charges are due and payable prior to the beginning of each term at the Office of 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://stuaccts.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. If the student wishes to not use their Social Security Number, an alternate nine digit number will be assigned as the student identification number upon written request to the Office of Student Services.

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

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.

Reduction of Tuition/ Fees for Dropping to Fewer Hours

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

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

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

Student Services Operations

Arkansas Tech University - Ozark Campus 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 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@mail.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.

Scholarship Stacking Policy

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.

Arkansas Tech University - Ozark Campus Scholarship

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.

Arkansas Tech University - Ozark Campus Academic Excellence Scholarship

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.

Arkansas Tech University - Ozark Campus Financial Assistance Scholarship

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.

Academic Standards for Students Receiving Financial Aid Through Federal Funded Programs

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

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

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

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

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

Institutional Academic Suspension

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

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

Satisfactory Academic Progress

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

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

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

Required Grade Point Average

When the cumulative grade point average (GPA) of the student 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 - Ozark Campus (001089) as one of the schools to receive information.

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

Federal Pell Grant

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

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

Federal Supplemental Educational Opportunity Grant Program

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

Student Employment

When funds are available, the 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.

Federal Perkins Loans

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

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

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 interest rate is variable with a cap of nine percent, with the borrower beginning payment within sixty days of loan disbursement. All loan checks will be written as 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. Graduate students may borrow up to $10,000 per year with a combined undergraduate and graduate total of $73,000. Borrowers do not have to show need but do have to apply for financial aid and may have to undergo a credit analysis. The interest rate is variable with a cap of 8.25 percent. Interest must be paid beginning sixty days after disbursement of the loan unless the lender agrees to defer it.

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.

Arkansas Student Assistance Grant Program

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

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

Veterans Benefits

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

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. Office of Student Services is available to assist students concerning VA benefits. Office of Student Services is located in the Administration Building.

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

American Indian Center

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

Arkansas Human Development Corporation

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

Vocational Rehabilitation Program

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

Hope and Lifetime Learning Credits

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. Tuition is the only eligible expense which may be claimed by a qualified taxpayer.

Other Sources of Assistance

Arkansas Department of Higher Education Programs

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.

Arkansas Academic Challenge Scholarship Program

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 $2,000 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.

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.

Arkansas Student Assistance Grant Program

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

Activities and Organizations

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.

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

Academic Dishonesty

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

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

Academic Misconduct

The faculty must also accept a responsibility to clarify and interpret for the students matters of academic misconduct 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.

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

Involvement in such activities as conspiracy or breaking and entering is to be reported to the Chief Student Officer for appropriate action through regular institution's disciplinary channels.

Academic Probation

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.

Academic Suspension

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 must meet the eligibility standards for readmission to the last college/university attended before being considered for admission to Arkansas Tech University - Ozark Campus.

Adding/Dropping Courses

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. A fee of $10 will be charged except for changes made for the convenience of the institution. *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).

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.

Conduct

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* available in the Office of Student Services.

Honor Rolls

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

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act 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.

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 mill remain in effect until rescinded in writing by the student. Further information may be obtained from the Office of Student Services.

Grading

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.

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

Grade points are awarded on the basis of: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points.

Graduation

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.

Late Registration

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

Repeated Courses

Students may repeat courses they have taken at Arkansas Tech University - Ozark Campus for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University - Ozark Campus and (2) subject to the following provisions. For repeated 1000- and 2000- level coursed, 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.

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:

COM	Technical Communications
MTH	Technical Mathematics

Associate of Applied Science in Allied Health

EMTP	Paramedic/Emergency Medical Services
LPN	Practical Nursing

Associate of Applied Science in Business

BUS	Business Technology

Associate of Applied Science in General Technology

ACR	Air Conditioning/Refrigeration
ALT	Applied Laboratory Technology
AMT	Automation Maintenance Technology
AST	Automotive Service Technology
CIS	Computer Information Systems
COS	Cosmetic Science
CRT	Collision Repair Technology
ELT	Electronic Technology
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 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, electronics (with options in automation maintenance technology or computer technology), and welding.

Technical certification is offered in air conditioning and refrigeration, applied laboratory technology, automation maintenance technology, automotive service technology, business technology, business technology/medical transcription, collision repair technology, computer information systems, cosmetology, electronics, 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. During the semester when students will complete graduation requirements, students 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 that semester. Students who will complete graduation requirements during a summer 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 immediately preceding spring 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.

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.

General Education Requirements

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.

English – 6 hours

(See course Descriptions for minimum grade requirements.)
ENGL 1013 Composition I
ENGL 1023 Composition II

Mathematics – 3 hours

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
POLS2003 2003 American Government
PSY 2003 General Psychology
SOC 1003 Introductory Sociology

Air Conditioning and Refrigeration

Instructor
Kenneth Beeler

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.

