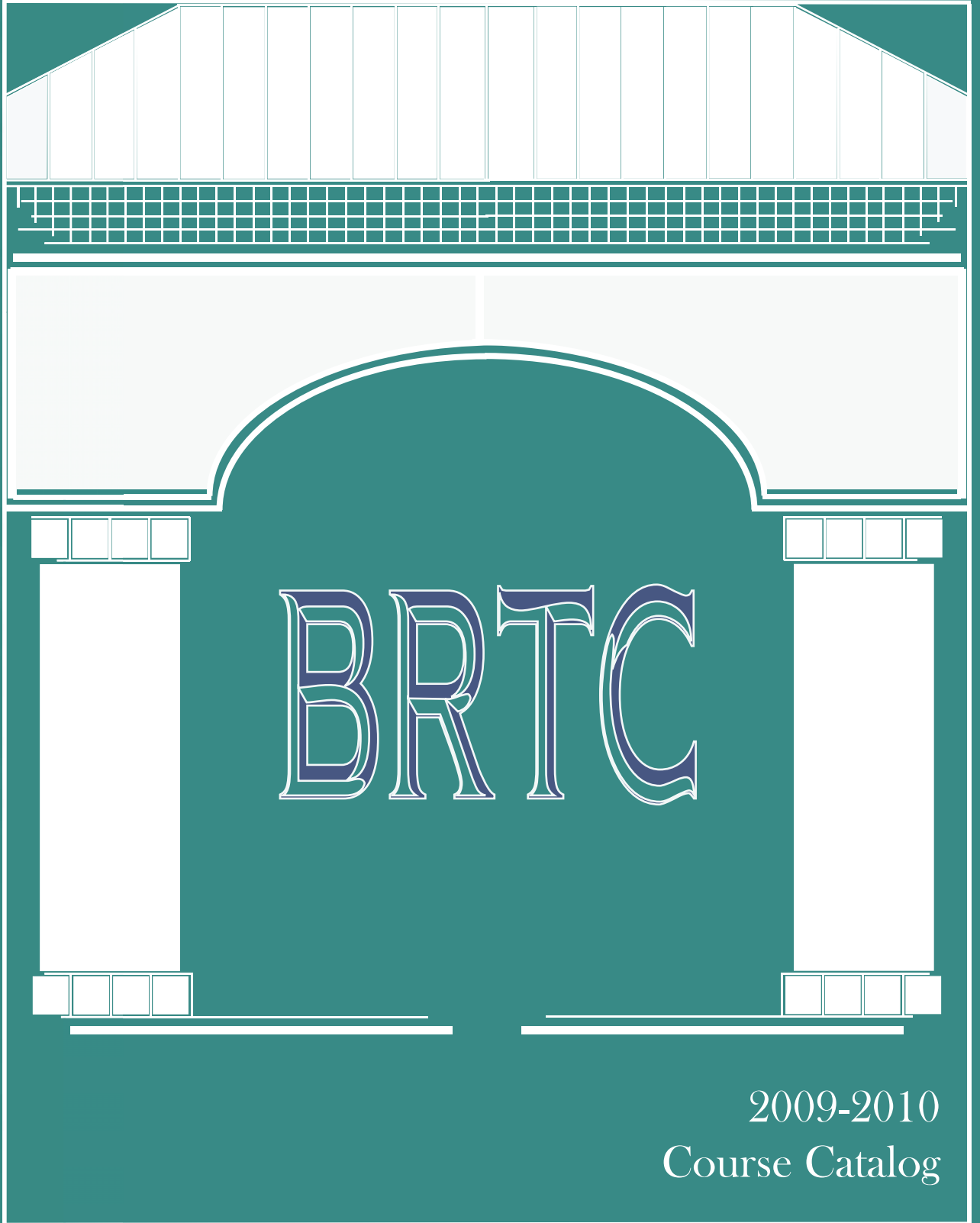


DREAM IT...BELIEVE IT...ACHIEVE IT...



2009-2010  
Course Catalog

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# FACTS ABOUT

## **BLACK RIVER TECHNICAL COLLEGE**

### **Type**

Founded as Black River Vocational Technical School in 1972, the school is now a public, two-year college with an open admissions policy that is committed to meeting the technical, academic, professional, cultural, and personal enrichment needs of the citizens of Northeast Arkansas and the surrounding areas. The college was renamed Black River Technical College in 1991 and is governed by a Board of Trustees.

### **Location**

The main campus of Black River Technical College (BRTC) is located on Highway 304 East in Historic Pocahontas, Arkansas, which has a population of about 7,000. The Aviation Maintenance Technician facility is located on Highway 67 South at the Pocahontas Municipal Airport; and the Fire Science facility is in the Industrial Park at College City. The Greene County Industrial Training Center is situated in North Industrial Park in Paragould.

### **Faculty**

BRTC faculty share a devotion to their diverse disciplines and programs and a commitment to the intellectual, technical, and professional growth of their students. The typically smaller student-faculty ratio permits students to have a productive learning relationship with their instructors. Student Body: BRTC annually enrolls approximately 3,000 students from its surrounding area.

### **Accreditation**

BRTC is accredited by the Higher Learning Commission, North Central Association of Colleges and Schools. Several programs are additionally accredited through other agencies as well. (See page 5)

### **Degrees and Programs**

BRTC offers Associate of Applied Science and Associate of Arts degrees, Technical Certificates, Certificates of Proficiency, and Adult and Continuing Education courses.

### **Financial Aid**

BRTC provides grants and scholarships to make its programs affordable to qualified students.

### **Financial Strength**

BRTC is a state supported two-year institution with budgetary means to maintain modern facilities that house the latest in technological equipment to enhance students' learning experiences.

### **Campus**

Black River Technical College is an architecturally modern designed campus with 22 buildings located on 97 acres. All facilities are accessible to the handicapped.

### **Library**

The library contains approximately 25,000 volumes of in-house materials and provides access to thousands of periodicals through Internet and CD-ROM databases. The BRTC identification card is also used as a library card.

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# FOR MORE INFORMATION

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For more information, inquiries may be addressed to the offices indicated below. The phone number is 870-248-4000 or 870-239-0969 followed by the appropriate extension.

## **General Information**

Office of Student Services  
Ext. 4017

## **Academic Programs Information**

Vice-President for Academic Affairs  
Ext. 4110

## **Admissions**

Office of Student Services  
Ext. 4011

## **Financial Aid**

Office of Financial Aid  
Ext. 4019

## **Finances and Fees**

Office of Finance  
Ext. 4033

## **Transcripts**

Registrar Assistant  
Ext. 4016

## **Scheduling Campus Facilities**

Office of the President  
Ext. 4070

## **Address**

Black River Technical College  
Post Office Box 468, 1410 Highway 304 East  
Pocahontas, AR 72455

Black River Technical College  
Post Office Box 1565, 1 Black River Drive  
Paragould, AR 72450

**Board of Trustees**

Jon Michael Dunn .....	June 30, 2013
Scott P. Trammel .....	June 30, 2014
Rebecca R. Edwards, D.D.S. ....	June 30, 2009
Paul D. Baltz, D.D.S. ....	June 30, 2010
Frank Bigger .....	June 30, 2011
Ray A. Noel .....	June 30, 2012
John R. Jackson, Jr. ....	June 30, 2015

**Officers of the Board**

Jon Michael Dunn .....	Chair
Scott P. Trammel .....	Vice-Chair
Rebecca R. Edwards, D.D.S. ....	Secretary

**President of the College**

M. Richard Gaines  
B.S.E., M.S.E., S.C.C.T., Arkansas State University

**President’s Cabinet**

Jack McCord .....Vice-President for Academics  
B.S.E., M.S.E., S.C.C.T., Arkansas State University

Michael Sullens ..... Vice-President for Student Services  
B.S.E., M.S., S.C.C.T., Ed.D., Arkansas State University

Loretta Williams ..... Vice-President for Finance  
B.S.E., M.S.E., Arkansas State University

Jan Ziegler ..... Vice-President for Development  
B.A., M.A., Ed.D., Arkansas State University; M.A., University of New Mexico.

## **STUDENT RESPONSIBILITY**

Each student should study this catalog and the student handbook and become completely familiar with the organization and the regulations of the college. Failure to do so may result in serious mistakes for which the student shall be held fully responsible.

## **POLICY STATEMENT**

Policies and procedures stated in this catalog - from admission through graduation -require continuing evaluation, review, and approval by appropriate college officials. All statements reflect policies in existence at the time this catalog went to press. The college reserves the right to change policies at any time and without prior notice.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

Black River Technical College is an equal opportunity institution and will not discriminate on the basis of race, color, sex, religion, national origin, age, handicap/disability, or other unlawful factors in employment practices, or admission and treatment of students. Any questions regarding this policy should be addressed to the Vice-President for Finance, Black River Technical College, P.O. Box 468, Pocahontas, Arkansas, 72455, 870-248-4000, ext. 4031.

## **SERVICES FOR THE DISABLED**

Black River Technical College's coordinator of services for the disabled is also the compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The coordinator can arrange for academic adjustments, work place accommodations, and auxiliary aids for qualified students. BRTC will provide auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If necessary, BRTC will provide appropriately trained service providers. Concern about physical access to facilities should be addressed to the coordinator, Rachel Koons, BRTC Students Services, P.O. Box 468, Pocahontas, Arkansas, 72455, 870-248-4000 ext. 4014.

## **RACIAL PROFILING POLICY**

In accordance with Act 1048 of 2007 of Arkansas statute, BRTC has adopted a formal policy and procedures detailing its compliance with state legislation that formally prohibits racial profiling by Arkansas law enforcement. This policy and procedure model applies to all campus law enforcement officials. The policy affirms that all law enforcement officers of the BRTC Police Department shall base pedestrian or motor vehicle stops, detentions, investigative activities, searches, property seizures, or arrests of a person upon a standard of reasonable suspicion or probable cause in compliance with the U.S. Constitution and Arkansas Constitution. The full text of this policy is contained in the BRTC Policy and Procedures manual, and shall be made available upon written request to the Office of Campus Police, AD 112-B.

# Calendar

## Fall Semester 2009

Faculty Report Back	August 17 (M)
Registration	through August 21 (F)
Late Registration	August 24-28 (M-F)
Classes Begin	August 24 (M)
Last Day to Add a Class(es)	August 28 (F)
Labor Day Holiday	September 7 (M)
Mid-Semester Exams	October 12 - 17 (M-S)
Spring Registration for Returning Students	
Campus Connect Opens	November 16 - January 15
Last Day to Drop a Class(es)	December 1 (T)
Intent to Graduate Form Due	December 1 (T)
Thanksgiving Holiday	November 25 - 27 (W-F)
Paragould Spring Orientation (first-time and transfer students)	November 19 (W)
Pocahontas Spring Orientation (first-time and transfer students)	November 20 (R)
Spring Registration (first-time and transfer students)	November 21 - December 5
Spring Registration Cont'd	January 5 - 15 (M-F)
Final Exams	December 9 - 15 (W-T)
Graduation, 7:00 P.M.	December 17 (R)
Offices Closed for Holidays	December 23 - January 1

## Spring Semester 2010

Faculty Report Back	January 6 (W)
Registration	through January 15 (F)
Late Registration	January 11 - 15 (M-F)
Classes Begin	January 11 (M)
Last Day to Add a Class(es)	January 15 (F)
Mid-Semester Exams	March 8 - 13 (M-S)
Spring Break	March 22 - 26 (M-F)
Good Friday - No Classes - Campus Closed	April 2 (F)
Summer I, Summer II, and Fall Registration (returning students)	
Campus Connect Opens	April 13 - August 14
Intersession, Summer I, Summer II Orientation (first-time and transfer students) Online	April 26 (M)
Intersession, Summer I, Summer II Registration (first-time and transfer students)	through May 13 (R)
Last Day to Drop a Class(es)	April 27 (T)
Intent to Graduate Form Due	April 27 (T)
Final Exams	May 5 - 11 (W-T)
Intersession Registration (first-time and transfer students)	through May 13 (R)
Summer I Registration (first-time and transfer students)	through May 28 (R)
Graduation, 7:00 P.M.	May 13 (R)

## Intersession 2010

Registration	through May 13 (R)
Late Registration	May 17 (M)
Classes Begin	May 17 (M)
Final Exams	May 27 (R)

### Summer Session I 2010

Registration ..... through May 28 (R)  
Late Registration ..... June 1 - 2 (T-W)  
Classes Begin ..... June 1 (T)  
Last Day to Add a Class(es) ..... June 3 (R)  
Last Day to Drop a Class(es) ..... June 22 (T)

Final Exams ..... June 30 (W)

### Summer Session II 2010

Registration ..... through July 2 (R)  
Late Registration ..... July 6 - 7 (T-W)  
Classes Begin ..... July 6 (T)  
Last Day to Add a Class(es) ..... July 8 (R)  
Orientation Fall (first-time and transfer students) Online ..... July 20 (M)  
Fall Registration (first-time and transfer students) ..... July 20 - August 14  
Last Day to Drop a Class(es) ..... July 27 (T)  
Final Exams ..... August 5 (R)

# Mission Statement

Black River Technical College is an institution of higher learning committed to a partnership with the individual and the global community to provide lifelong learning experiences, seeking always to empower those it serves to achieve their academic, vocational, and personal development goals.

## Institutional Goals

Black River Technical College maintains an effective technological infrastructure to support the following goals:

- To provide current courses, certificate programs, and associate degree programs for students who wish to gain or enhance employable skills
- To provide college transfer and general education courses of high academic quality
- To provide student support services to assist students in the achievement of their educational goals
- To provide appropriate developmental course work to upgrade students' academic skills
- To provide lifelong learning opportunities through a variety of community services, adult education, and continuing education courses
- To provide the facilities of the college and the talents of its professional staff to support educational, civic, economic development, and cultural endeavors within the community
- To provide ongoing evaluation of the institution in order to improve student learning

## History

Black River Technical College was founded in 1972 on land donated by the City of Pocahontas, and was known as Black River Vocational Technical School. The school was under the supervision of the Arkansas State Board For Vocational Education. Since then, the initial enrollment of 38 students in 6 programs has grown to more than 3,000 students in 23 certificate programs and 15 associate degree programs. There are, also, many students participating in the continuing education courses which the college offers throughout the year. The original 46,775 square footage, situated on 44 acres, has grown to 276,728 square feet and a total of 22 buildings on 97 acres.

The vocational school became Black River Technical College in 1991, operating temporarily under the supervision of the Department of Higher Education. In 1993, the college became an independent institution of higher education. A Board of Trustees, appointed by the Governor of Arkansas, serves as the governing board. The college is accredited by the Higher Learning Commissions of North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, (312) 263-0456.

## Library

The mission of the Black River Technical College Library is to enhance learning by providing access to information that complements and supplements the college's educational programs and courses. The library, which has holdings of over 25,000, seeks to provide ready access to information in a variety of formats in order to strengthen the information literacy skills of the library's clientele. Through excellence in customer service, the staff strives to make the library an effective team member that contributes to students successfully meeting their academic, vocational, and personal development goals.

The Library of Congress classification system is used for the arrangement of books, and an online catalog provides access to the collection. Reserve items are available at the circulation desk, and coin-operated copy machines are available for use. The library's Internet and CD-ROM databases give full-text accessibility to thousands of magazines and journals and provide abstracts for many more. Students can also log on to the library's home page at <http://library.blackrivertech>.

edu for easy access to the online catalog and selected databases as well as for online assistance. Books and journal articles which the library does not own can usually be obtained through interlibrary loan if enough prior notice is given (usually ten days).

Distance learners enrolled at the college are provided with detailed information for accessing the online catalog and the Internet databases through the library's home page. User names and passwords for online services are provided, and students are encouraged to contact the library for assistance with research questions.

The library is open 59 hours a week with reference services available continuously to provide users with assistance in locating information and resources. During Fall and Spring semesters, Monday through Thursday, the library is open evenings until 8:00 p.m. Orientation sessions are offered each semester, and printed guides are available which explain library policies and guide patrons in the use of the library.

The BRTC identification card is also used as a library card.

## **Assessment Program**

Two valuable purposes are served by the ongoing and ever-evolving assessment program at Black River Technical College. These are the identification and celebration of strengths and the discovery of weaknesses which must be strengthened to improve performance, whether by students, staff, or administration. BRTC acknowledges the importance of each purpose.

Celebration of strengths builds the self-confidence of all who work, teach and learn here that they have done well at their tasks. Celebration of strengths also provides recognition of excellence which can be modeled and replicated throughout the institution. By celebrating publicly the excellence in various components of the educational process, BRTC also helps to build confidence in its programs among internal and external publics that the College can and is carrying out its stated mission and goals.

Discovery and acknowledgement of its weakness is also vitally and equally important. Only by this recognition can the institution formulate plans and then enact changes to improve its courses, its programs, and its services, and thereby improve student academic achievement.

The Assessment Program is constantly in flux, reflecting the nature of assessment and its inherent need to be about change and improvement. Characteristics of the BRTC Assessment Program include the following descriptors:

### **Assessment**

- Flows from the Mission and Goals
- Is "owned" by the faculty
- Has institution-wide support
- Relies on multiple measures
- Provides feedback to students and to staff

BRTC affirms the importance of adherence to the complete assessment cycle, to include the clarification of goals, the use of appropriate tools to gather data, review, analysis and interpretation of the results revealed in the data-gathering, and action taken in order to celebrate strong points and to remedy or improve weak points indicated by the data interpretation.

## **Accreditation**

Black River Technical College is accredited by the Higher Learning Commission, North Central Association of Colleges and Schools. Its programs have been approved by the Arkansas Department of Higher Education and by the State Board of Vocational Education. Eight of the college's programs are also accredited by different agencies, as reflected in the program descriptions. The eight are:

## **Accreditation**

- Aviation Maintenance Technology  
**Accredited by Federal Aviation Administration**

- Dietary Manager  
**Dietary Managers Association**

- Dietetics American  
**Dietetics Association**

- Paramedic  
**Committee on Accreditation of Educational Programs for the EMS Professions**

- Practical Nursing  
**Arkansas State Board of Nursing**

- Nursing Assistant  
**Department of Human Services, Office of Long Term Care**

- Registered Nursing  
**Arkansas State Board of Nursing**

- Respiratory Care  
**Committee on Accreditation for Respiratory Care/Commission on Accreditation of Allied Health**

Black River Technical College offers an Associate of Arts degree, the Associate of Applied Science degree, Technical Certificates, Certificates of Proficiency, and Adult Education courses. Specifically designed for employment purposes are the Certificate of Proficiency programs, Technical Certificate programs, and Associate of Applied Science degrees.

## **Associate of Arts Degree**

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Major areas of emphasis include the following:

- Accounting
- Elementary Education
- Art
- English
- Business Administration
- German
- Criminal Justice
- Management Information Systems
- Dietetics
- Marketing
- Early Childhood Education
- Networking
- Economics
- Social Work

## **Associate of Arts Teaching Degree**

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- Middle School Math/Science
- Language Arts/Social Science
- Early Childhood Education (P-4)

## Associate of Applied Science Degree

- Aviation Maintenance Technology
- Business Technology (5 options)
  - 1) Accounting
  - 2) Administrative Services
  - 3) Business Administration
  - 4) Microcomputer Business Applications
  - 5) Networking
- Criminal Justice
- Crime Scene Investigation
- Dietetics
- Early Childhood Education
- Emergency Medical Technician-Paramedic
- Fire Science
- General Technology
- Industrial Maintenance Technology
- Law Enforcement Administration
- Registered Nursing
- Respiratory Care

The Associate of Applied Science degree is designed to lead students directly to employment in a specific career. It requires a minimum of 60 credit hours, including general education courses, established technology core courses, and courses specific to the designated major.

The Arkansas Department of Higher Education has requested that all Arkansas institutions offering an Associate of Applied Science degree should print this disclaimer:

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

### Technical Certificates

- Accounting Assistant
- Administrative Services
- Auto Collision Repair Technology
- Automotive Service Technology
- Aviation Maintenance Technology
- Crime Scene Investigation
- Dietary Manager
- Emergency Medical Technician-Paramedic
- Fire Science
- Health Professions
- Industrial Electricity/Electronics
- Law Enforcement Administration
- Machine Shop
- Medical Laboratory Assistant
- Micro-Computer Business Applications
- Micro-Computer Repair Technician
- Practical Nursing
- Welding

### Certificate of Proficiency

- Crime Scene Investigation
- Medical Coding
- Medical Transcription
- Micro-Computer Repair Technician
- Law Enforcement Administration
- Nursing Assistant
- Phlebotomy
- Work Place Leadership, Communication, and Productivity

### Adult Education

- Adult Basic Education
- General Adult Education
- Computer Literacy
- English as a Second Language (ESL)
- College Preparatory/Pre-Employment
- Work-based Education

# Academic Information

## General Education Philosophy

BRTC provides core classes to instill general knowledge, skills, and attitudes which are reinforced throughout the entire academic and technical curriculum. The goals of the General Education Division are to give students the ability to do the following:

- communicate accurately and convincingly in written, spoken, and nonverbal forms
- develop critical thinking skills by applying perspective, collecting relevant information, and weighing evidence
- develop solutions to the problems and complexities of contemporary multicultural American society as well as to understand, recognize, and appreciate their roles in a global community
- understand physical and cultural history as shaping the present and pointing to the future
- discover and modify ideas and personal preconceptions while drawing on the best ideas and discoveries that humanity has thus far produced
- apply mathematical reasoning and the scientific method to solving physical and social problems
- use technology to discover, organize, and manage knowledge for academic, personal, and vocational needs

## Core Competencies

The following Core Competencies have been adopted to ensure student growth and achievement. These competencies will enhance and support specific outcomes in each student's educational endeavor while providing a touchstone for student-centered decision-making throughout the institution. In addition to meeting educational area requirements, students will demonstrate competencies in the following areas: Foundation Skills, Thinking Skills, Applied Technology, Interpersonal Skills, Global and Civic Responsibility, and Personal Development.

- Foundation Skills: Reading, Math, Writing, Speaking, and Listening
- Thinking Skills: Critical Thinking, Decision Making, Creativity, and Problem Solving
- Applied Technology: Computer Literacy and Appropriate Use of Technology
- Global and Civic Responsibility: Cultural Diversity, Use of Resources, Political Awareness, Historical Perspective, Environmental Issues, Economics, Citizenship, and Social Sensitivity
- Personal Development: Self-esteem, Motivation, Ethics, Professionalism, Sociability, Self Management, Life Long Learning, Appreciation of the Arts, and Health/Wellness
- Interpersonal Skills: Respect, Tolerance, Team Work, Responsibility, Accountability, Ethics, Leadership, and Customer Service

## No-Show

Students who do not attend class(es) the first week of the Fall or Spring terms will be dropped from the roster as a "No Show." Students who do not attend class(es) the first day of the Intersession, Summer I, or Summer II terms will be dropped from the roster as a "No Show." Students should be aware that if they attend a class(es) they will not be a "No Show" in that class and will be responsible for the tuition and fees generated. Individuals who register after the start of any term will NOT be considered a "No Show" and will be responsible for tuition and fee charges.

## Student Appeal for Tuition Charges

Students who contend they have not attended any classes at BRTC will have the semester in which they enrolled, and did not attend, to appeal any charges for tuition and fees. Students who do not appeal within the semester enrolled will be considered to have attended and will be responsible for all charges generated. Students wishing to utilize this appeal must adhere to the appeal process in the student handbook located in the college catalog.

## Course Credit

The semester hour is the unit of credit at BRTC and equals the amount of credit given for 1 clock hour in class per week

for 16 weeks (or the equivalent.) Most classes meet 2 times per week, and carry a 3-semester-hour credit. For each 3-credit lecture class, a total of 48 clock hours is required. Some lab courses carry additional credit and hours may vary. Full-time status is equal to 12 credit hours in Spring or Fall Semesters and 6 hours in Summer Sessions. The normal course load for a student is 15 semester hours during a regular term, or 6 hours during a summer term. Generally, the maximum credit hour in a regular term is 18 hours, although some technical programs may specify more. Students outside these technical areas, who wish to take more than 18 credit hours in the Fall or Spring Semesters, or more than 6 credit hours in the Summer Session, must request permission from the Vice-President for Student Services, or the Vice-President for Academics. For financial aid purposes, 12 credit hours in Fall or Spring Semester and 6 credit hours in each Summer Session are considered full-time status.

## **Credit for Previous Training**

Persons with previous training in their program objective may be granted credit if approved by the Vice-President for Academics and the course instructor. The student must furnish evidence, request evaluation, and may be required to take proficiency examinations in order to receive this credit. The Veterans Administration and other financial aid offices are notified of credit given for previous training when applicable.

## **Credit by Examination for Introduction to Computer Concepts**

Credit by examination will be granted to students who successfully complete a computerized true/false, multiple choice test that includes questions taken from Word, Excel, Access, and PowerPoint. A hands-on application test will also be taken over the same four software programs. The test will take approximately two to four hours to complete. Upon successful completion of the examination, a grade will be assigned for the course.

Students wishing to receive credit by examination for Introduction to Computer Concepts must do the following:

1. Register for the class.
2. Pay tuition and fees for the course.
3. Schedule a testing date as announced each semester.
4. Students will not be required to attend class upon successful completion of the exam.

Taking the test is optional and not recommended unless the student is proficient in Word, Excel, Access, and PowerPoint version XP or 2003. Students who do not successfully pass the exam will be required to attend the class.

## **Name/Address Changes**

Students who wish to change their name or address must request this change in Student Services. Students wanting to change their name must present their driver's license and Social Security card.

## **Auditing Courses**

Students may register for courses on a non-credit basis. Students must declare "audit" status when registering for class. Students auditing any course, from any discipline, cannot register until two weeks before classes begin for that particular semester. The fee for auditing a course is the regular tuition rate.

## **Adding Courses**

Students may add courses before the beginning of the second week of a regular semester or the third day of a summer session.

## **Repeating Courses**

Students may repeat a course. Both courses will appear on the transcript. The original grade will be identified with brackets [ ], the repeat grade with an asterisk (\*). Only the repeat grade will be used to compute GPA.

## Course/College Withdrawal

Withdrawal from individual course(s) or college must be made through the Office of the Registrar governed by the following policy:

- Students must complete a drop form in the Student Services office or by calling 248-4000, ext. 4013, ext. 4015, ext. 4016, or ext. 4018. Student must speak with Student Service personnel to activate the drop process
- Withdrawal from college or course(s) before the official reporting day will not be recorded on the student's permanent record
- Withdrawal from college or course(s) after the official reporting day will have a "W" recorded on the student's permanent record
- Individuals who do not withdraw on or before the date specified in the college catalog calendar will receive the grade(s) "F"

## Campus Connect

CAMPUS CONNECT is the on-line system for students. During registration a student can enroll, add and/or drop courses. They have access to an unofficial transcript, grades, financial aid information and their class schedule. The address is <http://connect.blackrivertech.org>. A student may obtain a PIN number from Student Services. Any holds that are placed on a student's file will prevent the student from having access to CAMPUS CONNECT.

## Learning Center

A Learning Center is available on the Pocahontas campus for students who require tutoring services in English, Math, Science, and Accounting. Tutoring is free of charge and open to all BRTC students.

## Grades and Grade Point

BRTC uses the following grade point system to calculate GPA. Instructors have the final decision on grades. Students receiving an "I" have one semester to make up the work. If work is not made up, "I" grades become "F" grades.

A Excellent 4 Grade points	F Failing 0 Grade point
B Good 3 Grade points	I In progress 0 Grade point
C Average 2 Grade points	W Withdrew 0 Grade point
D Passing 1 Grade point	AU Audited 0 Grade point

The following grades are not applicable to degrees or certificates: A~, B~, C~, D~

## Satisfactory Academic Progress

Students can view mid-term grades on Campus Connect. Grades will be mailed at the end of each semester, and the end of semester grade becomes the permanent grade. Minimum GPA requirements are:

Credit hours attempted	GPA
1-15	1.50
16-29	1.75
30 and above	2.00

## Academic Probation/Suspension

Students who do not maintain minimum grade requirements will be placed on academic probation, with one semester to bring grades up to standard. Students will be suspended for one regular semester if the grades are still not at the required level after this additional semester. After readmission, students must meet grade point guidelines or be suspended for

one academic year. However, students on probation who attain a GPA of 2.00 or higher in any given semester, may enroll for the following semester, even though their cumulative GPA may not meet minimum grade point requirements.

Students who have been placed on academic suspension have a one-time appeal process. Students wishing to utilize this appeal process must visit with the Registrar and request another opportunity to reestablish themselves academically. The appeal process allows the students the opportunity to continue their education and another chance to improve their GPA without disrupting their enrollment periods. However, students failing to establish the required GPA will then be suspended for one academic year.

Students who have been suspended from another college or university for academic reasons may be admitted to BRTC on academic probation. These students should note that while they are on suspension from another college, courses they take at BRTC may not transfer to another college, even though BRTC allows credit for them.

Students who have been suspended from BRTC for academic reasons should note that while they are on suspension any course(s) taken from another college or university **will NOT transfer to BRTC**.

## Academic Clemency

Act 1000 of the 1991 General Assembly of the State of Arkansas requires that state colleges and universities establish policies for academic clemency for undergraduate students. Academic clemency is a provision allowing a one-time, irrevocable calculation of GPA and credit hours towards graduation to be based solely on work done after a prolonged period away from the college. This provision is for undergraduate students who have gained maturity through non-college experiences and have shown acceptable academic performance after their return.

The requirements for academic clemency are that students must:

- have been out of all colleges for at least three years; and
- file a written request for academic clemency with the Registrar within the first two weeks of their first semester; and
- complete a minimum of 12 credit hours of graded courses from a regionally accredited college with a GPA of 2.00 or better, as a full-time student; and
- all previous course work must be below the satisfactory GPA level to be applicable.

When students have met all requirements, the Registrar will evaluate their transcripts and grant academic clemency, if justified. The student's permanent record is a record of all work; however, if academic clemency is granted, credits from work prior to the 3-year separation from college will not count at BRTC. The record will show that a fresh start was made, and the date of academic clemency will be shown as the date that the student re-entered college at BRTC. The record will carry the notation "Academic Clemency Granted" (date of fresh start).

## Incomplete Grade Policy

A student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade:

- The student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
- At the time of the incomplete request, the student must have completed at least sixty percent of the academic semester. Each instructor may set a higher completion level requirement for his/her individual course.
- At the time of the incomplete request, the student must have a "C" or above in the course.
- At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
- The instructor of the course has sole discretion in initiating an incomplete grade request. Instructors may deny an incomplete request even if a student meets the minimum requirements as outlined above.

All course work must be completed by the end of the following semester or the grade will automatically become an "F." For example: An "I" for the Fall semester must have coursework completed prior to the end of the Spring semester. An

“I” for the Spring must have coursework completed prior to the end of Summer II semester. An “I” for Summer coursework, must be completed prior to the end of the Fall semester.

## **Cancellation of Courses/or Programs of Study**

Black River Technical College reserves the right to cancel courses and/or programs of study which do not meet its established criteria relating to:

1. Availability of competent instructors
2. Adequate facilities
3. Sufficient enrollment

## **Honor Roll**

The honor roll includes the President’s List and the Dean’s List, and is published at the end of each semester. To qualify for the President’s List, students must be enrolled full-time with a GPA of 4.00. For the Dean’s List, students must be enrolled full-time with a GPA of 3.50 to 3.99.

## **Learning Outcomes Assessment**

BRTC is required by The Higher Learning Commission of North Central Association of Colleges and Schools, to assess the learning outcomes of its students in all areas. To meet these requirements, the college must test its students to see the extent to which they meet the intended learning outcomes of its courses and programs.

At the completion of other programs and certificates, students take the National Occupational Competency Testing Institute (NOCTI) examinations, or the state or national examination required for specific certificates. BRTC is committed to providing its students with a productive learning environment. The college has broadly endorsed the concept of the assessment of student academic achievement. Students will be asked to complete a variety of assessment of learning outcomes or of institutional effectiveness. This involves measuring how well students are actually learning by having the following embedded in all aspects of the college: in the classroom by using Classroom Assessment Techniques (CATs); in each program by way of the measurable objectives that are included in this catalog; at the institutional level by pretests/post-tests such as the NOCTI tests; and, at different stages of the student’s academic career from before initial registration to after graduation with

employer and alumni surveys. BRTC has pledged to help students learn. Assessment of student academic achievement is one of the many checks that exist to ensure that the college fulfills this function and its mission.

## **Graduation**

To graduate from BRTC, all students must adhere to the following:

- Students must have a 2.00 overall GPA in course work applicable toward a degree or certificate they are pursuing.
- To determine honors for graduation, all courses that are applicable to the degree or certificate that the student is currently pursuing will be utilized.
- Students must satisfy all developmental requirements applicable to their degree or certificate before they will be allowed to graduate. No student will be exempt for any developmental requirement imposed by the institution or by state law.
- Students must submit an Intent to Graduate form no later than two weeks before the start of finals.
- Students should contact the Finance Office to make sure that they do not have any financial holds on their permanent records.
- Students must complete 18 of the last 24 semester hours of work at BRTC to fulfill requirements.

## **Transfer Programs**

For students who wish to pursue academic degrees at four-year colleges, BRTC provides a bridge. The basic academic course work offers students an appropriate college foundation to qualify for admittance to a four-year college and prepare for successful work in the upper classes. The faculty are actively involved in advisement to help students with this transition.

Most colleges will only accept transfer of courses with a grade of “C” or better, but those colleges with whom BRTC has a partnership agreement (ASU and WBC) may accept all BRTC courses (with the exception of a grade of “D” in Freshman English I), even those with a “D” grade, if students have an overall GPA of 2.00 and are transferring complete Associate of Arts degrees. Students are responsible for contacting the registrar at the receiving college regarding transfer policies at that college.

Arkansas Act 98 (1989) provides for establishment of a core curriculum of courses which will apply towards the general education requirements of baccalaureate degrees at state supported colleges, and which will be fully transferrable between these colleges. The term “state minimum core” is used to describe this core curriculum, and a copy may be obtained from the Office of the Registrar, the Office of the Vice-President for Academic Affairs, or from advisors/counselors.

## Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the internet by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

## Distance Education

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In addition to traditional face-to-face instruction, students have the option of enrolling in a variety of Distance Education (DE) classes. These are classes in which all or part of the content is delivered via technology. Students may or may not have to attend classes on campus. BRTC provides Distance Education options in three different formats: Telecourse, Hybrid, and Online courses. In each instance, BRTC carefully assesses the course content and all aspects of the learning to ensure Distance Education study adheres to the same level of quality and effectiveness required of all instruction in North Central accredited institutions.

### Enrolling in Distance Education Classes

DE courses are included along with all other courses on the “Class Schedule,” and students enroll in these courses in the same manner as other courses. Normal tuition rates apply to all DE courses, but additional fees may also be assessed.

### Benefits/Challenges of Distance Education

Perhaps the greatest benefit of DE is the measure of convenience it affords students who complete courses on their own time frame, allowing maximum flexibility for work and family schedules. Distance Education can thus eliminate the time and expense of commuting to the campus.

### Requirements of Distance Education

Distance Education is NOT for everyone.

- Distance Education courses are harder than on-campus courses.
- Students must be self-disciplined and plan course study and completion of assignments carefully.
- Strong reading and writing skills are essential to a student’s success in a DE course.
- Students **must** have *daily access to a computer with an active internet connection* and be aware that dial-up internet may pose certain technological difficulties.
- Students must have *access to a working email account*.
- Students must have *basic computer skills* to enroll in a DE course. Basic computer skills include:
  - Sending and receiving e-mail
  - Knowing how to navigate around the Internet
  - Knowing how to type

- Having minimal knowledge of a basic word processing program such as Microsoft Word

## **For More Information**

For more information about DE, access the DE website at: <http://de.blackrivertech.org>. An online student orientation website is available at: <http://de.blackrivertech.org/students>.

## **Telecourse**

Telecourse lecture material is recorded on videocassettes/DVDs. Students in telecourses may either view the videos in the BRTC Library or rent the media through the BRTC Bookstore to be kept for the duration of the course. The rental fee is \$30.00 per course, and the student receives a refund of \$10.00 after the lectures are returned to the bookstore. In addition, students in telecourses are also assessed an additional fee of \$22.00 to cover licensing costs associated with the telecourse. Each telecourse requires the purchase of a textbook and telecourse study guide, comparable to the price of books for other classes. Students in telecourses do not attend classes, but must complete exams at the BRTC Library and submit other assignments according to the course syllabus. In some cases, Blackboard will also be utilized.

## **Hybrid Classes**

Hybrid courses deliver at least 50% of the course material online. The remainder of the class is taught in the traditional face-to-face setting which requires the student's attendance at the BRTC campus. Additional media may be incorporated in the course.

## **Online Classes**

Students in online classes complete almost all aspects of coursework via Blackboard, the course management software utilized by BRTC, from the convenience of their own home. Students complete coursework following a schedule created by their instructor and may never physically see their instructor. Though students do not meet with an instructor in a traditional classroom, most instructors are available by appointment, by e-mail, and over the phone. Students may, in some cases, be required to come to the BRTC campus for exams and/or assignments.

Students must remember that, even though classes are held online, students will have a certain number of hours of online course work required each week. For example, online courses that are worth three credit hours will require students to work for a minimum of three hours a week online. Additional time may be spent in the online class in order to complete homework, assigned reading, and other study needs.

## **CVN Course**

A CVN course is held via compressed video. While students attend classes on campus, the instructor may either be in the classroom or be broadcast to students via television from a remote site. CVN courses include students from two or more different sites. If the instructor is at a different site, a proctor will administer exams. All assignments will be transmitted over Blackboard or passed between campuses by a courier.

## **Continuing Education**

It is an integral part of the college's mission to provide non-credit courses for most age groups, including programs, short courses, seminars, and a wide range of other activities which serve the community's needs beyond regular college programs. Through Continuing Education, individuals may develop new job skills, enrich personal and family life, and gain a deeper appreciation of their culture and environment.

## **Adult Education**

The Adult Education program offers a variety of classes available to all adults age 18 or older. Persons wishing to enroll who are 16 or 17 years of age must meet academic qualifications, have parental approval, and obtain a release from the last school attended. Students enrolled in Adult Education classes are enriched through a wide range of available studies and have the opportunity to review or learn new skills necessary for career or educational improvement.

# Admissions

Black River Technical College (BRTC) has an “open door” admission policy which reflects the college’s philosophy of providing varied educational opportunities for residents of Northeast Arkansas.

Admission to the college does not guarantee admittance to a particular course or program. Students may be required to remove deficiencies and complete prerequisites before being eligible to enroll in certain courses of study. Communications concerning admissions should be addressed to: Admissions Office, P.O. Box 468, Pocahontas, AR 72455; (870) 248-4000, ext. 4011 or ext. 4014.

## Admission Procedures

- Complete an application form and necessary paperwork required by BRTC. No one will be allowed to register for classes until all required documents have been submitted and approved.
- Provide a copy of current driver’s license.
- Submit an official academic transcript of high school grades, GED scores and/or college work, if appropriate. Transcripts must be mailed directly from the transferring institution.
- Submit ACT, SAT, or ASSET scores or proof of compliance with state remediation laws if the applicant has less than 30 earned credit hours at an accredited college or university.
- Submit a high school transcript if the applicant has less than 18 earned credit hours at an accredited college or university.
- Provide proof of immunization against measles and rubella for students with 30 or more earned credit hours born before January 1, 1957. Proof of immunization against measles and rubella and an MMR booster, with at least a 30 day interval between vaccines, is required for those students born on or after January 1, 1957 and freshman students (0-29 earned credit hours), regardless of age, health regulations require that immunization be completed and documentation must indicate the month and year of immunization be completed and documentation must indicate the month and year of immunization. This is mandatory for all students enrolled at BRTC. *EXCEPTION: Immunization is not mandatory for a student taking courses for enrichment, unless the student is enrolled full-time or has completed 17 credit hours.*
- All first-time entering and transfer students are required to attend Student Orientation.

## Admission Requirements

The ACT, SAT, or ASSET test is required for all full-time students and students seeking entry to the following: Associate of Applied Science degree, Associate of Arts degree, certificate programs, college transfer students, and all courses requiring placement. Some programs require that students take a physical or other medical exam, which will be at the student’s expense.

Applicants to the Practical Nursing, Respiratory Care, Dietary Manager, Childhood Development Associate, and EMT-Paramedic programs, or any associate degree program, must have a high school diploma or equivalent (GED). Registered Nursing, Practical Nursing, and Respiratory Care applicants must complete all enrollment requirements before student selection is made.

## International Student Admissions

For information regarding admission procedures and requirements for international students, contact the Registrar’s office at 870-248-4000, ext. 4015 or ext. 4016.

## Concurrent Enrollment

Any high school student that has completed the 8th grade and is enrolled in an Arkansas public school, and is recommended by their high school principal or superintendent, may enroll in college courses when the combined enrollments

do not exceed a normal academic load. Each student must meet the following criteria adopted by the State Board of Higher Education as stated under either Item I, II, III or IV as follows:

- I. Provided that courses meet all the requirements of the college, the school must ensure that 50% or more of the students enrolled in the class are taking the class for concurrent credit. If this percentage is not met, the class cannot be offered according to Act 102.
- II. The course offered "must be listed in the Arkansas Course Transfer System." This list can be found at <http://acts.adhe.edu>.
- III. The course will use the same syllabus and same textbook as approved by the college or university and adopt the same learning outcomes as those developed for the course on the campus.
- IV. All students must complete the ACT Reading subtest scoring 19 or better or the ASSET Reading test scoring 44 or better to meet admittance requirements for all courses. Students attempting English coursework must complete the ACT

English subtest scoring 19 or better or the ASSET English test scoring 45 or better.

Students attempting Math coursework must complete the ACT Math test scoring 21 or better or the ASSET Intermediate Algebra Test with a score of 42 or better or must meet the specific qualifications listed in the BRTC catalog for Math related courses.

To be considered under this program, a student must submit an application for admission, a Letter of Good Standing from the high school principal or superintendent stating that the student meets all prescribed criteria, and an immunization record. Students who have earned college credit while still in high school are required to submit all credentials after graduation from high school.

## Advanced Placement

The Advanced Placement (AP) Program of the College Board enables high school students to earn college credits for successful completion and testing in particular subjects. The results of the test(s) may also be used for placement in certain academic courses, subject to a written request from the student and subject to the approval of the Vice-President for Academic Affairs and the Vice-President for Student Services. The results of the test(s) may also be used for placement in certain subjects, such as foreign language.

Black River Technical College awards credit for scores of 4 or higher in the following subjects:

AP Test	BRTC College Course	Credits	Awarded
Biology	BIOL 1004	4	
Calculus I and II	MATH 2204 and MATH 2214	4	4
Economics	ECON 2313 and ECON 2323	3	3
German Language	GER 1013	3	
Government & Politics	POSC 2103	3	
Psychology	PSY 2513	3	
Spanish Language	SPAN 1013	3	
U. S. History	HIST 2763 and HIST 2773	3	3

## Freshman Assessment and Placement

The Arkansas State Board of Higher Education Freshman Assessment and Placement program prescribes statewide minimum standards to decide if entering freshmen should be in college math and English courses, or in academic transition courses in math, English, and reading. At BRTC, students whose scores indicate that they will be placed in academic transition programs must enroll in, and satisfactorily complete, those programs in their first academic year, except for reading, which must be taken and satisfactorily completed in the first semester.

ASSET, ACT, Compass, and SAT scores will be accepted from other accredited institutions. BRTC provides a list of ASSET testing dates, times and locations for each semester of the school year, at both the Pocahontas and Paragould campuses. This list may be found online at [www.blackrivertech.edu](http://www.blackrivertech.edu) or by calling 1-870-248-4000. Any student who cannot attend one of the testing dates may call 1-870-248-4000, ext. 4011 or ext. 4014 to schedule an appointment. Test scores that are over five years old cannot be used for enrollment purposes.

The following standards apply to all admitted, first-time freshmen, or transfer students seeking enrollment in any program at BRTC.

## Mathematics

Students must earn a passing grade of a "C" or higher in all academic transition mathematics courses to progress to the next level.

### ACT Math

Score		
21 or above	MATH 1023	College Algebra
19-20	MATH 0033	Intermediate Algebra
17-18	MATH 0023	Introductory Algebra
17 or above	MTH 1023, MTH 1043 and MTH 1203*	
0-16	MATH 0013	Pre-Algebra

\*MTH 1023, MTH 1043, and MTH 1203 require an ACT score of 17 or above, OR completion of MATH 0013 Pre-Algebra with a passing grade of "C" or higher.

### ASSET Numerical Test

Score		
41-55	MATH 0023	Introductory Algebra
41 or above	MTH 1023, MTH 1043, and MTH 1203*	
23-40	MATH 0013	Pre-Algebra

### ASSET Intermediate Test

Score		
42-55	MATH 1023	College Algebra
38-41	MATH 0033	Intermediate Algebra
34-37	MATH 0023	Introductory Algebra
34 or above	MTH 1023, MTH 1043 and MTH 1203*	
23-33	MATH 0013	Pre-Algebra

### COMPASS Algebra Test

Score		
50-100	MATH 1023	College Algebra
37-49	MATH 0033	Intermediate Algebra
27-36	MATH 0023	Introductory Algebra
27 or above	MTH 1023, MTH 1043 and MTH 1203*	
0-26	MATH 0013	Pre-Algebra

### COMPASS Pre-Algebra Test

Score		
46-100	MATH 0023	Introductory Algebra
46 or above	MTH 1023, MTH 1043, and MTH 1203*	
0-45	MATH 0013	Pre-Algebra

### SAT Math

Score		
430 or above	MATH 1023	College Algebra

**Score**

380-429

331-379

0-330

MATH 0033

MATH 0023

MATH 0013

Intermediate Algebra

Introductory Algebra

Pre-Algebra

\*MTH 1023, MTH 1043, and MTH 1203 require an ASSET Numerical score of 41 or above, OR completion of MATH 0013 Pre-Algebra with a passing grade of "C" or higher.

**English Composition**

Students must successfully complete the following English composition courses with a "C" or higher if they score below 19 on the English section of the Enhanced ACT, or below 45 on the ASSET Writing Skills.

**ACT English****Score**

19 or above

14-18

0-13

ENG 1003

ENG 0023

ENG 0013

Freshman English I

Writing Fundamentals\*

Language Fundamentals\*

**ASSET English****Score**

45-55

33-44

23-32

ENG 1003

ENG 0023

ENG 0013

Freshman English I

Writing Fundamentals\*

Language Fundamentals\*

**COMPASS Writing Test****Score**

77-100

15-76

0-14

ENG 1003 Freshman English I

ENG 0023 Writing Fundamentals

ENG 0013 Language Fundamentals

**SAT English****Score**

470+

360-469

ENG 1003

ENG 0023

Freshman English I

Writing Fundamentals\*

**SAT English****Score**

0-359

ENG 0013

Language Fundamentals\*

\*Students must successfully complete the lower level course with a "C" or higher before advancing to the next level - ENG 0023 or ENG 1003.

**Reading**

Students must enroll in a reading course in their first semester if they score below 19 on the reading section of the ACT, or below 44 on the ASSET Reading Skills Test.

**ACT Reading****Score**

19 or above

14-18

0-13

Exempt

READ 0033

READ 0013

Advanced Reading Techniques

College Reading Skills

**ASSET Reading****Score**

44-53

34-43

Exempt

READ 0033 Advanced Reading Techniques

**Score**  
23-33

READ 0013 College Reading Skills

## COMPASS

**Score**  
85-100  
53-84  
0-52

Exempt  
READ 0033 Advanced Reading Techniques  
READ 0013 College Reading Skills

## SAT Reading

Score 420 or above Exempt 320-419 READ 0033 Advance Reading Techniques 0-319 READ 0013 College

## Reading Skills

Students must complete the required Reading course with a "C" or higher.

## Academic Transition Courses

These courses are non-transferrable. Students enrolled in three academic transition courses may not exceed a maximum course load of 12 semester hours in that semester. Academic transition courses are:  
ENG 0013 Language Fundamentals ENG 0023 Writing Fundamentals MATH 0013 Pre-Algebra MATH 0023 Introductory Algebra MATH 0033 Intermediate Algebra READ 0013 College Reading Skills READ 0033 Advanced Reading Techniques

Students whose scores require enrollment in either READ 0013 College Reading Skills or READ 0033 Advanced Reading Techniques are required to complete these reading courses before enrolling in the following reading intensive courses: World Literature I and II, Philosophy, World Civilization to 1660, World Civilization Since 1660, U. S. History to 1876, U. S. History Since 1876, U. S. Government, Introduction to Psychology, Introduction to Anthropology, Principles of Sociology, Principles of Microeconomics, Principles of Macroeconomics, and Basic Human Nutrition.

## Categories of Entry

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### Full-Time Student

A full-time student is one who has satisfied entrance requirements and is enrolled for not less than 12 semester hours for the Fall or Spring term and 6 semester hours for each summer term.

### Part-Time Student

A part-time student is one who has satisfied entrance requirements and is enrolled for fewer than 12 semester hours for the Fall or Spring term and fewer than 6 semester hours for each summer term.

### Returning Students

Students who have not attended BRTC in one Calendar year must see an advisor in Student Services before registering for classes. All other returning students are required to meet with their advisor each semester

### Transfer Students

Students who have completed at least 18 earned credit hours with a cumulative GPA of 2.00 on a scale of 4.00 at a regionally accredited college will be admitted to BRTC unconditionally. Work from all institutions attended will be evaluated separately in computing the GPA for admission. Students with less than a 2.00 GPA from the last institution attended

will be considered for conditional admission and placed on academic probation. Students entering BRTC for the first time as a transfer student must attend Student Orientation.

Transfer credits from other institutions will be listed on the BRTC transcript, but will not be calculated in the GPA. Transfer credits must be "C" or better to be accepted by BRTC.

Transfer applicants should send the following documents to the Office of the Registrar, Post Office Box 468, Pocahontas, AR 72455.

- Completed application and official transcripts from each college or university previously attended. Students enrolled at other colleges in the period immediately preceding the semester that they wish to attend BRTC should submit partial transcripts.

## **Transient Students**

Transient students are temporary students who wish to attend BRTC for a semester while actively enrolled at another college or university. Transient students are limited to a maximum of 18 credit hours between the two institutions, unless written approval has been granted by the home institution. Transient students wishing to continue at BRTC should follow admission procedures for transfer students. Transient applicants should send the following documents to the Office of the Registrar, Post Office Box 468, Pocahontas, AR 72455:

- Completed application
- A letter of good-standing from the student's home college.
- Copy of driver license
- Proof of immunization against measles and rubella and MMR booster for those students born on or after January 1, 1957

## **Non-Degree Students**

Students who wish to take courses of special interest without submitting academic credentials may do so up to the 18th credit hour of undergraduate work. After that point, students must comply with college admission requirements. Non-degree students must meet the same course prerequisites as other students, and may not enroll in math or English courses without testing.

## **Auditing Students**

Students auditing courses may, with the instructor's permission, change from audit to credit status no later than the end of the third week of class. Students may change from credit to audit status no later than midterm. Students must activate this procedure by submitting appropriate paper work to the Office of the Registrar.

## **Conditional Students**

Students who do not hold a high school diploma, or GED, may enroll in technical programs provided they attend Adult Education classes at the same time.

## **Home School/Private High School Students**

Students must have an ACT composite score of 19 or above, or equivalent score on ASSET, SAT, or Compass. Out-of-state high school students will be evaluated.

Students who graduate from a high school after May 1, 2002, must have completed the core curriculum for unconditional admission to a public institution of higher education. (Act 1290, 1997, Arkansas General Assembly) In order to decide whether they qualify for unconditional admission before enrollment, the Office of the Registrar will evaluate all transcripts for these students, whether they graduated from Arkansas public high schools, out-of-state high schools, private high schools, home schools, or have a GED.

Students who have not successfully completed the core curriculum, and who seek a degree or certificate, will be accepted as conditional students. During the first 30 credit hours of enrollment, conditional students must maintain a 2.00 GPA,

complete all developmental course work required, and complete the 12 credit hour requirements for the degree or certificate program in which they are enrolled. Failure to comply with one of these three criteria that is applicable to the student's program will result in the student being placed on academic probation the following semester.

Conditional students must complete the following courses:

**For an Associate of Arts degree:**

ENG 1003 Freshman English I  
ENG 1013 Freshman English II  
HIST 2763 U. S. History to 1876 OR  
HIST 2773 U. S. History Since 1876  
SCOM 1203 Oral Communications

**For a Technical Certificate:**

MATH 0013 Pre-Algebra OR  
MATH 0023 Introductory Algebra OR  
MATH 0033 Intermediate Algebra OR  
MATH 1023 College Algebra  
ENG 1003 Freshman English I OR  
SCOM 1203 Oral Communications OR  
COM 1013 Career Communications

- The math course taken must be applicable to the program.
- Six hours of applicable technical courses are required in specific programs of study.

**For an Associate of Applied Science degree:**

ENG 1003 Freshman English I  
ENG 1013 Freshman English II OR  
ENG 1023 Technical Writing  
MATH 0033 Intermediate Algebra OR  
MATH 1023 College Algebra

- The math course taken must be applicable to the program.
- Three hours of applicable technical courses are required in specific programs of study.

## Financial Information

### Fees

Technology fee .....\$3.00 per credit hour.

\* Some departments will have program specific fees.

**Liability/malpractice insurance:** Students enrolled in the following programs are required to purchase liability/malpractice insurance prior to beginning clinical rotations.

- Dietary Manager • Patient Care Technician
- Dietetics • Phlebotomy
- EMT-Paramedic • Practical Nursing
- Medical Lab Assistant • Registered Nursing
- Nursing Assistant • Respiratory Care

# Tuition Information

## **Validation of Enrollment**

Students must validate their enrollment by paying tuition and fees. Students who do not have full financial aid must pay their tuition and fees in full by the close of business on the last day to ADD a class during any semester (refer to calendar in college catalog). Payment options are available to students through FACTS Tuition Management by connecting to the e-Cashier link located on the College Web Site ([www.blackrivertech.edu](http://www.blackrivertech.edu)).

Students who do not make payment in full or make payment arrangements through FACTS will be dropped from all classes. Students who register for classes during the late registration period after the start of any semester must, upon registering, establish a payment plan or pay tuition and fees in full.

Students who are dropped for lack of payment after the semester starts and wish to re-enter classes will have five (5) business days to clear their account and reactivate their schedule. A \$50.00 reinstatement fee will be charged.

The college reserves the right to change the amount of fees and related policies, or to add new ones, at any time such action is deemed necessary.

## **Tuition**

For the purposes of tuition payment, an out-of-state resident is a person who has not lived in Arkansas for 6 months prior to the beginning of the semester for which they wish to register. A student can show Arkansas residency by presenting any of the following documents at the time of registration for classes, dated 6 months previously:

- Voter registration card
- Receipt for assessment of payment of taxes
- Arkansas Driver's License.

If above documents are not submitted at time of registration, students will be charged out-of-state tuition.

In-state tuition rates will include the Missouri counties of Butler, Dunklin, Oregon, Pemiscot, and Ripley. All other Missouri residents will pay out-of-state rates.

In-State Residents, per credit hour

\$70.00 In-State Residents (Example for 15 credit hours) . . . . . \$1,050.00

Out-of-State Residents, per credit hour

\$182.00 Out-of-State Residents (Example for 15 credit hours) . . . . . \$2,730.00

Individuals who are not U.S. citizens will be charged Out-of-State tuition.

A student on a temporary visa will be classified as a foreign student and will pay Outof-State tuition and fees. A student who has been granted a permanent visa and has been domiciled in Arkansas for 6 consecutive months following receipt of the permanent visa shall be classified as an Arkansas resident for tuition and fee purposes and will pay In-State tuition and fees.

## **Tuition Waiver Policy**

Students who are 60 years of age, or older, and show proof of age may have the general registration fee waived. This waiver is limited to credit courses only. Children of police officers and firefighters who were killed or permanently disabled in the line of duty in Arkansas are eligible for waiver of tuition and fees for a period of up to 4 years, or until attainment of the age of 25, whichever occurs first.

# Refunds

## **Tuition Refund**

Students must claim tuition refunds through the Finance Office at the time of withdrawal. Claims must be made within one year of the occurrence of the credit or no refund will be made.

### **Refund for Credit Courses- Fall or Spring Semester**

Before semester begins . . . . .	.100%
Second week of semester . . . . .	.70%
Third week of semester . . . . .	.50%

### **Refund for Credit Courses - Summer Session**

Before semester begins . . . . .	.100%
Third day of class . . . . .	.50%
Fourth day of class . . . . .	.0%

### **Refund for Intersession and Accelerated Classes**

Before classes begin . . . . .	.100%
Second day of class . . . . .	.50%
Third day of class . . . . .	.0%

### **Refund for Short Duration Classes (1 to 7 days)**

Before class begins . . . . .	.100%
Start of class . . . . .	.0%

## **Refund for Non-Credit Courses**

Before first class meeting . . . . .	.100%
After first class meeting . . . . .	.0%

## **Bookstore Refunds**

Bookstore refunds will be made only during the first 2 weeks of the Fall/Spring Semesters and the first week of Summer Sessions for the following:

### **New Books**

- Book has defect from publisher.
- Book is still in same condition as it came from publisher; e.g. shrink-wrap plastic intact.
- Book has not been written/marked in and spine is not broken.

### **Used Books**

- Purchased for the wrong class.

Receipt is required for all bookstore returns, including financial aid.

### **Fee Refunds**

All fees are non-refundable.

### **Other Refunds**

Students enrolled in classes which are cancelled may request a 100% tuition refund. Members of the military who are

unable to attend classes because they receive orders transferring them out of the area for prolonged periods of time may request a full tuition refund at any time in the semester. Members of the military are required to present an original set of military orders to the Registrar for confirmation.

Students who are receiving financial aid and entitled to any refund under any Title IV student financial aid program should note that a portion of the refund will be returned to the Title IV program.

## **Financial Aid General Information**

The financial aid program at Black River Technical College is designed for qualified students who may not be able to continue their education without financial assistance. Students may receive college employment opportunities, loans, scholarships, grants, or a combination of these types of aid. BRTC participates in most federal and state financial aid programs available to students. However, students and their families are expected to pay for college expenses to the extent they are able. Financial aid recipients will be given a copy of the Satisfactory Academic Progress Policy for continued financial aid eligibility upon being awarded aid by the Financial Aid Office. Federal financial aid is available for technical certificate and associate degree-seeking students only.

The financial aid application forms may be obtained by writing the BRTC Financial Aid Office, Post Office Box 468, Pochontas, AR 72455, or by calling (870) 2484000, ext. 4019 or ext. 4021.

### **Federal Financial Aid Programs**

The Free Application for Federal Student Aid (FAFSA) must be processed to determine eligibility for all the federal financial aid programs.

#### **Federal Pell Grant**

The Federal Pell Grant is a federal student financial aid program designed to assist eligible students in financing their college education. This grant provides the foundation of the financial aid package to help defray the cost of education. All students are encouraged to apply for the Federal Pell Grant. Actual awards are based on financial need, which is determined by a federal formula consistently applied to all applicants. Federal Pell funds will be disbursed one time each semester. For eligible students, institutional charges for tuition, fees and books will be paid from the Pell grant funds. If there are Pell funds remaining in the student's account after all school charges are paid, the student will be issued a refund check.

#### **Federal Stafford Loan**

A Federal Stafford Loan is a low-interest loan available from lenders such as banks, credit unions, or savings and loan associations to help students with educational expenses. There are two types of Federal Stafford Loans. The federal government pays the interest for subsidized loans. The student should try to pay the interest for the unsubsidized loans. (The interest can be capitalized if the student is unable to pay the interest.) All Federal Stafford Loan funds must be repaid according to the terms specified in the promissory note. Loan repayment begins 6 months after the student graduates or ceases to be enrolled at least half-time or 6 hours. All borrowers must attend loan counseling sessions prior to the first loan disbursement and again upon graduation or termination of enrollment.

Students must complete the Free Application for Federal Student Aid in order to determine eligibility for the Federal Stafford Loan. Eligible students must then complete the application/promissory note and return it to the lender. Each student loan will be delivered to the school in 2 disbursements. First-time borrowers must wait 30 days for the first disbursement to be delivered to the school. The second disbursement must be delivered after the mid-point of the loan period.

#### **Federal Plus Loan**

A Federal Parent Loan for Undergraduate Students (PLUS) is a variable rate, low-interest loan to help parents, step-par-

ents, or legal guardians pay for their dependent student's educational expenses. Students must complete the Free Application for Federal Student aid (FAFSA) before a PLUS loan can be certified. The parent is the borrower for the PLUS loan program. Generally, repayment begins within 60 days after the final loan disbursement is made to the borrower.

## **Veterans' Affairs**

Military service veterans and the sons, daughters, wives, widows, widowers, or husbands of deceased or 100% disabled veterans may be eligible to receive benefits from Veterans' Affairs or through a program approved by the Arkansas State legislature. In advance of registering in a program, students should supply and secure proper certification documents, including copies of military discharge papers. Individuals should contact the Financial Aid Office for more information.

## **Workforce Investment Act (Formerly Job Training Partnership Act)**

BRTC works with the Northeast Arkansas Development Council (NADC) in placing students in programs under WIA. Generally, this program pays for tuition, books, and supplies for students certified and approved for training.

## **Return of Title IV Funds**

It is imperative for students to regularly attend all classes in which they enroll. In order to "earn" the disbursement of the Federal Title IV financial aid funds (Pell Grant and Stafford Loan), a student must remain enrolled in and regularly attend all classes for the entire enrollment period. A student who officially withdraws from all classes or stops attending all classes at any time during the first 60 percent of the enrollment period will be required by Federal regulation to return a portion of the "unearned" Federal Title IV Financial Aid Funds. The calculation of the return of these funds may result in the student owing a balance to BRTC and/or the federal government. Questions about this return of Title IV Funds Policy can be answered by the BRTC Financial Aid Office.

## **Eligibility for Federal Student Financial Aid (Title IV)**

### **General Requirements**

A student is eligible for financial assistance through Title IV programs (Federal Pell Grant, Federal Stafford Loan, and Federal PLUS Loan), if the following criteria are met:

- The applicant completed the Free Application for Federal Student Aid (FAFSA).
- The applicant is a U.S. citizen or eligible non-citizen.
- The applicant demonstrates financial need as determined by the FAFSA.
- The applicant is enrolled at Black River Technical College in an eligible technical, certificate, or associate degree program.
- The applicant maintains minimum standards of academic progress.
- The applicant is not in default on a Guaranteed Student Loan (GSL) and/or does not owe a repayment to a Title IV program at any institution.

### **Academic Progress Requirements**

All students enrolled at BRTC must conform to satisfactory academic progress standards established by the college. This policy meets the guidelines established by the U.S. Department of Education for students to gain, or maintain, eligibility for all of the Federal Title IV financial aid programs available at BRTC. The Satisfactory Academic Progress Policy is available in the Financial Aid Office or may be found at [www.blackrivertech.edu](http://www.blackrivertech.edu).

1. Qualitative standards: each period of enrollment a student must earn a cumulative and term grade point average (GPA) of 2.00. This is equivalent to a "C" average.
2. Quantitative standards: each period of enrollment a student must earn a minimum number of credit hours. Hours enrolled per term Hours earned per term 12+ 9 9-11 6 6-8 3 3-5 3. The following grades are not considered as hours earned: "W", "I", "F", or "AU".
3. Academic progress will be reviewed at the end of each period of enrollment. (Both summer sessions together

constitute one period of enrollment.) Those students who do not meet the quantitative and qualitative requirements stated above will be placed on financial aid probation during the next period of enrollment and will receive a letter of probation. Students on probation may continue to receive financial aid during the probationary period. Students will be continued on probation if either the term or cumulative GPA is at least 2.00 or the minimum quantitative standards have been met.

4. Students receiving all F's for fall, spring, and summer semesters will be denied financial aid under the conditions of #7. Students receiving all W's for fall, spring, and summer semesters will be placed on financial aid probation.
5. Students who do not meet the minimum quantitative and qualitative standards (stated in 1 and 2) at the end of the probationary period will be denied financial assistance from federal, state, and institutional sources and will receive a financial aid denial letter.
6. Students who did not meet the required standards of satisfactory academic progress and have been denied aid have the right to appeal if there have been extenuating circumstances that can be documented. Students must submit a letter of appeal (with supporting documentation attached) to the Financial Aid Appeals Committee by the established deadline. The decision of the Financial Aid Appeals Committee is final; there is no further avenue of appeal.
7. Students who are DENIED financial aid will NOT receive any type of federal, state, or institutional aid until one of the following conditions is met:
  - The student earns 6 credit hours at his/her own expense and earns a GPA of 2.00 term or cumulative.
  - The Financial Aid Appeals Committee reinstates the student's financial assistance because of extenuating circumstances for which there is supporting documentation.
  - Submitting an Appeal \*Students may appeal to have their eligibility restored if there are extenuating circumstances related to their academic progress. Extenuating circumstances are typically identified as situations beyond the student's control that do not allow them to successfully complete the semester; such situations may include unplanned medical conditions, victim of a severe crime, or a participant in a vehicle accident. Although these situations do not insure that your appeal will be approved they are merely examples of situations that have been reviewed in the past and might be considered extenuating. Students may only submit their appeals in writing and must follow the prescribed guidelines below:

The committee will only review your appeal once in any given semester. Notice: Satisfactory academic progress appeals will be reviewed by the committee on the second and fourth Monday of every month. For an appeal to be reviewed on one of these days, the appeal information must be received by the financial aid office by 3:00 pm the Friday before.

- (1) Your appeal must have your name and student ID number (or social security number) listed on it. Appeals that do not have this information will not be reviewed by the committee.
- (2) Your appeal needs to be typed on standard 8 1/2 by 11 paper. The appeal should be double-spaced and no more than 2 pages in length. Appeals that do not meet these standards will not be reviewed by the committee.
- (3) Your appeal should clearly identify your extenuating circumstances for the term(s) in question.
- (4) Any necessary documentation that can help validate your appeal should be turned in with the appeal. Such documentation may include hospital records, police records, court records, letter from your doctor, any documentation that may help in identifying your particular situation. Not all appeals are required to have documentation, but the committee will only review your appeal once in any given semester, therefore you should give them all the information you can to help them make a decision.
- (5) Students are required to submit a degree plan with their appeal. Appeals that are submitted without a required degree plan will not be reviewed by the committee.
- (6) Submit your appeal to the Financial Aid Office located in the Administration building.

## Checking the Status of an Appeal

The committee reviews student appeals on the 2nd and 4th Monday of the month. The Financial Aid Office will notify you of the decision by mail. The financial aid staff will not give appeal results over the phone.

1. When students meet the standards to be removed from financial aid DENIAL, they will be returned to financial aid probation for the next period of enrollment.
2. The maximum time frame in which BRTC students are expected to finish a program of study cannot exceed 150% of the published length of the program. Grades of "W", "F", and "I" must count as attempted hours for measuring maximum time frame. Students who exceed the maximum attempted hours and have not completed the program of study must complete the program at their own expense.

*No more federal financial aid can be awarded to students who exceed the maximum number of attempted hours.*

## **State Funded Financial Assistance**

The Arkansas Department of Higher Education sponsors financial assistance programs that are available to eligible students in the state. Students must contact the Arkansas Department of Higher Education (1-800-547-8839) for criteria and applications for these programs, or go to [www.arkansashighered.com](http://www.arkansashighered.com).

## **Arkansas Academic Challenge Scholarship**

The Arkansas Academic Challenge Scholarship program is 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 award is made based on the applicant's meeting minimum ACT composite score, grade point average, and financial need standards. Applicants must be accepted for admission and be enrolled in an approved Arkansas college or university in a program leading to a baccalaureate degree, associate degree, or associate of applied science degree within 24 months of graduation from high school.

## **Arkansas Rehabilitation Services**

BRTC cooperates with the Arkansas Rehabilitation Services in placing students in approved training programs. Area rehabilitation counselors determine the amount of aid received through this program.

## **Arkansas Career Pathways**

The Arkansas Career Pathways program offers enhanced training and educational opportunities for eligible current and prospective students through assistance to attend or continue their education at BRTC. Pathways applicants are determined eligible if they have a dependent child in the household under the age of 21 and meet one or more of the following:

- (1) annual income below 250% of the Federal Poverty Level (FPL)
- (2) receive Food Stamps/Medicaid services (ARKids)
- (3) a current or former recipient of TEA benefits

Qualified Pathways students may be eligible for assistance with any of the following: books and tuition, childcare, gas costs, obtaining a GED/Certificate/Degree, and possible job placement upon completion.

## **Missing in Action/Killed in Action Dependent's Scholarship Program**

The Missing in Action/Killed in Action (MIA/KIA) Dependent's Scholarship program provides free tuition and fees at any public college, university, or technical college in Arkansas for the dependents of Arkansas citizens who were prisoners of war, missing in action, or killed in action during active military service. The scholarship is provided for undergraduates seeking a bachelor's degree or certificate of completion and/or graduate students seeking a professional degree who did not receive their undergraduate education in Arkansas.

## **Law Enforcement Officers' Dependents' Scholarship**

The Law Enforcement Officers' Dependents' Scholarship program provides a scholarship at any state supported college or university in Arkansas to the child or spouse of any Arkansas law enforcement officer, full-time or volunteer municipal firefighter, Arkansas Highway and Transportation Department (AHTD) employee, state forestry employee, state correction employee, state park employee, or qualified emergency services worker who was killed or permanently or totally disabled in the line of duty. The scholarship pays for tuition and certain mandatory fees.

## **Emergency Secondary Education Loan Program**

The Emergency Secondary Education Loan program assists students who are pursuing a course of study leading to secondary teacher certification in an approved shortage subject area (foreign language, math, chemistry, physics, biology, physical science, general science, and special education). The loan will be forgiven at the rate of 20% per year for each year

the recipient teaches full-time in a public or private secondary school in Arkansas in one of the approved shortage subject areas.

## **Black River Technical College Scholarships**

Black River Technical College awards a variety of publicly and privately funded scholarships for which current and/or prospective students may qualify. Students may obtain more detailed information on these scholarships, as well as an application form, on the BRTC website ([www.blackrivertech.edu](http://www.blackrivertech.edu)). Types of scholarships available are:

### **PUBLICLY FUNDED**

#### **Academic Distinction Scholarship for Academic/Technical Students**

The Academic Distinction Scholarship is awarded to students who are first-time entering freshmen that are Arkansas residents graduating from an accredited Arkansas high school with an ACT composite score of 24, or ranking in the top 10% of their graduating class with a 3.00 GPA (on a 4.00 scale). The scholarship provides for full tuition, renewable for up to 4 semesters, provided the recipient successfully completes a minimum of 12 credit hours (excluding developmental courses) each semester and maintains a cumulative GPA of 3.00 for the first 2 semesters, increasing to a 3.25 cumulative GPA for the remaining 2 semesters. All course work must be completed on the BRTC campus.

#### **BRTC President's Scholarship**

The BRTC President's Scholarship is awarded for full tuition, non-renewable, for two semesters (Fall/Spring) provided the recipient maintains a cumulative GPA of 2.50 (on 4.00 scale). Recipients must be Arkansas residents graduating from an accredited high school. Completion of a minimum of 12 credit hours per semester is required. Six awards are made per year as follows: 2 in health, 1 business, 1 trade and industry, and 2 general education.

### **PRIVATELY FUNDED**

#### **BRTC Foundation Scholarships**

The BRTC Foundation awards several scholarships annually (number of awards is contingent upon available funds) to students who are pursuing an Associate of Arts degree, an Associate of Applied Science degree, a one-year technical certificate, and to a first-time entering freshman upon completion of the GED. These are full tuition scholarships awarded for two semesters, Fall and Spring. Recipients are required to complete a minimum of 12 credit hours with a GPA of at least 2.50 (on a 4.00 scale) in order for the scholarship to be renewed for the second semester.

#### **Mary Sallee Single Parent Scholarships**

Students who are single parent residents of Randolph County and have custody of minor children and who meet certain income guidelines are eligible for the single parent scholarship. Award amounts may be awarded in the Fall, Spring, and Summer semesters, and are determined by student's enrollment status (full-time or part-time), by financial need, and by available funds. Scholarships are renewable throughout student's studies for those students making satisfactory academic progress.

#### **Other Privately Funded Scholarships and Awards**

- Cathy O. Johnson Dietetic Leadership Award
- Randolph Home Scholarship
- Henry Culver Music Scholarship
- Phillip Collins II and Beth Collins Bagwell Memorial Scholarship
- Dave A. Statler Scholarship (Machine Shop)
- Eddie Mae Herron Center Scholarship
- Lee and Samantha Rice Memorial Scholarship
- Pinnacle Frames and Accents, Inc. Scholarship
- Project H.O.P.E. (Hispanic Outreach Project for Education) Scholarship
- IBERIABANK Scholarship

- Richard & Patti Gaines Scholarship

## How to Apply for Financial Aid

- Complete the FAFSA application (Free Application for Federal Student Aid) issued for all federally funded programs. Applications will be reviewed to determine eligibility and aid may be provided as funds permit on a first-come, first-served basis to those demonstrating need. All applicants are encouraged to apply as early as possible. Forms may be obtained through the Office of Financial Aid, online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or by calling 1-8004FEDAID. The Title IV institutional code for BRTC is 011948.
- Federal Stafford Loan applications are available from the Financial Aid Office.
- Deadlines for loan applications are as follows: Fall Semester, November 15; Spring Semester, April 15.

## Revisions in Financial Aid

Financial aid recipients may experience changes or revisions in their financial aid packages due to any of the following reasons:

- Additional outside aid becomes available.
- A change occurs in the family's financial circumstances.
- A change occurs in the student's enrollment status.
- Failure to meet Satisfactory Academic Progress Standards

*It is the student's responsibility to notify the Financial Aid Office of changes that may affect the student's eligibility.*

Black River Technical College offers the Associate of Arts (AA) degree for those students wishing to complete the first two years of a baccalaureate program. This two-year degree plan is flexible enough to provide students wishing to major in many academic areas with the opportunity to complete the general education requirements needed for most degrees and, also, to take any specialized course work in their major. The emphasis is such that the student may meet the lower division requirements in general education courses offered at most four-year institutions. Students planning to transfer should follow carefully the curriculum advised by the senior institution to which they will transfer.

## The Associate of Arts degree requires 64 credit hours as follows:

- 52 Hours of required courses
  - 12 Hours of electives\*

*\*The 12 hours of electives must be college transfer courses and approved by the student's advisor.*

**Students may choose to complete their 12 hours of electives in a focus area, resulting in an Associate of Arts degree with a major emphasis in one of the following:**

<b>Curriculum</b>		<b>Credits</b>
<b>English/Communications</b>		
Nine hours required.		
ENG 1003 Freshman English I		3
ENG 1013 Freshman English II		3
SCOM 1203 Oral Communications		3
<b>Math Credits</b>		
Three hours required.		
MATH 1023 College Algebra (or equivalent)		3
<b>Science</b>		<b>Credits</b>
Eight hours required from the following:		

Biological Science (one course and its laboratory)	
BIOL 1004 Biological Science & Lab	4
BIOL 1013 Biology of the Cell	3
BIOL 1021 Lab for Biology of the Cell	1

**Physical Sciences** (one course and its laboratory)

GSP 1004 Physical Science & Lab	4
CHEM 1011 Laboratory for General Chemistry	1
CHEM 1013 General Chemistry I	3

**Fine Arts**

Six hours required from the following:

FAM 2503 Fine Arts Musical	3
FAT 2203 Fine Arts Theatre	3
FAV 2503 Fine Arts Visual	3

**Humanities**

Six hours required from the following:

ENG 2003 Introduction to World Literature I	3
ENG 2013 Introduction to World Literature II	3
PHIL 1103 Introduction to Philosophy	3

**Computer Technology**

Three hours required from the following:

ADMS 2413 Word/Information Processing	3
CA 1903 Introduction to Computer Concepts	3
CIS 1013 Introduction to Computer Information Systems	3

**Social Sciences**

Fifteen hours required.

Fifteen hours of social science must include either a U. S. History course or a U. S. Government course. A student selecting one of these may, if he/she wishes, also select the other. No more than six hours of courses with the HIST prefix will count toward satisfying the social science requirement, and no more than three hours of courses with the ECON prefix will count toward satisfying the social science requirement. One course in World Civilization is required.

Choose one from the following:

	<b>Credits</b>
HIST 1013 World Civilization to 1660	3
HIST 1023 World Civilization Since 1660	3

Choose one from the following:

HIST 2763 U. S. History to 1876	3
HIST 2773 U. S. History Since 1876	3
POSC 2103 U. S. Government	3

Choose three from the following:

PSY 2513 Introduction to Psychology	3
ANTH 2233 Introduction to Anthropology	3
SOC 2213 Principles of Sociology	3
GEOG 2613 Introduction to Geography	3
POSC 2103 U. S. Government 3 HIST 2083 Arkansas History	3

Only three hours of Economics will count toward the Social Science requirement.

ECON 2313 Principles of Macroeconomics	3
ECON 2333 Economic Issues and Concepts	3

<b>Physical Education</b>	<b>Credits</b>
Two hours required. Chose one of the follwing.	
NRS 2203 Basic Human Nutrition	3
PE 1002 Concepts of Fitness	2
<b>Physical Education Electives</b>	
PE 1111 Physical Conditioning	1
PE 1471 Bowling	1
PE 1481 Tennis	1
PE 1491 Badminton	1
PE 1621 Volleyball	1

## **Associate of Arts** **Teaching**

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Black River Technical College offers an Associate of Arts in Teaching (AAT) degree which is designed to introduce students to the profession of teaching while completing the first two years of a baccalaureate degree. The emphasis is such that the student may meet the lower division requirements for the general education courses offered at most four-year institutions as well as the lower division requirements for the student's continuing in an elementary education program in a four-year institution. Students planning to transfer should follow carefully the curriculum advised by the senior institution to which they plan to transfer. This degree will focus on three tracks: Middle School Math/Science, Middle School Language Arts/Social Sciences, and Early Childhood Education.

In order to assure quality and equality with the students who begin their education majors at the four-year institutions, this degree will meet the following requirements:

- The students will have a final grade point average of at least 2.65
- The students will pass Praxis I, which is an academic skills assessment measure designed to be taken early in their college careers to measure reading, writing, and mathematical skills.
- Take the CAAP Test

The Associate of Arts in Teaching degree requires a minimum of 61-65 credit hours following the curricula as outlined below.

<b>Early Childhood P-4 Degree Curriculum Credits Education:</b>	<b>Credits</b>
ECH 2013 Survey of Early Childhood Education	3
ECH 2173 Child Development	3
EDU 2013 Introduction to Education	3
EDU 2803 Introduction to K-12 Educational Technology	3
<b>English/Communications:</b>	
ENG 1003 Freshman English I	3
ENG 1013 Freshman English II	3
SCOM 1203 Oral Communications	3
<b>Fine Arts:</b>	
Choose one of the following:	
FAM 2503 Fine Arts Musical	3
FAT 2203 Fine Arts Theatre	3
FAV 2503 Fine Arts Visual	3
<b>Humanities:</b>	
Choose one of the following.	
ENG 2003 Introduction to World Literature I	3
ENG 2013 Introduction to World Literature II	3

	<b>Credits</b>
<b>Laboratory Sciences:</b>	
BIOL 1004 Biological Science & Lab	4
GSP 1004 Physical Science & Lab	4
<b>Math:</b>	
MATH 1023 College Algebra	3
MATH 2113 Mathematics for Teachers I	3
MATH 2123 Mathematics for Teachers II	3
<b>Physical Education:</b>	
Choose one from the following:	
PE 1111 Physical Conditioning	1
PE 1491 Badminton	1
PE 1621 Volleyball	1
<b>Social Sciences:</b>	
Eighteen hours required.	
A student must take the following courses:	
HIST 2083 Arkansas History	3
POSC 2103 U.S. Government	3
PSY 2513 Introduction to Psychology	3
GEOG 2613 Introduction to Geography	3
Choose one from the following:	
HIST 2763 U.S. History to 1876	3
HIST 2773 U.S. History Since 1876	3
Choose one from the following:	
HIST 1013 World Civilization to 1660	3
HIST 1023 World Civilization Since 1660	3
<b>Middle School Math/Science:</b>	
Curriculum Credits Computer Technology:	
CA 1903 Introduction to Computers	3
<b>Education:</b>	
EDU 2013 Introduction to Education	3
EDU 2803 Introduction to K-12 Educational Technology	3
<b>English/Communications:</b>	
ENG 1003 Freshman English I	3
ENG 1013 Freshman English II	3
SCOM 1203 Oral Communications	3
<b>Fine Arts:</b>	
Three hours required:	
FAM 2503 Fine Arts Musical	3
FAT 2203 Fine Arts Theater	3
FAV 2503 Fine Arts Visual	3
<b>Humanities:</b>	
ENG 2003 Introduction to World Literature I	3
One additional 3-hour humanities course from the following:	
ENG 2013 Introduction to World Literature II	3
PHIL 1103 Introduction to Philosophy	3

	<b>Credits</b>
<b>Laboratory Sciences:</b>	
BIOL 1004 Biological Science & Lab	4
GSP 1004 Physical Science & Lab	4
GEOL 1004 Introduction to Geology (includes lab)	4
<b>Math:</b>	
MATH 1023 College Algebra	3
MATH 1033 Trigonometry	3
MATH 2113 Mathematics for Teachers I	3
MATH 2123 Mathematics for Teachers II	3
MATH 2204 Calculus I	4
<b>Physical Education:</b>	
PE Elective	1
<b>Social Sciences:</b>	
POSC 2103 U.S. Government 3	
PSY 2513 Introduction to Psychology 3	
A student must also take one U.S. History and one World Civilization course.	
HIST 1013 World Civilization to 1660	3
HIST 1023 World Civilization Since 1660	3
HIST 2763 U.S. History to 1876	3
HIST 2773 U.S. History Since 1876	3
<b>Language Arts/Social Science Curriculum</b>	
<b>Computer Technology:</b>	
CA 1903 Introduction to Computers	3
<b>Education:</b>	
EDU 2013 Introduction to Education	3
EDU 2803 Introduction to K-12 Educational Technology	3
<b>English/Communications:</b>	
ENG 1003 Freshman English I	3
ENG 1013 Freshman English II	3
SCOM 1203 Oral Communications	3
<b>Fine Arts:</b>	
Three hours required.	
FAM 2503 Fine Arts Musical	3
FAT 2203 Fine Arts Theater	3
FAV 2503 Fine Arts Visual	3
<b>Humanities:</b>	
ENG 2003 Introduction to World Literature I	3
ENG 2013 Introduction to World Literature II	3
ENG 2153 Introduction to American Literature	3
PHIL 1103 Introduction to Philosophy	3
<b>Laboratory Sciences:</b>	
BIOL 1004 Biological Science & Lab	4
GSP 1004 Physical Science & Lab	4
<b>Math:</b>	
MATH 1023 College Algebra	3

<b>Physical Education:</b>	<b>Credits</b>
PE 1002 Concepts of Fitness	2
<b>Social Sciences:</b>	
Fifteen hours required.	
A student must take the following courses:	
POSC 2103 U.S. Government	3
PSY 2513 Introduction to Psychology	3
Choose one from the following:	
HIST 2763 U.S. History to 1876	3
HIST 2773 U.S. History Since 1876	3
Choose one from the following:	
HIST 1013 World Civilization to 1660	3
HIST 1023 World Civilization Since 1660	3
Choose one from the following:	
ANTH 2233 Introduction to Cultural Anthropology	3
GEOG 2613 Introduction to Geography	3
SOC 2213 Principles of Sociology	3

## Associate of Applied Science Degrees and Certificates

### Auto Collision Repair Technology One-Year Certificate

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The Auto Collision Repair Technology program is designed to give students knowledge in the fast-growing field of automobile body repair and construction as recommended by the National I-Car Foundation.

Students receive instruction in structural alignment, dent removal, paintless dent removal, replacing damaged parts, body sectioning, painting, refinish procedures, and plastic repair. Collision related computer programs such as estimating, laser body alignment, and color Cromavision are also taught.

Completion of the program will allow professional employment opportunities in local collision repair centers as a shop manager, body repair person, frame technician, or painter. Other career opportunities include insurance adjuster or appraiser, paint representative for a major paint company, employment on the paint lines in local factories, or collision shop owner.

The Auto Collision Department at BRTC is equipped with the latest computer programs, spraying, and repair equipment found in the industry.

<b>First Semester</b>	<b>Credits</b>
AB 1003 Welding and Cutting	3

	<b>Credits</b>
AB 1004 Non-structural Repair	4
AB 1014 Preparation and Refinish	4
AB 1024 Estimation	4
ENG 1003 Freshman English I* or SCOM 1203 Oral Communications* or COM 1013 Career Communications*	3
<b>Second Semester</b>	
AB 1013 Mechanical and Electrical Repair	3
AB 1034 Complete Auto Refinishing	4
AB 1044 Structural Repair	4
AB 1054 Plastic Repair	4
MATH 0013 Pre-Algebra* <b>OR</b> MATH 0023 Introductory Algebra* (or higher)	3

This certificate program will count towards an A.A.S. degree in General Technology.

\*See General Education Requirement course descriptions.

## Automotive Service Technology

### Two One-Year Certificates

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The Automotive Service Technology program is a two-year Master Technician Certificate program, but is offered as 2 one-year specialty certificates. The Electrical-Engine Specialty Certificate and the Powertrain-Systems Specialty Certificate will be combined with Introduction to Computer Concepts for the Master Technician Certificate. Employment is available with either the Specialty Certificate or the Master Technician Certificate.

The Automotive Service Technology shop is equipped with the latest and most modern diagnostic equipment found in shops in this area. Graduates may find employment in service stations, specialty shops, independent garages, fleet garages, and auto dealerships.

	<b>Credits</b>
<b>First Semester</b>	
AST 1023 Automotive Electrical Accessories	3
AST 1045 Automotive Electrical Systems	5
AST 1056 Automotive Engines	6
CA 1903 Introduction to Computer Concepts*+ MATH 0013 Pre-Algebra* <b>OR</b> MATH 0023 Introductory Algebra* (or higher)	3
<b>Second Semester</b>	
AST 1033 Automotive Fuel Systems	3
AST 1075 Automotive Ignition Systems	5
AST 1086 Automotive Emissions Systems	6
COM 1013 Career Communications* <b>OR</b> ENG 1003 Freshman English I * <b>OR</b> SCOM 1203 Oral Communications* Powertrain-Systems Specialty Certificate	3
<b>First Semester</b>	
AST 1006 Auto Transmissions and Transaxles	6
AST 1015 Automotive Manual Drive Trains	5

	<b>Credits</b>
AST 1043 Automotive Drive Axles	3
CA 1903 Introduction to Computer Concepts*+	3
MATH 0013 Pre-Algebra* <b>OR</b>	
MATH 0023 Introductory Algebra* (or higher)	3

### **Second Semester**

AST 1003 Auto Heating and Air Conditioning	3
AST 1026 Auto Suspension and Steering	6
AST 1065 Automotive Brakes	5
ENG 1003 Freshman English I* <b>OR</b>	
COM 1013 Career Communications* <b>OR</b>	
SCOM 1203 Oral Communications*	3

+ Required for Master Technician Certificate ONLY.

\*See General Education requirement course descriptions.

This certificate program will count towards an A.A.S. degree in General Technology.

## **Aviation Maintenance Technology**

### **One-Year or Two-Year Certificate**

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The Aviation Maintenance Technician program is offered under the approval and accreditation of the Federal Aviation Administration (FAA), Flight Standards District Office, 1701 Bond Street, Little Rock, AR 72202, (800) 632-9566. The two-year certificate program is divided into General, Airframe and Powerplant curriculum. The student is required to complete the General course in order to obtain a certificate in the Airframe and/or Powerplant course. A minimum of 50% of the total time is spent in laboratory/shop instruction. The goal of the program is for each graduate to receive FAA certification/license in Airframe and/or Powerplant Technology, and be able to repair, maintain, and service aircraft. Students are expected to have acquired hand tools by time of graduation.