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

Curriculum in Air Conditioning/Refrigeration Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning	1
ACR 1302	Basic Compression and Refrigeration	2
ACR 1403	Fundamentals of Electricity	3
COM 1102	Technical Communications	2
MTH 1102	Technical Mathematics	2
	Total	**15**
Spring		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
ACR 1704	Heat Gain and Loss	4
ACR 1802	Residential Systems	2
BUS 1302	Introduction to Computers	2
	Total	**15**
1st Summer		
ACR 1902	Air Conditioning Service	2
ACR 1904	Externship	4
	Total	**6**

Curriculum in
Air Conditioning/Refrigeration
Associate of Applied Science Degree

Course Number	Course Name	Semester Hours
1st Semester		
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning	1
ACR 1302	Basic Compression and Refrigeration	2
ACR 1403	Fundamentals of Electricity	3
COMS 1003	Introduction to Computer Based Systems	3
	or	
COMS 2003	Microcomputer Applications	3
ENGL 1013	Composition I	3
	Total	**17**
2nd Semester		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
ACR 1704	Heat Gain and Loss	4
ENGL 1023	Composition II	3
	Total	**14**
3rd Semester		
ACR 1802	Residental Systems	2
ACR 1902	Air Conditioning Service	2
ACR 2204	Industrial Refrigeration	4
MATH 0903	Intermediate Algebra	3
WLD 1402	Welding for Trades and Industry	2
	Total	**13**
4th Semester		
	Social Sciences[1]	3
ACR 2304	Sheet Metal	4
ACR 2305	Boiler Operations	5
ACR 2904	Externship	4
	Totals	**16**

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

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.

Instructor
Patricia McCreary

Applied Laboratory Technology

Curriculum in Applied Laboratory Technology
Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
ALT 1104	Introduction to Applied Microbiology	4
ALT 1112	Government Regulations	2
ALT 1122	Food Science	2
ALT 1132	Introduction to Quality Control	2
BUS 1302	Introduction to Computers	2
COM 1102	Technical Communications	2
MTH 2102	Technical Algebra I	2
	Total	**16**
Spring		
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 and Environmental Microbiology	4
BUS 1053	Spreadsheets	3
MTH 2112	Technical Algebra II	2
	Total	**16**
1st Summer		
ALT 1301	Food Sanitation	1
ALT 1311	Industrial Safety in ALT	1
ALT 1903	Externship	3
	Total	**5**

Curriculum in Applied Laboratory Technology
Associate of Applied Science Degree

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**
4th Semester		
	Social Sciences[1]	3
ALT 2904	Externship	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

Instructor
Kenneth Warden III

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 test 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
COM 1102	Technical Communications	2
MTH 1102	Technical Mathematics	2
	Total	**15**
Spring		
AST 1103	Automotive Brake Systems	3
AST 1202	Introduction to Automotive Drivetrains	2
AST 1203	Automotive Climate Control	3
AST 1213	Automotive Chassis and Steering	3
BUS 1302	Introduction to Computers	2
ELT 1222	Basic Electronics for Trades and Industry	2
	Total	**15**
1st Summer		
AST 1212	Advanced Automotive Drivetrains	2
AST 1904	Externship	4
	Total	**6**

Curriculum in Automotive Service Technology
Associate of Applied Science Degree

Course Number	Course Name	Semester Hours
1st Semester		
AST 1103	Automotive Brake System	3
AST 1105	Gasoline Engine Theory	5
COMS 1003	Introduction to Computer Based Systems	3
	or	
COMS 2003	Microcomputer Applications	3
ENGL 1013	Composition I	3
	Total	**14**
2nd Semester		
AST 1202	Introduction to Automotive Drivetrains	2
AST 1203	Automotive Climate Control	3
AST 1206	Engine Proformance	6
ELT 1222	Basic Electronics for Trade and Industry	2
ENGL 1023	Composition II	3
	Total	**16**
3rd Semester		
AST 1212	Advanced Automotive Drivetrains	2
AST 1213	Automotive Chassis and Steering	3
ELT 1104	DC Fundamentals	4
MATH 0903	Intermediate Algebra	3
WLD 1402	Welding for Trades and Industry	2
	Total	**14**
4th Semester		
	Social Sciences[1]	**3**
AST 2103	Automotive Electricty/Electronics	3
AST 2206	Advanced Engine Performace	6
AST 2904	Externship	4
	Total	**16**

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

Business Technology

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

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 – 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 or Business Technology - Medical.

Curriculum in Business Technology
Technical Certificate

Course Number	Course Name	Semester Hours
BUS 0903	Keyboarding w/ Lab	3
BUS 1003	Business English	3
BUS 1013	Word Processing I w/ Lab	3
BUS 1023	Business Mathematics	3
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communications	3
BUS 1053	Spreadsheets	3
BUS 1073	Accounting	3
BUS 1303	Introduction to Computers w/ Lab	3
BUS 2113	Word Processing II w/ Lab	3
BUS 2123	Computer Applications for Accounting	3
BUS 2133	Multimedia	3
	Total	**36**

Curriculum in Business Technology/Medical Technical Certificate

Course Number	Course Name	Semester Hours
BUS 1003	Business English	3
BUS 1013	Word Processing I	3
BUS 1043	Professional Communications	3
BUS 1073	Accounting	3
BUS 1303	Introduction to Computers	3
BUS 1563	Administrative Support Procedures	3
BUS 2213	Introduction to Human Anatomy	3
BUS 2223	Machine Transcription I	3
BUS 2233	Medical Terminology	3
BUS 2243	Disease Processes	3
BUS 2253	Medical Coding I	3
BUS 2263	Medical Coding II[1]	3
BUS 2273	Machine Transcription II[1]	3
	Total	**36**

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

Curriculum in Business Technology Associate of Applied Science Degree

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	3
	or	
COMS 2003	Microcomputer Applications	3
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra	3
	Total	**15**
2nd Semester		
BUS 1023	Business Mathematics	3
BUS 1053	Spreadsheets	3
BUS 1063	Legal Environment of Business	3