<b>First Semester</b>	<b>Credits</b>
AVA 1016 Aircraft General	16
MTH 1003 Technical Math - Aviation	3

### **Second Semester**

AVA 1005 Airframe Structures I-A	5
AVA 1105 Airframe Systems and Components I-A	5
AVA 1110 Airframe Structures I-B-I	10

### **Summer Session**

AVA 1106 Airframe Systems and Components II	6
AVA 1108 Airframe Systems and Components I-B	8

## **Powerplant**

### **First Semester**

AVP 2103 Powerplant Systems and Components I-A	3
AVP 2214 Powerplant Theory and Maintenance	14

### **Second Semester**

AVP 2108 Powerplant Systems and Components I-B	8
AVP 2208 Powerplant Systems and Components II	8

The Associate of Applied Science degree in Aviation Maintenance Technology will provide education and training in the areas of airframe and powerplant inspection and repair. Graduates of the program may be employed as airframe and

powerplant mechanics, repair inspectors, supervisory personnel, or FAA technicians and inspectors. This degree program will provide the private sector with certified technicians licensed by the FAA.

Three technical certificate programs, Aviation Airframe, Aviation Powerplant, and Airframe and Powerplant, have been offered by BRTC since 1989. These three programs prepare students to take the FAA certification tests for either an airframe certification, a powerplant certification, or an airframe and powerplant certification.

The Associate of Applied Science degree will provide students with additional education and skills to advance in the industry. The program is a certified FAA Part 147 operation. The curriculum for the A.A.S. program consists of 101 credit hours. Fifteen hours will be in general education and 86 hours in FAA maintenance/technical course work.

<b>Required General Education Courses (15 credit hours)</b>	<b>Credits</b>
CA 1903 Introduction to Computer Concepts*	3
ENG 1003 Freshman English I*	3
ENG 1013 Freshman English II * or ENG 1023 Technical Writing*	3
MATH 0033 Intermediate Algebra*	3
Social Science Elective*	3
<b>Required Specialty Courses (86 credit hours)</b>	
AVA 1005 Airframe Structures I-A	5
AVA 1016 Aircraft General	16
AVA 1105 Airframe Systems & Components I-A	5
AVA 1106 Airframe Systems & Components II	6
AVA 1108 Airframe Systems & Components I-B	8
AVA 1110 Airframe Structures I-B-I	10
AVP 2103 Powerplant Systems & Components I-A	3
AVP 2108 Powerplant Systems & Components I-B	8
AVP 2208 Powerplant Systems & Components II	8
AVP 2214 Powerplant Theory & Maintenance	14
MTH 1003 Technical Math - Aviation	3

\*See General Education Requirements course descriptions.

## **Accounting Assistant**

### **One-Year Certificate**

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This program is designed to prepare students for a wide variety of accounting clerk positions.

<b>First Semester</b>	<b>Credits</b>
ACCT 2003 Principles of Accounting I	3
BUAD 1043 Personal Financial Planning (Fall)	3
CA 1903 Introduction to Computer Concepts*	3
ENG 1003 Freshman English I*	3
MATH 0033 Intermediate Algebra* or higher	3
<b>Second Semester</b>	
ACCT 2013 Principles of Accounting II	3
ADMS 2563 Business Communications	3
BSYS 2583 Spreadsheets for Managerial Decisions	3
CIS 1073 Computerized Accounting	3
ECON 2313 Principles of Macroeconomics*	3

\*See General Education Requirements course descriptions.

## Associate of Applied Science in Business Technology

### Accounting Option

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This program is designed for students interested in specialized accounting techniques. New accounting positions have been created in small and rapidly growing businesses and larger companies and business departments where accounting personnel are generally more specialized; for example, accounts payable clerk, accounts receivable clerk, payroll clerk, inventory control clerk.

#### First Year

<b>First Semester</b>	<b>Credits</b>
ACCT 2003 Principles of Accounting I	3
BUAD 1043 Personal Financial Planning (Fall)	3
CA 1903 Introduction to Computer Concepts*	3
ENG 1003 Freshman English I*	3
MATH 0033 Intermediate Algebra* (or higher)	3
<b>Second Semester</b>	
ACCT 2013 Principles of Accounting II	3
ADMS 2563 Business Communications	3
BSYS 2583 Spreadsheets for Managerial Decisions	3
CIS 1073 Computerized Accounting	3
ECON 2313 Principles of Macroeconomics*	3

#### Second Year

<b>First Semester</b>	<b>Credits</b>
ACCT 2033 Payroll Accounting (Spring)	3
ADMS 2073 Professional Development	3
CIS 2043 Database Management (Spring)	3
ENG 1013 Freshman English II* or ENG 1023 Technical Writing*	3
Social Science Elective*	3
<b>Second Semester</b>	
ACCT 2043 Introduction to Cost Accounting (Fall)	3
ACCT 2053 Introduction to Taxes (Fall)	3
BSYS 2003 Business and Professional Presentation Techniques	3
BUAD 1033 Business Ethics	3
Elective (approved by advisor)	3

\*See General Education Requirements course descriptions. Sixty hours are required for this degree.

## Administrative Services

### One-Year Certificate

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The Administrative Services program is designed to prepare students for a wide variety of office positions. General office and word processing training are emphasized. The courses offered provide students with a wide range of employment possibilities for work in today's electronic office.

<b>First Semester</b>	<b>Credits</b>
ACCT 1003 Accounting I OR	3

	<b>Credits</b>
ACCT 2003 Principles of Accounting I	3
BSYS 1023 Business Office Machines (Fall)	3
BUAD 1013 Introduction to Business	3
CA 1903 Introduction to Computer Concepts*	3
ENG 1003 Freshman English I*	3

### **Second Semester**

ADMS 1203 Legal Transcription (Spring) OR	
ADMS 1213 Medical Transcription	3
ADMS 2073 Professional Development	3
ADMS 2413 Word/Information Processing	3
ADMS 2563 Business Communications	3
MATH 0023 Introductory Algebra (or higher)*	3

\*See General Education Requirements course descriptions.  
This certificate program will count towards an A.A.S. degree in General Technology.

## **Associate of Applied Science in Business Technology** **Administrative Services Option**

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This program is designed to equip the student with a broad knowledge of  
the increasingly important area of administrative services.

### **First Year**

#### **First Semester**

	<b>Credits</b>
ACCT 1003 Accounting I or	
ACCT 2003 Principles of Accounting I	3
ADMS 1103 Legal Terminology (Fall)	3
BSYS 1023 Business Office Machines (Fall)	3
**CA 1903 Introduction to Computer Concepts	3
ENG 1003 Freshman English I*	3

#### **Second Semester**

ADMS 1203 Legal Transcription (Spring)	3
ADMS 2413 Word/Information Processing	3
ADMS 2563 Business Communications	3
MATH 0033 Intermediate Algebra* (or higher)	3
BUAD 1013 Introduction to Business	3

### **Second Year**

#### **First Semester**

ADMS 1213 Medical Transcription	3
ADMS 2073 Professional Development	3
BSYS 2003 Business and Professional Presentation Techniques	3
ENG 1013 Freshman English II* <b>OR</b>	
ENG 1023 Technical Writing*	3
MEDL 1003 Medical Terminology	3

#### **Second Semester**

BSYS 2583 Spreadsheets for Managerial Decisions	3
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	<b>Credits</b>
BUAD 1033 Business Ethics	3
CIS 2073 Desktop Publishing	3
LAW 2023 Legal Environment of Business	3
Social Science Elective*	3

\*See General Education Requirements course descriptions.

## Associate of Applied Science in Business Technology

### Business Administration Option

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The Associate of Applied Science Business Administration Option is designed for students interested in the specialized management techniques required in schools, business settings, and hospitals. This prepares students for careers in a wide range of private, public, and academic institutions. Sixty hours are required for this degree.

#### **First Year**

##### **First Semester**

	<b>Credits</b>
ACCT 2003 Principles of Accounting I	3
BUAD 1013 Introduction to Business <b>OR</b>	3
BUAD 1043 Personal Financial Planning (Fall)	
CA 1903 Introduction to Computer Concepts*	3
ENG 1003 Freshman English I*	3
MATH 0033 Intermediate Algebra (or higher)*	3

##### **Second Semester**

ACCT 2013 Principles of Accounting II	3
ADMS 2413 Word/Information Processing	3
ADMS 2563 Business Communications	3
ECON 2313 Principles of Macroeconomics*	3
LAW 2023 Legal Environment of Business	3

#### **Second Year**

##### **First Semester**

ECON 2323 Principles of Microeconomics (Fall) <b>OR</b>	
ECON 2333 Economic Issues and Concepts (Spring)	3
ENG 1013 Freshman English II* <b>OR</b>	
ENG 1023 Technical Writing*	3
MGMT 2603 Leadership Issues (Spring) <b>OR</b>	
MGMT 2613 Principles of Supervision (Fall)	3
2000 Level Accounting Elective	3
Management Elective	3

##### **Second Semester**

BSYS 2003 Business and Professional Presentations <b>OR</b>	
CIS 2073 Desktop Publishing	3
BUAD 1023 Marketing	3
MGMT 2623 Small Business Management	3
Social Science Elective*	3
Elective (approved by advisor)	3

\*See General Education Requirements course descriptions.

## Microcomputer Business Applications One-Year Certificate

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This program provides the knowledge and skill required to apply microcomputers in a variety of disciplines for job-entry positions in the use of software. Basic business courses are included as part of this program.

<b>First Semester</b>	<b>Credits</b>
ACCT 1003 Accounting I OR	
ACCT 2003 Principles of Accounting I	3
CA 1903 Introduction to Computer Concepts*	3
CIS 1013 Introduction to Computer Information Systems (Spring) OR	
BSYS 2533 Internet, Intranet and E-mail Applications (Fall)	3
BUAD 1013 Introduction to Business	3
ENG 1003 Freshman English I*	3
<b>Second Semester</b>	
ADMS 2073 Professional Development	3
ADMS 2413 Word/Information Processing	3
ADMS 2563 Business Communications	3
CIS 1073 Computerized Accounting	3
MATH 0023 Introductory Algebra (or higher) *	3

\* See General Education Requirements course descriptions.

This certificate program will count towards an A.A.S. degree in General Technology

## Associate of Applied Science in Business Technology Microcomputer Business Applications Option

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The Associate of Applied Science in Microcomputer Business Applications Option provides students with a solid foundation in general education and business related courses. Students gain hands-on experience in the use of several popular software packages including Microsoft Windows, word processing, spreadsheets, as well as an introduction to computer operations and computer systems.

### First Year

<b>First Semester</b>	<b>Credits</b>
ACCT 1003 Accounting I OR	
ACCT 2003 Principles of Accounting I	3
BSYS 2533 Internet, Intranet, and E-mail Applications for Business (Fall) OR	
CIS 1013 Introduction to Computer Information Systems (Spring)	3
BUAD 1013 Introduction to Business	3
CA 1903 Introduction to Computer Concepts*	3
ENG 1003 Freshman English I*	3
<b>Second Semester</b>	
ADMS 2073 Professional Development	3
ADMS 2413 Word/Information Processing	3
ADMS 2563 Business Communications	3
CIS 1073 Computerized Accounting	3
MATH 0033 Intermediate Algebra* (or higher)	3

<b>Second Year</b>	<b>Credits</b>
<b>First Semester</b>	
BSYS 2003 Business and Professional Presentation Techniques	3
BSYS 2013 Web Page Design	3
BSYS 2583 Spreadsheets for Managerial Decisions	3
CIS 2104 PC Trouble-shooting and Repair	4
ENG 1013 Freshman English II* <b>OR</b>	
ENG 1023 Technical Writing*	3
<b>Second Semester</b>	
CIS 2043 Database Management Systems (Spring)	3
CIS 2053 Microsoft Windows (Fall)	3
CIS 2073 Desktop Publishing	3
Elective (approved by an advisor)	3
Social Science Elective*	3

\*See General Education Requirements course descriptions.

### **\*\*Micro-Computer Repair Technician**

#### **One-Year Certificate**

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This program is designed to prepare students for the managing, maintaining, and repairing of the microcomputer system.

<b>First Semester</b>	<b>Credits</b>
**CA1903 Introduction to Computer Concepts	3
**CIS 1004 Cisco I	4
CIS 2204 Networking Concepts	4
ENG1003 Freshmen English I	3
<b>Second Semester</b>	
ADMS 2563 Business Communications*	3
CIS 2104 PC Troubleshooting & Repair	4
CIS 2004 Network Operating System Technology	4
CIS 1014 Cisco II	4
MATH0033 Intermediate Algebra	3

\* Pre-requisite ENG 1003

### **Associate of Applied Science in Business Technology**

#### **Networking Option**

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The Associate of Applied Science Networking Option program will teach networking majors to deal with the successful implementation of technology in business. They will consider all of the five components of an information system; hardware, software, people, data, and procedures. These students will be responsible for developing, maintaining, and supervising the networking capabilities of their organization's information systems. The student will also gain knowledge of PC repair. Upon successful completion of the program, the student should be prepared to take several national certification exams, including but not limited to, the CCNA, CNA, A+, Network+, and MCP.

<b>First Year</b>	
<b>First Semester</b>	
	<b>Credits</b>
CIS 1004 Cisco I (Fall)	4
CIS 1023 Network Media Infrastructure (Fall Semester)	3
CIS 2104 PC Troubleshooting Repair	4
CIS 2204 Networking Concepts (Fall)	4
<b>Second Semester</b>	
CIS 2004 Networking Operating System Technology (Fall)	4
ENG 1003 Freshman English I	3
CA 1903 Introduction to Computer Concepts*	3
CIS 1014 Cisco II (Spring)	4
MATH 0033 Intermediate Algebra* (or higher)	3
ADMS 2563 Business Communications""	
Pre-requisite ENG 1003	3
<b>Second Year</b>	
<b>First Semester</b>	
CIS 2014 LAN Administration	4
CIS 2404 Cisco III (Fall)	4
CIS 1024 Network Server Technology	4
CIS 2303 Network Applications	3
<b>Second Semester</b>	
MGMT 2633 IT Project Management (Fall, Summer) OR	
CIS 1034 Introduction to Computer Programming (Spring)	3/4
CIS 2414 Cisco IV (Spring)	4
CIS 2424 Advanced LAN Administration	4
ENG 1013 Freshman English II* OR	
ENG 1023 Technical Writing*	3
Social Science Elective	3

\*See General Education Requirements course descriptions.

## **Micro-Computer Repair Technician**

### **Certificate of Proficiency**

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This program is designed to prepare students for repairing micro-computers

	<b>Credits</b>
CIS 2104 PC Troubleshooting & Repair	4
CIS 2204 Networking Concepts	4
CIS 2004 Network Operating System Technology	4

THIS PROGRAM IS INELIGIBLE FOR FINANCIAL AID

## **Medical Coding**

### **Certificate of Proficiency**

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Medical Coding is a sixteen credit hour certificate of proficiency offering training in the review of medical documents for the assignment of ICD-9-CM and CPT codes used for medical billing and insurance purposes. These skills are necessary to prepare individuals for successful employment opportunities in hospital business office, physician office or other medical office setting.

<b>Required Courses</b>	<b>Credits</b>
MEDL 1033 Foundation of Human Anatomy & Physiology OR ZOO 2004 & 2414 Human A & P I / Lab AND Human A & P II / Lab	3
MEDL 1003 Medical Terminology	3
CA 1903 Introduction to Computer Concepts	3
MEDL 1001 Introduction to Health Care	1
ADMS 1213 Medical Transcription	3
MEDL 1043 Medical Coding I (Spring)	3

THIS PROGRAM IS INELIGIBLE FOR FINANCIAL AID

## **Medical Transcription**

### **Certificate of Proficiency**

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This program prepares individuals to execute verbatim medical conference minutes, medical reports, and medical orders. Includes instruction in dictation and simultaneous recording, analysis of notes and visual evidence, medical terminology, data processing applications and skills, formal medical report and correspondence formats, professional standards, and applicable law and regulations. Upon successful completion of this 15 credit-hour program, individuals will earn a certificate of proficiency. This program provides a pathway into the Business Administrative Services Certificate.

Applicants must complete all enrollment requirements and submit all documents before the student selection for each class is made.

<b>Required Courses</b>	<b>Credits</b>
ADMS 1213 Medical Transcription	3
ADMS 2413 Introduction to Word Processing	3
MEDL 1003 Medical Terminology	3
CA 1903 Introduction to Computer Concepts	3
MEDL 1033 Foundations of Human Anatomy and Physiology OR ZOO 2004 & 2414 Human A&P I /Lab AND Human A&P II / Lab	3

THIS PROGRAM IS INELIGIBLE FOR FINANCIAL AID

## **Work Place Leadership, Communication, and Productivity**

### **Certificate of Proficiency**

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This program is designed for individuals whose job requires that they supervise others and for those whose work ethic and motivation indicate promotability into more responsible supervisory positions. The desired outcomes of this program are to expand the abilities of participants, through instruction and activity, by providing them with the tools to communicate more effectively, to manage time, goals and teams for increased productivity, to solve problems through critical thinking, and to manage credit-hour program, individuals will earn a certificate of proficiency. This certificate will not only stand on its own, but will also blend into other existing degree programs offered.

<b>Required Course</b>	<b>Credits</b>
MGMT 1003 Introduction to Industrial Leadership	3
MGMT 1013 Introduction to Human Resource Management	3
MGMT 1023 Foundations of Productivity Management	3

THIS PROGRAM IS INELIGIBLE FOR FINANCIAL AID

## Associate of Applied Science in Criminal Justice

The Associate of Applied Science degree program in Criminal Justice is designed to provide area law enforcement officers, corrections officers, and those who wish to pursue a career in criminal justice with the educational experiences and credentials needed to strengthen performance skills, to increase their effectiveness, to advance on the job, or to improve personal employment marketability.

In addition to practical, theoretical and technical applications of law enforcement, the program will acquaint the student with courts and corrections, and demonstrate how social and educational service agencies interact with the criminal justice system.

<b>Required General Education Courses</b>	<b>Credits</b>
<b>Fifteen hours required.</b>	
CA 1903 Introduction to Computer Concepts*	3
ENG 1003 Freshman English I*	3
ENG 1013 Freshman English II* <b>OR</b>	
ENG 1023 Technical Writing*	3
MATH 0033 Intermediate Algebra* <b>OR</b>	
MATH 1023 College Algebra*	3
SCOM 1203 Oral Communications* <b>OR</b>	3
CRIM 2203 Law Enforcement Instructor Development	3

### **Technical Courses**

**Fifteen hours required; must include either a U. S. History or a U. S. Government course**

ADMS 2413 Word/Information Processing <b>OR</b>	
CIS 2053 Microsoft Windows	3
HIST 2763 U. S. to 1876* <b>OR</b>	
HIST 2773 U. S. Since 1876* <b>OR</b>	
POSC 2103 U. S. Government*	3
MGMT 2603 Leadership Issues <b>OR</b>	
MGMT 2613 Principles of Supervision	3
LAW 2023 Legal Environment of Business	3
PSY 2513 Introduction to Psychology*	3
SOC 2213 Principles of Sociology*	3

Students may substitute CRIM 2063 Police Administration & Management for MGMT 2603 or MGMT 2613.

### **Specialty Courses Requirements**

*Must include at least 27 hours of Criminal Justice courses, and 3 hours of a Related Elective course.*

<b>Specialty Courses</b>	<b>Credits</b>
CRIM 1023 Introduction to Criminal Justice	3
CRIM 1033 Introduction to Crime Scene Techniques	3
CRIM 1043 Law Enforcement Ethics	3
CRIM 1053 Principles of Patrol	3
CRIM 2013 Survey of Corrections	3
CRIM 2043 Community Relations in the Administration of Justice	3
CRIM 2053 Independent Studies	3
CRIM 2063 Police Administration and Management	3
CRIM 2133 Juvenile Delinquency & Law	3
CRIM 2143 Criminal Law	3
CRIM 2153 Traffic Law	3
HLTH 2523 First Aid & Safety*	3
PE 1002 Concepts of Fitness*	2
PE 1111 Physical Conditioning*	1
SPAN 1002 Basic Spanish for Law Enforcement *	2

<b>Related Electives</b>	<b>Credits</b>
ANTH 2233 Introduction to Cultural Anthropology*	3
CRIM 1001 Criminal Justice Workshop I	1
CRIM 1002 Criminal Justice Workshop II	2
CRIM 1003 Criminal Justice Workshop III	3
CRIM 1013 Police Cyclist	3
CRIM 1063 Terrorism and Homeland Security	3
CRIM 2001 DataMaster Operator	1
CRIM 2003 Drug Recognition Expert Instructor Dev.	3
CRIM 2006 Law Enforcement Drug Recognition Expert	6
CRIM 2011 Senior DataMaster Operator	1
CRIM 2021 Background Investigation of Police Applicants	1
CRIM 2031 Conflict Resolution for Supervisors	1
CRIM 2041 Interviews & Interrogations	1
CRIM 2051 Drug Investigations	1
CRIM 2073 At Scene Traffic Crash Investigation	3
CRIM 2083 Advanced Traffic Crash Investigation	3
CRIM 2093 Traffic Crash Reconstruction	3
CRIM 2103 Police Internal Affairs	3
CRIM 2113 DWI Standardized Field Sobriety Test Instruct.	3
CRIM 2123 Inspection & Investigation of Commercial Vehicle Crashes	3
CRIM 2163 Emergency Vehicle Operation	3
CRIM 2201 DWI Standardized Field Sobriety Testing	1
CRIM 2202 Defensive Tactics Instructor	2
CRIM 2203 Law Enforcement Instructor Development	3
CRIM 2212 Law Enforcement Firearms Instructor	2
CRIM 2213 Law Enforcement Refresher	3
CRIM 2221 Radar/Lidar Operator	1
CRIM 2222 Law Enforcement Field Training Officer	2
CRIM 2223 Jailers	3
CRIM 2233 Law Enforcement Auxiliary Officer	3
CRIM 2241 Tactical Skills for Law Enforcement	1
CRIM 2242 Advanced Law Enforcement Firearms Instructor	2
CRIM 2243 Basic Tactical Team Skills	3
CRIM 2273 Criminal Justice Internship	3
CRIM 2283 Emergency Vehicle Operation Instructor	3
CRIM 2293 Hostage Negotiations	3
FS 1103 Emergency Medical First Responder	3
FS 1471 Haz-Mat Awareness	1
HLTH 2513 Principles of Personal Health*	3
HLTH 2523 First Aid & Safety*	3
PE 1002 Concepts of Fitness*	2
PE 1111 Physical Conditioning*	1
SPAN 1002 Basic Spanish for Law Enforcement *	2

\*See General Education Requirements course descriptions.

## **Basic Police Training Certification**

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The Basic Police Training program is a course of study consisting of more than 600 hours of classroom and lab experience as accredited by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). The program is restricted to law enforcement officers approved by CLEST to enroll in the program. Upon successful completion of this program, law enforcement students meet statutory training requirements and are eligible for state certification as law enforcement officers. Students are eligible to receive additional certifications from other accrediting agencies. (See specific course descriptions.)

The Basic Police Training program is conducted twice a year. The course consists of intensive instruction in standard police tactics, firearms, legal, educational, technical and tactical skills, physical education and conditioning, community relations, traffic crash investigation and enforcement, criminal justice system, first aid and safety, and ethics. In each course emphasis is placed upon the student officers achieving excellence in both academic subjects and firearms qualification training. In accordance with mandatory CLEST standards, an officer student must maintain an academic score of at least 70% on all examinations, and consistently fire at least 80% during firearms training. Failure to maintain academic and firearms qualification standards will result in the student officer being dismissed from the program and the employing law enforcement agency to statutorily terminate the student officer's continued employment as a law enforcement officer. Upon successful completion of this intensive program, students are eligible to receive up to 29 credit hours, of which 18 of the credit hours are applicable towards the Associate of Applied Science degree in Criminal Justice.

<b>Specialty Course Credit</b>	<b>Credits</b>
CRIM 1023 Introduction to Criminal Justice	3
CRIM 1043 Law Enforcement Ethics	3
CRIM 1053 Principles of Police Patrol	3
CRIM 2043 Community Relations & Administration of Justice	3
CRIM 2263 Criminal Evidence and Procedures	3

**Related Elective Courses**

CRIM 2001 DataMaster Operator	1
CRIM 2201 DWI Standardized Field Sobriety Testing	1
CRIM 2221 Radar/Lidar Operator	1
CRIM 2073 At Scene Traffic Crash Investigation	3
CRIM 2241 Tactical Skills for Law Enforcement	1
FS 1471 Haz-Mat Awareness	1
HLTH 2523 First Aid and Safety*	3
PE 1002 Concepts of Fitness*	2
PE 1111 Physical Conditioning*	1

\*See General Education Requirements course descriptions

**Professional Training Credits**

BRTC will award up to a maximum of 12 hours of credit (based on 48 clock hour requirement) for students who demonstrate completion of Commission on Law Enforcement Standards and Training (CLEST), or Arkansas Department of Correction (ADC) approved and certified basic training courses completed at institutions other than BRTC. BRTC Law Enforcement Training Academy (LETA) students will be awarded course credit for actual credit courses completed during police training courses.

- Basic Correction Officer Training 240 hour course 5 credits
- Basic Law Enforcement Training 320 hour course 6 credits
- Basic Law Enforcement Training 400 hour course 8 credits
- Basic Law Enforcement Training 480 hour course 9 credits
- Basic Law Enforcement Training 545 hour course 12 credits

Twelve hours is the maximum of credit hours awarded for any CLEST or ADC certified Basic Law Enforcement or Basic Correction Officer Training Course. Black River Technical College LETA students will be awarded credit for specific courses completed during approved training.

Three hours will substitute for Criminal Procedures for law enforcement students, 3 hours will substitute for Survey of Corrections for correctional students, and up to 9 hours will apply toward Introduction to Criminal Justice, Community Relations, and Principles of Patrol.

Criminal Justice course credit may be substituted for professional training courses in instruction available through the Commission on Law Enforcement Standards and Training (CLEST) certified providers, University of Arkansas system

Criminal Justice Institute, Arkansas Department of Correction and similar providers after appropriate verification of completion. Course credit is awarded after completion of groups of specific short courses for a specified Criminal Justice course and must be approved by the department chair. A short course may be applied toward only one credit course.

## Crime Scene Investigation

Rapid advances in the forensic sciences have had a tremendous impact on criminal investigations. Utilizing new technologies and techniques, investigators today have more resources at hand than ever before to successfully process crime scenes. The Crime Scene Investigation program has been designed to provide law enforcement practitioners with these resources. Through hands-on instruction and access to experts in the field, participants will gain the knowledge and skills needed to recognize and appropriately document, collect, preserve, and store evidence from a crime scene, ultimately allowing them to solve more crime in their communities.

## Crime Scene Investigation Certificate of Proficiency

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Students enrolled in this program of study would obtain up to 15 degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit. Eighteen hours are required for this degree.

### Criminal Justice Institute Fifteen credit hours

	<b>Credits</b>
Crime Scene Technical Certificate	9
Law Enforcement Training Academy Certificate of Completion (ACLEST Certified)+	6

### General Education Courses Three credit hours required.

ENG 1003 Freshman English I* <b>OR</b> ENG 1023 Technical Writing*	3
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\*See General Education Requirement course descriptions.

+A non-commissioned law enforcement employee currently serving as a Civilian Crime Scene Specialist will be required to complete 6 credit hours of Criminal Justice from the educational institution to fulfill this requirement.

Students enrolled in this program of study would obtain the general education degree hours from a participating college or university of their choosing.

## Crime Scene Investigation Technical Certificate

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Students enrolled in this program of study would obtain 27-30 degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

<b>Criminal Justice Institute</b>	<b>Credits</b>
Twenty-seven to thirty credit hours required.	
Crime Scene Investigation Certificate of Proficiency	15
Recovery of Human Remains	2
Bloodstain Pattern Analysis	3
Management of Evidence & Recovery Property	1
Computer Crime	1
Crime Scene Digital Photography & Imaging	2
Fingerprint Comparison & Identification	1
Using Forensic Light Sources	1
Crime Scene Courtroom Testimony	1
Computer Applications	3

### **General Education Courses**

Six--nine hours required

ENG 1003 Freshman English I*	3
CA 1903 Introduction to Computers*	3
MATH 0013 Pre-Algebra (or higher)*	3

Students enrolled in this program of study would obtain the general education degree hours from a participating college or university of their choosing.

\*See General Education course descriptions. Thirty-six hours are required for this program.

## **Associate of Applied Science in Crime Scene Investigation**

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Students enrolled in this program of study would obtain 35-38 degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced law enforcement courses presented by the Criminal Justice Institute of the University of Arkansas. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours credit.

### **Criminal Justice Institute**

Thirty-six to thirty-nine credit hours required

	<b>Credits</b>
Crime Scene Investigation Certificate of Proficiency	15
Crime Scene Investigation Technical Certificate	12-15
Advanced Crime Scene Technician Certificate	4
Survival Spanish for Law Enforcement	1
Advanced Management of Evidence & Recovered Property	1
Bloodstain Pattern Documentation	1
Crime Scene Interpretation & Reconstruction	2

### **Required General Education Courses**

Nine hours required.

CA 1903 Introduction to Computers * +	3
ENG 1003 Freshman English I*	3
MATH 0033 Intermediate Algebra (or higher)*	3

### **Additional General Education**

15-18 hours required.

ENG 1013 Freshman English II\***OR**

	<b>Credits</b>
ENG 1023 Technical Writing*	3
BIOL 1004 Biological Sciences* with Lab <b>OR</b>	
ZOOL 2004 Human Anatomy & Physiology* with Lab	4
BUAD 1013 Introduction to Business	3
CRIM 1023 Introduction to Criminal Justice	3
POSC 2103 U.S. Government *	3
PSY 2513 Introduction to Psychology*	3
SCOM 1203 Oral Communications*	3
SPAN 1013 Elementary Spanish I*	3
History Elective*	3
Social Science Elective*	3

+May substitute with Computer Applications offered by CJI. Sixty-two credit hours are required for this degree. Students enrolled in this program of study would obtain the general education degree hours from a participating college or university of their choosing.

\*See General Education Requirements for course descriptions.

## Law Enforcement Administration

The Law Enforcement Administration program is designed to prepare law enforcement professionals for the unique challenges they will face as supervisors and agency heads. Utilizing proven management principles specific to law enforcement, participants will learn how to better meet the needs of their personnel and constituents. In addition, they will develop needed skills in critical areas of law enforcement management, including communication, case law, agency development, and much more.

### **Law Enforcement Administration** Certificate of Proficiency

Students enrolled in this program of study would obtain up to 15 degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

<b>Criminal Justice Institute</b>	<b>Credits</b>
Fifteen credit hours.	
Law Enforcement Administration	9
Law Enforcement Electives + (Arkansas Law Enforcement Training Academy)	6

#### **Required General Education Courses**

Three credit hours.

ENG 1003 Freshman English I* <b>OR</b>	
ENG 1023 Technical Writing*	3

\*See for General Education Requirements course descriptions.

+These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon the Commission on Law Enforcement Standards and Training. Eighteen hours are required for this program. Students enrolled in this program of study would obtain the general education degree hours from a participating college or university of their choosing.

## **Law Enforcement Administration** **Technical Certificate**

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The program enables the law enforcement student to qualify for advanced certification certificate levels in accordance with the Arkansas commission on Law Enforcement Standards and Training (CLEST), and other state Police Officer Standards and Training (POST) advanced certification levels.

<b>Criminal Justice Institute</b>	<b>Credits</b>
School of Law Enforcement Supervision	9
Law Enforcement Administration and Management	3
Integrity in Law Enforcement	3
Law Enforcement Electives	6

### **Required General Education Courses**

Fifteen hours required.

CA 1903 Introduction to Computers*	3
ENG 1003 Freshman English I*	3
ENG 1013 Freshman English II* OR	
ENG 1023 Technical Writing*	3
MATH 0013 Pre-Algebra (or higher)*	3
Social Science Elective*	3

Thirty-six hours are required for this program. Students enrolled in this program of study would obtain the general education degree hours from a participating college or university of their choosing.

\*See General Education Requirements course descriptions.

## **Associate of Applied Science in Law Enforcement Administration**

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Students enrolled in this program of study would obtain up to 36 degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

<b>Criminal Justice Institute</b>	<b>Credits</b>
Thirty-six credit hours.	
School of Law Enforcement Supervision	9
Law Enforcement Administration & Management	3
Integrity in Law Enforcement	3
Legal Aspects of Law Enforcement	3
Varied Principles of Law Enforcement	3
DWI Detection and Field Tests	3
Law Enforcement Communications	3
Crisis Negotiations	3
Law Enforcement Training Academy+ (Arkansas Law Enforcement Training Academy)	6

### **Required General Education Courses**

Twelve hours required.

	<b>Credits</b>
CA 1903 Introduction to Computers*	3
ENG 1003 Freshman English I*	3
ENG 1013 Freshman English II* <b>OR</b>	
ENG 1023 Technical Writing*	3
MATH 0033 Intermediate Algebra (or higher)*	3

**Additional General Education**

Fifteen hours required.

CRIM 1023 Introduction to Criminal Justice	3
CRIM 2043 Community Relations in the Administration of Justice	3
POSC 2103 U.S. Government *	3
SCOM 1203 Oral Communications*	3
SOC 2213 Principles of Sociology* <b>OR</b>	
PSY 2513 Introduction to Psychology*	3

+These hours are earned through completion of the Arkansas Law Enforcement Training Academy, or its equivalent, based upon the Commission on Law Enforcement Standards and Training. Students enrolled in this program of study would obtain the general education hours from a participating college or university of their choosing.

\*See for General Education Requirements course descriptions. Sixty-three hours are required for this program.

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## EDUCATION

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### Associate of Applied Science in Early Childhood Education

The Associate of Applied Science degree in Early Childhood Education is designed to train and educate individuals who are current or future employees in the child care industry. This degree program has been developed with input from childcare practitioners, from The National Association for the Education of Young Children, and from educators at other colleges and universities.

Structured to meet the needs of those currently working in childcare centers, the degree can normally be completed in a two-year or four-year cycle. Many of the courses will transfer to a four-year institution and may be applied toward a baccalaureate degree in Early Childhood/Elementary Education.

All students will be mandated by state law to be fingerprinted, and have a criminal background check by the Arkansas State Police and the FIB, at the student's expense. Persons convicted of crimes may not be eligible to enter the program.

Areas of emphasis in the Associate of Applied Science Degree in Early Childhood Education are:

- Child Development & Learning Assessment
- Curriculum Development & Implementation Professionalism
- Family and Community Relations Field Experience

The program of study includes 66 credit hours of courses and practicum: General Education Core, 18 hours; Early Childhood Core, 36 hours; and Technical Support/Related Core, 12 hours.

**General Education Core**

Eighteen hours required.

**Credits**

CA 1903 Introduction to Computer Concepts* <b>OR</b>	
CIS 1013 Introduction to Computer Information Systems * <b>OR</b>	

	<b>Credits</b>
ADMS 2413 Word/Information Processing*	3
ENG 1003 Freshman English I*	3
ENG 1013 Freshman English II*	3
MATH 0033 Intermediate Algebra* (or higher)	3
PSY 2513 Introduction to Psychology*	3
SOC 2213 Principles of Sociology*	3

### **Early Childhood Core**

Thirty-six hours required.

ECH 1003 Foundations of Early Childhood Education	3
ECH 1013 Child Growth and Development	3
ECH 1023 Environment for Young Children	3
ECH 2003 Practicum	3
ECH 2013 Survey of Early Childhood Education	3
ECH 2033 Literacy for Children/Families	3
ECH 2043 Art, Music, and Creative Movement	3
ECH 2053 P. E. for Young Children	3
ECH 2063 The Family	3
ECH 2123 Literature for the Young Child	3
ECH 2143 Program Development for Preschoolers	3
ECH 2163 Parenting and Community	3
ECH 2173 Child Development	3
ECH 2183 Science and the Young Child	3
HEC 2203 Nutrition in the Life-Cycle	3
HLTH 2523 First Aid and Safety*	3
MATH 1043 Numeracy Acquisition*	3

Additional courses may be designed to meet state and federal education requirements.

### **Technical Support/Related Core**

Twelve hours required.

ADMS 2073 Professional Development	3
ECH 2073 Child Abuse/Neglect	3
MGMT 2603 Leadership Issues	3
MGMT 2613 Principles of Supervision	3
SCOM 1203 Oral Communications*	3

\*See General Education Requirements course descriptions.

## **Associate of Applied Science in Early Childhood Education**

### **Suggested Course Sequence**

#### **First Year**

#### **Fall Semester**

	<b>Credits</b>
ENG 1003 Freshman English I	3
MATH 0033 Intermediate Algebra (or higher)	3
ECH 2183 Science and the Young Child	3
ECH 2123 Literature for the Young Child	3
ADMS 2073 Professional Development	3

<b>Spring Semester</b>	<b>Credits</b>
ENG 1013 Freshman English II	3
CA 1903 Introduction to Computer Concepts <b>OR</b>	
CIS 1013 Introduction to Computer Information Systems <b>OR</b>	
ADMS 2413 Word/Information Processing	3
ECH 2053 P.E. for Young Children	3
MGMT 2603 Leadership Issues	3
MGMT 2613 Principles of Supervision	3

<b>Summer Term</b>	
MATH 1043 Numeracy Acquisition	3
ECH 2143 Program Development for Pre-Schoolers	3

**Second Year  
Fall Semester**

	<b>Credits</b>
PSY 2513 Introduction to Psychology	3
ECH 2163 Parenting and Community	3
ECH 2073 Child Abuse and Neglect	3
ECH 2033 Literacy for Children and Families	3
HEC 2203 Nutrition in the Life-Cycle	3

<b>Spring Semester</b>	
SOC 2213 Principles of Sociology	3
HLTH 2523 First Aid and Safety	3
SCOM 1203 Oral Communications	3
ECH 2043 Art, Music, and Creative Movement	3
ECH 2063 The Family	3

## **Fire Science One-Year Certificate**

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The Fire Science program is designed to provide the students with the knowledge of modern municipal and rural fire protection and the skills to apply that knowledge effectively. Students are introduced to the various aspects of fire science through classroom and laboratory exercises. Part of the instruction takes place at area fire departments on a flexible schedule using nights and weekends to allow those already in firefighting, as well as those desiring to enter the field, maximum participation. This program is a career-laddering process with the first year graduate receiving a one-year certificate. Graduates should be prepared to enter the fire service at an entry firefighter level and to have met the qualifications of NFPA 1023 and 1013, Level I and II (Firefighter).

<b>Required Courses</b>	<b>Credits</b>
CA 1903 Introduction to Computer Concepts	3
EMS 2009 Emergency Medical Technician	9
ENG 1003 Freshman English I*	3
FS 1002 Hazardous Materials for Fire fighters	2
FS 1023 Firefighter I	3
FS 1033 Firefighter I-A	3
FS 1093 Principles of Emergency Services	3
FS 1013 Fire Apparatus, Hydraulics, and Water Supply	3
FS or EMS Electives	1

\*See General Education Requirements course descriptions.

Thirty credit hours are required for the certificate.

This certificate program will count towards an A.A.S. degree in General Technology.

Within the Fire Science program, some courses are offered through correspondence for those who wish to pursue these studies, but who cannot attend classes on campus. Students should contact the Fire Science Department for more information.

Fire Science courses offered by correspondence are:

- FS 1022 Fire Department Orientation and Terminology
- FS 2001 Fire Prevention and Education
- FS 2043 Special Problems in Fire Protection
- FS 2082 Fire Prevention Codes and Ordinances

## Associate of Applied Science in Fire Science

The Associate of Applied Science degree in Fire Science is designed to enable individuals to draw on technical and professional knowledge in making effective decisions concerning fire science. Through technical education the individual acquires specialized knowledge in this field of public service and develops specific competencies for the performance of fire service administrative and supervisory duties.

The curriculum includes areas such as the scientific understanding of fire hazards and their control and general courses that prepare one to work with people harmoniously. This program also enables the student to make proper decisions while on and off the emergency scene.

Through classroom and laboratory exercises, the student is introduced to various fire service hazards, fire prevention problems, fire suppression problems, hazardous materials, and fire service administrative problems. The student is taught numerous skills which include figuring pump hydraulics, investigating arson scenes, firefighting strategies, instruction of other fire fighters, fire inspections, and emergency medical care. A part of the instruction takes place at area fire departments on a flexible schedule using nights and weekends to allow maximum participation.

Upon completion of this program, the student should be prepared to advance to a company level officer in a career department, or a higher level officer in the volunteer service.

This program utilizes National Fire Academy and Arkansas Fire Academy courses, as well as courses developed by Black River Technical College Fire Training Center.

Sixty credit hours are required for this degree.

<b>Required Courses</b>	<b>Credits</b>
CA 1903 Introduction to Computer Concepts	3
ENG 1003 Freshman English I*	3
ENG 1013 Freshman English II*	3
EMS 2009 Emergency Medical Technician	9
FS 1002 Hazardous Materials for Fire fighters	2
FS 1023 Firefighter I	3
FS 1033 Firefighter I-A	3
FS 1013 Fire Apparatus, Hydraulics, and Water Supply	3
FS 1093 Principles of Emergency Service	3
FS 2013 Firefighter II	3
FS 2133 Fire Prevention	3
FS 2033 Building Construction for Firefighters	3
FS 2163 Fire Protection Systems	3
FS 2183 Fire Officer I	3
MATH 0033 Intermediate Algebra (or higher) *	3
PE 1002 Concepts of Physical Education*	2

Social Science Elective*	<b>Credits</b>
FS or EMS Electives	3
	5

\*See General Education Requirements course descriptions.

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## HEALTH

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### Dietary Manager One-Year Certificate

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The Dietary Manager program is a course of study containing classroom and clinical experience as outlined by the Dietary Manager's Association (DMA). The program prepares selected students to manage food service operations. Students receive instruction regarding management of health care facilities. Students complete a minimum of 150 hours of clinical experience under the supervision of a registered dietitian, as required by Dietary Managers Association.

Students will learn to manage the production of food services, including routine nutritional services, ordering supplies, equipment maintenance of food, kitchen materials, provide nutritional care for patients including assessment and education in the absence of dietitian, work with the computer in data management for food services, and apply human relations techniques to personnel problems.

Students are required to purchase liability insurance each semester (approximately \$16.00), the purchase of uniforms (approximately \$35.00), and textbooks (price varies with class schedule). Students are also required to become student members of the Dietary Manager Association for a fee of \$35.00. Students are also responsible for transportation costs associated with travel to clinical sites. Students are required to take a TB skin test before enrollment. Prospective students must have a high school diploma or equivalent (GED).

The Dietary Manager program is approved by the Dietary Manager Association, 406 Surrey Woods Drive, St. Charles, IL 60174 (800) 323-1908. Upon completion of course requirements, students are eligible to take the credentialing exam given by DMA. The cost of the exam is not included in the program costs. Students who pass the exam become Certified Dietary Managers (CDM) and Certified Food Protection Professionals (CFPP).

<b>First Semester</b>	<b>Credits</b>
ENG 1003 Freshman English I* <b>OR</b>	
SCOM 1203 Oral Communications*	3
HEC 1001 Field Experience I	1
HEC 1003 Food Science	3
HEC 1101 Orientation to Health Care	1
HEC 1102 Sanitation and Safety	2
HEC 1103 Food Systems Management	3
NRS 2203 Basic Human Nutrition	3
<b>Second Semester</b>	
CA 1903 Introduction to Computer Concepts*	3
HEC 1002 Field Experience II	2
HEC 1202 Food Service Purchasing	2
HEC 1203 Normal and Modified Menu Planning	3
HEC 1303 Quantity Food Production	3
MATH 0023 Introductory Algebra (or higher)*	3

This certificate program will count towards an A.A.S. degree in General Technology.

\*See General Education Requirements course descriptions.