Curriculum in Business Technology
Associate of Applied Science Degree
Continued

BUS 1073	Accounting	3
ENGL 1023	Composition II	3
	Total	**15**
3rd Semester		
BUS 1043	Professional Communications	3
BUS 2113	Word Processing II*	3
BUS 2123	Computer Applications for Accounting*	3
BUS 2133	Multimedia*	3
BUS 2143	Introduction to Management*	3
BUS 2213	Introduction to Human Anatomy**	3
BUS 2223	Machine Transcription**	3
BUS 2233	Medical Terminology**	3
BUS 2253	Medical Coding I**	3
	Total	**15**
4th Semster		
	Social Sciences[1]	3
BUS 2153	Database Management*	3
BUS 2163	Desktop Publishing*	3
BUS 2173	Special Topics for Business Technology*	3
BUS 2243	Disease Processes**	3
BUS 2263	Medical Coding II**	3
BUS 2273	Medical Transcription II**	3
BUS 2903	Externship (or other approved elective)	3
	Total	**15**

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

* Business Technology option

** Medical Transcription option

Collision Repair Technology

Instructor
Stan Hatcher

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, and glass installation, as well as replacing damaged parts, color matching, and painting.

Curriculum in Collision Repair Technology
Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
BUS 1302	Introduction to Computers	2
CRT 1106	Basic Metal Repair	6
CRT 1202	Industrial Safety in Collision Repair Technology	2
CRT 1403	Painting	3
MTH 1102	Technical Mathematics	2
	Total	**15**
Spring		
COM 1102	Technical Communications	2
CRT 1206	Body and Frame Alignment I	6
CRT 1505	Color Matching	5
ELT 1222	Basic Electronics in Trades and Industry	2
	Total	**15**
1st Summer		
CRT 1302	Body and Frame Alignment II	2
CRT 1904	Externship	4
	Total	**6**

Curriculum in Collision Repair Technology
Associate of Applied Science Degree

Course Number	Course Name	Semester Hours
1st Semester		
COMS 1003	Introduction to Computer Based Systems	3
	or	
COMS 2003	Microcomputer Applications	3
CRT 1106	Basic Metal Repair	6
CRT 1202	Industrial Safety in Collision Repair	2
ENGL 1013	Composition I	3
	Total	**14**
2nd Semester		
CRT 1206	Body Frame Alignment I	6
CRT 1403	Painting	3
ELT 1222	Basic Electronics in Trades and Industry	2
ENGL 1023	Composition II	3
WLD 1402	Welding for Trades and Industry	2
	Total	**16**
3rd Semester		
AST 1103	Automotive Brake Systems	3
AST 1213	Automotive Chassis and Steering	3
CRT 1302	Body & Frame Alignment II	2
ELT 1104	DC Fundamentals	4
MATH 0903	Intermediate Algebra	3
	Total	**15**
4th Semester		
	Social Sciences[1]	3
AST 1203	Automotive Climate Control	3
CRT 1505	Color Matching	5
CRT 2904	Externship	4
	Total	**15**
	[1] See appropriate alternatives or substitutions in "General Education Requirements" on page 25	

Computer Information Systems

Instructor
William Nehus

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.

Computer Information Systems

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 1132	Microcomputer Applications	2
COM 1102	Technical Communications	2
MTH 2102	Technical Algebra I	2
	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
CIS 1313	Externship	3
	Total	**6**

Curriculum in Computer Information Systems
Associate of Applied Science Degree

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1063	Legal Environment of Business	3
CIS 1103	Programming I	3
CIS 1113	Operating Systems I	3
COMS 1003	Introduction to Computer Based Systems	3
	or	
COMS 2003	Microcomputer Applications	3
ENGL 1013	Composition I	3
	Total	**15**
2nd Semester		
	Social Sciences[1]	3
BUS 2153	Database Management	3
CIS 1123	Networking I	3
ENGL 1023	Composition II	3
MATH 0903	Intermediate Algebra	3
	Total	**15**
3rd 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**
4th Semester		
CIS 1303	PC Maintenance	3
CIS 2133	Web Page Design	3
CIS 2143	Help Desk Support	3
CIS 2153	Microsoft Programming	3
CIS 2903	Externship	3
	Total	**15**

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

Cosmetology

Instructor
Cathy Fultz

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.

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 Deportment 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 Deportment II	1
	Total	**15**
Summer Term		
COS 2405	Theory and Practical Application	5
	Total	**5**

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 Deportment III	1
	Total	**15**

Curriculum in Cosmetic Science
Associate of Applied Science Degree

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 Deportment 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 Deportment II	1
	Total	**15**

Curriculum in Cosmetic Science
Associate of Applied Science Degree
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 Deportment III	1
ENGL 1013	Composition I	3
	Total	**18**
4th Semester		
	Social Sciences[1]	3
COMS 1003	Introduction to Computer Based Systems	3
	or	
COMS 2003	Microcomputer Applications	3
COS 2405	Theory and Practical Application	5
ENGL 1023	Composition II	3
MATH 0903	Intermediate Algebra	3
	Total	**17**

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

Electronic Technology

Instructors
Ron Hutain
Jody Chrisman

Electronic Technology

Changes in technology have revolutionized the electronics field. The modern technician must keep up with the changes, along with the fundamental principles behind electronics. The Electronics Technology program is designed to provide students with the skills to understand theory, devices, circuits, and systems.

Automation Maintenance is comprehensive in its treatment of control devices and their applications, networking systems, motor circuits, mechanical devices, computer numerical control systems, basic control systems, and robotics.

Computer Technology teaches the student to solve problems with hardware, as well as software. Coursework taken will prepare the student to take the A+ and Networks+ exams.