## Associate of Applied Science in Dietetics

The Associate of Applied Science degree in Dietetics prepares students to fulfill duties of mid-management positions between the registered dietitian and the food service supervisor. Students progress through the two-year program in a career-laddering process with the first year of the curriculum providing necessary background for the student to become a dietary manager.

This degree program is designed to enable individuals to draw on technical and professional knowledge in making effective decisions in dietetics. The curriculum combines instruction with 450 hours of clinical experience in hospitals, nursing homes, rehabilitation facilities, child care centers, and school systems. Clinical experiences are supervised by a registered dietitian.

Prospective students must meet all admission requirements of BRTC and the Dietary Manager program. Fees for liability insurance, uniforms, and student membership also apply. Students must successfully complete all college requirements and program requirements with a 2.00 GPA to be eligible for graduation.

Upon successful completion of the Associate of Applied Science in Dietetics, graduates will be able to function as members of the health care team and manage food facilities. The student may perform duties such as screening patients to determine nutritional status, develop nutritional care plans, calculate diets using a computer, provide nutrition education, monitor food quality, or supervise nutritional staff.

The Associate of Applied Science degree is accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, (312) 899-0040, ext. 5400. Students are eligible for active membership in the American Dietetic Association (ADA) upon graduation, and may take the registration exam given by ADA. The cost of the registration exam is not included in the program costs at BRTC. Students who pass the exam become Dietetic Technicians, Registered (DTR).

### **Program Mission:**

The Black River Technical College Dietetics Program will be an assessable, high-quality program that prepares entry-level Dietetic Technicians, Registered, and students who are prepared for successful employment or further education at the university level.

### **Program Goals:**

- The AAS in Dietetics will prepare graduates to be successfully employed as entry-level dietetic technicians and/or to continue their educational pursuits in a Didactic (DPD) or Coordinated Undergraduate Program (CP).
- The Dietetic Technician Program will assist students who seek to further their education at the DPD or CP level to foster a seamless education experience to meet varied learning styles of students.
- The Dietetic Technician program will prepare dietetic technicians who represent the diversity found in Black River Technical College's service area.

### **First Year**

#### **First Semester**

	<b>Credits</b>
CA 1903 Introduction to Computer Concepts*	3
HEC 1001 Field Experience I	1
HEC 1003 Food Science	3
HEC 1101 Orientation to Health Care	1
HEC 1102 Sanitation and Safety	2
HEC 1103 Food Systems Management	3
NRS 2203 Basic Human Nutrition	3

## Second Semester

HEC 1002 Field Experience II	2
HEC 1202 Food Service Purchasing	2
HEC 1203 Normal and Modified Menu Planning	3
HEC 1303 Quantity Food Production	3
MATH 0033 Intermediate Algebra*	3
SCOM 1203 Oral Communications*	3

## Second Year

### First Semester

ENG 1003 Freshman English I*	3
HEC 2003 Field Experience III	3
HEC 2103 Medical Nutrition Therapy	3
PSY 2513 Introduction to Psychology*	3
ZOOL 2004 Human Anatomy and Physiology I & Lab*	4

### Second Semester

ENG 1013 Freshman English II * OR	
ENG 1023 Technical Writing*	3
HEC 2201 Dietetic Technician Seminar	1
HEC 2202 Community Nutrition	2
HEC 2203 Nutrition in the Life Cycle	3
HEC 2223 Field Experience IV	3
MGMT 2613 Principles of Supervision	3
Social Science Elective*	3

\*See for General Education Requirements course descriptions.

## Emergency Medical Technician - Paramedic Five Semester Certificate

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The Emergency Medical Technician-Paramedic certificate program meets the minimum requirements for approval by the Arkansas State Department of Health, Division of Emergency Services, 4815 West Markham, Slot 38, Little Rock, AR 72205-3867, (800) 482-5400. The program has initial accreditation status by the Commission on Accreditation of Allied Health Programs (CAAHEP) Committee on Accreditation of Educational Programs for EMS Professions (CoAEMSP).

The course combines didactic training and laboratory training, clinical rotations and a field internship. Upon successful completion of the program, the student will be eligible to take the National Registry of Emergency Medical Technicians-Paramedic exam and the State of Arkansas Paramedic exam.

Individuals interested in enrolling in the program must meet the following requirements:

- be 18 years of age by the application deadline and provide a copy of birth certificate,
- meet all requirements for admission to Black River Technical College,
- meet all requirements of the Arkansas Department of Health, Division of Emergency Services,
- provide proof of current American Heart Association, Health Care Provider, CPR certification,

- provide proof of current EMT-A certification, which must show certificate number and expiration date,
- submit three letters of recommendation,
- complete physical exam documenting good physical and mental health,
- be interviewed by the EMT-Paramedic program admissions committee.

Applicants must complete all enrollment requirements before the student selection for each class is made. Students are required to purchase malpractice insurance before entering Clinical Rotation I and Field Internship I. This insurance is available through a group policy at BRTC.

A final grade of “C”, or higher, is required in each course.

Students must successfully complete the Emergency Medical Technician class (EMS 2009) and pass the National Registry of Emergency Technicians (NREMT) basic test. Students are required to provide a copy of their EMT-basic card (State or NREMT) before enrolling in the paramedic core classes. In the event that they have not received their EMT-B cards, students are required to contact the instructor for further instruction.

<b>First Semester (Fall)</b>	<b>Credits</b>
EMS 1013 Anatomy and Physiology	3
EMS 1023 Pre-hospital Environment	3
EMS 1033 Pharmacology	3
EMS 1043 Preparatory	3
EMS 1072 Medical Emergencies I	2
EMS 1054 Clinical Rotation I	4
<b>Second Semester (Spring)</b>	
EMS 1064 Trauma	4
EMS 2002 Medical Emergencies II	2
EMS 1103 OB/GYN/Neonatal	3
EMS 1074 Clinical Rotation II	4
EMS 1011 Field Internship I	1
EMS 1084 Cardiac Emergencies	4
<b>Third Semester (Intersession)</b>	
***EMS 2033 Special Considerations Operations	3
EMS 2001 Lab I	1
<b>Fourth Semester (Summer I)</b>	
EMS 2011 Lab II	1
EMS 2003 Field Internship II	3
MATH 0013 Pre-Algebra or higher	3
<b>Fifth Semester (Summer II)</b>	
EMS 2053 Field Internship III	3
ENG 1003 Freshman English I *	3

\*General Education requirements course descriptions.

\*\*\* EMS 2033 Special Considerations/Operations - Class begins May 15 and ends June 29th.

**Clinical observation will be scheduled in the following areas:**

- Emergency Department - 220 Hours
- Intensive Care - 80 Hours
- OB/Newborn Nursery - 20 Hours
- Pediatrics - 12 Hours
- Mental Health - 12 Hours

**336 Hours of Paramedic ambulance internship will be scheduled in a combination of the following areas:**

- Hospital based ambulance service
- Fire Department based ambulance service
- Private based ambulance service.

If the EMT-Paramedic student is a registered nurse, or licensed practical nurse, certain hours of clinical requirements may be waived by the program and medical director.

## **Associate of Applied Science in Emergency Medical Technician-Paramedic**

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The Associate of Applied Science degree in EMT-Paramedic is designed to provide students with the knowledge of extensive pre-hospital care and skills necessary to apply that knowledge effectively. Through classroom and laboratory exercise, clinical observations, and ambulance internships, the student is introduced to patient assessment, administration of drugs both orally and intravenously, interpretation of electrocardiograms (EKGs), performing endotracheal intubations, and use of monitors and other complex medical equipment. Graduates will find opportunities for employment in municipal fire departments, private ambulance services, hospitals, and private industry. The program combines didactic training, clinical rotations, and a field internship. Upon successful completion of the program, the student will be eligible to take the National Registry of Emergency Medical Technicians Paramedic exam and the State of Arkansas Social Science Elective 3 Paramedic exam.

<b>First Semester (Fall)</b>	<b>Credits</b>
ENG 1003 Freshman English I*	3
EMS 2009 Emergency Medical Technician	9
<b>Second Semester (Spring)</b>	
CA 1903 Introduction to Computer Concepts*	3
ENG 1013 Freshman English II* <b>OR</b>	
ENG 1023 Technical Writing	3
MATH 0033 Intermediate Algebra*	3
FS 1002 Hazardous Materials	2
**Social Science Elective	3

Students must successfully complete the Emergency Medical Technician class (EMS 2009) and pass the National Registry of Emergency Technicians (NREMT) basic test. Students are required to provide a copy of their EMT-basic card (State or NREMT) before enrolling in the paramedic core classes. In the event that they have not received their EMT-B cards, students are required to contact the instructor for further instruction.

<b>Third Semester (Fall)</b>	
EMS 1013 Human Anatomy & Physiology	3
EMS 1023 Pre-hospital Environment	3
EMS 1033 Pharmacology	3
EMS 1043 Preparatory	3
EMS 1072 Medical Emergencies I	2
EMS 1054 Clinical Rotation I	4
<b>Fourth Semester (Spring)</b>	
EMS 1064 Trauma	4
EMS 2002 Medical Emergencies II	2
EMS 1103 OB/GYN/Neonatal/Pediatrics	3
EMS 1084 Cardiac Emergencies	4
EMS 1011 Field Internship I	1
EMS 1074 Clinical Rotation II	4

	<b>Credits</b>
<b>Fifth Semester</b> (Intersession)	
EMS 2033 Special Considerations/Operations	3
EMS 2001 Lab I	1
<b>Sixth Semester</b> (Summer I)	
EMS 2011 Lab II 1 EMS 2003 Field Internship II	3
<b>Seventh Semester</b> (Summer II)	
EMS 2053 Field Internship III	3

\*See General Education Requirements course descriptions.

**Clinical observation will be scheduled in the following areas:**

- Emergency Department Intensive Care - 220 Hours
- Surgery Department - 80 Hours
- OB/Newborn Nursery - 40 Hours
- Pediatrics - 12 Hours
- Mental Health - 12 Hours

**336 Hours of Paramedic ambulance internship will be scheduled in a combination of the following areas:**

- Hospital based ambulance service
- Fire Department based ambulance service
- Private based ambulance service.

## **Health Professions**

### **One-Year Certificate**

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This program is designed to prepare students for a variety of positions in health care. Students should work with their advisor to design an individualized program of study to meet specific career goals.

<b>Common Educational Requirements</b>	<b>Credits</b>
CA 1903 Introduction to Computer Concepts	3
ENG 1003 Freshman English I	3
ZOOL 2004 Human Anatomy and Physiology I with Lab	4
ZOOL 2414 Human Anatomy and Physiology II with Lab	4
MEDL 1003 Medical Terminology	3
BIOL 2104 Microbiology with Lab	4
ENG 1013 Freshman English II <b>OR</b>	
ENG 1023 Technical Writing	3
PSY 2513 Introduction to Psychology	3
NRS 2203 Basic Human Nutrition	3

**One emphasis area required:**

**Nursing Emphasis Requirements**

MTH 1213 Math for Nurses*	3
PSY 2003 Human Growth and Development	3

**Respiratory Emphasis Requirements**

CHM 1003 Introduction to Chemistry	3
GSP 1004 Physical Science with Lab	4
MATH 1023 College Algebra	3

**" Students must test into College Algebra or complete the required Developmental Courses based on ACT, ASSET or COMPASS scores prior to enrolling in Math for Nurses**

## **Medical Laboratory Assistant Technical Certificate**

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The program prepares individuals, under the supervision of laboratory technologists, to perform waived testing procedures, phlebotomy, lab safety, and general laboratory operation. Includes instruction in clinical procedures, various laboratory testing, communication, and interpersonal skills. Applicants must complete all enrollment requirements and submit all documents before the student selection for each Phlebotomy class is made.

<b>First Semester</b>	<b>Credits</b>
MEDL 1001 Introduction to Healthcare Issues	1
MEDL 1003 Medical Terminology*	3
MEDL 1022 Phlebotomy Practicum	2
MEDL 1024 Phlebotomy	4
MEDL 1033 Foundations of Human A & P <b>OR</b>	3

	<b>Credits</b>
ZOOL 2004 Human A & P I w/ Lab <b>AND</b>	4
ZOOL 2414 Human A & P II w/ Lab	4
ENG 1003 Freshman English I*	3

<b>Second Semester</b>	
MEDL 1034 Medical Lab Assisting	4
MEDL 1053 Medical Lab Assisting Practicum	3
BIOL 2104 Microbiology w/ Lab*	4
CA 1903 Introduction to Computer Concepts	3
MATH 0023 Introductory Algebra <b>OR</b> higher	3

**THIS PROGRAM IS ELIGIBLE FOR FINANCIAL AID**

\*See General Education Requirements course descriptions.

## **Nursing Assistant Certificate of Proficiency**

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The four-week Nursing Assistant certificate program, approved by the Department of Human Services, Office of Long-Term Care, Post Office Box 8059, Little Rock, AR 72203, (501) 682-6177, combines classroom instruction with clinical experience. Successful completion of the program will prepare the student for the state certification exam required for Nursing Assistant certification. Students can apply for employment in a hospital, nursing home, or as a home health nursing assistant.

Students are required to purchase liability insurance upon admission into the program. This is available through a group policy.

<b>Required Courses</b>	<b>Credits</b>
NA 1001 Introduction, Ethics, and Legal Aspects	1
NA 1201 Clinical Practicum	1
NA 1202 Nursing Arts	2
NA 1301 Restorative Care	1

**THIS PROGRAM IS INELIGIBLE FOR FINANCIAL AID**

## **Phlebotomy** **Certificate of Proficiency**

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This program prepares individuals, under supervision of physicians and other health care professionals, to draw blood samples from patients using a variety of intrusive procedures. Includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, veni-puncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations. Upon successful completion of this 13 credit-hour program, individuals will earn a certificate of proficiency.

Applicants must complete all enrollment requirements and submit all documents before the student selection for each class is made.

<b>Required Courses</b>	<b>Credits</b>
MEDL 1001 Introduction to Health Care Issues	1
MEDL 1003 Medical Terminology	3
MEDL 1022 Phlebotomy Practicum	2
MEDL 1024 Phlebotomy	4
MEDL 1033 Foundations of Human Anatomy and Physiology <b>OR</b>	
ZOOL 2004 & 2414 Human A&P I / Lab AND Human A&P II / Lab	3

**THIS PROGRAM IS INELIGIBLE FOR FINANCIAL AID**

## **Practical Nursing** **Three-Semester Certificate**

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The Practical Nursing program meets the minimum requirements for approval by the Arkansas State Board of Nursing, University Tower Building, Suite 800, 1123 South University Avenue, Little Rock, AR 72204, (501) 686-2700. The course combines classroom instruction with clinical experience. After graduation, students are eligible to apply to take the

NCLEX national examination administered by the Arkansas State Board of Nursing for licensure as a practical nurse. All students will be mandated by state law to be fingerprinted, and have a criminal background check by the Arkansas State Police and the FBI, at the student's expense. Persons convicted of crimes may not be eligible to write state board examinations. See nursing program chairperson for additional information.

Individuals interested in enrolling in the program must take the entrance test(s) administered by the college and must have a high school diploma, or equivalent (GED). Prospective students will be required to:

- possess physical and mental abilities essential for safe and effective client care
- have a cumulative GPA of 2.0 or higher
- pass a urine drug screen once enrolled in the PN program
- complete an application for the nursing program
- complete all pre-professional curricula (must have taken no longer than 5 years from application date with the exception of Introduction to Computer Concepts and Freshman English I)
- have an evaluation of GPA on pre-professional courses
- attend orientation on scheduled date
- complete nursing entrance exam on scheduled date. (Approximate cost of exam is \$25.00 and is the responsibility of the applicant.)

Once selected, students, top 5 alternates included, will be required to submit to and pass a criminal background check in

order to be accepted into the program and attend clinicals. The cost of this background check is approximately \$40.00 and is the responsibility of the student.

Applicants must complete all enrollment requirements and submit all documents to the Director of Admissions/Counseling before the student selection for each class is made. Students are required to purchase liability insurance prior to beginning Clinical Practicum. This insurance is available through a group policy at an approximate cost of \$16.00/semester. Additionally, an online testing fee of \$60.00 will be required each semester of the professional courses.

At the beginning of the first semester, students will also be required to pay for an online skills course, at a one-time fee of approximately \$50.00.

<b>Pre-professional Courses</b>	<b>Credits</b>
CA 1903 Introduction to Computer Concepts*	3
ENG 1003 Freshman English I*	3
NRS 2203 Basic Human Nutrition*	3
PSY 2003 Human Growth and Development*	3
ZOOL 2004 Human Anatomy and Physiology I & Lab*	4
ZOOL 2414 Human Anatomy and Physiology II & Lab*	4
MTH 1213 Math for Nurses	3

Students must have an ASSET, COMPASS, or ACT score high enough for MATH 1023, College Algebra, or complete the minimum of MATH 0033, Intermediate Algebra. Students who speak English as a second language must exhibit English competency as assessed by the ASSET or ACT.

Fulfillment of the pre-professional curriculum does not in itself ensure admittance into the professional program. (Please see PN professional program application/admission procedures.)

### **Professional Courses**

<b>First Semester</b>	<b>Credits</b>
PN 1006 Nursing I Clinical Practicum	6
PN 1007 Nursing Fundamentals	7
PN 1002 Fundamental Pharmacology	2

### **Second Semester**

<b>Medical/Surgical Nursing</b>	<b>Credits</b>
PN 1106 Clinical Practicum I	6
PN 1310 Medical-Surgical Nursing	10

### **Third Semester**

Nursing Speciality	
PN 1206 Clinical Practicum II	6
PN 1329 Nursing Specialty	9

A final grade of "C", or higher, is required in each nursing course. A "C" or higher is also required in the Pre-professional courses: Basic Human Nutrition, Human Anatomy and Physiology I and II with Labs, and Human Growth and Development.

\*See General Education Requirements course descriptions.

Practical Nursing MTH 1213 Math for Nurses / 3 credits (3 lec)

Prerequisite: Each student must meet the criteria under either (a) or (b) as follows:

- (a) Score 21 or above on the mathematics section of the ACT, or score 42-55 on the ASSET Intermediate Algebra test, or score on the COMPASS; or
- (b) the student must have earned a grade of "C" or higher in MATH 0033 Intermediate Algebra.

## Associate of Applied Science in Registered Nursing

### **(LPN/LPTN/LVN to RN Transition)**

**Note:** There is a special application and deadline for this program. This program is a 12-month program that combines classroom instruction with clinical experiences. Six LPN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a nontraditional delivery format of nursing theory by interactive video. The following institutions are members of the ARNEC program: Arkansas State University (ASU-N) – Newport, Black River Technical College (BRTC) – Pocahontas, Cossatot Community College of the University of Arkansas (CCCUA) – DeQueen, Ozarka College (OC) – Melbourne, South Arkansas Community College (SACC) – El Dorado, and the University of Arkansas Community College at Morrilton (UACCM).

The program will serve up to twenty students at each of the six distance learning sites. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 PM and clinical time will take place on weekends. This program was designed to meet the needs of working LPNs/LPTNs/LVNs.

This program meets the requirements of the Arkansas State Board of Nursing. Graduates of the program receive an Associate of Applied Science degree which prepares them to take the NCLEX-RN (the Registered Nurse licensing examination). Due to the strenuous nature of the nursing curriculum, the admitting institution reserves the right to determine eligibility of any student to enroll or continue in the nursing program. Eligibility is determined by the faculty's evaluation of the student's ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

### **Entrance Requirements**

Applicants must show proof of:

- Completion of an ARNEC program application packet
- Graduation from a State Board approved technical/practical nursing program
- Possess a valid, unencumbered LPN/LPTN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of "C" or better
- A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall required general education courses.
- An official high school transcript (or GED completion transcript)
- Official transcripts from all colleges attended
- All classes are taught in the English language, making it necessary that students are able to read, speak, write, and comprehend the English language proficiently. All international students and students who speak English as a second language must pass a Test of English as a Foreign Language (TOEFL).
- Taking the LPN GAP (General Achievement Profile) exam
- Drug screen (per admitting institution protocol)

Students will be ranked and selected based on required general education course GPA and LPN GAP (comprehensive exam) scores. Students must comply with the admission requirements set forth by BRTC in addition to the ARNEC requirements.

### **Acceptance**

Applicants that are selected for admission must notify the ARNEC institution that they will be attending to verify and ac-

cept placement. Upon acceptance into the program, the student must provide the following:

- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
- Current PPD Skin Test or Chest X-Ray
- Verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed.
- Applicants may lack one of the required general education courses by August
- All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.
- Selected applicants must take and pass a medical math competency exam with a 90% pass rate. Applicants will have three chances to successfully pass the exam by November 15. A practice test will be provided to the applicant prior to testing.
- After the math competency exam has been successfully passed, the selected applicant must complete and pass the background check. An instruction sheet will be provided to the applicant (approximately a \$39.00 cost).

Students selected for admission will receive a letter of acceptance into the program by mid-October, and will need to provide BRTC a written letter stating that they are accepting the invitation and will enroll in the program. This letter can be emailed to the program chair, faxed, or brought to the nursing department in person. If the student chooses to email or fax their letter of acceptance, they should follow up by calling the nursing department to make sure it was received. In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

### **Academic Progression**

In order to progress in the nursing curriculum, the student must meet the following criteria:

- The student must maintain a 2.0 “C” (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest “C” grade) to progress.
- See Graduation Policy below to review the final comprehensive exit exam that must be passed for program completion.

### **Re-admission Candidates**

Re-admission into the program will be considered on a space available basis only. Readmission will be decided by the admitting institution. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution’s appeal procedures.

### **Transfers**

Due to differences in nursing curriculum in other nursing programs, ARNEC will not accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

### **Advanced Placement of Students**

Refer to the Advanced Placement of Students policy in the BRTC catalog.

### **Note to All Applicants**

ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.

### **Graduation Policy**

Students must have successfully completed all general education courses and all nursing courses with a grade of “C” or

better. Upon completion, the student's status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

Students MUST achieve a score at or above the current national passing average on the final comprehensive exit exam to complete the requirements for the NCLEX-RN Preparation course. The student will be allowed to take the final comprehensive exit exam a total of three times. Students cannot sit for each exam attempt more than once per day. Should the student not achieve the required score after the third attempt, then it will be recommended for the student to attend an NCLEX-RN Review course. If the student fails the final comprehensive exit exam after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be recommended to sit for the NCLEX-RN. An "I" (incomplete) grade will be temporarily given. The student must also comply with their attending college's grading policies (see college catalog). Prior to the end of the spring semester, the student must contact their Program Chair to schedule up to three additional attempts on the exit exam. If the student passes (achieves a score at or above the national average), then the student will have completed the requirement for completion of the NCLEX-RN Preparation course, and be awarded the AAS in Nursing degree, which allows them to apply to sit for the NCLEX-RN licensing examination. If the student is unsuccessful (does not achieve a grade at or above the national passing average) on their three additional attempts on the final comprehensive exit exam, then their "I" (incomplete) grade will be converted to a failing grade.

After the student passes the final comprehensive exit exam, they will complete the remaining 50% of the NCLEX-RN Preparation course. The other 50% of this course is completed via the online review course that students complete toward the end of the fall semester.

**Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LPTN to RN Transition program does NOT automatically enable the student to sit for the NCLEX-RN. This is determined by the Arkansas State Board of Nursing.**

### General Education Requirements:

	Credits
ZOOL 2004 Human Anatomy & Physiology I with lab	4
ZOOL 2414 Human Anatomy & Physiology II with lab	4
BIOL 2104 Microbiology with lab	4
ENG 1003 Freshman English I	3
ENG 1013 Freshman English II	3
MATH 0033 Intermediate Algebra (or higher)+	3
MTH 1213 Math for Nurses+	3
NRS 2203 Basic Human Nutrition	3
PSY 2013 General Psychology <b>OR</b>	
PSY 2513 Introduction to Psychology	3
PSY 2003 Human Growth & Development	3
CA 1903 Intro to Computer Concepts <b>OR</b>	
CIS 1013 Intro to Computer Information Systems	3

**Total General Education Requirements:** 36 hours

+Students must complete Intermediate Algebra or higher **AND** Math for Nurses.

### Nursing Course Curriculum:

Tuition for Registered Nursing Core Courses will be assessed as follows:

- \$70 per credit hour for Arkansas Residents
- \$178 per credit hour for Out-of-State Residents
- An online testing fee of \$60 will be required each semester.

<b>Spring Semester</b> (16 weeks):	Lecture/Wk	Lab/Wk
RNSG 2119 Nursing Process I	9	0
RNSG 2123 Nursing Practicum I	0	9
<b>Total Theory Hours:</b> 144		

Total Practicum Hours: 144

**Summer Semester (12 weeks):**

	Lecture/Wk	Lab/Wk
RNSG 2216 Nursing Process II	8	0
RNSG 2223 Nursing Practicum II	0	9
<b>Total Theory Hours: 96</b>		
Total Practicum Hours: 108		

**Fall Semester (16 weeks):**

RNSG 2318 Nursing Process III	8	0
RNSG 2311 NCLEX-RN Preparation	1	0
RNSG 2323 Nursing Practicum III	0	9
<b>Total Theory Hours: 144</b>		
Total Practicum Hours: 144		

**Total Program Nursing Theory Hours: 384**

**Total Program Nursing Practicum Hours (1:3 Ratio): 396**

**Total General Education Requirement Hours: 36 Hours**

Total Nursing Course Requirement Hours: 33 Hours

**Total Completion Hours for AAS in Nursing: 69 Hours**

## **Associate of Applied Science in Respiratory Care**

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The Respiratory Care program meets the requirements for approval by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021-4224, (800) 574-5615, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355. The course combines didactic, laboratory, and clinical learning experiences. Respiratory Care as a profession is concerned with the assessment, diagnosis, and management of patients with cardiopulmonary diseases and abnormalities. The Respiratory Care Practitioner can work in a variety of arenas including: hospitals, physician clinics, home-care settings, and medical sales. Sophisticated equipment is used in the treatment of such lung disorders as asthma, emphysema, pneumonia, and bronchitis. Practitioners also provide patient and community education.

Respiratory Care Practitioners are important members of the critical care team in hospital Intensive Care Units and Emergency Transport Teams. They use mechanical ventilators and monitoring equipment to support breathing in patients who have sustained a life-threatening illness or insult. In Pulmonary Function, Cardiopulmonary Stress Testing and Arterial Blood Gas Labs, they assist the physician in the determination of the type and extent of disease and monitor the responsiveness to a particular treatment regimen.

Students who are accepted and enrolled in Clinical Practice I will be assessed a \$15.00 fee for liability insurance. Students enrolled in Clinical Practice II will be assessed a \$40.00 fee for the first required AMP self-assessment exam. Students enrolled in Clinical Practice III will be assessed a \$245.00 fee for their second year liability insurance (\$15.00), the second required AMP self-assessment exam (\$40.00), and their CRT board exam fee (\$190.00). The previously mentioned fees will be included in each student's tuition/fees, and will be collected as such by the College at the beginning of each respective semester. Students will also be required to become members of the American Association of Respiratory Care, which has dues of \$50.00 per year. These dues will be collected at the beginning of each Fall Semester that students are enrolled in the program.

Students are required to attend a 3-day/2-night rotation in Memphis in the Neonatal Intensive Care Unit. Students will be responsible for any and all overnight expenses. Uniforms are required for clinical practice. A complete list of books and supplies are available to students. Students are required to take a TB skin test before enrollment and to submit all proof of immunization requested by the college. Prospective students must have a high school diploma or equivalent (GED). Classes begin in the Fall Semester only.

Students will be required to achieve a passing score on their Self-assessment exam before the end of Clinical Practicum III.

If a passing score is not made the student will be required to take a four-week remediation course.

A final grade of "C, or higher, is required in each course. A grade of "D" or "F" in a professional course is not acceptable for progression in the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program.

Prerequisite testing scores: ACT scores of 17 or better, or ASSET scores of 37 or above, or completion of Introductory Algebra with a "C" or better. The Associate of Applied Science in Respiratory Care degree prepares students to advance their training to the registry level if desired, or simply broaden their scope of knowledge while performing a therapist's role. Students may elect to attend a registry program or choose to challenge the registry exam after 4 years of clinical experience (post certification), provided they have 62 college hours, including the specified math and science courses.

The National Board for Respiratory Care (NBRC) guidelines for the registry exam requires 62 college hours which must include the following: anatomy and physiology, chemistry, physics, microbiology, and algebra.

Note: Sixty-two college hours must be taken to satisfy all the NBRC requirements for writing the registry examination--Advanced Practitioner Exam. Sixty hours are required for the associate degree.

Students successfully completing the program requirements are awarded an Associate of Applied Science and are required to sit the NBRC Entry Level Examination. Students are required to complete an application to sit for their boards prior to graduation. This will be submitted along with their exam fee and certificate of completion. Graduates will be responsible for scheduling the date and time to sit for their board exams. Upon passing the Entry-Level Exam, graduates are awarded the Certified Respiratory Therapist credential (CRT).

Class size is limited and all applicants may not be selected for participation in the professional curriculum. Students interested in enrolling in the professional curricula will be required to:

- complete all the pre-professional curricula
- complete an application for admittance into the professional curriculum
- submit ASSET/ACT scores
- submit all official transcripts
- complete an interview process.

Transcripts "issued to the student" will not substitute for official transcripts.

The selection process will begin the first week of August. This allows students to take pre-professional courses in the summer sessions. Further information about the selection process is listed on the BRTC website.

## Pre-professional Courses

	<b>Credits</b>
BIOL 2104 Microbiology with Lab	4
CA 1903 Introduction to Computer Concepts*	3
CHEM 1003 Introduction to Chemistry*	3
ENG 1003 Freshman English I* <b>OR</b>	
ENG 1023 Technical Writing	3
GSP 1004 Physical Science with Lab	4
MATH 1023 College Algebra	3
MEDL 1003 Medical Terminology	3
NRS 2203 Basic Human Nutrition	3
Introduction to Psychology	3
ZOOL 2004 Human Anatomy and Physiology I with Lab*	4
ZOOL 2414 Human Anatomy and Physiology II with Lab*	4

\*See General Education Requirements course descriptions.

A final grade of "C" or higher is required in all the pre-professional courses. BRTC reserves the right to accept students who have not completed all the pre-professional courses. This will be done only if the class cannot be filled from the available pool of applicants. If this is necessary, priority will be given to those students who have successfully completed and passed, with a "C" or higher, and have the most hours of the pre-professional courses.

Fulfillment of the pre-professional curriculum does not in itself ensure admittance into the professional program. (Please see RC professional program application/admission procedures.)

*All students will be mandated by state law to be fingerprinted and have a criminal background check by the Arkansas State Police and the FBI, at the student's expense. Persons convicted of crimes may not be eligible to write state board examinations. See the Respiratory Care Program director for additional information.*

## Professional Courses

<b>Summer I Semester</b>	<b>Credits</b>
RES 1001 Beginning Pharmacology	1
RES 1005 Respiratory Care Sciences	5
<b>Summer II Semester</b>	
RES 1105 Non-Critical Care	5
RES 1501 Respiratory Equipment Lab I	1
<b>Fall Semester</b>	
RES 2004 Clinical Practicum I	4
RES 2003 Cardiopulmonary Anatomy and Physiology	2
RES 2103 Mechanical Ventilation I	3
RES 2203 Respiratory Critical Care	3
RES 2401 Respiratory Care Lab II	1
RES 1302 Internal Medicine I	2
<b>Spring Semester</b>	
RES 2303 Mechanical Ventilation II	3
RES 2503 Neonatal and Pediatric Respiratory Care	3
RES 2007 Clinical Practicum II	7
RES 2102 Advanced Cardiopulmonary Evaluation	2
RES 2502 Internal Medicine II	2

All individuals who enroll in accredited respiratory care education programs as of January 1, 2002, will be required to graduate from either an entry or advanced level education program with a minimum of an associate degree to qualify for the CRT Examination.

All graduates of the Respiratory Care program at BRTC, who have been unsuccessful in passing their NBRC Entry-Level Exam, may audit RC classes at BRTC one time, as a source of review. The tuition will be waived but the student is responsible for any fees and/or insurance costs. The tuition will be waived, but the student is responsible for fees and/or insurance costs.

## Future Plans

We at BRTC are excited and pleased to announce an upgrade in our Respiratory Care program to the 200 (Registry) level! With the addition of advanced level courses our students will be able upon graduation to pass CRT and then sit for the national registry level exams in Respiratory Care.

It is our every intention to have this available Summer Semester May, 2008. All pre-requisites and general education classes must be completed prior to entry into the Respiratory Care program. There will be an upgrade in the level of math from intermediate algebra to college algebra. In conjunction, we will provide a CRT to RRT Bridge program. Candidates with Associate of Applied Science in Respiratory Care which have the CRT credential will qualify for the Bridge Program.

## Associate of Applied Science in General Technology

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The Associate of Applied Science degree program in General Technology allows the student to design an individualized program of study in order to fulfill a unique career goal that cannot be met through the completion of any single technology program offered by the college. This is accomplished by selecting courses from two or more different technical disciplines and developing a coherent technical program having both a major technical focus and support courses directly related to the career objective.

The curriculum will consist of the following:

### I. General Education Courses (15 credit hours)

	<b>Credits</b>
•CA 1903 Introduction to Computer Concepts*	3
•ENG 1003 Freshman English I*	3
•ENG 1013 Freshman English II* <b>OR</b>	
•ENG 1023 Technical Writing*	3
•MATH 0033 Intermediate Algebra* <b>OR</b>	
•MATH 1023 College Algebra*	3
•Social Science Elective*	3

\*See General Education Requirements course descriptions.

### II. Major Technical Discipline (24 credit hours)

Courses in one of the following major areas must be the focus of the program.

- Administrative Services
- Auto Collision Repair Technology
- Automotive Service Technology
- Dietary Manager
- Fire Science
- Industrial Electricity/Electronics
- Industrial Maintenance Technology
- Machine Shop
- Microcomputer Business Applications
- Welding

### III. Minor/Related/Support Courses (24 credit hours)

The student will select one of three options to complete the A.A.S. degree program.

- Completion of two 9-12 semester credit hours for minors.
- Completion of one 12-18 semester credit hours, and 6-12 semester credit hours of support or related courses.
- Completion of a second 24-hour major.

Each student enrolling in this degree program will be required to develop a degree plan which indicates the student's major and minor. The minor will be selected from one of three options previously listed. The degree plan will require approval of the Technical Education Division Chair and the Vice-President for Academics.

## Associate of Applied Science in General Technology

### Option for Licensed Practical Nurses Only

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Sixty-one credit hours required for the Option for Licensed Practical Nurses Only. The curriculum will consist of the following:

<b>I. General Education Courses</b> (15 credit hours)	<b>Credits</b>
ENG 1003 Freshman English I*	3
ENG 1013 Freshman English II*	3
CA 1903 Introduction to Computer Concepts*	3
MTH 1213 Math for Nurses	3
PSY 2003 Human Growth and Development*	3

**II. Major Technical Discipline** (24 credit hours)  
 Practical Nursing Certificate

<b>III. Minor/Related/Support Courses</b> (22 credit hours)	<b>Credits</b>
ZOOL 2004 Human Anatomy and Physiology I with Lab*	4
ZOOL 2414 Human Anatomy and Physiology II with Lab*	4
BIOL 2104 Microbiology with Lab*	4
CHEM 1011 General Chemistry I Lab*	1
CHEM 1013 General Chemistry I*	3
NRS 2203 Basic Human Nutrition*	3
PSY 2013 General Psychology* <b>OR</b>	3
**PSY 2513 Intro to Psychology	

\*See General Education Requirements course descriptions.

\*\* Note Addendum

## **Industrial Electricity/Electronics**

### **One-Year Certificate**

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The Industrial Electricity/Electronics program is designed to prepare students for jobs in the use and maintenance of common electrical and electronic devices and instruments. Upon completion of the program, a Certificate of Competency in the field of Industrial Electricity/Electronics is awarded the student. With this certificate, the door is opened to many different types of employment in the field of electricity. Factory and plant maintenance, electrical and electronic installations for industrial and shipboard applications, appliance repair, electric power line work, and electronic circuit assembly and trouble-shooting are typical fields of work for the graduate. In addition to the non-licensed fields of work, the graduate is afforded a thorough background in the electrical wiring rules and procedures for both industry and residential applications as required by licensed electricians. All rules and practices are in accordance with the National Electrical Code. This knowledge gives those who choose to enter the Electrician's Apprenticeship Program a large advantage.

<b>First Semester</b>	<b>Credits</b>
ELT 1103 Basic Electricity/Electronics**	3
ELT 1204 AC/DC Fundamentals	4
ELT 1406 Industrial Electrical Systems	6
MTH 1043 Technical Math	3
<b>Second Semester</b>	
ELT 1304 Motors and Motor Controls	4
ELT 1506 Electronic Circuits	6
ELT 1604 Programmable Logic Control Technology	4
ENG 1003 Freshman English I * <b>OR</b>	
SCOM 1203 Oral Communications* <b>OR</b>	
COM 1013 Career Communications*	3

\*\* Co-Requisite Course

This certificate program will count towards an A.A.S. degree in General Technology.

\*See General Education Requirements course descriptions.

# Associate of Applied Science in Industrial Maintenance Technology

The Associate of Applied Science degree in Industrial Maintenance Technology prepares students to work in an industrial maintenance field. Students receive training in the following diverse areas:

- Air Conditioning
- Machine Tool Technology
- Electricity/Electronics
- Supervisory Management Skills
- Hydraulics
- Welding

## **General Education courses-** 18 hours

The 60-hour Associate of Applied Science degree should provide the necessary course work to make the graduate employable. This program provides industries with workers cross-trained in several areas of industrial needs and includes the development of supervisory and leadership skills.

Employees already working in industry are provided the opportunity to come back to school and acquire additional training, which should make them more qualified to apply for better paying jobs when they become available within their existing plants.

\*See General Education Requirements course descriptions.

<b>Required Courses</b>	<b>Credits</b>
CA 1903 Introduction to Computer Concepts*	3
IMT 1703 Hydraulics	3
ELT 1103 Basic Electricity/Electronics	3
ELT 1304 Motors and Motor Controls	4
ELT 1406 Industrial Electrical Systems	6
ELT 1506 Electronic Circuits	6
ELT 1604 Programmable Logic Control Technology	4
ENG 1003 Freshman English I*	3
ENG 1013 Freshman English II* <b>OR</b>	
ENG 1023 Technical Writing*	3
MATH 0033 Intermediate Algebra (or higher) *	3
MEH 1103 Introduction to Machine Process	3
MEH 1203 Basic Blueprint Reading <b>OR</b>	
TECH 1803 Computer Aided Drafting and Design I	3
MEH 1503 Fundamentals of CNC	3
MGMT 2603 Leadership Issues <b>OR</b>	
MGMT 2613 Principles of Supervision	3
WLD 1003 Gas Shield Arc Welding	3
WLD 1023 MIG Welding	3
WLD 1004 Welding Theory I	4
Social Science Elective*	3

Refer to Associate of Applied Science Industrial Maintenance Technology for complete list of required courses.

## **Machine Shop** **One-Year Certificate**

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The Machine Shop program provides training in techniques and mechanics of the machine trade and develops skills and abilities to an acceptable employment level as an apprentice tool and diemaker or machinist.

Students are taught the fundamental and manual skills involved in the set-up and operation of machines such as engine lathes, milling machines, grinders, power hacksaws, drill presses, shapers, and hand tools. Blueprint and applied mathematics are an integral part of this program.

<b>First Semester</b>	<b>Credits</b>
MEH 1103 Introduction to Machine Processes	3
MEH 1203 Basic Blueprint Reading	3
MEH 1206 Basic Lathe Operations	6
MTH 1203 Technical Math <b>OR</b>	
MATH 0023 Introductory Algebra (or higher) *	3
<b>Second Semester</b>	
ENG 1003 Freshman English I * <b>OR</b>	
SCOM 1203 Oral Communications * <b>OR</b>	
COM 1013 Career Communications*	3
MEH 1303 Metals and Alloys/Basic Diemaking	3
MEH 1406 Basic Mill Operation	6
MEH 1503 Fundamentals of CNC	3

This certificate program will count towards an A.A.S. degree in General Technology.

\*See General Education Requirements course descriptions.

## **Welding** **One-Year Certificate**

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The Welding program is a combination metal welding course consisting of metal cutting, arc welding, semi-automatic (MIG) welding, and Tungsten Inert Gas (TIG) welding. Students receive instruction in practical application of welding techniques, as well as the operation and maintenance of related tools in the industry: e.g., grinders, power saws, oxygen-acetylene equipment, weld testers, etc.

Graduation requirements include passing plate welding certification given in accordance with the American Welding Society Structural Welding Code, Section D1.1, Radiographic Examination.

There will be a \$30.00 charge for plate certification.

<b>First Semester</b>	<b>Credits</b>
MTH 1023 Blueprint Reading	3
WLD 1002 Applied Welding	2
WLD 1004 Welding Theory I	4
WLD 1013 Arc Welding	3
WLD 1023 MIG Welding	3
<b>Second Semester</b>	
ENG 1003 Freshman English I* <b>OR</b>	

	<b>Credits</b>
SCOM 1203 Oral Communications* <b>OR</b>	
COM 1013 Career Communications*	3
WLD 1003 Gas Shielded Arc Welding	3
WLD 1034 Welding Theory II	4
WLD 1043 Position Welding	3
WLD 1053 Certification Lab	3

This certificate program will count towards an A.A.S. degree in General Technology.

\*See General Education Requirements for course descriptions.

# General Education Course Descriptions

## COMPUTER TECHNOLOGY

**ADMS 2413** Word/Information Processing / 3 credits (3 lec.)

Prerequisite: Ability to keyboard.

An introduction to Microsoft Word 2000. Topics include creating, saving, and printing documents, and saving documents as Web pages. Projects include creating an announcement, creating a research paper, creating a business letter and résumé, and creating Web pages.

**CA 1903** Introduction to Computer Concepts / 3 credits (3 lec.)

Gives the student hands-on experience with popular word processing, database and spreadsheet software. Ability to type is not mandatory for this course, but is strongly recommended.

**CIS 1013** Introduction to Computer Information Systems / 3 credits (3 lec.)

Introduces the student to computer hardware, software, Internet/information literacy, procedures, systems, and human resources. It focuses on computer and information literacy, historical development of computers, the data processing cycle, operating systems, number systems, storage and retrieval methods, and system security. The Internet Module focuses on Internet addresses/networks, email, browser activities, search engines, gopher activities, FTP and Telnet, and building a web page.

## EARLY CHILDHOOD EDUCATION (P-4)

**ECH 2013** Survey of Early Childhood Education / 3 credit (3 lec.)

History, theory, and practice of early childhood education.

**ECH 2173** Child Development / 3 credit (3 lec.)

Comprehensive study of development from conception to the first week after birth. This will include normal development, environmental influences that affect pre-natal development, including the childbirth process and assessment of the newborn.

## ECONOMICS

**ECON 2313** Principles of Macroeconomics / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows:

(a) 19 or above on the ACT Reading Test or 44 or above on the ASSET 55

Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher. Covers how economic systems operate, with much emphasis placed on the law of supply and demand, the creation of money, the banking system, fiscal management, and national income. This course is designed to increase awareness of current economic problems and encourage the student to analyze alternative solutions. A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.

**ECON 2323** Principles of Microeconomics / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows:

(a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Emphasis is placed on value, prices, distribution, international economics and current problems. A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.

**ECON 2333** Economics Issues and Concepts / 3 credits (3 lec.)

Gives the student a basic understanding of the United States economic system. Basic economic concepts will be explored and contemporary economic problems and issues will be examined in light of the concepts learned. Spring Semester.

## EDUCATION

### **EDU 2013** Introduction to Education / 3 credits (3 lec.)

This course is designed to provide students with an overview of education and the teaching profession; students are provided an opportunity to observe the educational process in three settings: Elementary, Middle School, and Secondary level.

### **EDU 2803** Introduction to K-12 Educational Technology / 3 credits (3 lec.)

This course is designed for future educators to facilitate the teacher's knowledge in preparing to share information about computers within the educational classroom setting. Students will learn basic computer skills to be taught when they are in their own classrooms, as well as Excel, or a comparable program for helping with the teacher's grade book.

## ENGLISH, LANGUAGE, HUMANITIES, AND COMMUNICATIONS

### **COM 1013** Career Communications / 3 credits (3 lec.)

The course is designed to improve the students' real life communication skills and help them in their real life careers by preparing them to succeed in acquiring and maintaining a job. This course will include an introduction to basic computer skills, library skills, work ethics, composition skills for writing on the job, and ways to communicate more effectively at the job site and in all interpersonal situations. Non-college transfer course.

### **ENG 0013** Language Fundamentals / no credit

Designed to prepare students for ENG 0023 Writing Fundamentals. Students will acquire knowledge in capitalization, punctuation, grammar, sentence structure, and will develop various writing samples. Students who score 0-13 on the ACT, or 23-32 on the ASSET English test are required to enroll in this class and must pass with a grade "C" or higher before enrolling in ENG 0023 Writing Fundamentals.

### **ENG 0023** Writing Fundamentals / no credit

In order to improve student learning, English 0023 (ENG 0023) will include a review of grammar and sentence structure, with emphasis on paragraph development and the fundamentals of essay writing. As the students progress, the writing process will be introduced. Writing Fundamentals will also serve to enhance the student's reading and analytical skills. The purpose of this class is to develop the student's writing abilities in order to help him or her in other disciplines, the workplace, and the community. Students who score 14-18 on the ACT, or 33-44 on the ASSET English test are required to enroll in this class and must pass with a grade "C" or higher before enrolling in ENG 1003 Freshman English I.

### **ENG 1003** Freshman English I / 3 credits (3 lec.)

Prerequisite: Student must meet the criteria under either (a) or (b) as follows:

(a) 19, or above, on the Enhanced ACT, or a score of 45, or above, on the ASSET Language Usage Test; or (b) pass ENG 0023 Writing Fundamentals. Students write effective essays which demonstrate their ability to organize and communicate ideas with acceptable grammar, usage, mechanics, and punctuation.

### **ENG 1013** Freshman English II / 3 credits (3 lec.)

Prerequisite: ENG 1003 Freshman English I, with grade "C" or higher.

Students gain expertise in library and writing skills sufficient for writing reports, analysis, and the research paper. Emphasis on learning to paraphrase, summarize, synthesize, and read critically.

### **ENG 1023** Technical Writing / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19, or above, on the ACT, or a score of 45, or above, on the ASSET Language Usage Test; or (b) pass ENG 0023 Writing Fundamentals with grade "C" or higher; ENG 1003 Freshman English I, with grade "C" or higher. Students must also pass READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques with grade "C" or higher.

Focuses on the creation of user-friendly technical documents, manuals, and references. Includes the development of specialized research skills required for the identification of technical information. Advanced format and style concerns of the technical user will be explored. The utilization of flow charts, illustrations, graphs, screen shots, and tables in technical documentation will be included in this course.

### **ENG 1033** Creative Writing I / 3 credits (3 lec.)

Prerequisite: ENG 1003 Freshman English I. with a grade "C" or higher.

Beginning level workshop course in which students write original poems and stories. Reading and detailed discussion of poems and stories in anthologies is required. Designed to teach the student the fundamental techniques of fiction and poetry. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**ENG 2003** Introduction to World Literature I / 3 credits (3 lec.)

Prerequisite: ENG 1003 Freshman English I, with grade "C" or higher, or with special permission from Division Chair of General Education. Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher. Introduction to the analysis and interpretation of global literary works from several historical periods ranging from the ancient texts of early civilizations through 1650.

**ENG 2013** Introduction to World Literature II / 3 credits (3 lec.)

Prerequisite: ENG 1003 Freshman English I with grade "C" or higher, or with special permission from Division Chair of General Education. Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Introduction to the analysis and interpretation of global literary works from several historical periods ranging from 1650 to contemporary and postmodern texts. Literature I is not a prerequisite for Literature II.

**ENG 2103** Introduction to Poetry and Drama / 3 credits (3 lec.), or 3 credits via Mixed Media Delivery Mode.

Prerequisite: ENG 1003 Freshman English I, with grade "C" or higher, or with special permission from Division Chair of General Education. Introduces students to poetry and drama as two major genres of world literature.

Students will read, analyze, and critique poetry reflective of all world cultures; students will also experiment with writing poetry for pleasure. In the second half of the class, students will focus on world drama; they will read and view works that focus on the diversity of human experience. Emphasis will be on appreciation of the works assigned in class, critical reading, interpreting, and writing about poetry and drama.

**ENG 2113** Introduction to Fiction / 3 credits (3 lec.)

Prerequisite: ENG 1003 Freshman English I, or with special permission from Division Chair of General Education. Introduces students to short fiction and the novel, focusing on works which represent the diversity of the human experience. Emphasis on reading, interpreting, and writing about fiction.

**ENG 2153** Introduction to American Literature / 3 credits (3 lec.)

Prerequisite: ENG 1003 Freshman English I

This survey course is designed to provide students with an overview of the cultural and socioeconomic components in American Literature from 1620 to present day that reflect the cultural diversity and richness of the United States.

**GER 1013** Elementary German I / 3 credits (3 lec.)

An elementary course for students with no previous experience with the language. Emphasis on basic vocabulary and grammatical structures which enable the student to understand, speak, read, and write German. Involves some laboratory practice and listening.

**GER 1023** Elementary German II / 3 credits (3 lec.)

Prerequisite: GER 1013 Elementary German I, or equivalent as determined by proficiency exam.

Further development of German language skills, with attention to reading, composition and conversation.

**GER 2013** Intermediate German I / 3 credits (3 lec.)

Prerequisite: GER 1023 Elementary German II, or equivalent as determined by proficiency exam.

Further development of German language skills, with attention to reading, composition, and conversation.

**GER 2123** Intermediate German II / 3 credits (3 lec.)

Prerequisite: GER 2013 Intermediate German I, or equivalent as determined by proficiency exam, or consent of the instructor. Continuation of GER 2013 Intermediate German I.

**HUM 1003** International Travel / 3 credits (3 lec.)

Students who participate in BRTC's International Tour may enroll for 3 hours of humanities credit within the following guidelines: student must register for the class during the normal registration period for the semester in which the trip

takes place. Normal tuition fees apply. The student is responsible for all costs associated with the tour. Student must complete required readings and other assignments as contracted with the BRTC Humanities faculty tour group leader. This course serves as an elective for students completing the Associate of Arts degree program.

**HUM 1013** The Holocaust / 3 credits (3 lec.)

A humanities course designed to help students make meaning of one of the defining events of the Twentieth Century. Through film, text and discussion, the class examines what happened and why by exploring the complex roles of the perpetrators, collaborators, bystanders, and victims. The study places the Holocaust within a historical context allowing students to see the relationship of political, social, and economic factors that impacted this watershed event. Firstperson accounts will enable students to see that behind the statistics are real people. The universal dimensions and significance of the Holocaust as it relates to other genocides will also be examined. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**HUM 1033** Local Community Heritage / 3 credits (3 lec.)

A survey course focusing upon local and regional (Ozark and Delta) cultural customs, heritage, and tradition through the use of folklore, photography as a research method, oral histories, and recorded histories filtered by theory of race, class, and gender. Students will research various community cultural topics through interviews, which include but are not limited to the following: food ways, rites of passage, superstitions, and living by the "signs of the Zodiac." Students will then write their research in formal essays. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**HUM 2003** Women in the Humanities / 3 credits (3 lec.)

Prerequisite: ENG 1003 Freshman English I

An English elective focusing on women in the humanities. The primary concern of the class will be women in literature, but will also touch on the roles of women in other areas such as history, science, art, etc. This reading and discussion intensive course is designed to introduce students to the often overlooked contributions of women throughout history to the world in which we live.

**HUM 2013** Literature in Modern Popular Culture / 3 credits (3 lec.)

Prerequisite: ENG 1003 Freshman English I

A humanities elective focusing on literature in modern popular culture. Specifically, this class will study how classic literature is recycled into the movie in new, yet recognizable forms. The course will rely heavily on reading novels, watching videos, and class discussion. It is designed to show students that literature can and does play an important role in popular culture.

**JOUR 1003/RTV 1003** Mass Communication in Modern Society / 3 credits (3 lec.)

Survey of the fields of mass communications with emphasis on their functions, operations and problems in a democratic society. The course examines the impact of the mass media on the individual and on society.

**PHIL 1103** Introduction to Philosophy / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows:

(a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Enables students to have a clear understanding of specific philosophical insights and principles, the language of philosophy, positions and arguments of some ancient and modern thinkers, and assists students in learning current philosophical trends. Introduction to Philosophy focuses on and encourages independent and critical thinking.

**READ 0013** College Reading Skills / no credit

This course is designed for all students who need to establish the basic skills essential for college-level reading. The course emphasizes comprehension, vocabulary development, computer lab exercises, and reading techniques for different academic areas. Students must earn a grade of "C" or higher in order to move forward to Advanced Reading Techniques. *Students who score 0-13 on the ACT, or 23-33 on the ASSET Reading test are required to enroll in and pass this class before moving forward to Advanced Reading Techniques.*

**READ 0023** Technical Reading/ no credit

This course is for students who wish to improve workplace and technical reading skills. Students will read articles from technical journals as well as reports, proposals, and other documents from industry. Emphasis will be on comprehension, vocabulary development, and integration of reading skills with other communication skills needed in the workplace.

*Technical students who score 23-45 on the ASSET Reading or 0-84 on the COMPASS Reading test must enroll in this class and pass with a grade of "C" or higher. This class meets the reading requirement for all technical programs and only admits technical students. Technical Reading will count the same as College Reading and Advanced Reading.*

**READ 0033** Advanced Reading Techniques / no credit

This course is designed to present strategies to improve reading comprehension, speed, critical thinking skills, and to provide vocabulary enrichment. The correlation between active reading and reading expression of ideas will be stressed. Students must earn a grade of "C" or higher in order to pass this class and complete all reading requirements.

*Students who score 14-18 on the ACT, or 34-43 on the ASSET Reading test are required to enroll in and pass this class in order to complete all reading requirements.*

**SCOM 1203** Oral Communications / 3 credits (3 lec.)

Emphasis on developing a proficiency in speech organization and delivery and critical listening applications. Students will learn the avenues and techniques necessary in making a comprehensive, coherent presentation.

**SPAN 1002** Basic Spanish for Law Enforcement / 2 credits (2 lec.)

Course is designed to familiarize law enforcement personnel with basic Spanish to enhance communications and ensure safety between law enforcement officers and the Spanish speaking community. Course includes Hispanic culture awareness. Upon completion of the course, students will be able to use basic Spanish to initiate traffic and felony stops, handle domestic violence situations, and assist the Spanish-speaking community when dealing with situations where law enforcement is involved. Course meets ACT 1207 of 2003 foreign language instruction requirement for law enforcement officers to communicate with residents of a community.

**SPAN 1013** Elementary Spanish I / 3 credits (3 lec.)

An elementary course for students with no previous experience with the language. Emphasis on basic vocabulary and grammatical structures which enable the student to understand, speak, read and write Spanish. Involves some laboratory practice and listening.

**SPAN 1023** Elementary Spanish II / 3 credits (3 lec.)

Prerequisite: SPAN 1013 Elementary Spanish I, or equivalent as determined by proficiency exam.

Further development of Spanish language skills, with attention to reading, composition and conversation.

## **FINE ARTS**

**ART 1013** Design I / 3 credits (6 lab)

An introductory class in the principles and theories of design and color. Students will develop the ability to discover design in any object, to produce multiple designs in projects, to understand the full scope of the color wheel and the necessity of color in nature. Upon completion of the course, students will be equipped to recognize and produce positive and negative spaces, value determinations, balanced compositions, grid transformations, and textural pieces. Various materials, such as markers, acrylic paints, ink, feathers, cloth, wire, twigs, etc. are used to develop the student's awareness of design elements. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**ART 1033** Drawing I / 3 credits (6 lab)

A beginning drawing class in which students will develop observation and technical skills to produce pieces of artwork from real and imaginary subject matter. Various media, such as pencil, charcoal, pastels, watercolor, and ink are used to develop the student's expressive nature. The course consists of drawing projects using live models, landscape, perspective sites, still life, and abstract subjects. When feasible, outdoor drawing sessions and a field trip to the Brooks Art Museum in Memphis, Tennessee, are scheduled activities outside the normal inclass participation. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**ART 1043** Drawing II / 3 credits (6 lab)

Prerequisite: ART 1033 Drawing I, or approval by instructor.

A continuation of Drawing I in which students become more skilled with visual elements and drawing principles. A broader range of materials and techniques will be used with emphasis on individual expressionism and choice of subject matter. Various media, such as pencil, colored pencil, charcoal, pastels, watercolor, and ink will be used. The choice of subject matter will range from live models, landscape, perspective sites, still life, wildlife, to abstract entities. When fea-

sible, outdoor drawing sessions and a field trip to the Brooks Art Museum in Memphis, Tennessee, are scheduled activities outside the normal in-class participation. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**ART 1063** Elective Painting for Non-Majors / 3 credits (6 lab)

A beginning painting class in which students will be introduced to the techniques and tools of creating pieces of artwork from real and imaginary subject matter. The media are either oils or acrylics. Students are shown the basic skills of mixing paints, using correct brushes, creating three dimensional textures, and producing interesting compositions. The student is free to explore personal interest and subject matter. When feasible, a field trip to the Brooks Art Museum in Memphis, Tennessee, is a scheduled activity outside the normal inclass participation. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**ART 2413** Graphic Design I / 3 credits (6 lab)

Prerequisite: ART 1013 Design I, or approval by instructor.

An introductory graphic design class that presents the principles of typography, design, and visual communications. Much of this relates to advertising or inhouse printing, and media design. Students are initially introduced to the concept of art in designs of words and imagery, rather than the business angle of desktop publishing. After the initial phase instills the importance of creative thought for outstanding computer graphics, students will learn Photoshop and InDesign software to create brilliant designs for movie posters, flyers, brochures, business logos, greeting cards, book jackets, and much more. When feasible, a field trip to an advertising or publishing firm is a scheduled activity outside the normal participation. *This course services as an elective for students completing the Associate of Arts degree. It is also a college transfer course.*

**FAM 2503** Fine Arts Musical / 3 credits (3 lec.)

An introduction to the elements of music, instruments of the orchestra, various musical forms, and stylistic periods of music. Emphasis is given to the cultivation of listening skills, and recital (concert) attendance is encouraged.

**FAT 2203** Fine Arts Theatre / 3 credits (3 lec.)

A general introduction to the various areas of theatre arts: structure of drama, acting, directing, scene construction, lighting, and general production requirements. Live theatrical productions are used in order to enhance the textbook items covered in the course lectures.

**FAV 2503** Fine Arts Visual / 3 credits (3 lec.)

An introductory course in the field of art. Art history, its players, and its impact on society are presented. Slides are the main avenue with which to view famous art works. Famous movie clips, videos, and actual art pieces are presented. The student is introduced to the world of art that surrounds the globe, yet is present within one's own home. The student, regardless of background or experience, will gain the artistic knowledge of artwork from galleries, museums, movies (animated and live action), literary material, advertisements, logos, architecture, pottery, clothing, and even car designs. A field trip to the Brooks Art Museum in Memphis, Tennessee, is a scheduled activity, when feasible, outside the normal in-class participation.

**THEA 2251** Theatre Workshop / 1 credit (1 lec.)

Sixteen hours of hands-on experience and instruction in one or more areas of theatre related work: stagecraft, technical, set and costume design, promotion, and/or other as assigned.

## **GEOGRAPHY**

**GEOG 2613** Introduction to Geography / 3 credits (3 lec.)

Survey of the existing world, giving students a broad background in the world's peoples, nations and cultures. Use of maps is emphasized and special points of views in political, economic, and urban geography are presented.

## **GEOLOGY**

**GEOL 1004** Introduction to Geology / 4 credits (3 lec., 2 lab.)

A survey course of fundamental geologic processes, hazards, and the interactions of humans with the environment. Lecture three hours, laboratory two hours per week.

## HISTORY

### **HIST 1013** World Civilization to 1660 / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Study of the great world civilizations from the dawn of time to the immediate pre-industrial era. Emphasis on the main historical and cross-cultural currents influencing modern societies. A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.

### **HIST 1023** World Civilization Since 1660 / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Study of the great world civilizations since 1660. Emphasis on the study of industrialization, urbanization, immigration, religious developments, and war and their impact on the human condition. A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.

### **HIST 2083** Arkansas History / 3 credits (3 lec.)

The unique geography of Arkansas, the position of the state in the South, its relationship to the conflict over slavery and the role of the state in the Civil War, Reconstruction, the dawning of the Twentieth Century, World War I and II, and the battle for Civil Rights, the impact of Korea and Vietnam, and the changing role of Arkansas in modern times are all addressed in this course.

### **HIST 2763** The United States to 1876 / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Social, economic, and political developments from colonization of the New World to the end of Reconstruction. This course focuses on regional development, immigration patterns, the impact of settlement on the indigenous people, religious diversity, reform movements, the institution of slavery, and the Civil War. A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.

### **HIST 2773** The United States Since 1876 / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Social, economic, and political developments from Reconstruction to the present. This course focuses on the industrial development, World War I and II, progressive reforms, the anxiety of the 1920's, the Great Depression, the Cold War, the 1960's, the struggle for civil rights for African-Americans and women, the Vietnam War, and the changing role of the president from 1970 to the present.

### **HIST 2783** History of the Vietnam War / 3 credits (3 lec.)

Prerequisite: It is recommended that students have taken HIST 2773 U.S. History Since 1876.

This course is designed to introduce the advanced student to the history of the United States and its involvement in the Vietnam War. The course will cover a brief history of Vietnam and its people; the French colonization of Vietnam; the turning point for France, the Battle of Dien Bien Phu, and the Geneva Conference of 1954; the impact of the Cold War ideology on America and its response to Vietnam; American involvement in Vietnam beginning in the early 1960s and going through the fall of Saigon in 1975. The course will look at the cost of the war in human, economic, political, and social terms.

### **HIST 2793** United States Women's History / 3 credits (3 lec.)

Prerequisites: It is recommended that students have taken U.S. History to 1876, or U.S. History Since 1876. However, it is not a mandatory requirement. This course will examine the role of women in the history of the United States from 1600 to the present.

## MATHEMATICS

### **MATH 0013** Pre-Algebra / no credit

This course is designed to refresh students' basic math skills including addition, subtraction, multiplication, and division of fractions and decimals, ratios, proportions, order of operations, and percents. Also included will be prime and composite numbers, and absolute values. This course will introduce pre-algebra skills such as identifying, adding, subtracting, multiplying, and dividing integers, polynomials, variables, algebraic expressions, first-degree equations, and geometry.

### **MATH 0023** Introductory Algebra / no credit

Prerequisite: Student must meet criteria under either (a) or (b) as follows: (a) score of 17, or higher, on the ACT, or score 34-37 on ASSET Intermediate Algebra test, or score 41 or above on the ASSET Numerical test; or (b) pass MATH 0013 Pre-Algebra with a grade of "C" or higher. Addition, subtraction, multiplication, and division of real numbers, the addition and multiplication principles, exponents, polynomials, and quadratic equations are covered. This is a reading intensive course. Students are strongly advised to have reading skills commensurate to READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques before taking this course.

### **MATH 0033** Intermediate Algebra / no credit

Prerequisite: Student must meet the criteria under either (a) or (b) as follows: (a) score 19-20 on the ACT, or score 38-41 on the ASSET Intermediate Algebra test; or (b) pass MATH 0023 Introductory Algebra with a grade of "C" or higher. Exponents, radicals, polynomials, rational expressions, linear equations, functions, graphs factoring, introduction to quadratic equations, and related topics. Note: This course may be used to satisfy the mathematics requirement for associate degrees except for major in law enforcement. This is a reading intensive course. Students are strongly advised to have reading skills commensurate to READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques before taking this course.

### **MATH 1023** College Algebra / 3 credits (3 lec.)

Prerequisite: Each student must meet the criteria under either (a) or (b) as follows: (a) Score 21, or above, on the mathematics section of the ACT, or score 42-55 on the ASSET Intermediate Algebra test; or (b) the student must have earned a grade of "C", or higher, in MATH 0033 Intermediate Algebra.

A study of quadratic equations and inequalities, complex numbers, roots, powers, functions and their graphs, polynomial and rational functions, synthetic divisions, factor and remainder theorems, exponential and logarithmic functions, systems of equations, matrices and determinants. A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.

### **MATH 1033** Plane Trigonometry / 3 credits (3 lec.)

Prerequisite: MATH 1023 College Algebra with a grade of "C" or higher.

Right triangle ratios, trigonometric functions, graphing functions, identities, Law of Cosines and Law of Sines, polar graphing, complex numbers, and De Moivre's Theorem.

### **MATH 1043** Numeracy Acquisition / 3 credits (3 lec.)

A practical course in which Early Childhood majors can acquire the basic instructional background for teaching pre-K children math and number sense. Hands-on instruction will be emphasized. A math placement score is required.

### **MATH 1054** Precalculus / 4 credits (4 lec.)

Prerequisite: Each student must meet the criteria under either (a) or (b) as follows: (a) high school Algebra II and score 21 or above on the mathematics section of the ACT, or 43 or above on the ASSET Intermediate Algebra test; or (b) the student must have earned a grade of "C" or higher in MATH 0033 Intermediate Algebra.

This course concentrates on selected topics from College Algebra and Trigonometry; therefore, no credit can be given if this course is taken after MATH 1023 or MATH 1033. A study of quadratic equations and inequalities, complex numbers, roots, powers, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations, matrices, determinants, analytical geometry, right triangle ratios, trigonometric functions, graphing trigonometric functions, identities, Law of Cosines, Law of Sines, polar graphing, complex numbers, and De Moivre's Theorem, and an introduction to calculus which includes limits, continuous function, and derivatives.

**MATH 2113** Mathematics for Elementary Teachers I / 3 credits (3 lec.)

Suggested Prerequisite: MATH 1023 College Algebra with a grade of "C" or higher.

Sets, logic, and numbers with emphasis on the axiomatic development of the real numbers. The course is designed to satisfy requirements of Elementary and Early Childhood Education majors. This course may not be used to satisfy the general education mathematics requirement.

**MATH 2123** Mathematics for Elementary Teachers II / 3 credits (3 lec.)

Prerequisite: MATH 2113 Mathematics for Teachers I.

Mathematical systems, elementary algebra, probability and statistics, and geometry with applications. The course is designed to satisfy requirements of Elementary and Early Childhood Education majors. This course may not be used to satisfy the general education mathematics requirement.

**MATH 2143** Business Calculus / 3 credits (3 lec.)

Prerequisite: MATH 1023 College Algebra or Math 1054 Precalculus or a mathematics ACT score of 24.

Exponential functions, mathematics of finance; systems of linear equations, linear inequalities and linear programming; limits, derivatives, and integrals; business calculus applications including marginal analysis, extreme and concavity of functions of one and several variables. (Will not satisfy requirements for mathematics degrees.)

**MATH 2204** Calculus I / 4 credits (4 lec.)

Prerequisite: High School Trigonometry with a grade of "C" or better and a score of 24 or above on ACT Math, or MATH 1033 Plane Trigonometry, or MATH 1054 Precalculus, with a grade of "C" or better.

The first course in a 3-semester sequence designed to provide a comprehensive covering of the concepts of analytic geometry and differential and integral calculus. This will include limits and their properties; continuity; techniques of differentiation; rates of change; related rates; Chain Rule; implicit differentiation; applications of derivatives; Mean Value Theorem; First and Second Derivative Tests; l'Hopital's Rule; area as a limit and by integration; definite and indefinite integrals; Fundamental Theorem of Calculus; integration by substitution; Mean Value Theorem for Integration; area between curves; volume by disks, washers, and shells; arc length; and surface area.

**MATH 2214** Calculus II / 4 credits (4 lec.)

Prerequisite: MATH 2204 Calculus I, with a grade of "C" or higher.

The second course in a 3-semester sequence designed to provide a comprehensive covering of the concepts of analytic geometry and differential and integral calculus. This will include methods of integration, hyperbolic and inverse hyperbolic functions, infinite series, Taylor Series, polar coordinates and graphing in polar coordinates, area and tangents related to polar coordinate systems, parametric representation of curves, vectors, lines and planes in space, graphing in three dimensions, dot product and cross product.

## MUSIC

**MUS 1021** Concert Choir I / 1 credit

Choral ensemble of mixed voice open to all students without audition for the study and performance of oratorios, cantatas, smaller choral works, standard anthem literature, and musicals. Students should be able to sing on pitch. Two hour rehearsals per week.

**MUS 1031** Concert Choir II / 1 credit

Choral ensemble of mixed voice open to all students without audition for the study and performance of oratorios, cantatas, smaller choral works, standard anthem literature, and musicals. Students should be able to sing on pitch. Two hour rehearsals per week. In order to receive proper credit for Concert Choir II, III, or IV, courses must be taken sequentially.

**MUS 1041** Concert Choir III / 1 credit

Choral ensemble of mixed voice open to all students without audition for the study and performance of oratorios, cantatas, smaller choral works, standard anthem literature, and musicals. Students should be able to sing on pitch. Two hour rehearsals per week. In order to receive proper credit for Concert Choir II, III, or IV, courses must be taken sequentially.

**MUS 1051** Concert Choir IV / 1 credit

Choral ensemble of mixed voice open to all students without audition for the study and performance of oratorios, cantatas, smaller choral works, standard anthem literature, and musicals. Students should be able to sing on pitch. Two hour rehearsals per week. In order to receive proper credit for Concert Choir II, III, or IV, courses must be taken sequentially.

**MUS 1061** Kimbrough Singers I / 1 credit

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

**MUS 1071** Kimbrough Singers II / 1 credit

Prerequisite: MUS 1061 Kimbrough Singers I.

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

**MUS 1081** Kimbrough Singers III / 1 credit

Prerequisite: MUS 1061 Kimbrough Singers I, MUS 1071 Kimbrough Singers II.

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

**MUS 1091** Kimbrough Singers IV / 1 credit

Prerequisite: MUS 1061 Kimbrough Singers I, MUS 1071 Kimbrough Singers II, MUS 1081 Kimbrough Singers III.

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

## **PHYSICAL EDUCATION AND HEALTH**

**PE 1002** Concepts of Fitness / 2 credits (1 lec., 2 lab)

Knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and a quality life; and to provide opportunities for psychomotor development are emphasized.

**PE 1111** Physical Conditioning / 1 credit (2 lab)

This course focuses on basic conditioning. The course includes weight training, circuit training, cardiovascular and respiratory activity.

**PE 1471** Bowling / 1 credit (2 lab)

Introduction to the basic techniques of bowling.

**PE 1481** Tennis / 1 credit (2 lab)

Introduction to the basic skills, rules, and strategy in tennis.

**PE 1491** Badminton / 1 credit (2 lab)

Introduction to the basic skills, rules, and strategy in badminton.

**PE 1621** Volleyball / 1 credit (2 lab)

Introduction to the basic skills, rules, and strategy of volleyball.

**HLTH 2513** Principles of Personal Health / 3 credits (3 lec.)

Principles, problems, and practices in the development of positive health behavior.

**HLTH 2523** First Aid and Safety / 3 credits (3 lec.)

Fundamentals, techniques, and practices of Standard First Aid and CPR as prescribed by the American Red Cross. Emphasis on programs of accident prevention in schools, homes, and recreational areas, and traffic safety.

**NRS 2203** Basic Human Nutrition/ 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Basic concepts of nutrition, normal nutrition and metabolism, as well as, factors that have an impact upon nutritional practices. Special attention to age-related nutritional needs and the impact of nutrition on health status. Open to nursing and non-nursing majors. Course must be completed within five years if student desires to transfer credit for this course into BRTC from another institution. Must receive a grade of "C" or higher for Nursing or Dietetics majors. Fall and Spring Semesters. Online.

## POLITICAL SCIENCE

### **POSC 1003** Introduction to Politics / 3 credits (3 lec.)

An introduction to the use of politics for the resolution of conflict in communities, nations, and the international system through the study of political concepts and relationships, with application to current problems.

### **POSC 2103** United States Government / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Survey course which asks students to examine the fundamentals and functions of the United States Government and to discuss and debate basic public policy issues. Students gain a better understanding and perspective of the government, the obligations of citizens and their relationship to the government of the United States. A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.

## PSYCHOLOGY

### **PSY 2003** Human Growth and Development / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Survey of human development ranging from conception through late adulthood, with an emphasis on the physical, emotional, cognitive, moral and social growth of human beings. Educational and familial contexts are highlighted.

### **PSY 2513** Introduction to Psychology / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Study of the important scientific principles of individual human behavior from each contemporary perspective to improve the quality of life and understanding of individual and social behavior.

## SCIENCE

### **BIOL 1004** Biological Science & Lab / 4 credits (3 lec., 1 lab)

An introduction of the major areas of study within the broader category of the biological sciences. The course will survey the hierarchical structures present in biological systems, introduce the currently identified concepts that govern studies within the various subdisciplines, and examine the position of man within the biological world.

### **BIOL 1013** Biology of the Cell / 3 credits (3 lec.)

Credit for this course as a laboratory science to meet core and degree requirements is contingent upon completion of BIOL 1021 Lab for Biology of the Cell. An introduction to structures and processes in cells, including cellular phylogenetics, biologically important molecules, organelle structure and function, and cellular energy pathways.

### **BIOL 1021** Laboratory for Biology of the Cell/ 1 credit (2 lab)

Prerequisite or Corequisite: Enrollment in this course is contingent upon earlier, or simultaneous, completion of

**BIOL 1013** Biology of the Cell. An introductory experience in working in a laboratory environment with emphasis placed on cellular, biochemical, and molecular processes. The course will supplement the material covered in BIOL 1013 Biology of the Cell.

### **BIOL 2104** Microbiology & Lab / 4 credits (3 lec., 1 lab)

Prerequisite or Corequisite: Enrollment in this course is contingent upon earlier, or simultaneous, completion of

**ZOOL 2004** Human Anatomy and Physiology I & Lab or MEDL 1033 Foundations of Human Anatomy and Physiology. It is strongly recommended that students complete BIOL 1004 Biological Science or ZOOL 2004 Human Anatomy and Physiology before attempting this course. The study of bacteria, viruses, rickettsiae,

chlamydiae, molds, yeasts, and protozoans as they relate to human health are addressed. Fall Semester.

**CHEM 1003** Introduction to Chemistry / 3 credits (3 lec.)

Prerequisite: MATH 0023 Introductory Algebra or higher, or ACT Math score of 19 or higher, or ASSET Math score of 38 or higher on the Intermediate Algebra test. Fundamentals of chemical terms and applications to laboratory studies. Students will achieve an understanding of the foundations of chemistry, chemical formulas, chemical reactions, balancing equations, stoichiometry, and gas laws. Extensive drills on calculations and use of hand-held calculator in problem solving will be included. Recommended for those with no prior study of chemistry. Fall and Spring Semesters, Summer I Session.

**CHEM 1011** Laboratory for General Chemistry I / 1 credit (3 lab)

Prerequisite or Corequisite: Enrollment in this course is contingent upon earlier, or simultaneous, completion of Introduction to basic principles, theories, and practices of general chemistry laboratory. Upon successful completion of this course the student will have gained the following competencies: use safety practices in the laboratory; draw graphs using correct techniques; determine the relationship between mass and volume of an object; acquire knowledge about relationships in the gas laws; perform titrations; write chemical equations; develop laboratory techniques using volumetric glassware; analyze a given situation; determine methods to perform test to identify unknown substances. Fall and Spring Semesters.

**CHEM 1013** General Chemistry I / 3 credits (3 lec.)

Prerequisite: MATH 0033 Intermediate Algebra, ACT mathematics score of 21, or an ASSET score of 42 on Intermediate Algebra test, and Introduction to Chemistry, or high school Chemistry, or a score of 75 on the Introduction to Chemistry Final Examination. Study of chemical reactions and equations, periodic relationships, the gaseous state, and the fundamentals of atomic theory, quantum theory, electronic structure, chemical bonding, stoichiometry and thermochemistry. Students will learn skills in balancing equations using gas rules and solubility. Fall and Spring Semesters.

**CHEM 1021** Laboratory for General Chemistry II / 1 credit (3 lab)

Prerequisite: CHEM 1011 Lab for General Chemistry I. Prerequisite or Corequisite: CHEM 1023 General Chemistry II. Continuation of principles, theories, and practices utilized in the general chemistry laboratory. Upon successful completion of this course, the student will have gained the following competencies: use safety practices in the laboratory; practice titration; evaluate dissociation constants; estimate solubility product constants; perform titrations; synthesize compounds; compare buffered and unbuffered solutions; develop knowledge of chemical equilibria; determine molar mass from freezing point; determine stoichiometry of reactions; estimate elemental content in a compound; analyze a given situation; determine methods to perform tests to identify unknown substances. Spring Semester.

**CHEM 1023** General Chemistry II / 3 credits (3 lec.)

Prerequisite: CHEM 1011 Lab for General Chemistry I, CHEM 1013 General Chemistry I. Study of liquids, solids, solutions, and the fundamentals of chemical kinetics, chemical equilibria, acids and bases, thermodynamics, and electrochemistry. Spring Semester.

**CHEM 1031** Laboratory for Introduction to Organic & Biochemistry / 1 credit (3 lab)

Prerequisite: CHEM 1011 Lab for Chemistry I, CHEM 1013 General Chemistry I. Prerequisite or Corequisite: CHEM 1033 Introduction to Organic and Biochemistry, or instructor approval. Enhance lecture material through cooperative hands-on experiences in the laboratory. Upon successful completion of this course, the student will have gained the following competencies: use safety practices in the laboratory; conduct a variety of organic and biochemical experiments; analysis of procedures relevant to body functions. Spring Semester and Summer I Session.

**CHEM 1033** Introduction to Organic and Biochemistry / 3 credits (3 lec.)

Prerequisite: CHEM 1011 Lab for General Chemistry I, CHEM 1013 General Chemistry I, or instructor approval.

Emphasis on applications to body functions. The student will gain an understanding and study applications to living organisms in the areas of radioactivity, hydrocarbons, organic compounds containing oxygen and nitrogen, carbohydrates, proteins, lipids and pathways of metabolism, and enzymes, vitamins, and hormones. Spring Semester and Summer II Session.

**GSP 1004** Physical Science & Lab / 4 credits (3 lec., 1 lab)

Prerequisite: MATH 0033 Intermediate Algebra, or ACT mathematics score of 21, or ASSET score of 42 on Intermediate

Algebra test. The relationship of man to his physical world. Content of the course is centered on the development of our modern concepts about matter and energy and how this development is related to the social order of which man is a part. This course does not satisfy science certification for secondary school teachers. It is not accepted as a course requirement for any natural science field. Fall, Spring, and Summer I Semesters.

**PHYS 2034** University Physics I / 4 credits

Corequisite: MATH 2204 Calculus I

Basic principles of mechanics, thermodynamics, materials and wave motion utilizing calculus with multimedia computers (at each station) in a unified lecture/lab format. 6 hours per week. This course may be substituted for PHYS 2054, General Physics I. This course will meet the General Education Requirements for Physical Science. Fall Semester.

**PHYS 2044** University Physics II / 4 credits

Prerequisite: PHYS 2034 University Physics I, or PHYS 2054 General Physics I.

Continuation of PHYS 2034 covering the basic principles of electricity, magnetism, waves, optics and topics from modern physics utilizing calculus with multimedia computers (at each station) in a unified lecture/lab format. 6 hours per week. This course may be substituted for PHYS 2064 General Physics II, for PHYS 2083 and PHYS 2081 Fundamental Physics II and Lab. Spring Semester.

**PHYS 2054** General Physics I / 4 credits (3 lec., 3 lab)

Prerequisite or Corequisite: MATH 1033 Plane Trigonometry.

The essentials of mechanics, heat, materials and simple harmonic motion in unified lecture/laboratory format, utilizing multimedia computers at each student station. Six hours per week. (This course will meet the General Education Program requirements for Physical Science.) Fall semester.

**PHYS 2064** General Physics II / 4 credits (3 lec., 3 lab)

Prerequisite: PHYS 2054 General Physics I.

The essentials of electricity, magnetism, wave motion, optics and topics from modern physics in a unified lecture/lab format, utilizing multimedia computers at each student station. Six hours per week. Spring Semester.

**PHYS 2133** Survey of Physics for the Health Professions / 3 credits (3 lec.)

A survey for introductory mechanics, waves, electricity, magnetism, optics, and modern physics with applications for students of the health professions. This course will utilize multimedia methods.

**ZOOL 2004** Human Anatomy and Physiology I & Lab / 4 credits (3 lec., 1 lab)

Introduction to the biology of atoms, molecules, organelles and cellular functions, tissues, functional anatomy of integumentary, skeletal, muscular and central nervous systems, interaction with external environment. Must receive a grade of "C", or better, before enrolling in PN 1310.

**ZOOL 2414** Human Anatomy and Physiology II & Lab / 4 credits (3 lec., 1 lab)

Prerequisite: ZOOL 2004 Human Anatomy and Physiology I & Lab.

The study of the major sense organs; autonomic nervous system and internal environment; neuroendocrine control mechanisms; respiratory and cardiovascular functions; oxygen/carbon dioxide transport; liver functions; digestive, renal, and reproductive processes. Spring Semester.

## **SOCIAL WORK**

**SW 2203** Introduction to Social Work / 3 credits (3 lec.)

Students gain an insight into the development and organization of public and private welfare services.

**SW 2213** Interviewing Skill for Social Work Practice / 3 credits (3 lec.)

This course introduces the principles and processes of social work practice including interviewing and developing relationships. It permits integration, at the beginning level, of material from the social, behavioral and biological sciences to the value and knowledge bases of practice. It presents principles for skill development, especially with regard to communication and relationship skills. Students are required to complete in-class role-playing assignments demonstrating the concepts discussed. Leadership of, and participation in, class discussions is required.

**SW 2223** Human Behavior in the Social Environment / 3 credits (3 lec.)

Perspectives on human functioning from a range of theories with social work applications to individuals, families and groups; emphasis on developmental perspectives and human diversity across systems levels.

## **SOCIOLOGY**

**ANTH 2233** Introduction to Cultural Anthropology / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

A study of the nature of man and human culture. Cultural anthropology will provide the tools necessary to begin to understand the different forms which behavior takes in different cultures, even though there are basic universals or similarities to human behavior. It also provides techniques for field work in the study of culture and basic anthropological kinship charting. Anthropological linguistics is viewed, as well as religions, the arts, and cultural change. A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.

**SOC 2213** Principles of Sociology / 3 credits (3 lec.)

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Study of the basic principles of human society and social behavior. Emphasis is on concepts of culture, socialization, class relations, collective behavior, family, institutional organization, and ethnic and group interaction. A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.

# Technical Program Course Description

## Auto Collision Repair Technology

### **AB 1003** Welding and Cutting / 3 credits (1 lec., 4 lab)

Theory and operation of the MIG welding process and its equipment are covered. Applications of MIG welding procedures are practiced on steel plates and various sheet metal. Cutting and heating processes with oxyacetylene equipment and plasma arc cutters are included. Weld joints used in professional sectioning and replacement panels, as recommended by the national I-Car Foundation, are also included.

### **AB 1004** Non-Structural Repair / 4 credits (2 lec., 4 lab)

Offers instruction in professional metal work and dent removal and procedures used with the application of plastic filler, removal and replacement of auto body parts, replacement and removal of non-structural parts, and professional windshield replacement process, along with repair and safety.

### **AB 1013** Mechanical/ Electrical Repair / 3 credits (1 lec., 4 lab)

Includes diagnosing and servicing of driver's side and passenger's side air bags restraint systems. Instruction in removing and protecting open lines and wiring, removal and replacement of stationary glass, electrical wiring, removal and replacement of engine components, along with industrial shop safety.

### **AB 1014** Preparation and Refinishing / 4 credits (2 lec., 4 lab)

Co-Requisite: AB 1004 Non-Structural Repair/AB 1024 Estimating

Teaches skills and technical knowledge needed in the preparation of metal and plastics for modern basecoat, clearcoat paint systems. Students are taught the use of materials involved in preparation, along with the use and maintenance of spray painting equipment. Costume stripping, color combinations, detailing, applying the finish, and shop safety are presented.

### **AB 1024** Estimating / 4 credits (2 lec., 4 lab)

Co-Requisite: AB 1004 Non-Structural Repair and AB 1014 Preparation and Refinishing

Instruction in analyzing damage, estimating labor times, paint times, and part cost used nationwide by professional repair shops and major insurance companies. Creating manual and computerized damage reports, and the use of crash estimating guides are included.

### **AB 1034** Complete Auto Refinishing / 4 credits (2 lec., 4 lab)

Includes the technical knowledge necessary in the mixing and spraying of paints, primers, and the reduction and identification of paints and other materials used in professional automobile refinishing. The use of the computerized Cromavision matching system is taught; also paint blending, tinting procedures, and safety in the paint shop are included.

### **AB 1044** Structural Repair / 4 credits (2 lec., 4 lab)

Includes gauging equipment used in unitized and conventional frame repair and methods of analyzing damage. Instruction is given in the use of frame equipment, frame and body construction, and straightening. The use of the computer 'Genesis' laser body alignment system is taught. Unibody sectioning procedures, as recommended by the I-Car Foundation, and safety are also presented.

### **AB 1054** Plastic Repair / 4 credits (3 lec., 2 lab)

Offers instruction in the repair and replacement of plastic parts and components; also, plastic welding procedures, adhesive bonding repairs and surface preparation. When feasible, near completion of the program, a field trip may be scheduled to the Corvette plant in Bowling Green, Kentucky, and the Saturn plant in Springhill, Tennessee, to help students gain more knowledge of vehicles made of fiberglass and plastics.

## Automotive Service Technology

### **AST 1003** Automotive Heating and Air Conditioning / 3 credits (1 lec., 4 lab)

The theory, construction, operation and repair procedures of the automotive climate control systems. It includes the refrigeration cycle, automatic temperature control systems, heating, ventilation, and CFC recovery and recycling. Special emphasis is placed on safety, general shop procedures, and use of shop and flat rate manuals. Spring Semester.

### **AST 1006** Auto Transmissions and Transaxles / 6 credits (3 lec., 6 lab)

The theory, construction, operation, trouble diagnosis, and repair procedures of the automatic transmission and transaxle, including the hydraulic system; also, special emphasis on the planetary gearset and power flow through the various units including the torque converter. General shop procedures, safety, and use of shop and flat rate manuals are covered. Fall Semester.

### **AST 1015** Automotive Manual Drive Trains / 5 credits (2 lec., 6 lab)

Theory, construction, operation and repair procedures of the drive train for manual transmission automobiles. It begins with the flywheel and clutch, through the manual transmission, universal joints and drive shaft. Major emphasis is on the principles of gear and reduction and the repair of failures. Also, four-wheel drive systems, including transfer cases, are covered and general shop procedures, safety, and use of shop and flat rate manuals. Fall Semester.

### **AST 1023** Automotive Electrical Accessories / 3 credits (1 lec., 4 lab)

The theory and operation of all automotive electrical components that are operated by 12 volts. This includes gauges, warning devices, wiper/washers, power accessories, and all lights. The course will teach testing and repair of these electrical accessories. General shop procedures, safety, and use of shop and flat rate manuals are covered. Fall Semester.

### **AST 1026** Automotive Suspension and Steering / 6 credits (3 lec., 6 lab)

Theory, construction, and operation of the automotive suspension including power steering, springs, shocks and turning items. It continues with instruction in wheel alignment with laser equipment. Wheel and tire balancing, including computer balancing, is covered as are general shop procedures, safety, and use of shop and flat rate manuals. Spring Semester.

### **AST 1033** Automotive Fuel Systems / 3 credits (1 lec., 4 lab)

Covers the fuel system of the automotive engine performance or tune-up, including fuel injection. The theory of operation through testing and repair procedures will be covered. General shop procedures, safety and use of shop and flat rate manuals are covered. Spring Semester.