Students may choose to complete requirements for the Associate of Applied Science in General Technology degree in Electronics with an emphasis in Automation Maintenance or Computer Technology.

Curriculum in Electronic Technology
Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
COM 1102	Technical Communications	2
ELT 1103	Basic Programming	3
ELT 1104	DC Fundamentals	4
ELT 1114	Introduction to Digital Logic	4
MTH 2102	Technical Algebra I	2
	Total	**15**
2nd Semester		
COM 2102	Technical Writing and Speaking	2
ELT 1204	AC Fundamentals	4
ELT 1214	Semiconductors I	4
ELT 1223	Computer Operating Systems	3
MTH 2112	Technical Algebra II	2
	Total	**15**
1st Summer		
ELT 2106	Semiconductors II	6
ELT 2231	Circuit Board Fabrication	1
	Total	**7**

Automation Maintenance Technology

Curriculum in Automation Maintenance Technology
Technical Certificate

Course Number	Course Name	Semester Hours
First Semester		
ELT 2107	Basics of Industrial Automation	7
ELT 2115	Programmable Controllers	5
ELT 2123	Industrial Fluid Power	3
ELT 2131	Industrial Trade Techniques	1
	Total	**16**
Second Semester		
ELT 2205	Microprocessor Systems	5
ELT 2215	Computer Troubleshooting	5
ELT 2231	Circuit Board Fabrication	1
ELT 2223	Computer Interfacing	3
MTH 3101	Technical Algebra III	1
	Total	**15**
1st Summer		
ELT 2231	Circuit Board Fabrication	1
ELT 2905	Externship	5
	Total	**6**

Curriculum in Electronics Technology
Associate of Applied Science Degree

Students may choose an Automation Maintenance or Computer Technology emphasis

Course Number	Course Name	Semester Hours
1st Semester		
ELT 1103	Basic Programming	3
ELT 1104	DC Fundamentals	4
ELT 1114	Introduction to Digital Logic	4
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algegra	3
	Total	**17**
2nd Semester		
COMS 1003	Introduction to Computer Based Systems	3
	or	
COMS 2003	Microcomputer Applications	3
ELT 1204	AC Fundamentals	4
ELT 1214	Semiconductors I	4
ELT 1223	Computer Operating Systems	3
ENGL 1023	Composition II	3
	Total	**17**
3rd Semester		
ELT 2106	Semiconductors II	6
ELT 2107	Basics of Industrial Automation*	7
ELT 2123	Industrial Fluid Power*	3
ELT 2205	Microprocessor Systems**	5
ELT 2223	Computer Interfacing**	3
	Total	**16* or 14****
4th Semester		
	Social Sciences[1]	3
ELT 2115	Programmable Controllers*	5
ELT 2131	Industrial Trade Techniques*	3
ELT 2215	Computer Troubleshooting**	5
ELT 2231	Circuit Board Fabrication**	1
ELT 2905	Externship	5
	Total	**14**

*Automation Maintenance option
**Computer Technology option
[1] See appropriate alternatives or substitutions in "General Education Requirements" on page 25

Paramedic/Emergency Medical Services

Instructor
Lisa Robles
Susan Kontir

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.

Curriculum in Paramedic/Emergency Medical Services
Technical Certificate

Course Number	Course Name	Semester Hours
Prerequisites		
EMTP 1006	Basic Emergency Medical Service Training	6
EMTP 1103	Life Span Development	3
EMTP 1112	Pre-hospital Environment	2
EMTP 1122	Anatomy and Physiology	2
MTH 1102	Technical Mathematics	2
EMTP/LPN 1102	Pharmacology I	2
	Total	**17**
Summer Term		
EMTP 1201	Patient Assessment/Pathophysiology of Shock	1
EMTP/LPN 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 1306	Clinical Practicum II	6
EMTP 1331	Lab II	1
	Total	**13**

Curriculum in Paramedic/Emergency Medical Services
Technical Certificate
Continued

Spring		
EMTP 1401	Lab III	1
EMTP 1402	Pre-hospital Environment II	2
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	15
Summer Term		
EMTP 1501	Assessment Based Management	1
EMTP 1504	Paramedic Internship II	4
	Total	**5**

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

Course Number	Course Name	Semester Hours
1st Semester		
EMTP 1006	Basic Emergency Medical Service Training	6
EMTP 1103	Life Span Development	3
EMTP 1112	Pre-hospital Environment I	2
EMTP 1122	Anatomy and Physiology	2
MATH 0903	Intermediate Algebra	3
EMTP/LPN 1102	Pharmacology I	2
	Total	**18**
2nd Semester		
COMS 1003	Introduction to Computer Based Systems	3
	or	
COMS 2003	Microcomputer Applications	3
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/LPN 1221	Pharmacology II	1
	Total	**18**
3rd Semester		
EMTP 1306	Clinical Practicum II	6
EMTP 1331	Lab II	1
EMTP 1402	Pre-hospital Environment II	2
EMTP 1412	Medical Emergencies II	2
EMTP 1424	Paramedic Internship I	4
ENGL 1023	Composition II	3
	Total	**18**

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

4th Semester		
	Social Sciences[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 1501	Assessment Based Management	1
EMTP 1504	Paramedic Internship II	4
	Total	**15**

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

Practical Nursing

Instructors
Debra Hines
Ester Leonard
Janet Mickens
Annette Pearson
Elizabeth Pruitt

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.