### **AST 1043** Automotive Drive Axles / 3 credits (1 lec., 4 lab)

The theory, construction, operation and repair procedures of the differential for all automobiles including rear, front, or all-wheel drive vehicles. It begins with how the differential works and ends with the proper set-up of a gear set. It includes general shop procedures, safety, and use of shop and flat rate manuals. Fall Semester.

### **AST 1045** Automotive Electrical Systems / 5 credits (2 lec., 6 lab)

Covers basic electrical theory, circuits, Ohm's Law test equipment, circuit testing, and other electrical items. This course is rounded out with an in-depth study of the theory and operation of electronics and electronic components including the microprocessor; also, general shop procedures, safety, and use of shop and flat rate manuals. Fall Semester.

### **AST 1056** Automotive Engines / 6 credits (3 lec., 6 lab)

Includes the history, construction, and theory of operation of the automotive engine. Complete rebuilding of the engine including a valve job with removal, disassembly, and installation are covered. Failure analysis is discussed along with specific repair procedures as compared to manufacturer's specifications. The cooling and lubrication systems of the automotive engine are covered, as well as preventive maintenance, general shop procedures, safety, and use of shop and flat rate manuals. Fall Semester.

### **AST 1065** Automotive Brakes / 5 credits (2 lec., 6 lab)

Covers the theory, construction, operation and repair procedures of the automotive disc or drum brake system. Power brakes, including vacuum and hydraulic systems with electronic anti-lock systems, drum and disc machining, general shop procedures, safety, and use of shop and flat rate manuals are covered. Spring Semester.

**AST 1075 Automotive Ignition Systems / 5 credits (2 lec., 6 lab)**

This part of automotive engine performance or tune-up includes the ignition system of the automobile from the theory of operation through the testing and repair procedures. General shop procedures, with emphasis on test equipment such as Sun machines, along with safety and use of shop and flat rate manuals are covered. Spring Semester.

**AST 1086 Automotive Emission Control Systems / 6 credits (3 lec., 6 lab)**

Covers the environmental emission control systems of the modern computer controlled automotive engine. The theory of operation, testing and repairing will be covered. General shop procedures, safety, and use of shop and flat rate manuals are covered. Spring Semester.

## **Aviation Maintenance Technology**

**AVA 1005 Airframe Structures I-A / 5 credits (3 lec., 4 lab)**

An introduction and study of assembly and rigging of fixed wing and rotary wing aircraft including the correct usage of nomenclature, identifying and labeling of aircraft features, interpretation of the theory of flight, verifying alignment of the aircraft, assembling components, inspecting, identifying, repairing and servicing of airframe systems and components. Airframe inspections will include performing a 100 hour, or annual, inspection on an aircraft.

**AVA 1016 Aircraft General / 16 credits (10 lec., 12 lab)**

Introduction and study of practices and factors relating to preparation, operation, loading, and servicing aircraft for safe operation. An in-depth study of basic physics, aircraft drawings, maintenance publications, weight and balance, mechanic's privileges and limitations, forms and records, basic electricity, materials and processes, and FAA regulations are included.

**AVA 1105 Airframe Systems and Components I-A / 5 credits (3 lec., 4 lab)**

The course is designed to provide an introduction and study of electrical systems, including installation, checking, and servicing airframe electrical wiring, controls, switches, indicators, and protective devices.

**AVA 1106 Airframe Systems and Components II / 6 credits (5 lec., 2 lab)**

The course is a continuation of the airframe systems including inspecting, checking, servicing, trouble-shooting and repairing aircraft fuel systems, communication and navigation systems, cabin atmosphere control systems, ice and rain control systems, and fire protection systems.

**AVA 1108 Airframe Systems and Components I-B / 8 credits (5 lec., 6 lab)**

An introduction and study of hydraulic and pneumatic systems including identifying and selecting hydraulic fluids, selecting and installing seals, inspecting, checking, trouble-shooting, servicing, and repairing hydraulic and pneumatic power systems. Landing gear systems will include inspecting, checking, trouble shooting, servicing and repairing landing gear retraction systems, shock struts, brakes, wheels, tires and steering systems. Position and warning systems will include inspecting, checking, and servicing speed configuration warning systems, electrical brake controls, and anti-skid systems. Instrument systems will include installing instruments, testing, inspecting, trouble-shooting, servicing, and repairing instrument systems.

**AVA 1110 Airframe Structures I-B-I / 10 credits (6 lec., 8 lab)**

The course covers identifying defects in wood structures including inspecting, testing, and repairing fabric coverings, aircraft finishes including drawing registration numbers and describing the application of trim, identifying finishing materials, applying dope, application of primers and paints, inspecting finishes, and recognizing defects. Welding will include preparation, identification, soldering, and welding of various materials. Sheet metal and non-metallic structure techniques include inspecting, identifying, and repairing using metal and non-metallic materials.

**AVA 1002 Airframe and Powerplant Test Preparation / 2 credits (2 lec.)**

This course is designed for technicians who have the required experience (18 months for Airframe or Powerplant, 30 months for Airframe and Powerplant) in accordance with Federal Aviation Regulation Part 65. A study of the current FARs, Airworthiness Directives, and current test questions, as they apply to the General/Airframe and Powerplant test, will be included in this course. This is not an FAA approved course and cannot offer authorization for the written test, which can only be provided by the FAA. This is only a test preparation course.

**AVP 2103** Powerplant Systems and Components I-A / 3 credits (2 lec., 2 lab)

This course is designed to provide a study of aircraft powerplant lubricating systems including identifying and selecting lubricants, inspecting, checking, servicing, trouble-shooting and repairing engine lubricating systems.

**AVP 2108** Powerplant Systems and Components I-B / 8 credits (5 lec., 6 lab) This course is an introduction and study of aircraft powerplant systems, including inspecting, servicing, trouble-shooting and repairing engine fuel systems, cooling systems, exhaust systems, and ignition systems.

**AVP 2208** Powerplant Systems and Components II / 8 credits (5 lec., 6 lab)

Continuation of the study of aircraft powerplant systems including installing, inspecting, checking, servicing, trouble-shooting and repairing electrical systems, instrument systems, fire protection systems, propellers, unducted fans, and auxiliary power units.

**AVP 2214** Powerplant Theory and Maintenance / 14 credits (9 lec., 10 lab)

A study of aircraft reciprocating and turbine engines maintenance, including aircraft inspection, engine and component overhaul and repair, engine removal, installation, trouble-shooting, and the use of precision measuring equipment.

**MTH 1003** Technical Math - Aviation / 3 credits (3 lec.)

Instruction in extracting roots and raising numbers to a given power; calculating the areas and volumes of various geometrical shapes; solving ratio, proportion, and percentage problems; and performing algebraic operations involving addition, subtraction, multiplication, and division of positive and negative numbers. Non-transferable.

## BUSINESS

**ACCT 1003** Accounting I / 3 credits (3 lec.)

Covers the fundamental accounting concepts and procedures for sole proprietorship. The accounting cycle includes journalizing and posting transactions, preparing trial balances, worksheets, and financial statements. Emphasis is given to cash, banking, payroll procedures, purchases, accounts receivable/accounts payable, and prepaid expenses. Simulated accounting activities offer decision making opportunities encountered in the business world.

**ACCT 2003** Principles of Accounting I / 3 credits (3 lec.)

Covers the accounting cycles for merchandising and service-oriented business organizations. Primary emphasis is on generally accepted accounting principles applicable to measuring assets, liabilities, capital, revenues, expenses, and drawing. The owner's equity section is demonstrated by using either the sole proprietorship or corporation business entity. Students journalize and post transactions and prepare financial statements.

**ACCT 2013** Principles of Accounting II / 3 credits (3 lec.)

Prerequisite: ACCT 2003 Principles of Accounting I

Includes special measurement problems for partnerships, including income allocations and partnership bonuses. Accounting problems for corporations include bonds payable, stock and cash dividends, and long-term investments. Students will prepare statements of cash flow and analyze the financial statements. A part of the course is devoted to special reports and managerial uses of accounting data, including job order cost accounting, process cost accounting, and budgeting, for the decision-making function.

**ACCT 2023** Fundamental Accounting Concepts / 3 credits (3 lec.)

Primary emphasis will be in developing an understanding of the fundamental accounting concepts, with secondary emphasis on procedural mechanics. In addition, the student should develop an awareness of the language and environment of American business, an appreciation of accounting methodology, and skill in problem solving. Open to students not majoring in the College of Business. Fall Semester.

**ACCT 2033** Payroll Accounting / 3 credits (3 lec.)

Prerequisite: ACCT 2003 Principles of Accounting I.

The federal rules and regulations governing employment, compensation, and payroll taxes are studied. Students will experience hands-on activities of calculating payroll, payroll taxes, and preparations of payroll tax reports and records. The student will be taken through the entire payroll process from timekeeping, computation of gross earnings, determining federal income tax and other payroll withholdings to recording or accounting for wages, tax liabilities, and payments or deposits. Spring Semester.

**ACCT 2043** Introduction to Cost Accounting / 3 credits (3 lec.)

Prerequisite or Co-requisite: ACCT 2013 Principles of Accounting II.

This is an introductory course designed to provide students with a general understanding of the role that cost accounting plays in a business and how cost accounting affects companies every day. The student will study job-order costing, process costing, standard costing systems, and overhead allocations. Fall Semester.

**ACCT 2053** Introduction to Taxes / 3 credits (3 lec.)

Prerequisite: ACCT 2003 Principles of Accounting I.

Students will study how tax laws, regulations, and judicial opinions are developed. Through taxation problems of individuals and corporations, the student will develop an understanding of how taxes affect business decision making. Fall Semester.

**ADMS 1103** Legal Terminology / 3 Credits (3 lec.)

Teaches an understanding of legal terminology involved with common legal documents. Emphasis is placed on developing an understanding of legal terminology through the study of law itself and on using legal terminology in many different ways rather than relying solely on rote memory.

**ADMS 1203** Legal Transcription / 3 credits (3 lec.)

Pre-requisite or Co-requisite: ADMS 1103 Legal Terminology

Teaches beginning legal transcription and legal terminology. This course is designed to provide students with a working knowledge of the transcription of various types of legal documents and formatting skills of documents from tape into mailable form. Spring Semester.

**ADMS 1213** Medical Transcription / 3 credits (3 lec.)

Prerequisite or Co-requisite: MEDL 1003 Medical Terminology

Teaches beginning medical transcription and medical terminology. This course is designed to provide students with a working knowledge of the transcription of various types of medical reports and formatting skills of documents from tape into mailable form.

**ADMS 1513** Keyboarding I / 3 credits (3 lec.)

Provides training in the touch operation of the alphabetic and numeric keyboards. Basic skill development through drills for speed and accuracy control, centering, tabulation, and formatting of basic business documents is included. Provides basic skills necessary to operate computer terminals and information processors.

**ADMS 1523** Keyboarding II / 3 credits (3 lec.)

Prerequisite: Ability to keyboard.

Provides production training in the refinement of the operation of alphabetic and numeric keyboards. Production work includes letters, memos, reports, business forms, résumé and tabulation. Skill development through drills for speed and accuracy control continues as an integral part of Keyboarding II.

**ADMS 2073** Professional Development / 3 credits (3 lec.)

This course focuses on human relations skills necessary to be well-rounded and thoroughly prepared for the job world. Topics covered include the inner self, personal appearance, positive attitude, motivation, conflict and stress, and communications.

**ADMS 2413** Word/Information Processing / 3 credits (3 lec.)

Prerequisite: Ability to keyboard.

An introduction to Microsoft Word 2007. Topics include creating, saving, and printing documents. Projects include creating an announcement, creating a research paper, and creating a business letter and résumé. Microsoft Word 2007 required for online course.

**ADMS 2563** Business Communications / 3 credits (3 lec.)

Prerequisites: ENG 1003 Freshman English I, Ability to keyboard.

Emphasizes administrative practices and procedures used in a business office. Topics include verbal/non-verbal skills, writing skills, reading skills, listening skills, psychological principles, the job campaign, and employment skills involved in effective business communications. Microsoft Word 2007 required.

**BSYS 1023 Business Office Machines / 3 credits (3 lec.)**

Prerequisite: Ability to keyboard.

Gives instruction in the operation of dictating/transcribing machines and electronic calculators. Fall Semester.

**BSYS 2003 Business and Professional Presentation Techniques / 3 credits (3 lec.)**

Introduces the student to various means of presenting information through the use of presentation software including

Microsoft PowerPoint. The student will also learn the fundamentals of oral presentations and basic design concepts.

PowerPoint 2007 is required for online course.

**BSYS 2013 Web Page Design / 3 credits (3 lec.)**

Students learn how to create a web page using Dream Weaver, format the page, and create forms with highly visual step-by-step instructions. Students will also learn how to enhance web pages and create their own designs.

**BSYS 2533 Internet, Intranet and E-mail Applications / 3 credits (3 lec.)**

Students develop technology skills and research strategies for management marketing, and business systems using the Internet, Intranet and E-mail. Fall Semester.

**BSYS 2583 Spreadsheets for Managerial Decisions / 3 credits (3 lec.)**

Theory and concepts of spreadsheets are introduced. Students receive instruction and practice in creating, formatting and editing spreadsheets using personal computers. Simulated business problems involve using "IF" statements, =NOW and =PMT functions. Advanced graphic features are added to charts. Students also learn to manipulate data used in the what if decision-making process. Students create templates and consolidate data from multiple sheets. Microsoft Excel 2007 required for online course.

**BUAD 1013 Introduction to Business / 3 credits (3 lec.)**

Survey course to acquaint beginning students with the major institutions and practices in the business world, to provide elementary concepts of business, and to serve as an orientation course for selection of a specific business major.

**BUAD 1023 Introduction to Marketing / 3 credits (3 lec.)**

Students will be introduced to all aspects of marketing, including promotion, advertising, product awareness, distribution and pricing. Students will also learn about consumer behavior and be assigned projects involving personal selling, advertising, promotion, and other general marketing aspects.

**BUAD 1033 Business Ethics / 3 credits (3 lec.)**

This course will be an online course with many case studies and situation analysis completed by the students. Students will be faced with real business dilemmas and will be responsible for deciding on the ethical decision to make. Students will discover the very gray areas of business ethics that employees face in today's work place.

**BUAD 1043 Personal Financial Planning / 3 credits (3 lec.)**

The course work will include real-life financial planning dilemmas that individuals and families face. All the major personal financial planning problems will be addressed: understanding the financial planning process, managing taxes, managing credit, using consumer loans, managing insurance needs; managing investments, and planning for retirement. Fall Semester.

**CA 1903 Introduction to Computer Concepts / 3 credits (3 lec.)**

Basic computer skills and ability to keyboard/ type using proper techniques are required.

Gives the student hands-on experience with popular word processing, database, presentation and spreadsheet software.

*Online students must use Office 2007 for this course.*

**CIS 1003 Digital Photography / 3 credits (3 lec.)**

This course introduces students to the fundamentals of digital photography. Students must master the technical aspects of taking, transferring to storage media, and manipulation of digital photographs. Students will develop or enhance their skills of composing good photos. Students must have access to a digital camera that allows for manual adjustment of the aperture value and shutter speed. Experience using personal computers is recommended for this class.

**CIS 1004** Cisco I / 4 credits (4 lec.)

The study of the fundamentals of network technology. Topics include the OSI model, data link and network layer devices, IP addresses, subnet masking, cabling, topologies, wiring closets, and basic electrical and electronic issues in networks. Fall Semester.

**CIS 1013** Introduction to Computer Information Systems / 3 credits (3 lec.)

Introduces the student to computer hardware, software, Internet/information literacy, procedures, systems, and human resources. It focuses on computer and information literacy, historical development of computers, the data processing cycle, operating systems, number systems, storage and retrieval methods, and system security. The Internet Module focuses on Internet addresses/networks, email, browser activities, search engines, gopher activities, FTP and Telnet, and building a web page. **Spring Semester.**

**CIS 1014** Cisco II / 4 credits (4 lec.)

Prerequisite: CIS 1004 Cisco I.

A continuation of CIS 1004 Cisco I. Topics include Protocols, IP address configuration, flow control, transport layer protocols, router IOS, router configuration, router protocols. **Spring Semester.**

**CIS 1023** Network Media Infrastructure / 3 credits (3 lec.)

A study of network cabling systems. Topics include the study of structured cabling systems, physical layer connectivity, LAN media fundamentals, broadband transmission media, wireless transmission systems, Cat5 media and fiber optic termination. Fall Semester.

**CIS 1024** Network Server Technology / 4 credits (4 lec.)

Prerequisite: CIS 2104 Troubleshooting & Repair or instructor approval. A study of the hardware and software required to provide network services on a local area network (LAN). Topics will include server components and configuration, RAID technology, SCSI technology, data backup and restoration, network operating systems, and disaster recovery. Upon successful completion of this course, students should be prepared to sit for the Server+ professional certification examination. Spring Semester.

**CIS 1034** Intro to Computer Programming / 4 credits (4 lec.)

An introductory course in programming using the most current and widely used program. The programming component covers data types, character strings, operators, expressions, statements, looping, branching, functions, arrays, pointers and file input/output. **Spring Semester.**

**CIS 1073** Computerized Accounting / 3 credits (3 lec.)

Provides an integrated approach to solving accounting applications and learning automated accounting functions. Applications include the major computerized accounting systems: general ledger, accounts receivable/accounts payable, payroll, depreciation, and inventory. Simulated accounting activities on the computer offer decision-making opportunities encountered in the business world.

**CIS 2004** Network Operating System Technology/ 4 credits (3 lec., 1 lab)

Students will be introduced to Network Operating System Technology networking environment. In this course, students will learn to implement Network Operating System and conduct administration of resources; implement, manage, and troubleshoot hardware devices and drivers; monitor and optimize system performance and reliability, configure and troubleshoot the desktop environment; implement, manage, and troubleshoot network protocols and services; and implement, monitor and troubleshoot security. Fall Semester.

**CIS 2014** LAN Administration / 4 credits (3 lec., 1 lab, )

Prerequisite: CIS 2004 Network Operating System Technology or approval of instructor.

Students will perform a server installation; install, configure, and troubleshoot access to resources; configure and troubleshoot hardware devices and drivers; manage, monitor and optimize system performance, reliability, and availability; manage, configure, and troubleshoot storage use; configure and troubleshoot DNS for active directory; install, configure, manage, monitor, optimize, and troubleshoot change and configuration management; manage, monitor, and optimize the components of active directory and security. Spring Semester.

**CIS 2043** DataBase Management Systems /3 credits (3 lec.)

Designed to give students practical experience and proficiency in database management using Access through lecture and

business simulated lab exercises. Students design and modify database structure, create and run queries, and create forms and reports. Students also design switchboards, join tables, and create forms with combo boxes. Microsoft Access 2007 required for online course. Spring Semester.

**CIS 2053** Microsoft Windows / 3 credits (3 lec.)

Prerequisite: Ability to keyboard.

Designed to teach students to use the Microsoft Windows, a system software program. Topics include control panel, my computer, Windows Explorer, accessory and advanced accessory applications, multimedia, data sharing, and mobile computing. Fall Semester.

**CIS 2073** Desktop Publishing / 3 credits (3 lec.)

Prerequisite: Ability to keyboard.

Covers the fundamental concepts of using desktop publishing software. Emphasis is placed on creating documents which include graphics, various type styles and formats. Students create flyers, letterhead, business cards, and other types of publications.

**CIS 2104** PC Trouble-shooting and Repair / 4 credits (3 lec., 1 lab)

An active exploration into the operation, construction, and trouble-shooting of personal computers. Emphasis will be placed on learning hardware functions, operating system and software installation, diagnostic and trouble-shooting techniques, and safety.

**CIS 2204** Networking Concepts / 4 credits (3 lec., 1 lab)

Study of the concepts of Local Area Network (LAN) technology from a vendor-neutral perspective. Topics will include hardware, software, protocols, media, configuration, and implementation. Fall Semester.

**CIS 2303** Networking Applications / 3 credits (3 lec., 1 lab)

Covers the administration of Netware LANs. Topics include: user management, file system management, server security, and network printing. This course meets the requirements of NOVELL Class 560. Spring Semester.

**CIS 2404** Cisco III / 4 credits (4 lec.)

Prerequisite: CIS 1014 Cisco II.

A continuation of CIS 1014 Cisco II. Topics include router troubleshooting, the essentials of LAN, VLAN, WAN, and WAN protocol. Fall Semester.

**CIS 2414** Cisco IV / 4 credits (4 lec.)

Prerequisite: CIS 2404 Cisco III.

A continuation of CIS 2404 Cisco III. Topics include switch and router configuration. Each student will complete a hands-on final that will pass/fail. Upon successful completion of this course, students should be prepared to sit for the Cisco Certified Network Associate (CCNA) exam. Spring Semester.

**CIS 2424** Advanced LAN Administration / 4 credits (3 lec., 1 lab)

Prerequisite: CIS 2014 LAN Administration.

A study of the methods of managing a LAN. Topics will include network administration, managing networking hardware and software, managing group policies, administering file and print resources, administering web and remote access services. Fall Semester.

**ECON 2313** Principles of Macroeconomics / 3 credits (3 lec.)

Covers how economic systems operate, with much emphasis placed on the laws of supply and demand, the creation of money, the banking system, fiscal management, and national income. This course is designed to increase awareness of current economic problems and encourage the student to analyze alternative solutions. *A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.*

**ECON 2323** Principles of Microeconomics / 3 credits (3 lec.)

Emphasis is placed on value, prices, distribution, international economics and current problems. A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques. Fall Semester.

**ECON 2333** Economics Issues and Concepts / 3 credits (3 lec.)

Gives the student a basic understanding of the United States economic system. Basic economic concepts will be explored and contemporary economic problems and issues will be examined in light of the concepts learned. *A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.* Spring Semester.

**LAW 2023** Legal Environment of Business / 3 credits (3 lec.)

Introduction to the fundamental elements of the Anglo-American legal system and its common law origins. The scope of the course will include the application and operation of the legal system in the remedy of business disputes, the development and operation of the court system, and the regulation of American business and industry by the United States Government. Microsoft Word 2007 required for online course.

**MGMT 1003** Introduction to Industrial Leadership / 3 credits (3 lec.)

Interactive workshop that focuses on developing individual leadership and communication skills. Students are introduced to business communication skills, effective listening skills, goal management, supervisory skill, participative leadership, and positive attitudes at work.

**MGMT 1013** Introduction to Human Resource Management / 3 credits (3 lec.)

Interactive workshop that focuses on developing specific knowledge of managing the human resources at work. Students are introduced to the Americans with Disabilities Act, Equal Employment, Fair Labor Standards Act, training skills for supervisors, effective hiring practices, managing conflict at work, and supervising difficult employees.

**MGMT 1023** Foundations of Productivity Management / 3 credits (3 lec.)

Interactive workshop that focuses on developing specific knowledge of improving personal and team productivity. Students are introduced to effective team work skills, empowerment, motivation, quality management, and safety awareness.

**MGMT 2603** Leadership Issues / 3 credits (3 lec.)

Emphasizes leadership and its application to the process of building, maintaining, and leading work groups in an effective manner. Describes the roles of leaders and followers, and how the role of leader changes, and the characteristics of a leader. Explores why leaders want to be leaders and the sources of the leader's powers. Includes basic business etiquette and creative thinking. Spring Semester.

**MGMT 2613** Principles of Supervision / 3 credits (3 lec.)

Covers the responsibilities of the first line supervisor. Describes the four functions of the supervisor and the requisite skills. Includes discussions about planning and decision making, job interviewing as the applicant and as the employer, employee grievance resolution, employee training, the appraisal process, and discipline. Fall Semester.

**MGMT 2623** Small Business Management / 3 credits (3 lec.)

Includes application of management, marketing, and finance to small business. The course addresses practical aspects of planning and organization, product/service marketing, human resources, and financial control. Students research a product, or service industry, and prepare a pro forma business plan, including a business feasibility survey, projected sales and revenues, financial statements, and financing requirements.

**MGMT 2633** Information Technology Project Management / 3 credits (3 lec.)

A study of management methods and techniques of importance to network administrators. Topics include managing network system resources, equipment. inventory, people, planning, and purchasing. Fall, Summer Semester.

**QM 2113** Business Statistics / 3 credits (3 lec.)

Prerequisite: Math 1023 College Algebra and working knowledge of Ecel 2007.

Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression and correlation. Microsoft Excel 2007 required for online course.

## Medical Coding

**MEDL 1043** Medical Coding I / 3 credit

Prerequisite or co-requisite: MEDL 1003 Medical Terminology

This course is designed to give students a basic introduction to the coding of disease processes and surgical procedures performed in a hospital, clinic or office setting. Spring Semester.

## Criminal Justice

**CRIM 1001** Criminal Justice Workshop I/ 1 credit (1 lec.)

Designed to address specific topics to meet the needs of criminal justice personnel.

**CRIM 1002** Criminal Justice Workshop II/ 2 credit (2 lec.)

Designed to address specific topics to meet the needs of criminal justice personnel.

**CRIM 1003** Criminal Justice Workshop III / 3 credits (3 lec.)

Designed to address specific topics to meet the needs of criminal justice personnel.

**CRIM 1013** Police Cyclist / 3 credits (3 lec.)

Course is designed to meet instructional objectives recommended by the International Police Mountain Bike Association for law enforcement officer cyclist. Course will provide students with working knowledge of principles of effective cycling; identify and explain food sources; different types of exercises; necessary equipment for bicycle patrol; recognize road hazards; participate in practical riding maneuvers and exercises; conduct pre-ride safety checks; perform basic bicycle maintenance and repairs; appropriate techniques to contact suspect to effect arrest or field interrogation situations; learn riding techniques of curb ascending and descending, climbing hills, ascending and descending stairs, track standing and slow maneuvering. The student will further be trained in applicable traffic and vehicle stops from a bicycle, effective vehicle pursuits, person stops, suspect take downs and practical firing range related exercises.

**CRIM 1023** Introduction to Criminal Justice / 3 credits (3 lec.)

Introductory survey course in criminology, dealing with the main components of the criminal justice system including the police, courts, and corrections, as well as issues and procedures pertinent to the operation of these components.

**CRIM 1033** Introduction to Crime Scene Techniques / 3 credits (3 lec.)

Introduces the student, or practitioner, to an understanding of the varieties and possibilities of the forensic sciences as they are applied to the criminal and civil investigation processes. Discussions and exercises cover crime scene photography, latent prints, impression and trace evidence, crime scene sketching, note taking, report writing, bloodstain evidence, and forensic entomology.

**CRIM 1043** Law Enforcement Ethics / 3 credits (3 lec.)

Students, or practitioners, are introduced to the fundamentals of ethical theory, doctrines, and controversies, and rules of moral judgement. Classes are exposed to the ways and means of making moral judgement, but not in specific situations. Difficult moral choices would include whether to arrest, to use deadly force, to prosecute, to participate in plea bargaining, to impose punishment, and from an organizational standpoint, whether to adhere to policy, to cooperate with supervisors, or to treat the public equitably.

**CRIM 1053** Principles of Police Patrol / 3 credits (3 lec.)

Provides an overview of the problems most frequently encountered by patrol officers, some general principles for the solution of these problems, and some proven and specific practices and techniques involving perplexing hazardous patrol incidents. Fundamental guidelines included to alert the practitioner and pre-police student to common mistakes which plague law enforcement officers. Major emphasis is placed upon the more complex patrol activities, the techniques that successful officers have found to be most effective in performing their duties.

**CRIM 1063** Terrorism and Homeland Security / 3 credits (3 lec.)

Provides a historical account of the roots of terrorism from Sun Tzu to modern Jihadists. Classes explore the differences in domestic and international terrorism. Students research various issues in Homeland Security including how terrorism affects Northeast Arkansas.

**CRIM 2001** DataMaster Operator / 1 credit (1 lec.)

This course is designed to provide Arkansas law enforcement personnel (employed at least 20 hours per week) with the training necessary to operate the BAC DataMaster breath testing instrument for legal breath alcohol tests. The student will become familiar with the external components and operational principles of the instrument. The student will be able to understand status messages produced on the instrument for invalid tests, make adjustments where appropriate, and/or interact with a Senior Operator to resolve instrument problems. Proper documentation will be covered including state database information requirements, evidence tickets, logbooks, and certification procedures. The student will be trained in Arkansas law as it relates to alcohol testing and traffic. The student will participate in a mock courtroom scenario to assist them in preparing to testify in court about the test procedure.

**CRIM 2003** Drug Recognition Expert Instructor Development / 3 credits (3 lec.)

This course is designed to prepare law enforcement professionals to effectively administer and instruct in the National Highway Traffic Safety Administration (NHTSA)/International Association of Chiefs of Police (IACP) Drug Recognition Expert (DRE) training program. This curriculum addresses the application of basic adult learning theory and the skills related to technical teaching. Participants learn effective teaching techniques from experienced instructor demonstration and their own in-class participation. They will learn how to deliver this specific training program and the basics on how to make effective presentations. Students must achieve a grade of at least 80% on the written test.

**CRIM 2006** Law Enforcement Drug Recognition Expert / 6 credits (4 lec., 2 lab)

Course is designed to meet certification requirements as a Drug Recognition Expert (DRE) involving a three-phase program of instruction for law enforcement officers certified by the National Highway Traffic Safety Administration (NHTSA) in the performance of Standardized Field Sobriety Testing (SFST). Once selected by their departments, candidate DREs complete the following courses of instruction:

**Preliminary Classroom Training:** This is a two-day training event where candidates learn basic terminology and become familiar with the seven broad categories of drugs. Also learn about the clinical and psychophysical examinations that constitute the procedure, and they have opportunities to begin practicing the administration of those examinations.

**Classroom Training:** This is a seven-day class. Classes are led by approved DRE instructors provided by the National Highway Traffic Safety Administration, which also provides all student hand-out materials. The classroom training consists of 30 modules of instruction, including an overview of the development and validation of the DRE process; relevant legal issues, in-depth sessions on each drug category; case preparation and testimony. Students are required to pass a written examination in order to begin the next phase of training. The classroom phase consists of 72 clock hours.

**Certification Training:** This phase culminates in a student's certification as a DRE. Certification training begins immediately upon completion of the classroom training. NHTSA certified instructors will supervise field evaluations by the students at approved sites. These field evaluations are held every weekend until all students finish their training. During this phase students conduct complete drug recognition evaluations of persons actually arrested on suspicion of drug impairment. Certification requires that candidate DRE's participate in the administration of a minimum of twelve complete examinations under the supervision of an approved DRE instructor. In addition, the student must have examined persons under the influence of at least three of the seven drug categories before he or she completes certification training. This phase consists of 64 clock hours. Upon successful completion of all three phases of training and the successful completion of a comprehensive knowledge exam, the student will receive certification as a Drug Recognition Expert.

**CRIM 2009** 121 Hour Law Enforcement Refresher Course / 9 credits (9 lec.)

Prerequisite: Must be sponsored by a criminal justice agency.

This course is designed to fulfill the requirements of the Commission on Law Enforcement Standards and Training (CLEST) for law enforcement officers who have transferred to the State of Arkansas and have not met the academy requirements for total number of hours of training, and for other circumstances as required by CLEST. Topics of instruction are to include Constitutional Law, Juvenile Code and Procedures, Arrest and Search Procedures, Principles of the Investigation Process, Patrol and Drug Interdiction, Basic Spanish, Domestic Violence, Counterterrorism and Weapons of Mass Destruction, and Internet Sexual Predator/Assault Investigation.

**CRIM 2011** Senior DataMaster Operator / 1 credit (1 lec.)

This course is designed to provide Arkansas law enforcement personnel (employed at least 20 hours per week) with the training necessary to operate the BAC DataMaster breath testing instrument for legal breath alcohol tests. The student will learn how to run monthly proficiency samples using simulators to maintain instrument certification, and change simulator calibration check solutions. The student will be able to understand status messages produced on the instrument

for invalid tests, make adjustments where appropriate, and/or interact with the Department of Health, Office of Alcohol Testing, to arrange for instrument repairs. Proper documentation will be covered including state database information requirements, evidence tickets, and logbooks. The student will also become familiar with the Arkansas Regulations for Alcohol Testing published by the Arkansas Department of Health as required by Arkansas Code 5-65-201, including certification procedures, training requirements, sample collection and handling, methods of analysis, and records and reporting. This training will include detailed instruction on state requirements for submission of blood alcohol samples. The student will be trained in Arkansas law as it relates to alcohol testing and traffic, as well as the effects of alcohol on the human body. The student will participate in a mock courtroom scenario to assist them in preparing to testify in court about the test procedure.

**CRIM 2013** Survey of Corrections / 3 credits (3 lec.)

Introduces the student to the history and development of programs and theories at the federal, state, and local levels. Includes the study of contemporary programs and individuals before, during, and after incarceration.

**CRIM 2021** Background Investigations of Police Applicants / 1 credit (1 lec.)

Course is designed to prepare the law enforcement official to produce a verifiable, chronological history of an applicant's life. Mechanisms are then introduced that use this information with other pre-employment screening devices in determining suitability for employment. Students will learn to document facts and events in a similar manner for each applicant to ensure consistency and ease of retrieval.

**CRIM 2031** Conflict Resolution for Supervisors / 1 credit (1 lec.)

Course is designed to instruct the student in ways to diffuse the conflicts that law enforcement supervisors find themselves in as they perform administrative functions. By employing proper communication skills, the supervisor can knock down the barriers caused by their personnel being in turmoil and conflict.

**CRIM 2041** Interviews and Interrogations / 1 credit (1 lec.)

Course is designed for the management of the interview and interrogation process. It will examine the basic principles behind the psychology of interviewing, behavioral information, identifying rejection, nonverbal indicators, gestures and movements indicative of deception, and statement analysis. The factors that undermine a successful interview and interrogation will be critically explored. Theme development, reasons why people do not confess, and the Reid Nine Steps of Interrogation will be addressed.

**CRIM 2043** Community Relations in the Administration of Justice/ 3 credits (3 lec.)

Provides an understanding of the complex factors in human relations. The philosophy of law enforcement is examined with the emphasis on the social forces which create social change and disturbance. In addition, community policing concepts will be introduced and discussed.

**CRIM 2051** Drug Investigations / 1 credit (1 lec.)

Course will provide specific solutions for managing the operational aspects of methamphetamine and other relevant drug investigations.

**CRIM 2053** Independent Studies / 3 credits (3 lec.)

Prerequisite: Approval of Department Chair.

Provides practical experience in various areas of the criminal justice system. Each individual student will be supervised by an instructor of criminal justice. Only one independent study will be allowed and must be approved by the department chair.

**CRIM 2063** Police Administration and Management / 3 credits (3 lec.)

Prerequisite: CRIM 1023 Introduction to Criminal Justice.

Principles of administration and management in their application to law enforcement; a study of the police organizational structure. Responsibilities and interrelationships of administrative, line, and staff services.

**CRIM 2073** At Scene Traffic Crash Investigation / 3 credits (3 lec.)

This course will acquaint the student with an awareness and the necessary skills required to conduct a traffic crash investigation. The course will provide the students with a working knowledge of what evidence and information are needed upon arriving at the scene of a traffic crash and how to safely obtain that needed information without further endangering the safety of themselves, the victims or the community for which they work. Students will be taught how to measure,

photograph, document physical evidence and other data from the crash scene; proper interview techniques; understand basic mathematical equations used in crash investigations; make reliable speed estimates through skid marks and critical speed scuff marks; understand basic skills involved in sketching and drawing; understand principles of use of a traffic template; draw accurate diagrams depicting the crash scene; using the traffic template as a nomograph; develop and understand basic human emotions and factors that may occur prior to, during and after a crash; and cite court cases that affect police officers and other government actions concerning traffic crashes and citizen safety. The student will further be trained in how to transfer the evidence and information from the traffic crash scene to reports and diagrams, as well as be instructed how to present this information in both civil and criminal courts.

**CRIM 2083** Advanced Traffic Crash Investigation / 3 credits (3 lec.)

Course is designed to provide the student the training necessary to complete a technical crash investigation. At this advanced level of training, the student will be able to recognize, interpret, and prepare physical evidence for further use in the reconstruction of the crash. At the conclusion of the course, the student will be able to examine vehicle lamps to determine if the lamps were illuminated at the time of collision; explain formulas used for speed estimates from skid marks, kinetic energy, airborne situations, scuff marks, conservation of linear momentum; explain physical evidence, vehicle dynamics, Newton's Laws of Motion, basic physics and mathematical concepts in their relationship to the crash investigation; gain knowledge to the concept of time, distance and motion; examine vehicle tires to determine if they contributed to the crash; explain the concept of hydroplaning as it applies to vehicle movement; use the latest photography, video recording and computer imaging concepts in their presentations and evidence in court; understand the proper use of geometry and trigonometry in crash investigations; understand uses of airborne equations in crash investigations; understand vehicle damage analysis and its use in determining collision movements and forces involved; use conservation of linear momentum and vectors and how they apply to traffic investigations.

**CRIM 2093** Traffic Crash Reconstruction / 3 credits (3 lec.)

This course will provide the student skills necessary to complete a crash investigation to such a level of proficiency that reconstruction and analysis of the collision will be possible. This course will assist and prepare the student to testify in court at the expert level. Upon completion of this course, the student will be able to explain and demonstrate minimum speed equations, kinetic energy equations, airborne speed equations, radius equations, critical speed equation, and conservation of momentum equations, explain Newton's Laws of Motion, what kinetic energy is, what potential energy is and how these energies relate to minimum speed. The student will be able to complete a time, distance and motion analysis and relate to a particular crash investigation and reconstruction; evaluate and interpret information from the initial investigation, follow-up reports and diagrams; understand the necessity of geometry, algebra and trigonometry and their application in crash investigation; understand basic applications to be used in reconstructing motorcycle and commercial motor vehicle crash investigations; taught special situation and use of equations involving lane change and critical turn away; application of the theory and use of vector analysis; and students will be involved with field exercises and application to show that they have participated in and can conduct their own imperial study in the areas of pedestrian walking studies and motor vehicle acceleration and deceleration testing.

**CRIM 2103** Police Internal Affairs / 3 credits (3 lec.)

This course is designed for the newly assigned Internal Affairs Officer, the experienced Internal Affairs Officer who wants to update his/her skills, or the administrator/manager who wants to understand how Internal Affairs should work. It is further designed to take into account the needs of the small and medium size police agencies as well as the larger ones. At the conclusion of the course, the student will be able to define discipline and its relationship to organizational effectiveness; identify types of misconduct most likely to occur in police departments; understand the process involved in receiving and assigning the complaint for investigation; understand the steps involved in preparing a plan for the investigation of a personnel complaint; understand the steps involved in investigating a personnel complaint; identify activities required for properly preparing a plan for an interview; understand the steps involved in conducting an interview; and understand how constitutional law relates to the Internal Affairs process. Students will also be required to complete practical exercises.

**CRIM 2113** DWI Standardized Field Sobriety Test Instructor / 3 credits (3 lec.)

Course is designed to prepare students to be trainers of law enforcement officers in the use of DWI Standardized Field Sobriety Testing (SFST) to meet training certification requirements recognized by the National Highway Traffic and Safety Agency (NHTSA). Course covers teaching methods, identification of domains of learning in the context of DWI enforcement; documents that make up the standard curriculum packages for the SFST School; content and format of the lesson plans for the SFST School, four-step process of teaching and learning; characteristics of a good SFST instructor; instructor preparation tasks for any session of the SFST School; appropriate questioning techniques to enhance students' involvement in presentations; and the use of visual aids to improve effectiveness of presentations.

**CRIM 2123** Inspection and Investigation of Commercial Vehicle Crashes / 3 credits (3 lec.)

Course will give the student an awareness and the necessary skills to conduct an investigation of a commercial vehicle crash at the scene, with emphasis on evidence gathering techniques and the importance of physical evidence in crash reconstruction litigation.

**CRIM 2133** Juvenile Delinquency and Law / 3 credits (3 lec.)

Course is designed to be an objective presentation of the many diverse views and perspectives that characterize the study of juvenile delinquency reflecting its interdisciplinary nature. The course maintains a balance of theory, law, policy, and practice.

**CRIM 2143** Criminal Law / 3 credits (3 lec.)

Course is designed to provide students in criminology, criminal justice, pre-law, political science, and paralegal studies a concise yet comprehensive introduction to substantive criminal law. This course is appropriate for the criminal justice professional who needs to better understand the legal environment in which they must function.

**CRIM 2153** Traffic Law / 3 credits (3 lec.)

Course is designed to provide students an understanding of the basic purposes of traffic enforcement, functional areas of police traffic services, selective enforcement concepts, problems associated with traffic enforcement, implied consent, DWI enforcement, issues regarding pursuit policies, responsibilities of officers responding to the scene of an accident, ancillary services, and practical enforcement application of current traffic laws.

**CRIM 2163** Emergency Vehicle Operation / 3 credits (3 lec.)

Course is designed to enable students to develop emergency vehicle driving skills. This course includes legal aspects of law enforcement driving, non-emergency driving, emergency response driving, pursuit driving, and related civil liability issues.

**CRIM 2201** DWI Standardized Field Sobriety Testing / 1 credit (1 lec.)

Course is designed to meet DWI detection and Standardized Field Sobriety Testing (SFST) training certification requirements established by the National Highway Traffic and Safety Agency (NHTSA). Course covers detection and general deterrence, legal environment, note taking and testimony, vehicles in motion, personal contact, pre-arrest screening, concepts and principles of Standardized Field Sobriety Tests, test battery demonstrations, "dry run" practice sessions, testing subjects, processing arrested suspect and preparation for trial, report writing exercises and moot court, and written proficiency examinations.

**CRIM 2202** Defensive Tactics Instructor Course / 2 credits (2 lec.)

Course provides training to the student in accepted methods of physically controlling combative subjects and essentials to instruct a class. Course consists of legal issues, documentation/articulation of the use of force, physical techniques, mat stress drills, practice instruction, instruction qualification drills, and written exam.

**CRIM 2203** Law Enforcement Instructor Development / 3 credits (3 lec.)

Course is designed to provide students with basic methods of instructing law enforcement classes with an emphasis on developing lesson plans. Students will prepare and deliver a short class to other students and will learn required Commission on Law Enforcement Training and Standards (CLEST), course approval request, regulations, and documentation requirements. Course meets CLEST requirements to be eligible for certification as a Law Enforcement Instructor.

**CRIM 2212** Law Enforcement Firearms Instructor / 2 credit (2 lec.)

Prerequisite: CRIM 2203 Law Enforcement Instructor Development or equivalent course.

Course is designed for law enforcement officers to obtain certification as a Law Enforcement Firearms Instructor through the Commission on Law Enforcement Standards and Training (CLEST). Course topics include firearms liability, handgun transition, care and maintenance, malfunction drills, tactical procedures, range procedures, range officer training, night fire, scoring and documentation, and range observation. Students must maintain an academic grade of 70% or better and qualify on the handgun speed and accuracy course with a minimum score of 86%.

**CRIM 2213** 40- Hour Law Enforcement Refresher Course / 3 credits (3 lec.)

Prerequisite: Must be sponsored by criminal justice agency.

This course is designed to fulfill requirements of the Arkansas Commission on Law Enforcement Standards and Training

(CLEST) for law enforcement officers who have been out of active law enforcement for three to four years, or for other special situations as determined by CLEST. Topics include juvenile code, child abuse, traffic laws, domestic violence, crimes against persons and property, drug interdiction and vehicle stops, ethics, firearms, gangs and extremist groups, interrogations, confessions after arrest, and jurisdiction of agencies.

**CRIM 2221 Radar/Lidar Operator Course / 1 credit (1 lec.)**

Course is designed to meet training requirements for police traffic radar operators required by the Commission on Law Enforcement Standards and Training (CLEST). Course has an emphasis on speed offenses and enforcement, basic principles of Radar, speed measurement, legal and general operational considerations, operation of specific Radar/Lidar devices, moot court, and same direction moving Radar.

**CRIM 2222 Law Enforcement Field Training Officer / 2 credits (2 lec.)**

Course is designed to fulfill requirements of the Commission on Law Enforcement Standards and Training (CLEST) for certification as a Field Training Officer. Course includes counseling and motivation techniques, documenting deficiencies, contemporary issues such as work place sexual harassment, civil liability, cultural diversity, use of force, interpersonal communications, recruit remediation, ethics and functions of the Field Training Officer.