Curriculum in Practical Nursing
Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
LPN 1103	Body Structure and Function	3
LPN 1101	Vocational, Legal and Ethical Concepts	1
LPN 1111	Nursing of the Geriatric Patient	1
LPN 1121	Nutrition in Health and Illness	1
LPN/EMTP 1102	Pharmacology I	2
LPN 1114	Basic Nursing Principles and Skills I	4
LPN 1115	Clinical I	5
	Total	**17**
2nd Semester		
LPN/EMTP 1221	Pharmacology II	1
LPN 1203	Nursing of Mothers and Infants	3
LPN 1211	Basic Nursing Principles and Skills II	1
LPN 1202	Nursing of Adults with Medical/Surgical Conditions I	2
LPN 1210	Clinical II	10
	Totals	**17**

Curriculum in Practical Nursing
Technical Certificate
Continued

3rd Semester		
LPN 1303	Nursing of Adults with Medical/Surgical Condition II	3
LPN 1302	Nursing of Children	2
LPN 1322	Mental Health	2
LPN 1312	Clinical III	12
	Totals	**19**

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

1554 Total Program Hours

Curriculum in Allied Health
Associate of Applied Science Degree

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		
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra	3
COMS 1003	Introduction to Computer Based Systems	3
	or	
COMS 2003	Microcomputer Applications	3
LPN 1101	Vocational, Legal and Ethical Concepts	1
LPN 1103	Body Structure and Function	3
LPN 1111	Nursing of the Geriatric Patient	1

Curriculum in Allied Health
Associate of Applied Science Degree
Continued

LPN/EMTP 1102	Pharmacology I	2
LPN 1121	Nutrition in Health and Illness	1
	Total	**17**
2nd Semester		
ENGL 1023	Composition II	3
PSY 2003	General Psychology	3
LPN 1114	Basic Nursing Principles and Skills I	4
LPN 1115	Clinical I	5
LPN/EMTP 1221	Pharmacology II	1
	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

Welding Technology

Instructor
Richard Fraska

Welding Technology

This program is designed to develop the skills necessary for entry into industrial and commercial welding equipment. Instruction is provided in arc, MIG, and TIG welding; 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		
WLD 1103	Introduction to Thermal Cutting	3
WLD 1224	Introduction to Arc Welding	4
WLD 1302	Metallurgy	2
WLD 1202	Blueprint Reading	2
MTH 1102	Technical Mathematics	2
WLD 1212	Industrial Safety in Welding	2
	Total	**15**
Spring		
WLD 1407	Position Welding	7
WLD 1503	Gas Metal Arc (MIG) Welding	3
WLD 1603	Gas Tungsten Arc (TIG) Welding	3
COM 1102	Technical Communications	2
	Total	**15**
1st Summer		
WLD 1702	Weldment Test	2
WLD 1804	Certification Welding	4
	Total	**6**

Curriculum in Welding Technology
Associate of Applied Science Degree

Course Number	Course Name	Semester Hours
1st Semester		
COMS 1003	Introduction to Computer Based Systems	3
	or	
COMS 2003	Microcomputer Applications	3
WLD 1103	Introduction to Thermal Cutting	3
WLD 1202	Blueprint Reading	2
WLD 1224	Introduction to Arc Welding	4
WLD 1212	Industrial Safety in Welding	2
	Total	**14**
2nd Semester		
ENGL 1013	Composition I	3
WLD 1302	Metallurgy	2
WLD 1407	Position Welding	7
WLD 1503	Gas Metal Arc (MIG) Welding	3
	Total	**15**
3rd Semester		
ENGL 1023	Composition II	3
MATH 0903	Intermediate Algebra	3
WLD 1603	Gas Tungsten Arc (TIG) Welding	3
WLD 1702	Weldment Testing	2
WLD 1804	Certification Welding	4
	Total	**15**
4th Semester		
	Social Sciences[1]	3
ACR 2304	Sheet Metal	4
ACR 2305	Boiler Operations	5
WLD 2904	Externship	4
	Total	**16**

[1] See appropriate alternatives or substitutions in “General Education Requirements” on page 25

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 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 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 1301 Industrial Safety in Air Conditioning
The hazards associated with the different refrigerants, electricity, the oxy-acetelyne 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 1403 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 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 1704 Heat Gain and Loss
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 1802 Residential Systems
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 1902 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 1904 Externship
Provides students with the experience of a job in a business. Students will participate in externship during the final phase of program completion. Contracts will be signed between the school, students, and training site stating the rules and objectives of externship.

ACR 2204 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 2304 Sheet Metal
Provides an introduction to safety, tools, machinery, materials, and fasteners used in the sheet metal trade.

ACR 2305 Boiler Operations
Will cover the basic theory, operation and construction of a high pressure boiler.

ACR 2904 Externship
Provides students with the experience of a job in a business. Students will participate in externship during the final phase of program completion. Contracts will be signed between the school, students, and training site stating the rules and objectives of externship.

Applied Laboratory Technology

ALT 1104 Introduction to Applied Microbiology
A basic study of microbiology with an emphasis on prokaryotes (bacteria). Topics include the following:

determining the characteristics of bacteria through the study of morphology, physiology, staining reactions, enzymatic reactions, cultivation, reproduction, growth, metabolism, energy production, culture methods, isolations methods, and control of microorganisms. Laboratory exercises utilize procedures and techniques that are designed to expand and enhance the concepts studied in the classroom.

ALT 1112 Government Regulations
An examination and evaluation of current food requirements and laws with an emphasis on practical applications. Topics include 1938 Federal food, Drug, and Cosmetic Act, as amended; The Fair Packaging and Labeling Act; Federal Regulations of Good Manufacturing Practices (GMP's); HACCP concepts and regulations; basics of food and color additives, federal regulatory agencies; and other food laws and regulations. The laboratory procedures and techniques focus on basic procedures as applied to this technical area.