**CRIM 2223 Jailers Course / 3 credits (3 lec.)**

Course meets Arkansas Criminal Detention Facilities Review Commission requirements for certification of personnel employed as detention officers in county and municipal detention facilities. Topics include constitutional rights, communication skills, cell and area search, courtroom testimony, escape prevention, ethics, fingerprinting, facility rules and regulations, and state jail standards.

**CRIM 2233 Law Enforcement Auxiliary Officer Course / 3 credits (3 lec.)**

Prerequisite: Must be sponsored by criminal justice agency.

This 110-hour course is required by the Commission of Law Enforcement Standards and Training (CLEST) for certification of auxiliary and part-time law enforcement officers. Course extensively covers constitutional law, civil rights, civil liability, probable cause, search and seizure, laws of arrest, report writing, law enforcement standards, ethics, first responder First Aid, court organization and testifying, patrol procedures, traffic enforcement, investigations, defensive tactics, and firearms qualification.

**CRIM 2241 Tactical Skills for Law Enforcement / 1 credit (1 lec.)**

Course is designed for law enforcement officer students who need skills to function successfully by taking an interdisciplinary approach. The course examines aspects of safety, physical, legal, professional, and psychological issues confronting students in law enforcement today, providing insightful and tactically correct responses to the common problems law enforcement officers face. Course includes practical training exercises.

**CRIM 2242 Advanced Law Enforcement Firearm Instructor / 2 credits (2 lec.)**

Prerequisite: CRIM 2211 Law Enforcement Firearm Instructor, or equivalent course.

Course is designed to provide Certified Law Enforcement Firearms Instructors with the skills necessary to advance their Firearms Instructor capabilities. At this advanced level of training, the instructor will expand skills to correct student shooting deficiencies; interpret and teach Firing Range fundamentals; learn, analyze and teach unconventional shooting stances; analyze and teach various tactical shooting courses; teach the fundamentals of malfunction clearance drills; analyze and teach the fundamentals of shooting a shotgun; develop and present several firearms courses. The student will also be able to develop skills in range presentation. Course includes interactive technology and concepts used in firearms training courses.

**CRIM 2243 Basic Tactical Team Skills / 3 credits (3 lec.)**

Course is designed to introduce students to basic law enforcement team tactics and techniques. Course includes scouting and planning operations, team movement, dynamic and stealth entries, clearing and searching, use of inner and outer perimeters, various types of SWAT operations, and containment.

**CRIM 2253 Criminal Investigation / 3 credits (3 lec.)**

Includes fundamentals and theory of an investigation, conduct at crime scenes, collection and presentation of physical evidence, and methods used in the police service laboratory.

**CRIM 2263 Criminal Evidence and Procedure / 3 credits (3 lec.)**

The Rules of Evidence of import at the operational level in law enforcement and criminal procedures, personal conduct of

the officer as a witness, examination of safeguarding personal constitutional liberties.

**CRIM 2273** Criminal Justice Internship / 3 credits (3 lec.)

Prerequisite: Approval of the instructor.

Course is designed to enable students to work in law enforcement agencies, municipal courts, juvenile courts, delinquency control programs, and correctional institutions. Provides the opportunity to apply theoretical knowledge in a professional setting and develop specific skills. Students must develop a work and study plan, will be closely supervised, and must submit written reports on the work experience.

**CRIM 2283** Emergency Vehicle Operation Instructor / 3 credits (3 lec.)

Course is designed to enable students to develop or refine emergency vehicle driving standards and programs. This course includes components which address training guidelines for legal aspects of law enforcement driving, non-emergency driving, emergency response driving, and pursuit driving. Students will be introduced to technology in developing driving skills, methods, and vehicle information which allows them to instruct safe driving behaviors and safe driving habits.

**CRIM 2293** Hostage Negotiations / 3 credits (3 lec.)

Course is designed to provide students with the necessary skills to handle crisis/hostage negotiations, from a first responder situation to a prolonged crisis situation. Course will provide the communication skills necessary to carry on a dialogue with the subject(s), enable the negotiator to provide input to the onscene commander regarding the status of negotiations, and to provide input into whether a tactical resolution may be necessary. Topics covered are: fundamentals of negotiations, protocol and situation boards, use of third party intermediaries, abnormal psychology, suicide intervention techniques, active listening techniques, review of specific cases, and extensive practical exercises.

**CRIM 2303** Advanced Criminal Investigation / 3 credits (3 lec.)

Prerequisite: CRIM 2253 Criminal Investigation or equivalent.

Course is designed for personnel who have prior experience in criminal investigations. Course includes advanced fundamentals and techniques, crime scene kits, resource material, current fingerprint techniques, blood spatter analysis, advanced crime scene photography techniques, crime scene procedures and current computer related crimes.

**CRIM 2312** Defensive Tactics Instructor Recertification Course / 2 credits (2 lec.)

Course provides training to the student in accepted methods of physically controlling combative subjects and essentials to instruct a class. Course consists of legal issues, documentation/articulation of the use of force, physical techniques, matt stress drills, practice instruction, instruction qualification drills, and written exam.

**CRIM 2322** Defensive Tactics Instructor Course / 2 credits (2 lec.)

Re-Certification Course SEE Advisor.

**CRIM 2332** Defensive Tactics Instructor Course / 2 credits (2 lec.)

Re-Certification Course SEE Advisor.

**CRIM 2342** Defensive Tactics Instructor Course / 2 credits (2 lec.)

Re-Certification Course SEE Advisor.

**CRIM 2352** Defensive Tactics Instructor Course / 2 credits (2 lec.)

Re-Certification Course SEE Advisor.

**CRIM 2362** Defensive Tactics Instructor Course / 2 credits (2 lec.)

Re-Certification Course SEE Advisor.

## Early Childhood Education

**ECH 1003** Foundations of Early Childhood Education / 3 credits (3 lec.)

The course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories early childhood education is based upon and learn how to develop an ef-

fective program designed uniquely for children from birth to age 5. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course content is based upon guidelines established by the Council for Early Childhood Professional Recognition and covers functional areas 11, 12, and 13.

**ECH 1013** Child Growth and Development / 3 credits (3 lec.)

The course focuses on children from birth to age 8 and covers all aspects of a child's physical and cognitive growth and socio-emotional development. The students will be introduced to ways to observe and evaluate development and recognize possible delays in development. The course content is based upon guidelines established by the Council for Early Childhood Professional Recognition and covers functional areas 7 and 8.

**ECH 1023** Environment for Young Children / 3 credits (3 lec.)

The course is designed to provide the student with a broad knowledge base of how to design a program for children and how to develop it both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. The student will plan and implement activities that are age, skills, and culturally appropriate for children from birth to 5.

**ECH 2003** Practicum / 3 credits

Prerequisite: Successful completion of Early Childhood Training: ECH 1009

Foundations of Early Childhood Education, Child Growth and Development, and Environments for Young Children, or successful completion of an accredited Childhood Development Associate program. Because this course focuses on an on-site assessment of student application methods of early childhood education and use of early childhood education materials, students demonstrate application of the 6 competency goals and the 13 functional areas of childhood development. Students must be currently working in the child care field. This provides practical knowledge for the student in the working arena. This experience broadens the students' understanding of the early childhood training and the necessary tools and creative thinking process of development necessary to incorporate a positive early childhood curriculum.

**ECH 2013** Survey of Early Childhood Education / 3 credits (3 lec.)

History, theory, and practice of early childhood education.

**ECH 2033** Literacy for Children/Families / 3 credits (3 lec.)

Examines the importance of reading in the home and its impact on young children. Emphasis is on the assessment of literacy in the home setting. Also examined are literacy training programs and their application, along with practical assistance for parents or other care-givers of young children to enhance their skills and resources for use with their children.

**ECH 2043** Art, Music, and Creative Movement / 3 credits (3 lec.)

Students receive training in age-appropriate areas of the visual arts, movement, and music, exposing class participants to activities in these areas which can be effectively utilized in work with young children. Upon successful completion, students will have at their command a repertoire of activities in drawing and painting and other constructive art, in song, and in dance/movement, along with an understanding of their value in working with young children.

**ECH 2053** P. E. for Young Children / 3 credits (3 lec.)

Age-appropriate activities in physical education will frame the work in this class, along with basic emphasis on physical development of the young child. One goal of this class is to train teachers to better understand the role of learning and physical activity in the young child, and to foster a lifelong participation in physical activity.

**ECH 2063** The Family / 3 credits (3 lec.)

Students gain an awareness of how the family life cycle influences the socio-cultural experiences of young children, and of today's family and its role in society.

**ECH 2073** Child Abuse/Neglect / 3 credits (3 lec.)

Survey of theory and research of child abuse and neglect with emphasis on assessment and treatment of these problems.

**ECH 2123** Literature for the Young Child / 3 credits (3 lec.)

Acquaint students with children's literature and the utilization of library materials and provides training in the utilization of library materials. Students will plan and implement a variety of activities utilizing literature to encourage children's physical, social, emotional, aesthetic, and cognitive development. (Six hours of direct contact with children utilizing varied teaching strategies required.)

**ECH 2143** Program Development for Preschoolers / 3 credits (3 lec.)

Prepares students to understand and implement developmentally appropriate learning environments for children from 3 years to school-age. Emphasis is given to guidance techniques, nurturing responses, communication skills, and developmentally appropriate materials for cognitive, affective, and physical development of preschoolers.

**ECH 2163** Parenting and Community /3 credits (3 lec.)

This is a one-semester college level mixed media mode distance education course in early childhood education that employs 6 classroom meetings, video viewing, assigned observations in a child care center, one extended project with an individual presentation component reflecting on childcare, parenting, and community concerns, a midterm, and final assessment report. Parenting and Community focuses on the study of the developing child within the family structure as well as within the protective structure of the childcare center as well as the larger community. Several of the video modules explore variations on caregiving across geographical lines. Each style illuminates the others as well as itself and this juxtaposition of traditions and theories allows for better understanding of various approaches, clearer contrasts among the different ways of taking care of children, and a greater understanding of underlying similarities within all.

**ECH 2173** Child Development / 3 credits (3 lec.)

Comprehensive study of development from conception to the first week after birth. This will include normal development, environmental influences that affect pre-natal development, including the childbirth process and assessment of the newborn.

**ECH 2183** Science and the Young Child / 3 credits (3 lec.)

Students will gain an awareness of the role and importance of science and scientific method in daily life and the need to teach these concepts to children from the very beginning of their learning process. This course presents a hands-on approach with methods and materials to teaching science to the young child including the topic areas of environmental concerns, ecology, biology, chemistry, and physical science. Emphasis is placed on the learning level of the pre-school to mid-level child. Students completing this course will receive the following nationally recognized certificates: Project Learning Tree, Project Wet, and Project Wild. Fall Semester.

## **Fire Science**

**FS 1002** Hazardous Materials for Firefighters / 2 credits (2 lec.)

A course that will provide the student with the background for recognizing, identifying, handling, and using firefighting practices in hazardous materials incidents as safely as possible with the available resources. Students will be exposed to some advanced hazardous materials principles.

**FS 1011** Basic Rappelling / 1 credit (1 lec.)

Allows students to learn how to use proper rescue principles and techniques required in elevated rescue.

**FS 1013** Fire Apparatus, Hydraulics, and Water Supply / 3 credits (2 lec., 2 lab)

Deals with the various formulas and principles for fire-ground hydraulics and pump operations as well as maintenance and operation of emergency vehicles. Students will become familiar with the various types of water supplies for fire protection. Practical exercises are conducted involving emergency vehicles, driving and pump operations, as well as tanker shuttle operation.

**FS 1023** Firefighter I / 3 credits (2 lec., 2 lab)

Enables the beginning student to describe and use the knowledge and basic skills in Firefighter Orientation and Safety, Fire Behavior, Building Construction, Firefighting Personal Protective Equipment, Portable Extinguishers, Ropes and Knots, Rescue and Extrication, Forcible Entry, Ground Ladders, Ventilation, Water Supply, and Fire Hose.

**FS 1031** Flammable Liquids / 1 credit (1 lec.)

Provides individuals with the knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in a flammable liquids fire. Practical exercises are utilized to ensure student understanding of the proper method of flammable liquids firefighting.

**FS 1033** Firefighter I-A / 3 credits (2 lec., 2 lab)

Prerequisite: Firefighter I.

Enables the student to describe and use the knowledge and basic skills in Fire Streams, Fire Control, Fire Detection, Alarm and Suppression Systems, Loss Control, Providing Evidence for Fire Cause Determination, Fire Department Communications, and Fire Prevention and Public Education. Upon satisfactory completion of this course and Firefighter I, the student will be allowed to challenge the written and practical test to meet the Standards of Fire Fighter Professional Qualifications for Fire Fighter I, according to National Fire Protection Association 1901.

**FS 1053 Basic Telecommunicator / 3 credits (3 lec.)**

Course is designed to prepare the public safety telecommunicator receiving emergency calls via 911, and by other means, for their role in processing and dispatching of public safety responders to respond to emergency calls. Course will provide the public safety telecommunicator with the skills to render this service in a professional manner that fulfills the needs and expectations of the public and agencies involved. Upon completion of the course, student will receive a certification that meets the standards of APCO Project Series; Project 33 from APCO Institute as a Basic Telecommunicator.

**FS 1063 Fire Behavior and Combustion / 3 credits (3 lec.)**

This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.

**FS 1093 Principles of Emergency Services / 3 credits (3 lec.)**

This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

**FS 1101 Introduction to Fire Protection / 1 credit (1 lec.)**

Students study the history and philosophy of fire protection, introduction to fire protection agencies, current technological developments, and career possibilities. Discusses fire behavior, use of protective clothing, and firefighting equipment.

**FS 1103 Emergency Medical First Responder / 3 credits (3 lec.)**

Provides individuals with the skills necessary to begin assessing and caring for patients at the scene of an injury or illness. The student will also become familiar with the stabilization and care of the injured patients as well as rescue procedures.

**FS 1111 Auto Extrication / 1 credit (1 lec.)**

Students learn how to use patient care, packaging, and removal of patient(s) in an automobile extrication using the principles and techniques of advanced auto rescue technology.

**FS 1151 Fire Arson Detection / 1 credit (1 lec.)**

Fire officers and firefighters improve their skills in determining fire causes at the fire scene. Begins with the study of the motivation of the arsonist and progresses to the prosecution of the crime of arson.

**FS 1161 Emergency Response to Terrorism: Basic Concepts / 1 credit (1 lec.)**

Basic concepts in responding to a terrorism incident using the appropriate strategy and tactics.

**FS 1201 Leadership I / 1 credit (1 lec.)**

Provides participants with basic skills and tools needed to perform effectively as a leader in the fire service environment. Also addresses ethics, use and abuse of power at the company officer level, creativity in the fire service environment, and managing the multiple roles of a company officer.

**FS 1211 Aircraft Rescue Firefighting / 1 credit (1 lec.)**

Students learn how to use proper rescue principles and techniques in an aircraft rescue.

**FS 1221 Firefighter Safety and Survival: The Company Officer's Responsibility 1 credit (1 lec.)**

Gives students an appreciation of the seriousness of firefighter injury and death and appreciation of their responsibilities for reducing such incidents by improving safety considerations.

**FS 1261 Leadership II / 1 credit (1 lec.)**

Provides students with basic skills and tools needed to perform effectively as a leader in the fire service at the company

level. The course addresses decision making styles, identifying needs and problems, solving problems, and conducting a meeting.

**FS 1271 Leadership III / 1 credit (1 lec.)**

Provides the company officer with the basic leadership skills and tools to perform effectively in the fire service environment. Course covers when and how to do the following: delegate to subordinates, assess personal leadership styles through situational leadership, discipline subordinates, and apply coaching and motivating techniques for the company officer.

**FS 1281 Managing Company Tactical Operations I / 1 credit (1 lec.)**

Develops the company officer's supervisory and management capabilities in structural fire operations. Key content includes: rescue and ventilation, confinement and extinguishment, water supply, exposures and defensive operations, salvage, overhaul, and support. This course concludes with a major fire simulation activity.

**FS 1291 Managing Company Tactical Operations II / 1 credit (1 lec.)**

Provides the company officer with an effective approach to command decision making and organization in structural fire-fighting. Key content includes: the command sequence, size-up, developing an action plan, implementing the action plan, and introduction to the incident command system. Course concludes with a major fire simulation activity.

**FS 1301 Managing Company Tactical Operations III / 1 credit (1 lec.)**

Provides the company officer with an effective approach for managing the operations of one or more companies in structural firefighting operations. Key content includes: ventilation and rescue, fire confinement and extinguishment, water supply and exposure protection, salvage, overhaul, and support activities, and private dwelling simulations.

**FS 1311 Confined Space Rescue / 1 credit (1 lec.)**

Students learn the inherent hazards associated with confined space. Proper identification of hazards, air sampling techniques, equipment requirements, and special rigging techniques are covered.

**FS 1341 Engine Company Operations / 1 credit (1 lec.)**

Provides the firefighter with the basic knowledge and operation of an engine company. Topics covered include hydraulics, ventilation, and operation of hose lines and fire streams. Practical exercises are utilized to ensure understanding of engine company operations.

**FS 1351 Fire Attack / 1 credit (1 lec.)**

Basic course designed to provide firefighters with an understanding of fire behavior, command, ventilation, above ground fire attack, commercial fire attack, and below ground fire attack.

**FS 1371 Urban and Wildland Search and Rescue / 1 credit (1 lec.)**

Course is designed to teach emergency response personnel proper search and rescue techniques for a person, or persons, lost or missing in an urban or wildland environment.

**FS 1381 Incident Safety Officer / 1 credit (1 lec.)**

Provides students with the skills to function as a safety officer at an emergency incident response.

**FS 1391 School Bus Rescue / 1 credit (1 lec.)**

Provides students with the fundamental principles and tasks involved in performing disentanglement, subsequent rescue, and patient care of a person(s) entrapped in a school bus incident.

**FS 1401 Farm Emergencies / 1 credit (1 lec.)**

Teaches students how to assess a farm accident scene for hazards, how to stabilize the patient, and how to call for help.

**FS 1411 First Responder Review / 1 credit (1 lec.)**

Prerequisite: FS 1103 Emergency Medical First Responder.

Continuation of FS 1103 Emergency Medical First Responder. To update individuals who have completed FS 1103 in the skills necessary to assess and care for patients at the scene of an injury or illness. The student will utilize these skills in practical exercises using stabilization and care of injured patients as well as rescue procedures.

**FS 1421 Breathing Apparatus and Personal Safety / 1 credit (1 lec.)**

Students study the use of protective clothing and equipment. Basic firefighting practical skills are used in a lab with protective equipment.

**FS 1431 Structure Fires I / 1 credit (1 lec.)**

Provides individuals with knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in a basic structure fire. Practical exercises are used to ensure understanding of the proper method of structural firefighting.

**FS 1441 Structure Fires II / 1 credit (1 lec.)**

Prerequisite: FS 1431 Structure Fires I.

Provides students with the knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in a basic structure fire. Exercises are used to ensure understanding of structural firefighting.

**FS 1451 Structure Fires III / 1 credit (1 lec.)**

Prerequisite: FS 1431 Structure Fires I, FS 1441 Structure Fires II.

Advanced course which provides firefighters with knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in an advanced structure fire. Practical exercises are utilized to ensure understanding of proper methods of structural firefighting.

**FS 1471 Haz-Mat Awareness / 1 credit (1 lec.)**

Gives students an understanding of the basic concepts and techniques of hazardous material first response. Instruction is based on 29 CFR 1910.120 (OSHA) and 40 CFR 311 (EPA), but does not include hands-on applications or exercises.

**FS 1481 Haz-Mat Operations / 1 credit (1 lec.)**

Prerequisite: FS 1471 Haz-Mat Awareness

Reinforces and expands upon information presented in FS 1241 Initial Response to Hazardous Materials Incidents I course. More detail and new concepts are provided on procedures, usage, and related considerations following the chronology of a hazardous materials incident.

**FS 1491 Driver Operator I / 1 credit (1 lec.)**

This course introduces participants to the knowledge and skills called for in NFPA 1002 in the subject areas of Driving and Operating Fire Apparatus, Operating Fire Pumps, Fire Apparatus, and Operating Emergency Vehicles. There will be both classroom and "hands on" application. Students will practice driving emergency vehicle apparatus and operating fire pumps in this course.

**FS 1501 Driver Operator II / 1 credit (1 lec.)**

This course introduces participants to the knowledge and skills called for in NFPA 1002 in the subject areas of Positioning and Spotting Fire Apparatus, Water Supplies, Static Water Sources, Fire Pump Theory, and Foam. There will be both classroom and "hands on" application. Students will practice positioning and spotting emergency vehicle apparatus and producing foam streams from fire apparatus.

**FS 1511 Driver Operator III / 1 credit (1 lec.)**

This course introduces participants to the knowledge and skills called for in NFPA 1002 in the subject areas of Fire Hose Nozzles, Pressure Calculations, and Flow Rate Calculations. There will be both classroom and "hand-on" application. Student will practice calculating and applying fire flow formulas.

**FS 1521 Driver Operator IV / 1 credit (1 lec.)**

This course introduces participants to the knowledge and skills called for in NFPA 1002 in the subject areas of Operating Pumps, Relay Pumping, and Apparatus Testing. There will be both classroom and "hands-on" application. Student will practice various pumping evolutions and testing fire apparatus.

**FS 1531 Driver Operator V / 1 credit (1 lec.)**

This course introduces participants to the knowledge and skills called for in NFPA 1002 in the subject area of Water Shuttles Operations. There will be both classroom and "hand-on" application. Student will practice water shuttle operations, dumping water into a dump tank, and pumping the apparatus during water shuttle operations.

**FS 1541** Driver Operator VI / 1 credit (1 lec.)

This course evaluates the participants on their knowledge and skills pertaining to emergency vehicle operations and pump operations as called for in NFPS 1002. All candidates must participate in both the written and skill evaluations. Candidates must score 70% or greater on the written exam and pass the skills exam to become Arkansas Driver Operator Certified.

**FS 1551** Basic Fire Instructor I / 1 credit (1 lec.)

This course introduces participants to the knowledge and skills called for in NFPA 1041, Chapter 4, in the subject areas of Instructional Challenges, Instructional Delivery, Psychology of Learning, the Lesson Plan, Instructional Media Aids, and Presentations. There will be both classroom and "hands-on" application. Students will learn how to use a lesson plan for instructional deliveries. Short presentations and record-keeping practices will also be part of the class.

PreRequisite: Firefighter I Certification.

**Note:** There will be a written exam covering the material presented in this class at the end of the training. This course replaces the old ITCO course and meets the criteria for individuals seeking Certified Training Officer Status. Individuals with CTO status or having previously completed the ITCO training successfully need not retake the class.

**FS 1561** Basic Fire Instructor II / 1 credit (1 lec.)

The course introduces participants to the knowledge and skills called for in NFPA 1041, Chapter 4, in the subject areas of Safety in Training, Testing and Evaluation, and Legal consideration. There will be both classroom and "handson" application. Students will know how to use testing and evaluation results to enhance student learning. Safety and Legal issues will also be discussed. Pre-requisite: 1551 Basic Fire Instructor I or ITCO course. for individuals with CTO or ITCO seeking to complete the "Bridge" program, the Basic Fire Instructor II is where you begin. Note: A written exam will be administered at the conclusion of the training session covering the material discussed in the course.

**FS 1571** Basic Fire Instructor III / 1 credit (1 lec.)

This course allows participants to apply their knowledge and skills called for in NFPA 1041, Chapter 4, by preparing and delivering a prepared fire service lesson plan. Students will be evaluated on the delivery of the presentation.

**FS 1581** Incident Command System / 1 credit (1 lec.)

This course introduces Incident Command System to fire service officers and their emergency manners, who use, deploy, implement, and/or function within an incident command organization. Note: It is recommended for certified firefighters, company level officers, training officers, and others operating at the emergency scene.

**FS 1591** Managing in a Changing Environment / 1 credit (1 lec.)

Covers the skills and techniques mid-level managers need. Gives an overview of various influences affecting fire service operations. Note: Recommended for company-level officers, administrative officers, and chief officers.

**FS 1601** Fire Hose / 1 credit (1 lec.)

Provides the student with the knowledge and skills called for in NFPA 1001 in the subject area of Fire House. This course will involve both lecture and practical exercises. Student will practice hose rolls, carries, and fire loads. Student will also learn how to inspect, maintain, and test fire hose.

**FS 1611** Ladders / 1 credit (1 lec.)

Provides the student with the knowledge and skills called for in NFPA 1001 in the subject area of Fire Service Ladders. There will be both classroom and "hands-on" application. Students will practice using the various fire service ladders found on fire apparatus. Students will also learn how to inspect, maintain, and test ladders.

**FS 1621** Ventilation, forcible Entry and Loss Control / 1 credit (1 lec.)

Provides the students with the knowledge and skills called for in NFPA 1001 in the subject area of Ventilation, Forcible Entry. There will be both classroom and "hands-on" application. Various applications of ventilation practices, forcible entry techniques, and property preservation using loss control methods will be conducted.

**FS 1631** Water Supply, Fire Streams, and Portable Extinguishers / 1 credit (1 lec.)

Provides the students with the knowledge and skills called for in NFPA 1001 in the subject areas of Water Supply, Fire Streams, and Portable Extinguishers. There will be both classroom and "hands-on" application. Students will learn how to measure their water supply, apply different types of fire streams, and use portable extinguishers.

**FS 1641** Fire Dept. Communications and Basic Search & Rescue / 1 credit (1 lec.)

Introduces the students to the knowledge and skills called for in NFPA 1001 in the subject of Fire Department communications and Basic Search & Rescue. It also introduces participants to the National Fire Incident Reporting System (NFIRS) and the State of Arkansas' requirements. There will be both classroom and "hands-on" application. Various applications of search and rescue will be applied as well as participants completing an NFIRS report on an incident.

**FS 1651** Structure Fires IV / 1 credit (1 hour)

Pre-requisite: FS 1451 Structure Fires III

Advanced course which provides firefighters with knowledge and skills to function safely and effectively as an integral member of a firefighting team in an advanced structure fire called for in NFPA 1001. Practical exercises are utilized to ensure understanding of proper methods of structural firefighting in advanced scenarios.

**FS 1661** Exterior Fires / 1 credit (1 lec.)

Students are introduced to the knowledge and skills called for in NFPA 1001 in the subject area of Fire Control. Course will include both lecture and practical application of the skills retained.

**FS 1671** Basic Rope/ 1 credit (1 lec.)

Provides the student with the knowledge and skills called for in NFPA 1001 in the subject area of Fire Service Ropes and Knots. The class will consist of both lecture and practical exercises. Students will learn to tie knots, inspect and clean ropes, and learn to hoist tools and equipment.

**FS 1681** Fire Protection Systems, Building Construction and Fire Prevention / 1 credit (1 lec.)

This class introduces students to the knowledge and skills called for in NFPA 1001 in the subject area of Fire Protection Systems, Building Construction and Fire Prevention. The class will consist of classroom and "hands-on" application. Students will learn about the different types of fire protection systems they may have in their responsive areas, building construction features and hazards to watch for, and about fire prevention. Students will also practice delivering a Public Fire Education Message to a simulated audience.

**FS 2001** Fire Prevention and Education / 1 credit (1 lec.)

The prevention and education aspects of the fire science system. Subjects include: code enforcement, identifying the fire problem, home fire safety, and school fire programs; also, examines the role of public relations in the fire service. Public relations topics include press interviews, press releases and organizational image building.

**FS 2011** Fire Officer I, Module I: Introduction to Fire Officer / 1 credit (1 lec.)

This class introduces participants to the knowledge and skills called for in NFPA 1021-I, Chapter 4, in subject areas of Introduction to Fire Officer, Fire Department Structure, Company Officer Level Training, Company Officer Legal Considerations, the Company as a Group, Elements of Supervision and Management, and Labor Relations. There will be both classroom and "hands-on" applications. Student will practice the theories and concepts learned in the classroom through in-class scenarios and homework assignments. Hours 16

**FS 2013** Firefighter II / 3 credits (3 lec.)

Prerequisite: FS 1023 Firefighter I, FS 1033 Firefighter I-A.

Course designed to enable the fire student to describe and use the advanced knowledge and skills learned in Firefighter I and Firefighter IA.

**FS 2033** Building Construction for Firefighters / 3 credits (3 lec.)

Students study basic building construction as it is related to fire science. Emphasis is on recognition of different types, fire characteristics, safety factors, and specific strategy of structures.

**FS 2043** Special Problems in Fire Science /3 credits (3 lec.)

An individually designed research paper relative to the fire science field, fire science seminars, and/or field service assignments.

**FS 2063** Fire Strategy and Tactics / 3 credits (3 lec.)

Basic foundation in tactical concepts relative to extinguishing all classes of fire. Focus on the facts that affect strategic fireground operations such as preplanning, mutual aid and company operations. Various factors of fireground command are formed in a working action plan for dealing with an incident. Incident command systems will be discussed and exam-

ined. This course will meet NFPA 1561.

**FS 2082** Fire Prevention Codes and Ordinances / 2 credits (2 lec.)

An in-depth look at the codes and standards that affect the fire protection system. Discussion centers on the NFPA Standards and local building codes. Acquaints the student with building and fire codes. The course will meet NFPA 1021 Level I and II (Inspection, Investigation, and Public Education) requirements.

**FS 2092** Fire Cause Determination / 2 credits (2 lec.)

The investigation of fires in order to determine origin and cause. Topics will include legal issues, arson, juvenile fire set ters, preservation of evidence, and investigative techniques. The student conducts investigations of fires by determining the origin and cause of a given fire and prepares the necessary forms, sketches, and reports to record the facts determined in an investigation. Students will identify common motives and identify, collect, and preserve evidence of a given fire. The course will meet NFPA 1021 Level I and II (Inspection, Investigation, Public Education) requirements.

**FS 2103** Managing Company Tactical Operations IV / 3 credits (3 lec.)

Class is designed to develop the company officer's supervisory and management capabilities in structural fire operations utilizing segments of FS 1281 Managing Company Tactical Operations I, FS 1291 Managing Company Tactical Operations II, and FS 1301 Managing Company Tactical Operations III. Key content includes: rescue and ventilation, confinement and extinguishment, water supply, exposures and defensive operations, salvage, overhaul, and support. This course concludes with a major fire simulation activity.

**FS 2133** Fire Prevention / 3 credits (3 lec.)

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

**FS 2163** Fire Protection Systems / 3 credits (3 lec.)

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

**FS 2173** Fire Service Instructor I / 3 credits (3 lec.)

Provides students with the basic methods of instructing fire service classes. Emphasis is placed on developing lesson plans. Students will prepare and deliver a short class to other students.

**FS 2183** Fire Officer I / 3 credits (3 lec.)

A basic management course addressing the unique problems associated with the fire service. Emphasis will be on developing an awareness of what is needed to be an effective fire service manager. The course will meet NFPA 1021 Level I and II (Human Resource Management, Budget, Government Structure, and Information Management Planning) requirements.

**FS 2193** Fire Officer II / 3 credits (3 lec.)

This is a comprehensive course designed to introduce the knowledge and skills necessary for fire service personnel to function at the Fire Officer II level. The knowledge and skills required to function at this level are identified in NFPA 1021-I. Fire Officers at this level are expected to function at the supervisory and managerial level within the department. Topics covered in the course are general knowledge and skills; human resource management; community and government relations; administration; inspection and investigations; emergency services delivery; and health and safety.

## **Dietary Manager**

**HEC 1001** Field Experience I / 1 credit (60 lab)

Sixty hours of hands-on supervised experience in commercial food service. Designed to complement/reinforce lecture and lab experiences. Fall Semester.

**HEC 1002** Field Experience II / 2 credits (112 lab)

Supervised experience of 112 hours of hands-on to include patient care and food service department management. Designed to complement/reinforce lecture and lab experiences. Spring Semester.

**HEC 1003 Food Science / 3 credits (2 lec., 3 lab)**

Principles underlying the selection and preparation of foods. Study of food components, market standards for products, grades and labeling. Laboratory experiences provide application of scientific principles to food preparation and service. Fall Semester.

**HEC 1101 Orientation to Health Care / 1 credit (1 lec.)**

Emphasis is on exploring the roles of the dietary manager and the dietetic technician as members of the health care team. Ethical and medicolegal dimensions of health care are presented. Medical terminology and communications are also covered in detail. Fall Semester.

**HEC 1102 Sanitation and Safety / 2 credits (2 lec.)**

Principles of sanitation and safety as related to the food service industry are emphasized. Quality control and assurance as well as food and health regulations are covered. Emphasis is placed on prevention of hazards which may occur in institutional food service. Students must successfully complete a final examination from the Educational Foundation of the National Restaurant Association to receive a final grade in the course. Students will receive a certificate from the Education Foundation after successful completion of the exam. Fall Semester.

**HEC 1103 Food Systems Management / 3 credits (2 lec., 3 lab)**

Study of the organization and management of food service systems. Principles of planning, organizing, directing, controlling, and evaluating food service systems, human resource management, and fiscal resource management included. Fall Semester.

**HEC 1202 Food Service Purchasing / 2 credits (2 lec.)**

Overview of the principles of procurement in food service systems. Special emphasis given to food and equipment specifications, determining order quantities, evaluating product quality, and selection of suppliers. Receiving, financial management, and record keeping are also discussed. Spring Semester.

**HEC 1203 Normal and Modified Menu Planning / 3 credits (2 lec., 3 lab)**

Practice in individual and institutional menu planning using principles of proper nutrition. Practice using a diet manual to plan basic modified diets for persons in health care facilities for diabetic, sodium, protein and fat modifications. Practice in planning menus to meet federal requirements for the school lunch program; also includes merchandising techniques, and food, labor, and equipment utilization. Spring Semester.

**HEC 1303 Quantity Food Production / 3 credits (2 lec., 3 lab)**

Study of institutional food service systems, including menu planning, quality assurance, standardized recipes, volume food production, distribution and services. Spring Semester.

**HEC 2003 Field Experience III / 3 credits (150 lab)**

Prerequisite: HEC 1001 Orientation to Health Care, HEC 1002 Field Experience II.

Supervised experience of 150 hours in a clinical setting which gives students the opportunity to practice material taught in course work offered during the semester. Fall Semester.

**HEC 2103 Medical Nutrition Therapy / 3 credits (3 lec.)**

Nutrition intervention used when conditions require modifications of the normal diet for a part of the therapeutic management of the patient. Food-drug interactions are also discussed. Fall Semester.

**HEC 2201 Dietetic Technician Seminar / 1 credit (1 lec.)**

In-depth study of recent developments and areas of concern related to providing nutrition care including laws, regulations, and standards affecting dietetic practice. Includes a study of professional development, roles, ethics, and performance in nutrition practice. A written exam to assess knowledge attained throughout the four-semester program will be administered. Should be taken concurrently with Field Experience IV. Spring Semester.

**HEC 2202 Community Nutrition / 2 credits (2 lec.)**

Study of fundamentals of nutrition care delivery in community programs. Includes cultural and scientific aspects of food and nutrition as applied to an individual and the community. Spring Semester. Online.

**HEC 2203 Nutrition in the Life Cycle / 3 credits (3 lec.)**

Study of the nutrient needs of the various stages of the life cycle. Techniques of assessment and nutritional intervention strategies are stressed. Spring Semester.

**HEC 2223 Field Experience IV / 3 credits (150 lab)**

Prerequisite: HEC 1001 Orientation to Health Care, HEC 1002 Field Experience II.

Supervised experience of 150 hours in a clinical setting which gives students the opportunity to practice material taught in course work offered during the semester. Spring Semester.

**NRS 2203 Basic Human Nutrition / 3 credits (3 lec.)**

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19 or above on the ACT Reading Test or 44 or above on the ASSET Reading Test; (b) Completion of READ 0033 Advanced Reading Techniques with a grade of "C" or higher.

Basic concepts of nutrition, normal nutrition and metabolism, as well as, factors that have an impact upon nutritional practices. Special attention to age-related nutritional needs and the impact of nutrition on health status. Open to nursing and non-nursing majors. Course must be completed within five years if student desires to transfer credit for this course into BRTC from another institution. Must receive a grade of "C" or higher for Nursing or Dietetics majors. Fall and Spring Semesters. Online.

## **Emergency Medical Technician-Paramedic**

**EMS 1001 CPR Certification / 1 credit (1 lec.)**

CPR certification class using the American Heart Association curriculum. Course will meet the Basic Rescuer level. Some physical restrictions will apply.

**EMS 1011 Field Internship I / 2 credits (4 lab)**

Prerequisite or Corequisite: EMS 1013 Anatomy and Physiology, EMS 1023 Pre-Hospital Environment, EMS 1033 Pharmacology, EMS 1043 Preparatory.

Supervised experience in the pre-hospital care setting in a private paramedic service, an ambulance based paramedic service, and a fire department based paramedic service. This will aid the paramedic student in an understanding of the Advanced Life Support system. Also emphasized is the opportunity to utilize skills as a team member and progress to function as a team leader under the direct supervision of a paramedic in a field setting. Includes directing activities at the scene, delegating patient care responsibilities and providing coordination of events, from dispatch, to the transfer of patient care, to the emergency care physician.

**EMS 1013 Anatomy and Physiology / 3 credits (3 lec.)**

Students must be enrolled in this course in order to take any other course, *except for students who have successfully completed ZOO1 2004 (Human Anatomy and Physiology I and Lab) and ZOO1 2414 (Human Anatomy and Physiology II with Lab).*

Overview of the structure and function of the human body. Emphasis on directing, defining, and describing normal and pathological body conditions. Includes a patient assessment by body region and how to communicate effectively with medical control and other members of the health care team.

**EMS 1023 Pre-Hospital Environment / 3 credits (3 lec.)**

EMS systems are overviewed. Emphasis is placed on professionalism, responsibility, development, improvement, and community involvement. The ethical and legal aspects of Emergency Medical Systems including malpractice, consent and contracts are covered. EMS communications, stress management, and emergency rescue techniques are taught.

**EMS 1033 Pharmacology / 3 credits (3 lec.)**

Clinical pharmacology, classification and use of medications. Emphasis on the proper indications, precautions, dosages and methods of administration are covered. Includes dosage calculations and metric conversions.

**EMS 1043 Preparatory / 3 credits (3 lec.)**

Medical terminology and the metric system are taught. An overview of general patient assessment, airway and ventila

tion, and shock are covered. Understanding and management of the body systems reaction to decreased cellular oxygenation are discussed. Body fluids, osmosis, and pathophysiology of inadequate tissue perfusion, combined with the evaluation and resuscitation of these patients, is emphasized. The use of MAST and intravenous techniques are taught.

**EMS 1054 Clinical Rotation I / 3 credits (9 lab)**

Prerequisite or Corequisite: EMS 1023 Pre-Hospital Environment, EMS 1033 Pharmacology, EMS 1043 Preparatory.

Supervised rotations through hospital clinical areas. Emphasis will focus on areas that reinforce and allow the paramedic student to apply airway management, IV therapy, and patient assessment skills.

**EMS 1064 Trauma / 4 credits (4 lec.)**

Prerequisite: EMS 1023 Pre-Hospital Environment, EMS 1033 Pharmacology, EMS 1043 Preparatory.

Management and treatment of traumatic injuries including soft tissue, central nervous system, and musculoskeletal structures. Anatomy and pathophysiology, assessment, and management of traumatic injuries involving these human systems. Includes management of all types of burns.

**EMS 1072 Medical Emergencies I / 2 credits (2 lec.)**

Prerequisite: EMS 1023 Pre-Hospital Environment, EMS 1033 Pharmacology, EMS 1043 Preparatory.

Recognition, management, and pathophysiology of patients with medical emergencies. Includes respiratory disorders, diabetic emergencies, nervous system disorders, acute abdominal pain, renal failure, and anaphylaxis.

**EMS 1074 Clinical Rotation II / 2 credits (6 lab)**

Prerequisite: EMS 1053 Clinical Rotation I.

A continuation of EMS 1053, Clinical Rotation I

**EMS 1084 Cardiac Emergencies / 4 credits (4 lec.)**

Prerequisite: EMS 1023 Pre-Hospital Environment, EMS 1033 Pharmacology, EMS 1043 Preparatory.

Etiology, pathophysiology, clinical features, cardiac disease process, and assessment of patient with cardiac disorders. ACLS skills and techniques are taught. Emphasis will be placed on the interpretation of cardiac dysrhythmia, clinical signs and symptoms of cardiac conditions, indications and administration of cardiac therapy, along with defibrillation and synchronized cardiovascular skills.

**EMS 1103 OB/GYN/Neonatal / 3 credits (3 lec.)**

Prerequisites: EMS 1023 Pre-hospital Environment, EMS 1033 Pharmacology, EMS 1043 Preparatory.

Etiology and treatment of obstetrical emergencies, the normal and abnormal events associated with pregnancy and childbirth, initial care and resuscitation of the neo-nate, and gynecological emergencies. Emphasis will be on recognizing and managing these events and assisting in abnormal births.

**EMS 2001 Lab I / 1 credit (3 lab)**

Students practicing essential skills of paramedic care in ambulance-based exercises. Includes patient assessment, advanced airway skills, IV and IV medicines, and review of basic skills for National Registry Examination.

**EMS 2003 Field Internship II / 2 credits (6 lab)**

Prerequisite: EMS 1012 Field Internship I.

Continuation of EMS 1011 Field Internship I.

**EMS 2002 Medical Emergencies II / 2 credits (2 lec.)**

Prerequisite: EMS 1072 Medical Emergencies I.

Recognition, management and pathophysiology of patients with medical emergencies. Includes toxicology, drug abuse, alcoholism, infectious diseases, environmental emergencies, geriatrics, pediatrics, behavioral emergencies and crisis intervention.

**EMS 2009 Emergency Medical Technician / 9 credits (8 lec., 2 lab)**

Prerequisite: All students are required to take a placement test in either the ACT, ASSET, or SAT, before enrolling in the EMT course. A student whose placement score requires READ 0013 or READ 0033 is required to complete READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques before taking the EMT class.

No student will be exempt from this requirement. Advanced course to provide individuals with the skills necessary to

assess and care for patients at the scene of an injury or illness. Students will also become familiar with the advanced stabilization and care of injured patient(s), as well as advanced rescue procedures. Prepares the student to take the Arkansas State Emergency Technician examination as well as the National Registry examination.

Students are required to have a complete physical, documenting good physical and mental health, to provide proof of current American Heart Association CPR Health Care Provider certification, and to purchase malpractice insurance. Insurance is available through a group policy at BRTC.

**EMS 2011** Lab II / 1 credit (3 lab)

Prerequisite: EMS 2001 Lab I.

Continuation of EMS 2001 Lab I.

**EMS 2013** Emergency Medical Technician Instructor / 3 credits (3 lec.)

Prerequisite: Must be an EMT-Ambulance or Paramedic to enroll in the course. EMT-Instructor course approved by the Arkansas State Department of Health following the Department of Transportation curriculum.

**EMS 2022** Emergency Medical Technician-Ambulance Review / 2 credits (2 lec.)

Prerequisite: Must be an EMT-Ambulance to enroll in the course.

EMT-Ambulance refresher course approved by the Arkansas State Department of Health following the Department of Transportation curriculum.

**EMS 2023** Emergency Medical Technician-Paramedic Review / 3 credits (3 lec.)

Prerequisite: Must be an EMT-Paramedic to enroll in the course.

An EMT-Paramedic refresher course approved by the Arkansas State Department of Health which follows the Department of Transportation curriculum.

**EMS 2033** Special Consideration and Operations / 3 credits (3 lec.)

Prerequisite: EMS 2002 Medical Emergencies II

Recognition, management and pathophysiology of patients who require special consideration based on specific needs. Topics covered include geriatric emergencies, abuse and assault, the challenged patient, and acute interventions for the chronic-care patient. Includes an overview of ambulance operations, medical incident command, rescue awareness and operations, hazardous material incidents, crime scene awareness and rural EMS.

**EMS 2043** Clinical Rotation III / 3 credits (9 lab)

Prerequisite: EMS 1053 Clinical Rotation I, EMS 1032 Clinical Rotation II.

Continuation of EMS 1053 Clinical Rotation I and EMS 1093 Clinical Rotation II.

**EMS 2053** Field Internship III / 3 credits (9 lab)

Prerequisite: EMS 2032 Field Internship II.

Continuation of EMS 2032 Field Internship II.

## Nursing Assistant

**NA 1001** Introduction/Orientation, Ethics and Legal Aspects / 1 credit (16 lec.)

The health care institution, detailed job description, communication skills, resident rights, safety procedures, and precautions, along with selected medical terms and abbreviations are covered.

**NA 1201** Clinical Practicum / 1 credit (32 lab)

Students are assigned to area nursing homes for a minimum of 40 contact hours of clinical experience.

**NA 1202** Nursing Arts / 2 credits (32 lec.)

Personal care skills and procedures needed to care for the nursing home resident are learned, e.g., bathing, grooming, bed making, feeding, etc.

**NA 1301** Restorative Care / 1 credit (16 lec.)

Covers rehabilitation needs of the elderly, the aging process, common medical problems of the elderly, terminal illness

and care of the dying.

## Medical Laboratory Assistant

### **MEDL 1001** Introduction to Health Care Issues / 1 credit (16 lec.)

This course introduces the student to the field of health care with an emphasis on hospital and laboratory organization. This course includes professional ethics, communication skills, and OSHA requirements.

### **MEDL 1002** Patient Care Practicum / 2 credits (8 lab)

This course is focused on direct patient care services on a specific hospital or ambulatory care unit under supervision of an instructor or a registered nurse. Student will learn knowledge and skill necessary to perform routine personal care to complex patients and observe and report changes in patient conditions.

### **MEDL 1003** Medical Terminology / 3 credits (3 lec.)

Designed to teach students basic physiological processes involved with common diseases and therapies available for such diseases.

### **MEDL 1023** Patient Care Technician / 3 credits (3 lec.)

This course builds on the foundational skills obtained by a Certified Nursing Assistant (CNA). In addition to the basic CNA skills, this course is focused on knowledge and skills necessary to perform electrocardiogram, phlebotomy, and specific clinical laboratory duties. The content includes basic anatomy and physiology of the cardiac, pulmonary, and vascular systems. Technique, equipment and supplies used in telemetry, including information for interpreting rhythm strips, will be covered.

### **MEDL 1033** Foundations of Human Anatomy and Physiology / 3 credits (3 lec.)

This course will familiarize students with fundamental concepts and basic terminology associated with anatomy and physiology. It will provide an understanding of root words as well as prefixes and suffixes commonly used in science. The course will include the following format to enhance student learning: lecture, discussion, demonstration, computer models, and library work. It is designed for students that do not have a strong background in science or need a refresher course prior to attempting ZOO 2003 Human Anatomy and Physiology I. (This is a non-transferable course.)

### **MEDL 1034** Medical Lab Assisting / 4 credits (3 lec., 1 lab)

This course provides instruction on the use of laboratory equipment, including safety, proper maintenance and care; general staining procedures; use of reagents and duties of laboratory assistants as part of the medical team.

### **MEDL 1053** Medical Lab Assisting Practicum / 3 credits (12 lab)

This clinical practicum consists of 192 contact hours of supervised practice in the medical/clinical lab setting at an assigned clinical site. Practicum provides the student with the opportunity to observe and conduct microscopic analysis required in the medical/clinical lab.

## Phlebotomy

### **MEDL 1002** Phlebotomy Practicum / 2 credits (8 lab)

This course consists of 120 contact hours of supervised practice in phlebotomy at an assigned clinical affiliation site. The practicum provides the student the opportunity to observe and gain proficiency in skin punctures, venipuncture, and special collection techniques.

### **MEDL 1024** Phlebotomy / 4 credits (3 lec, 1 lab)

This course provides an in-depth study of current phlebotomy techniques. Students will acquire the skills necessary to properly obtain blood specimens for laboratory testing. Units of study include safety precautions, collection equipment, venipuncture and skin puncture techniques, and special collection procedures.

## Practical Nursing

**MTH 1213** Math for Nurses / 3 credits (3 lec)

Prerequisite: Each student must meet the criteria under either (a) or (b) as follows: (a) Score 21 or above on the mathematics section of the ACT, or score 42-55 on the ASSET Intermediate Algebra test; or (b) the student must have earned a grade of "C" or higher in MATH 0033 Intermediate Algebra.

Course provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include: interpretation of drug labels, syringe types, conversions, Roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records (MARs), dispensing, and proper documentation of medications as well as the Six Rights of Medication Administration and military time.

**PN 1002** Fundamental Pharmacology / 2 credits (2 lecture)

Thirty-two hours of pharmacologic theory is presented in this course. The fundamental elements of pharmacology including basic math, systems of measurement, introduction to pharmacology, drug dosages, drug legislation and standards, medication administration, insulin, and injections are taught in this course. Successful completion of this course requires a score of 90% or higher in theory and successful completion of a hands-on medication administration check-off.

**PN 1004** Nursing I Clinical Practicum / 6 credits (16 lab)

This course includes 256 hours of clinical to include 112 clinical lab hours in Basic Nursing. Ninety-six clinical hours in basic nursing care are assigned in hospitals and/or health care facilities. Forty-eight clinical hours are specific to geriatric care with clinicals being assigned in a long-term-care facility. Before entering clinical assignments, each student is required to successfully complete American Heart Association First Aid and CPR.

**PN 1007** Nursing Fundamentals / 7 credits (7 lecture)

This course serves as an introduction into fundamental nursing principles, nursing process, attitudes, skills and common procedures necessary for safe care. Legal, ethical and historical data and concepts are discussed. Microbiology and principles of asepsis are included. More complex nursing procedures are integrated as the semester progresses.

**PN 1106** Clinical Practicum I / 6 credits (24 lab)

Prerequisite: PN 1002 Fundamental Pharmacology, PN 1004 Nursing I

Clinical Practicum, PN 1007 Nursing Fundamentals. Corequisite: PN 1310 Medical-Surgical Nursing.

Experience is obtained caring for medical-surgical and pediatric clients, along with medication administration.

**PN 1206** Clinical Practicum II / 6 credits (24 lab)

Prerequisite: PN 1002 Fundamental Pharmacology, PN 1004 Nursing I Clinical Practicum, PN 1007 Nursing Fundamentals, PN 1310 Medical-Surgical Nursing, and PN 1106 Clinical Practicum I. Corequisite: PN 1329

Nursing Specialty.

Rotations through Obstetrics, Pediatrics, and Medical-Surgical units. Also includes 16 hours of Mental Health.

**PN 1310** Medical-Surgical Nursing / 10 credits (10 lec.)

Prerequisite: PN 1013 Nursing I. Corequisite: PN 1106 Clinical Practicum I.

This class covers medical and surgical conditions of the adult client. Pharmacology and Nutrition as treatment modalities. Vocational Relationships pertaining to job seeking skills are also covered in this course. Spring Semester.

**PN 1329** Nursing Specialty / 9 credits (9 lec.)

Prerequisite: PN 1002 Fundamental Pharmacology, PN 1004 Nursing I

Clinical Practicum, PN 1007 Nursing Fundamentals, PN 1310 Medical-Surgical Nursing, and PN 1106 Clinical Practicum I. Corequisite: PN 1206 Clinical Practicum II.

Instruction in Mental Health Nursing, Obstetrics, Pediatrics, Pharmacology, and completion of Medical-Surgical Nursing. This class concludes with a review of ethical/legal concepts pertinent to licensed nurses, and transition skills necessary for moving from student to graduate. Fall Semester.

## Registered Nursing

**RNSG 2119** Nursing Process I (9 hrs credit, 9 hrs/wk lecture)

Prerequisite: Admission to the ARNEC program

Co-requisite: RNSG 2123

This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to ARNEC's goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. The student's fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. This course also explores the legal, ethical, and social issues related to the Registered Nursing role. Basic pharmacology and fundamental nursing theory, skills, and medical math will be reviewed to prepare students for subsequent semesters. This course also provides lecture content for the age group involving the newborn through adolescence (pediatrics). The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content.

**RNSG 2123 Nursing Practicum I (3 hrs credit, 9 hrs/wk practicum)**

Prerequisite: Admission to the ARNEC program

Co-requisite: RNSG 2119

This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG 2119. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration, pediatric client care, and medical/surgical client care. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention, and evaluation of their clients. Curriculum concepts and comprehension are carried out per clinical application. Summer Courses: (12-Week Course)

**RNSG 2216 Nursing Process II (6 hrs credit, 8 hrs/wk lecture)**

Prerequisite: RNSG 2119, RNSG 2123

Co-requisite: RNSG 2223

This first part of this course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, family planning, female cancers, and general women's health care. The second part of this course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness-illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas.

**RNSG 2223 Nursing Practicum II (3 hrs credit, 9 hrs/wk practicum)**

Prerequisite: RNSG 2119, RNSG 2123

Co-requisite: RNSG 2216

This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women's health. Students also use their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning. Students will engage in the clinical application of concepts covered in RNSG 2216, demonstrating progressive mastery and independence in Registered Nursing practice. Fall Courses: (16-Week Course)

**RNSG 2318 Nursing Process III (8 hrs credit, 8 hrs/wk lecture)**

Prerequisites: RNSG 2216, RNSG 2223

Co-requisite: RNSG 2311, RNSG 2323

This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will learn basic care methodology for clients in emergency

(including bioterrorism preparedness), critical care, surgical care, and acute care and long-term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated.

**RNSG 2323 Nursing Practicum III (3 hrs credit, 9 hrs/wk practicum)**

Prerequisites: RNSG 2216, RNSG 2223

Co-requisite: RNSG 2318, RNSG 2311

This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Team leading and care of critically-ill clients are major components of this course. Students will engage in the clinical application of concepts covered in RNSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse.

**RNSG 2311 NCLEX-RN Preparation (1 hr credit, 1 hr/wk lecture)**

Prerequisites: RNSG 2216, RNSG 2223

Co-requisite RNSG 2318, RNSG 2323

This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review the student on what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nursing.

## Respiratory Care

**RES 1001 Beginning Pharmacology / 1 credit (1 lec.)**

Instruction in the process of medication administrations including calculations commonly used in preparing and administering drugs are presented, emphasizing the need for accuracy.

**RES 1005 Respiratory Care Sciences / 5 credits (5 lec.)**

This course focuses on the scientific foundations of patient care in Respiratory Therapy. There are five units: *Math and Algebra* – this is a basic operations with an introduction to calculations used in Respiratory Care. *Chemistry*– this is a presentation of fundamental chemical principles and biochemistry applicable to patient care. *Physics*-Basic health science physics, including gas laws and flow/volume measurements applied to patient care and equipment operation. *Microbiology and Infection control* - Overview of diseasecausing microorganisms with community and hospital-based precautions to prevent the spread of infection.

**RES 1105 Non-Critical Care / 5 credits (5 lec.)**

A comprehensive study of topics and knowledge required for patient care at the sub-acute level through classroom instruction and laboratory experience preparing them for the clinical setting. Units include: *General Patient Care* - Introduces students to patient psychology, communication skills, record keeping, patient assessment, CPR, and essentials of Respiratory Care treatments. *Respiratory Care Pharmacology* - this unit continues where beginning Pharmacology left off and covers drugs used during advanced life support and mechanical ventilation of patients. *Medical Ethics* - Emphasizes the importance of legal and professional behavior and clear communication in the relationships between therapists and doctors, nurses, allied health personnel, and patients. *Medical Gas, Aerosol, and Humidity Therapy* - Students will be instructed in the use of oxygen and air delivery devices, medical gas safety codes and regulations, and hazards of use. Students will learn proper techniques for use of aerosol and humidity appliances. Students will be introduced to the basic principles of mechanical ventilation.

**RES 1302 Internal Medicine I / 2 credits (2 lec.)**

The etiology, pathogenesis, manifestations, and management of common cardiopulmonary diseases are discussed. Focus of the course is on respiratory therapy management of diseases. Students will have a basic understanding of radiological finds, therapeutic modalities and patient interactions.

**RES 2003 Cardiopulmonary Anatomy and Physiology / 3 credits**

Prerequisites: ZOOL 2004, Human A&P I and lab, and ZOOL 2414, Human A&P II and lab.

Study of anatomy and physiology of the respiratory and circulatory systems are explored in detail. Emphasis will be on the interaction of systems in gas exchange and acid-base balance and oxygen transport. The structure and function of the

chest cage, mechanics of breathing, and control of respiration are also included.

**RES 2004 Clinical Practicum I / 4 credits (4 lab)**

This course involves students completing learning exercises in the practical laboratory and hospital procedures such as oxygen set-ups, medical gas cylinders, Arterial Blood Gas sampling and analysis, basic spirometry, and airway care.

**RES 2007 Clinical Practice II / 7 credits (7 lab and clinical)**

Advanced practice and development of efficient respiratory care techniques as well as observation and practice of Respiratory Care are covered. Students practice techniques necessary to carry out respiratory clinical care, floor care, and chronic care for adults, neonates and pediatric patients. Rotation affords students an opportunity to plan, implement, and evaluate respiratory care therapeutic modalities in adult patients on continuous mechanical ventilation. Emphasis is placed on critical thinking skills including decision making, problem solving, and consulting techniques.

Prerequisite: RES 2004, Clinical Practice I

**RES 2102 Advanced Cardiopulmonary Evaluation / 2 credits (2 lec.)**

Classroom, laboratory, and clinical presentation of complete Pulmonary Functions, Medical Imaging techniques, and diagnostic tests related to the practice of Respiratory Therapy.

**RES 2103 Mechanical Ventilation I / 3 credits (3 lec.)**

Introduction to principles of mechanical ventilation.

**RES 2203 Respiratory Critical Care / 3 credits (3 lec.)**

Prerequisite: RES 1105 Respiratory Care Sciences and RES 1105 Non-Critical Respiratory Care

This is the study and practice of Respiratory Care for critically ill patients. Units include: Airway Management - Presents airway care in classroom, laboratory, and clinical settings. Students will become proficient in techniques of tracheotomy care, endotracheal intubation and extubation, endotracheal and nasotracheal suctioning and bronchial hygiene. Physiologic Monitoring - covers topics related to management of acute and chronic illness from Respiratory Care perspective. Students will learn patient assessment skills, ECGS, cardiovascular evaluation, stress testing, care of postoperative patients, and hemodynamic monitoring. Critical Care Pharmacology - An overview of drugs used in the critical care setting and their interactions with those administered by Respiratory Therapists.

**RES 2303 Mechanical Ventilation II / 3 credits (3 lec.)**

Prerequisite: RES 2103, Mechanical Ventilation I

Co-requisite: RES 2007, Clinical Practice II

Procedures for initiating ventilator use, ventilator management, troubleshooting and testing are covered in the classroom and students participate in supervised care of ventilator patients in hospital critical care units to include adult and neonatal ICU units.

**RES 2502 Internal Medicine II / 2 credits (2 lec.)**

Prerequisite: RES 1302 Internal Medicine I

Continuation of Internal Medicine I

**RES 2503 Neonatal and Pediatric Respiratory Care / 3 credits (3 lec)**

Therapy and procedures applied to the care of premature infants, sick infants, and pediatric patients. Students participate in supervised care of these patients in critical care areas.

## **Industrial Electricity/Electronics**

**ELT 1103 Basic Electricity/Electronics / 3 credits (3 lec.)**

The course is designed to provide understanding of the basic concepts of electrical and electronic circuits. Atomic structure, valence electrons, electron current flow, voltage, and power are the prelude to the study of resistance, capacitance, inductance, and electronic circuit behavior. Included is the physical identification, schematic symbols, and understanding of the behavior of common electronic parts. The study of Ohm's Law and capacitive and inductive reactance is implemented.

*This course is required the first semester of attendance.*

**ELT 1204 AC/DC Fundamentals / 4 credits (2 lec., 4 lab)**

Prerequisite or Corequisite: ELT 1103 Basic Electricity/Electronics.

The study of magnetism, induction, generation of electricity, the wide array of field devices used by industry and manufacturers, single and three-phase electrical service and their wave-forms are studied both as theory and in practical applications. An intense study of Ohm's Law as it applies to series and parallel circuits is thoroughly studied.

**ELT 1304 Motors and Motor Controls / 4 credits (2 lec., 4 lab)**

Prerequisite or Corequisite: ELT 1103 Basic Electricity/Electronics.

An industrial oriented course providing hands-on wiring of single and three-phase motors and various control circuits. Stop-start-run, jog, reduced voltage starting, magnetic brake, plugging, sequential-start, and other control circuits are examined and tested. The ability to produce professional quality schematic diagrams of all control systems is required, as is the ability to trouble-shoot the systems built in the lab.

**ELT 1406 Industrial Electrical Systems / 6 credits (3 lec., 6 lab)**

Prerequisite or Corequisite: ELT 1103 Basic Electricity/Electronics.

This is a course designed to teach the student correct industrial and residential wiring practices as set forth in the current edition of the National Electrical Code. The first two weeks of this course are spent solely on electrical safety practices. Service entrance requirements, breaker box wiring, proper grounding, feeder and branch circuit requirements, over current protection, device installation, conduit fill and bending, and ampacities of all conductors are the high points of this universally useful course. Common wiring practices and accepted procedures are included.

**ELT 1506 Electronic Circuits / 6 credits (3 lec., 6 lab)**

Prerequisite or Corequisite: ELT 1103 Basic Electricity/Electronics.

In this class, the student learns the difference between electrical and electronic circuits. The natures of analog and digital circuits are compared and the extreme sensitivity and reliability of modern solid-state circuitry is studied. The course includes a study of the P-N junction diode and its application to power supplies, the Zener diode and regulator circuits, the transistor in both switching and amplifying circuits, and other common semi-conductor devices. Various electronic circuits are built by each student in the lab and trouble-shooting techniques are developed employing state-of-the-art test equipment.

**ELT 1604 Programmable Logic Control Technology / 4 credits (2 lec., 4 lab)**

Prerequisite or Corequisite: ELT 1103 Basic Electricity/Electronics.

Both Allen-Bradley PLC-2 and Allen-Bradley SLC-500 systems in the laboratory are used to teach the student the basic concepts and programming skills necessary to maintain a working PLC system. Internal organization and system requirements are studied and compared to traditional relay-logic control. Trouble-shooting and maintenance procedures are considered. The study of different number systems and the basics of computer logic circuits are examined as well.

**MTH 1043 Technical Math - Electrical / 3 credits (3 lec.)**

Prerequisite or Corequisite: ELT 1103 Basic Electricity/Electronics.

Develops the algebraic and trigonometric skills required for technicians in the solution of practical problems encountered in the fields of electricity and electronics. The study of ratios, powers of ten, multiple and sub-multiple unit conversions, manipulation of formulas and equations using algebra, and the construction and interpretation of electrical graphs are included. Non-transferable. A math placement score is required.

## **Industrial Maintenance Technology**

**IMT 1703 Hydraulics / 3 credits (2 lec., 2 lab)**

Offers instruction in the principles of operation and component parts as related to heavy-duty equipment. Disassembly, inspection and repair will allow for obtaining knowledge in this field. Hands-on will include the use of hydraulic training units for better understanding of the systems, and variations that exist within the hydraulic systems.

**IMT 2303 Air Conditioning / 3 credits (2 lec., 2 lab)**

The theory, design, and operating characteristics of mobile air conditioning units. The course includes theory of opera-

tion, disassembly, diagnosis, and repair of air conditioning systems. Lab experiences will include the use of gauges, leak detectors, and the safe handling of refrigerants. The use of the operational mock-up system will allow for “bugging” and diagnosing the air conditioning systems.

*Refer to Associate of Applied Science Industrial Maintenance Technology  
for complete list of required courses.*

## Machine Shop

**MEH 1103** Introduction to Machine Processes / 3 credits (1 lec., 4 lab)

The care and operation of basic machine tools, measuring instruments and shop safety. Students learn the use of hand tools, drills, lathe cutting tools, and study the methods of machining them. Shop projects are designed to reinforce the student’s knowledge.

**MEH 1203** Basic Blueprint Reading / 3 credits (1 lec., 4 lab)

Identifying simple three-view to six-view drawings and how they are related to each other. Instruction in symbols, geometric dimension and tolerancing, as well as interpretation of actual prints.

**MEH 1206** Basic Lathe Operations / 6 credits (1 lec., 10 lab)

Provides instruction and practice in the care and operation of a lathe. Tapers, knurling, threading, and form turning operations are taught as well as accuracy and speed.

**MEH 1303** Metals and Alloys/Basic Diemaking / 3 credits (1 lec., 4 lab)

Covers the blanking and pierce dies, the types of strippers, pilots, and stock guides employed in these dies. Blank lengths and blank orientation stock strips are also taught, along with die sections, doweling, and types of die shoes, metals, and alloys that are used.

**MEH 1406** Basic Mill Operations / 6 credits (1 lec., 10 lab)

Provides instruction in and practice of the milling machine and the indexing, turn table, and broaching head attachments. It also covers straight, form, tapering and boring attachments.

**MEH 1503** Fundamentals of CNC / 3 credits (3 lec.)

Instructions on the CNC controlled lathe and milling machine. Students learn to write, program, and cut their initials. Students will use two different conversationally programmed machines.

**MTH 1203** Technical Math - Machine Shop / 3 credits (3 lec.)

Instruction in fractions, decimals, powers and exponents, algebra, geometry, and right angle trigonometry are taught and how they relate to the machine trades. Non-transferable. A math placement score is required.

**TECH 1803** Computer Aided Drafting and Design I / 3 credits (3 lec.)

Beginning course for the technician, technologist, or engineer. CAD software is used to produce multiview drawings with an emphasis on machine parts and architectural design. This course provides an overview of drawing and editing operations, including dimensions, sections, rectangular, and polar arrays and title blocks.

## Welding

**MTH 1023** Blueprint Reading - Welding / 3 credits (3 lec.)

Enhances the student’s ability to fabricate structural shapes based on information contained in a blueprint. A step-by-step method guiding the student in visualizing from blueprints. Blueprints are carefully analyzed and explained in detail. Enables the student to see the relationship between the working drawings and the fabrication processes involved in making structural shapes. Included in the course are three view drawings, sketching and dimensioning, understanding supplementary information, conventional drafting symbology, and specialized welding symbols. Non-transferable.

**WLD 1002** Applied Welding / 2 credits (4 lab)

Instruction and practice in the practical application of welds. Explanation of how practice welds relate to actual situations in industry. Basic welding practice, in the MIG welding process, along with the use of metal cutting torches is covered.

**WLD 1003 Gas Shielded Arc Welding / 3 credits (6 lab)**

The course provides students with practice in the MIG and TIG welding processes. Instruction is given in the set-up and use of these two commonly used welding processes. Safety is taught in the shop relating to machines and material used. Additional instruction is provided in the use of cutting torches, grinders, etc.

**WLD 1004 Welding Theory I / 4 credits (4 lec.)**

Classroom study of some commonly used welding and cutting processes. The theory of equipment operation, material preparation, safety, various welding techniques, and filler metal selection are also covered. Material is presented with lectures, videos, and discussion.

**WLD 1013 Arc Welding / 3 credits (6 lab)**

Welding practice of fillet and groove welds. Bend tests are given upon the completion of each position. Stick welding (Arc Welding), a commonly used process in the construction field, is taught using low hydrogen electrodes. The use of related equipment such as torches and grinders is also taught. A.W.S. certification available.

**WLD 1023 MIG Welding / 3 credits (1 lec., 4 lab)**

The theory and operation of the MIG welding process and its equipment are covered. The application of MIG procedures is practiced on steel plate. Fillet and groove welds are performed in positions. Upon completion of each position, a bend test is given before a new position is begun. A.W. S. certification available.

**WLD 1034 Welding Theory II / 4 credits (2 lec., 4 lab)**

A continuation of WLD 1004 Welding Theory I with a review for new students. Weld testing, certification welding, welding defects and the theory and operation of inert gas welding processes are some of the areas covered. Material is presented in lecture and discussion form. Review areas include safety, material preparation, and material fit up.

**WLD 1043 Position Welding / 3 credits (6 lab)**

Structural procedures are covered with emphasis on the use of low hydrogen electrodes. Fillet and groove welds on steel plate are practiced. Bend tests are given following completion of each position. Instruction and practice is provided on metal cutting and preparation. A.W.S. certification available.

**WLD 1053 Certification Lab / 3 credits (6 lab)**

A.W.S. procedures for certification are discussed and practiced. The reasons for certification and how companies determine their own certification requirements are presented. Practice is given in the commonly used certification procedures. Metal preparation and fit up, bead sequence, and possible weld defects are covered. A.W.S. certification available.

# Adult Education

The Adult Education program offers a variety of classes available to all adults age 18 or older. Persons wishing to enroll who are 16 or 17 years of age must meet academic qualifications, have parent approval, and obtain a release from the last school attended. Students enrolled in Adult Education classes are enriched through a wide range of available studies and have the opportunity to review or learn new skills necessary for career or educational improvement.

- **Adult Basic Education** - The pre-GED program offers instruction in basic skills: reading, language, writing, and math. Each person may do individualized work at his/her own pace. Enrollment is open-ended; students may enter and exit the program as their needs demand.
- **General Adult Education** - The GAE program is designed to help students earn a high school equivalency diploma (GED). Students receive instruction in the five subject areas tested on the GED exam: math, writing, literature, science, and social studies.
- **Computer Literacy** - Basic computer instruction is available for individuals with little or no previous computer training. Lesson topics include Windows, word processing, hardware and software, the Internet and other needed skills, as well as consumer information.
- **English as a Second Language (ESL)** - The ESL program is designed to provide English language instruction to adult speakers of other languages. ESL classes concentrate on speaking and listening in the beginning level and progress to include reading and writing skills.
- **College Preparatory/Pre-employment** - High school graduates who wish to brush up on math, reading, or language skills to prepare for further education, college entrance exams, or employment may also enroll in adult education classes.
- **Work-based Education** - Basic skills training instruction designed to meet the specific education needs of an industry is available through the adult education services of BRTC. Task analysis can be performed and a customized training program developed.

# General Information

## School Hours

Classes meet at any time between the hours of 8 a.m. and 10 p.m., Monday through Saturday; specific class times will be set at registration.

## Social Security Number

Each student is required to have a Social Security number when registering for class(es).

## Student Identification Cards

Student identification cards are issued to new students in the fall, summer, and spring semesters. The cards can be used for discounts with various local merchants. Student ID cards are used as library cards and may also be required in conjunction with other school functions when identification as a BRTC student is necessary. Student ID cards are issued through the Student Services Office. Replacement ID's will cost \$5 each.

## Name/Address Changes

Students who wish to change their name or address must request this change in Student Services. Students wanting to change their name must present their driver's license and Social Security card.

## Parking

All students must obtain a registration/parking permit for any vehicle driven on the college campus. New permits effective for one year are issued in the Fall Semester each year. There is no charge for the first parking permit, available at the STUDENT PAYMENT WINDOW. There will be a \$5.00 charge for each additional parking permit. Parking fines are \$5.00 for the first violation and increase by \$5.00 for each successive violation. A list of violations may be obtained at the cashier's window. Students are required to park in the YELLOW painted areas designated for student parking. WHITE painted parking areas are reserved for faculty and staff. Back-in parking is only allowed in Handicap Parking areas.

## Veterans

BRTC is an approved school for veterans and their beneficiaries, and they are required to meet the same admission criteria as other students. Veterans, dependent children, and others entitled to educational assistance payments from the Veterans Administration should contact the Office of Financial Aid for detailed information and application forms.

## Physical Examinations

Physical examinations may be required of students enrolled in some programs offered at BRTC. If an examination is required before enrolling in a class or program, it will be at the student's expense.

## Inclement Weather Policy

The president may cancel classes in the event of severe weather. Announcements of cancellations will be aired on radio stations KPOC, Pocahontas; KFIN, Jonesboro; KTMO, Kennett, MO; and on the television station KAIT, Channel 8, Jonesboro.

## Gift Giving

Individual students are discouraged from giving gifts to faculty members. Staff members, particularly those in positions where decision making is a primary part of their duties, shall not accept personal gifts from those who would profit from such decisions.

## Accident or Illness

Any student who has an accident or becomes ill and needs health services should inform his/her instructor immediately. Although the college does not provide student health insurance, company brochures are available in the Student Services Office which give information about available health services.

## Smoking

Smoking and the use of smokeless tobacco is not permitted inside any building. Smoking is banned within 25 feet of all building entrances.

## Student Conduct

Students are expected to be mature and responsible in their general behavior. They are expected to attend all classes and to be punctual. After an unexpected absence due to illness or emergency, students are responsible for contacting instructors on their first day back to arrange to make up work. Excessive absenteeism may result in loss of course credit. Excessive is calculated as twice the number of times the class meets each week.

Students are expected to obey national, state, and local laws; respect the rights and privileges of others; be forthright and honest in all their social and academic conduct; and, in general, to conduct themselves in a manner which brings credit to themselves and to the college.

BRTC reserves the right to dismiss any student whose behavior is considered undesirable or harmful to the institution. The administration may dismiss, or suspend, students who have not upheld the social or academic standards of the college, following the due process guidelines. Students who are dismissed or suspended for disciplinary or academic reasons may apply for readmission after a stated period of time set by the administration. BRTC, at the discretion of the administration, may remove from classes any student who is convicted of a felony, or who is felt to be a threat to the campus community (student body/faculty/staff).

Students, employees, or guests are prohibited from possession of any type of firearm on the campus unless specifically exempted by state law. Offenders are in violation of Arkansas Criminal Code Annotated 5-73-119 through 5-73-122.

No student, employee, or guest may bring any intoxicant or harmful/illegal drug on to the campus, or appear on campus under the influence of such substances. BRTC will not tolerate use, possession, or sale of such substances on campus, or at institutional functions. All first-time and entering transfer students receive a copy of BRTC's Drug and Campus Security Policy when completing the application process.

## Plagiarism Policy

Academic Dishonesty--Students are expected to do their own work on examinations and in preparation of all assignments. They are also expected at all times to uphold high standards of integrity. Plagiarism, cheating, and any other form of theft of intellectual property are all examples of academic dishonesty and are prohibited.

Cheating--is an attempt to deceive the instructor in his or her efforts to evaluate an academic exercise. Cheating includes copying another student's homework, classwork, or a required project, whether in part or whole, and presenting this material to the instructor as the student's own work. It also includes giving, receiving, offering, selling, buying, and or/ soliciting information on a quiz, test, or examination.

**Plagiarism**--is the intentional copying of any published work whether from a book, magazine, audiovisual program, electronic media, films, or manuscripts belonging to another student or another writer. It also includes purchasing written assignments from another person, company, or through an electronic paper-writing business. It will be deemed plagiarism when a student uses direct quotations without the proper usage of quotation marks and necessary attribution or when he or she uses the ideas of another without giving proper credit.

In fairness to all students, each instructor must enforce strict regulations to ensure honesty. Any student who violates the regulations may receive the letter grade of "F" in the specific assignment or examination. The instructor will also submit a written report of the incident to the appropriate Division Chair. The Division Chair will notify Student Services for documentation in the permanent record.

In case of repeated infractions, other disciplinary sanctions will be imposed. Under the specific circumstances of multiple incidents, the student may be dropped from the class for academic dishonesty; and the circumstances leading to this removal from the class be entered in the student's permanent record. Continued infractions of this policy will result in the student's expulsion from the college and the reason for this expulsion will be entered on his or her permanent collegiate record.

If the student believes an erroneous accusation of academic misconduct has been made and the final course grade lowered as a result, the student may submit an appeal under the guidelines for Academic Appeals.

## Student Appeal Process

The following procedure will be utilized for any appeal, including academic appeals, that are generated from a student or the student population at Black River Technical College.

**Step 1.** The appeal shall be presented, in written form, within five (5) working days after the occurrence of the situation. A student(s) wishing to appear before the appeals committee must state her/his request in writing. This request must be submitted to the Registrar, who is designated as the Student Appeals Officer. The student(s) will be notified of the committee's meeting time and date by the Student Appeals Officer.

**Step 2.** The Student Appeals Officer will submit the appeal to the Student Appeals Committee for the committee's consideration. If the Student Appeals Committee cannot reach a majority decision, the appeal will be presented to the Administrative Appeals Committee. If the appeal involves grades, policies, or procedures, the Student Appeals Officer will present the appeal directly to the Administrative Appeals Committee for consideration. The Student Appeals Committee has no authority, in any circumstance, to overturn grades or to change the policies and/or procedures of this college. The Student Appeals Officer will notify the student(s) in writing of the decision rendered within five (5) working days.

**Step 3.** If the appeal has not been resolved, the student(s) may appeal the decision of the Student Appeals Committee within five (5) working days from the date of notification. This appeal shall be in written form and shall be submitted to the Student Appeals Officer.

**Step 4.** The Student Appeals Officer will submit the appeal to the Administrative Appeals Committee for the committee's consideration. The Administrative Appeals Committee will derive at a conclusion regardless of the vote and will submit the decision to the Student Appeals Officer. The Student Appeals Officer will notify the student(s) in writing of the decision rendered within five (5) working days.

**Step 5.** In the event a student(s) is dissatisfied with the decision of the Administrative Appeals Committee, she/he may petition within 5 working days (in writing) the governing board, through the president, to review the case. Upon receipt of the appeal by the president, a meeting date and time will be established within 14 to 21 days (or earlier if possible) with the Executive Committee. The Executive Committee of the BRTC Board of Trustees (or appointees by the president if unavailable) will review the appeal. A majority vote of the Executive Committee will be the final decision. If the Executive Committee does not derive at a majority decision, the appeal will be presented to the full board and the decision shall be final.

Student(s) having concerns pertaining to the compliance with Title VI (ethnicity), Title IX (gender), or Section 504 of the Rehabilitation Act of 1973 (disability), may submit their concern directly to: Office for Civil Rights, U. S. Office of Education, 1200 Main Tower Building, Dallas, TX 75202.

Copies of the above stated Acts may be obtained in the Office of the Vice-President for Student Services, as well as copies of the institutional policies pertaining to sexual harassment.

### Student Appeals Committee will consist of the following individuals:

- Financial Aid Director
- President of the Faculty Forum
- Student Ambassador

### Administrative Appeals Committee will consist of the following:

- Vice-President for Academic Affairs
- Vice-President for Finance
- Vice-President for Student Services

If, for any reason, a member of the Student Appeals Committee or a member of the Administrative Appeals Committee cannot be present to hear the appeal, or is deemed to be biased in the situation, the President of the college may substitute the committee member.

### **Student Judicial Process**

The basic fundamentals of procedural due process will be followed in the adjudication of student violation of college regulations. Procedural due process does not provide for legal representation, a public hearing, confrontation and cross examination of witnesses, warning about privileges, self-incrimination, applications of double jeopardy, or any of the remaining features of federal criminal jurisprudence. Circumstances, however, may require provision of one or more of these features in a particular case to guarantee the fundamental concepts of due process. A copy of the Judicial Process is available from the Registrar.

### **Student Services**

The Student Services division supports and augments the philosophy, purpose, and goals of the college. In its concern for the individual and his/her progress toward educational and occupational goals, the college will provide a comprehensive program of services and activities to assist each student in making full use of the total educational program available to them.

### **American College Testing Program (ACT)**

BRTC is a designated regional testing center for the ACT program. Tests are administered on specified national testing dates. Students wishing to take the ACT test should contact the Director of Admissions/Counseling for testing dates. Test dates are also listed in the ACT package available in the Office of Student Services.

### **Bookstore**

The college bookstore stocks all required textbooks and some required supplies for classes, as well as a variety of miscellaneous items. Graduation caps and gowns are also distributed through the bookstore.

### **Financial Aid**

Financial aid charges are allowed during the first week of Fall and Spring semesters and during the first day of Intersession and first two days of Summer terms. Financial aid returns can be made during this time with a receipt. See "Financial Information" section of the catalog for detailed Bookstore Return Policy.

Normal buy-back days are scheduled for the end of finals for both the Fall and Spring Semesters.

Bookstore hours are 8:00 a.m. to 4:30 p.m. during regular semesters. During the first week of each semester, the bookstore has extended hours.

### **Internet and E-mail Accessibility**

BRTC has many computer labs that contain some of the latest PCs and software. LCD projectors are available in these labs for hands-on instruction. All registered students at BRTC will be given a computer account and be able to access the Internet and e-mail from the computer labs.

### **Library**

The BRTC Library contains approximately 25,000 volumes of books and audiovisual materials and provides access to thousands of journals and magazines through its Internet and CD-ROM databases. Remote access is available to the online catalog and the Internet databases. The student identification card is used for checking out materials. Library hours during fall and spring semesters are 7:30 a.m. to 8:00 p.m. Monday through Thursday, and 7:30 a.m. to 4:30 p.m. on Fridays. Summer hours are 7:30 a.m. to 4:30 p.m.

### **Campus Security Policy**

Title II of the Crime Awareness, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the collection and dissemination of certain information regarding murder, robbery, sex offenses, forcible or non-forcible, aggravated assault, burglary, motor vehicle theft, liquor law violation, drug abuse violation, weapon possessions, arson, and manslaughter. A report must be made/filed with the security officer within 72 hours of its occurrence. Access to campus facilities should be directed to Scott Bland, Chief Security Officer at (870) 248-4000, ext. 4034.

## **Campus Community Information Regarding Sex Offenders**

Arkansas Code Annotated 12-12-913 requires the disclosure to the campus community of information regarding a registered sex offender(s) who is employed by or attending an institution of higher education. The following procedure will be utilized upon receiving notification from the local law enforcement agency or campus security. The information will be disseminated to the campus community by placing the following on bulletin boards across campus. "A registered sex offender(s) is employed or enrolled. For more information, visit the following web site <http://www.acic.org/>".

## **Contests for Students**

Some programs offered at BRTC afford the opportunity for the students to participate in state and national competition. BRTC realizes the particular values obtained from these competitions and encourages the involvement of the students.

## **Student Advisor System**

During registration, an advisor will be assigned to each student. The advisor will be a faculty member in the area most closely related to the student's major, and will help the student choose appropriate courses before registration each semester, and will direct students to information on financial aid, testing, etc.

## **Clubs and Organizations**

In order to give opportunity for many students to participate in an activity and in order to lend opportunity for students to select from a diversity of activities, the administration will encourage the development of clubs representing a variety of interests. Clubs and organizations shall be established and governed in accordance with the provisions and guidance of the advisor of the club or organization, and the approval of the recommendations by the administration.

## **Club Advisors**

Club advisors are full-time employees of BRTC and provide proper supervision at all college functions. They must have the approval of the college president to act in an advisory capacity. Off-campus student activities may be permitted with the approval of the administration, and will be properly supervised by appropriate club advisors.

## **Community Group Activities**

The college board will encourage opportunities for students to participate in the activities of the communities of the college district if they are educationally sound, and if they lead to a better understanding of community responsibility.

## **Release of Student Information (Academic Records Privacy Rights)**

As a general rule, a student's academic record is confidential and will not be released to unauthorized persons without written approval from the student. However, under 34CFR 99.31 (a) (2) BRTC can release a student's information to another institution in which the student seeks or intends to enroll.

The following items are considered public information and may be made available upon inquiry unless the student requests nondisclosure: name, address, phone number, enrollment status, degrees obtained and dates conferred, and dates of attendance.

Request for nondisclosure is effective until the student notifies the Registrar, in writing, that the request is to be voided. BRTC intends to comply fully with the Family Education Rights and Privacy Act (FERPA) of 1974 which was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hear

ings. Students also have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Education Rights and Privacy Act should be referred to the Vice-President for Student Services.

## **Transcript Request**

The Family Education Rights and Privacy Act of 1974 requires that all transcript requests be in writing, signed and dated by the person to whom the record belongs. Transcript request forms are available in the Student Services Office. Students may also obtain a transcript by mailing a written request that includes the following information:

- FULL NAME as it appears on your record. Please include your maiden name, if married, or any other name

- used while enrolled at BRTC.
- SOCIAL SECURITY NUMBER
- YOUR LAST TERM AT BRTC
- ADDRESS to which the transcript is to be mailed
- YOUR RETURN ADDRESS AND TELEPHONE NUMBER

Please sign and date your request and mail or fax to: Office of the Registrar, Black River Technical College, Post Office Box 468, Pochontas, AR 72455. Fax number: (870)248-4100.

Most institutions prefer the transcript to be mailed directly to their office. There is no charge for a transcript. All transcripts are mailed out within one working week after receiving the request. BRTC will not honor a transcript request if the student is on either an academic or financial hold.

### **Student Organization Speakers**

Clubs and organizations on the campus may have off-campus speakers address their members. It shall be the responsibility of the appropriate faculty advisor to screen speakers in advance to ensure that reasonable standards of decency and morals will not be violated, and the speakers are not known to advocate illegal or unlawful activities.

### **Philosophy of Student Activities**

The college recognizes that students derive many values through participation in student activities associated with the college program. Therefore, the administration will direct efforts toward the promoting, supporting, and proper directing of such activities as an integral part of the education program.

Sufficient time will be provided by the administration to afford adequate sponsorship of the student government and proper direction and assistance to all student activities. The administration will assure that staff direction and assistance do not interfere with or curb the exercising of appropriate initiative, leadership, and responsibility of students.

### **Ambassador Program**

The Ambassador Program is composed of students selected by faculty and staff recommendations. These individuals represent the college, both on and off campus, at various events. The Ambassadors are responsible for working 160-200 hours per semester for Black River Technical College.

### **Student Publications**

Currents, an in-house Creative Arts Journal publication, is produced each Spring Semester by Black River Technical College, and features students' literary and fine art pieces. Literary submissions in the categories of formal essay, informal essay, poetry, drama, short story, and art work from any media should be submitted with an official cover sheet available from the English or Art faculty. All students are eligible to submit their work; however, a faculty committee will choose the final pieces to be included.

### **Phi Theta Kappa**

There is a Phi Theta Kappa National Honor Society chapter on the BRTC campus, and members are entitled to attend local, regional, and national meetings and events. Established in 1918, Phi Theta Kappa is the only internationally recognized honor society serving two-year colleges, and its purpose is to recognize and encourage scholarship, service, and leadership among associate degree students. Students must meet eligibility requirements based on hours earned and GPA before being invited to join. Induction ceremonies are held each semester.

### **Employment Assistance**

Career Planning personnel work closely with area business and industry to locate potential employment for BRTC graduates.

The Office of the Coordinator for Student Retention and Placement offers a wide range of services to current students and alumni in the career decision making and the job search process. Students are required to register with the Coordinator for Student Retention and Placement at the beginning of their last semester at Black River Technical College. Students will fill out an application which gives authorization by the student to release information to employers, recruiting representatives, and educational institutions. Services provided by the Office of Coordinator for Student Retention and Placement are:

- Referrals for part-time jobs on and off campus
- Referrals for full-time career jobs
- Referrals for summer jobs
- Job search strategies and interview skills
- Job posting and referral to all career jobs
- Accurate and up-to-date job information including salaries, locations, qualifications, etc. The Office of the Coordinator for Student Retention and Placement is located in the Administration Building in Student Services.

# Administration

## Office of the President

**M. Richard Gaines**, President. B.S.E., M.S.E., S.C.C.T., Arkansas State University.

**Vickie French**, Administrative Assistant to the President.

**Patti Blaxton**, Coordinator of Continuing Education and Business Outreach, Pocahontas. B.S.E., M.S.E., Arkansas State University.

**Rhonda Swink**, Secretary for Continuing Education and Business Outreach, Pocahontas. A.S., Arkansas State University.

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**Tracy Cobbs**, Secretary for Continuing Ed. and Business Outreach, Paragould.

**Valerie Dwyer**, Secretary, Paragould.

**Autumn Wright**, Secretary, Paragould.

## Office of Development

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## Student Services

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**John Utnage**, Building/Equipment Maintenance Repairman.  
**Trent Ingram**, Building/Equipment Maintenance Repairman.  
**Allen Stillwell**, Building/Equipment Maintenance Repairman, Paragould.  
**John Wren**, Skilled Trades/HVAC.  
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