ALT 1122 Food Science
The course is designed to provide students with a comprehensive overview of the food industry in the U.S. Topics include: areas and magnitude of the food industry; constituents of foods; nutritive aspects of food constituents; unit operations; quality factors of foods and their measurement; deteriorative factors and their control; heat preservation; cold preservation; dehydration; irradiation; packaging; food safety and HACCP. Laboratory exercises are designed to expand and enhance the concepts studied in the classroom as they relate to industrial applications.

ALT 1132 Introduction to Quality Control
A study of the history and philosophy of quality control/assurance, including the work of Deming, Crosby, Ishikawa, Juran and others. Topics include personal improvement and quality assurance; definition of quality; quality control organizational status; performance management and measurement; handling problems in relationship to quality improvement; employee identification with the job; cost of quality evaluation; Crosby's 14 Step Program to Quality Improvement and others such as HACCP; quality status in the U.A. in the 2000's.

ALT 1202 Introduction to Statistical Process Control
Co-requisite: MTH 2112, MATH0903 or instructor approval. Topics covered include: Quality status in U.S. and Japan and the "Japanese Miracle"; Deming's 14 Points and Crosby's 14 Steps; Goals of S.P.C.; the detection and prevention systems of control; group problem solving techniques such as brainstorming; flow charting; Pareto analysis; cause and effect diagrams; nature and types of variability; histograms; normal distribution curve; variance; standard deviation; mechanics of control charts; run charts; X bar & R charts; p bar and np bar charts; capability analysis; and interpretation of charts.

ALT 1203 Introduction to Chemistry
Introductory course in basic chemistry principles and applications to living system. Topics include methods of measurement, composition of matter, the periodic chart and its applications, chemical bonds, elements and compounds, chemical reactions, balancing chemical equations; energy and the calorie, solutions and suspensions, oxidation-reduction reactions, acids, bases, salts, titration, and equilibrium processes. Laboratory exercises utilize procedures and techniques that are designed to enhance and expand the concepts learned in the classroom.

ALT 1212 Food Grades and Standards
Pre-requisite: ALT 1122; co-requisite ALT 1203. A laboratory class designed to give students practice in the grading of a variety of food products, including but not limited to, fruits and vegetables using USDA guidelines and procedures. Procedures for testing various attributes of food are included in the course. Some of these quality determinations include the use of the pH meter, refractometer, hydrometer, titration, and USDA colorcomparators. Students will be utilizing the skills and laboratory procedures acquired in the previous semesters.

ALT 1214 Applied Food and Environmental Microbiology
Prerequisite: ALT 1104. An in-depth study of microorganisms that are associated with food spoilage, food-borne diseases, water, wastewater, indicators of contamination, and useful applications of microorganisms. This study also includes environmental microbiology of aquatic environments, drinking water, and wastewater. Topics include: the study of food and water specific microorganisms; the specific laboratory techniques and procedures required for study and identification of these microorganisms; chemical indicators; conditions that influence growth, sources of microorganisms, types of fermentation by microorganisms, control of microorganisms, procedures for bacteriological testing of drinking water, surface water, and wastewater. Laboratory exercises utilize procedures and techniques that are designed to enhance and expand the concepts learned in the classroom. These procedures are relevant to those used in industry.

ALT 1301 Food Sanitation
Pre-requisite: ALT 1214. Topics covered in this course include: microorganisms and sanitation; food safety; food contamination sources; personal hygiene and food handling; cleaning compounds; sanitizers; sanitation equipment and systems; waste product handling and pest control. A study of procedures used for sanitation surveys of air, ventilation systems, equipment and various surfaces is extended to include laboratory experiments using some of the specific sanitation sampling products and procedures used in industry. The laboratory exercises are designed to enhance and expand concepts learned in the classroom.

ALT 1311 Industrial Safety in Applied Laboratory Technology
Prequisite: ALT 1203 and ALT 1112. Topics covered include: an in-depth study of safe chemical handling and storage procedures as related to the microbiology laboratory, chemistry laboratory, OSHA's ergonomics Regulations for industry, basic first aid and safety methods as applied to these areas.

ALT 1903 Externship
This course is designed to provide students with the exposure and experience of an actual job in the field of Applied Laboratory Technology in the food processing and related industries. Students enrolled will participate in the program during the final phase of program completion. There will be an agreement signed between the school and the student stating the objectives of the course. Training is provided as an extension of the classroom. In addition to gaining valuable experience, this opportunity will allow students to demonstrate and utilize their knowledge and training in their vocational setting. The student is required to keep a journal of all procedures and activities in which he/she is a participant. The student's supervisor will keep attendance records and weekly evaluation of the student's progress. Length of internship is three weeks.

ALT 2904 Externship
This course is designed to provide students with the exposure and experience of an actual job in the field of Applied Laboratory Technology in the food processing and related industries. Students enrolled will participate in the program during the final phase of program completion. There will be an agreement signed between the school and the student stating the objectives of the course. Training is provided as an extension of the classroom. In addition to gaining valuable experience, this opportunity will allow students to demonstrate and utilize their knowledge and training in their vocational setting. The student is required to keep a journal of all procedures and activities in which he/she is a participant. The student's supervisor will keep attendance records and weekly evaluation of the student's progress. Length of internship is three weeks.

Automation Maintenance Technology

AMT 1407 Basics of Industrial Automation
An illustrated study of circuit configuration used in industry. Topics to be covered are: solid-state devices used to control DC and AC motors, some electro-mechanical devices, power sources, amplifiers, three phase power, open and close loop motor control, input and output transducers.

AMT 1505 Programmable Controllers
Deals with the subject of programmable controllers (PCs). The PC is a microprocessor-based programmable device used in controlling mechanical machinery, energy management systems, computer integrated manufacturing, and other applications.

AMT 1603 Industrial Fluid Power
Designed to provide the basic knowledge and application of physic principles involving pumps, cylinders, valves, motors, designs, assembly, graphic symbols, and the operation of the hydraulic and pneumatic control circuits based on logic principles.

AMT 1701 Industrial Trades Techniques
Consists of a series of lectures and demonstrations on the history and development of air conditioning, statistical process control, basic mechanics, and welding as they relate to industrial electronics.

AMT 3101 Circuit Board Fabrication
Prerequisite: ELT 1304 Semiconductors I. An introduction to fabrication and layout of printed circuit boards for hobby and special industrial applications of printed circuit boards.

AMT 3203 Computer Interfacing
Designed to teach the student digital and analog interfacing and industrial control using the microprocessor and computer systems. The focus will be on computer communications with peripheral equipment and computer networking.

AMT 3305 Advanced Microprocessors
The computer architecture, along with some of the more advanced state-of-the art microprocessors are analyzed. Programming in assembly language is performed for industrial interface applications.

AMT 3405 Computer Troubleshooting
Designed to teach the student troubleshooting methods for the complete computer system. The course will focus on some of the latest computer systems, including the IBM PC and AT compatible computers.

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

AST 2103 Automotive Electricity/ 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 2206 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 2904 Externship
Provides student with the experience of a job in a business. Students will participate in externship during the final phase of program completion. Contracts will be signed between the school, students, and training site stating the rules and objectives of externship.

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

BUS 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. 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. 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 Communications
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 of Business
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 1302-3 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 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.

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 Machine 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 documents from

recordings using a microcomputer and transcription machine.

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 Machine Transcription II
Pre-requisite: BUS 2223. Includes advanced word and information processing concepts and advanced applications.

BUS 2903 Externship
Provides students with experience in a business setting. Students will participate in externship 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 externship.

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.

Collision Repair Technology

CRT 1106 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
Safety in regard to working with paint and collision repair will be studied.

CRT 1206 Body and Frame Alignment I
Pre-requisite: CRT 1106. 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 1302 Body and Frame Alignment II
Pre-requisite: CRT 1206. A continuation of CRT 1208 with emphasis on practical application. Safety is emphasized.

CRT 1403 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 1403. A continuation of painting with emphasis on spraying techniques and tinting of paints to achieve color match.

CRT 1904 Externship
Provides students with the experience of a job in a business. Students will participate in externship 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 externship.

CRT 2904 Externship
Provides students with the experience of a job in a business. Students will participate in externship 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 externship.

Communications

COM 1102 Technical Communications
Includes a review of basic writing and grammar skills in relation to the student's technical area. Employability skills and human relations will be a major part of the course. This course is required for all students.

COM 2102 Technical Writing and Speaking
Designed to improve the advanced student's written and oral communication skills. Students will learn process style writing, formatting of technical reports, how to write research papers, and several styles of public speaking.

Computer and Information Science

COMS 1003 Introduction to Computer BasedSystems
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 1132 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 1903 Externship
Provides students with the experience of a job in a business. Students will participate in externship 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 externship.

CIS 1313/2903 Externship
Provides students with the experience of a job in a business. Students will participate in externship 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 externship.

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.

Cosmetology

COS 1101 Hygiene and Sanitation I
This course provides you with the necessary information to master this National Industry skill Standard for entry level Cosmetologist. Students will conduct services in a safe environment and 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 Deportment I
A study of the principles of selling and practice of applying knowledge to give the client full service through management and shop deportment.

COS 1201 Hygiene and Sanitation II
Pre-prequisite: 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 Deportment 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 deportment.

COS 2301 Hygiene and Sanitation III
Pre-prequisites: 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 Deportment 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 deportment.

COS 2405 Theory and Practical Application
A course covering all faces of Cosmetology. Theory and practical applications are stressed.

English

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.

Electronic Technology

ELT 1103 Basic Programming
An introduction to Basic programming, designed to help the electronic technician in basic programming techniques, including subroutines and program debugging.

ELT 1104 DC Fundamentals
An overall study of the fundamental principles of DC and Ohms law, series, parallel, and series parallel circuits.

ELT 1114 Introduction to Digital Logic
An introduction to the fundamental principles of computer logic circuits, Basic logic gates, truth tables, numbering systems, and different types of TTL integrated circuits are examined.

ELT 1204 AC Fundamentals
Pre-requisite: ELT 1104. An overall study of Alternate Current fundamentals and how individual components react AC. Inductance, capacitance, reactance, and impedance, along with filters and tuned Circuits are studied.

ELT 1214 Semiconductors I
Prerequisite: ELT 1204. A study of semiconductors, holes, and silicon crystals. Diode theory and diode approximations, including power supply diode circuits and special purpose diodes. Transistor amplifier and transistor biasing methods along with amplifier classifications will be studied.

ELT 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 1223 Computer Operating Systems
Prerequisite: ELT 1103. A study of DOS commands and special features of DOS for use in file management, building batch files, and special purpose applications.

ELT 1905 Externship
This course is a study of the process used to make electronic circuit boards. Through the use of Auto Cad software the student is taught how to create the layout and design necessary for most small circuit board applications.

ELT 2106 Semiconductors II
Prerequisite: ELT 1214. A study of thyristors, op-amp theory, negative feedback amplifiers, regulated power supplies, and basic oscillators. This course is a continuation of Semiconductors I.

ELT 2107 Basics of Industrial Automation
An illustrated study of circuit configuration used in industry. Topics to be covered are: solid-state devices used to control DC and AC motors, some electromechanical devices, power sources, amplifiers, three phase power, open and close loop motor control, and input and output transducers.

ELT 2115 Programmable Controllers
Deals with the programmable controllers (PC) from a technician's perspective. The PC is a microprocessor-based programmable device used in controlling mechanical machinery, energy management systems, computer integrated manufacturing, and other applications.

ELT 2123 Industrial Fluid Power
Designed to provide the basic knowledge and application of physic principles involving pumps cylinders, valves, motors, designs, assembly, graphic symbols, and the operation of the hydraulic and pneumatic control circuits based on logic principles.

ELT 2131 Industrial Trade Techniques
Consists of a series of lectures and demonstrations on the history and development of air conditioning, statistical process control, basic mechanics, and welding, as they relate to industrial maintenance.

ELT 2205 Microprocessor Systems
The computer architecture, along with some of the more advanced microprocessors systems are analyzed. Programming in assembly language is performed for industrial interface applications.

ELT 2215 Computer Troubleshooting
Designed to teach the student troubleshooting methods for the complete computer system. The course will focus on some of the more popular computer systems, including the IBM, PC and AT compatible along with the newer type computer systems.

ELT 2223 Computer Interfacing
Designed to teach the student digital and analog interfacing and industrial control using the microprocessor and computer systems. The focus will be on computer communications with peripheral equipment and computer networking.

ELT 2231 Circuit Board Fabrication
This course is a study of the process used to make electronic circuit boards. Through the use of Auto Cad software the student is taught how to create the layout and design necessary for most small circuit board applications.

ELT 2905 Externship
This course is a study of the process used to make electronic circuit boards. Through the use of Auto Cad software the student is taught how to create the layout and design necessary for most small circuit board applications.

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.

Mathematics

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. 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 make 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.

MTH 1102 Technical Mathematics
Tech math provides a solid foundation in the basics of colege mathematics, including topics of whole numbers, fractions, decimals, ratio, proportion,percent and measurement as well as introductions to geometry, statistics, probability and algebra.

MTH 2102 Technical Algebra I
Provides training and practice in logical problem solving skills. The course covers the basics beginning with signed numbers and going through the various types of equations. Some geometry is covered.

MTH 2112 Technical Algebra II
Prerequisite: MTH 2103 Beginning Algebra. Provides the student with exercises to develop proficiency in algebra. Emphasis is given to collecting and interpreting data and statistics, data analysis, and creating models. Logarithms, metric, and standard measurement methods are stressed.

MTH 3101 Technical Algebra III
Provides students with a variety of exercises used to investigate how algebra is a modern modeling language for real-life problems. Where appropriate, graphing technology will be utilized to enhance student understanding of concepts.

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/EMTP 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 administrating safe patient care. Skills related to the maternal-child and pediatric patients are included.

LPN/EMTP 1221 Pharmacology II
Prerequisite:LPN/EMTP 1102. A continuation of LPN/EMTP 1102. The preparation of drugs by enteral, parenteral, and percutaneous administration is continued. Intravenous medications, delivery systems, and techniques for administration are included in this course.

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.

Paramedic/Emergency Medical Services

EMTP 1006 Basic Emergency Medical Training
This course is designed to provide students with the exposure and experience of an actual job in the field of Applied Laboratory Technology in the food processing and related industries. Students enrolled will participate in the program during the final phase of program completion. There will be an agreement signed between the school and the student stating the objectives of the course. Training is provided as an extension of the classroom. In addition to gaining valuable experience, this opportunity will allow students to demonstrate and utilize their knowledge and training in their vocational setting. The student is required to keep a journal of all procedures and activities in which he/she is a participant. The student's supervisor will keep attendance records and weekly evaluation of the student's progress. Length of internship is three weeks.

EMTP/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 paramedic.

EMTP 1103 Life Span Development
Designed to prepare the student for the pyschological 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 1112 Pre-hospital Environment I
Role of the advanced pre-hospital provider in the EMS system is emphasized along with the legal responsibilities and liabilities of the EMS environment. Also covered will be utilization of medical direction and use of EMS protocol, ethics and the well being of EMS personnel is emphasized with emphasis on illness and injury prevention.

EMTP 1122 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/LPN 1221 Pharmacology II
Utilizing the EMT 1102 Introduction to Pharmacology 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 1306 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 1402 Pre-hospital Environment II
A continuation of EMS Environment I. Students will learn EMS rescue, stress management, triage. Hazardous materials will be taught within this section as well as violence, with emphasis on pre-hospital provider safety.

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 corse 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 1501 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.

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.

Psychology

PSY 2003 General Psychology
An introduction to basic concepts in the study of behavior and to elementary principles of genetics, individualdifferences, motivation, emotion, personality, sensation, and perception.

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 Astick@ 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 Trade 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 1407 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 1407 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 1407 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 AWSD1.1 and ASME Section IX industry standard codes.

WLD 1804 Certification Welding
Student practices with projects that are designed according to AWSD1.1 and ASME Section IX industry standard codes. The implementation and approval of the codes in accordance with AWSD1.1 and ASME section IX will be addressed. Documentation of procedure will also be covered.

WLD 2904 Externship
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.

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