

# 2016-2017 Ozark Campus Technical Catalog

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### University Vision Statement

(adopted October 19, 2016)

Arkansas Tech University: where students succeed, innovation thrives, and communities flourish.

### University Mission Statement

(adopted October 19, 2016)

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

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### Ozark Campus Mission Statement

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

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### Accreditation

Arkansas Tech University is accredited by The Higher Learning Commission.



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### **Program Accreditations**

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

4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449.  
(301) 652-AOTA  
[www.acoteonline.org](http://www.acoteonline.org)

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

##### **(Medical Assistant)**

20 East Wacker Drive, Suite 1575  
Chicago, IL 60606  
(800) 228-2262 Ext. 129

#### **Arkansas State Board of Nursing**

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

#### **HVAC Excellence**

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

#### **National Automotive Technicians Education Foundation**

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

#### **Arkansas Department of Health Cosmetology Division**

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

#### **Arkansas Department of Health Division of EMS**

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

**Committee on Accreditation of Educational Programs  
for the Emergency Medical Services Professions**

1248 Harwood Road  
Bedford, TX 76021  
(817) 330-0080

**Commission on Accreditation in Physical Therapy Education**

1111 North Fairfax Street  
Alexandria, VA 22314  
(703) 706-3245

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

25400 US Highway 10 North, Suite 158  
Clearwater, FL 33763  
(727) 210-2350

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**Enrolling in Arkansas Tech University-Ozark Campus**

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

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

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**For More Information**

General Information (479) 667-2117  
Toll Free (866) 225-2884  
Office of Academic Affairs (479) 667-1707  
Office of Student Services (479) 667-3433  
Office of Fiscal Affairs (479) 667-2950  
Financial Aid (479) 667-3111

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

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**Equal Opportunity Employment**

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

Arkansas Tech University-Ozark Campus will provide a copy of this policy to all applicants for employment. All faculty and staff will be notified annually of the policy. Further, Arkansas Tech University-Ozark Campus will consider through a designated grievance procedure, the complaints of any person who feels that he or

she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

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### **Affirmative Action**

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

A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request. Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer, e-mail [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu).

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

Arkansas Tech University complies with all applicable state and federal laws including, but not limited to: Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 504 of the Rehabilitation Act Amendments of 1974, Age Discrimination Act, Vietnam Era Veterans Readjustment Assistance Act, Uniformed Services Employment and Reemployment Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Responsibility for implementation and compliance with this Non-Discrimination Policy has been delegated to Jennifer Fleming, Affirmative Action officer who can be reached by emailing [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu) or calling 479-498-6020.

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

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### **Annual Budget / Financial Report**

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

## Academic Calendar 2016 - 2017

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

### \*Summer May 9 to August 5, 2016

#### First Session - May 31 to July 1, 2016 (five-week courses)

Late registration for first session	May 31 - June 1
Classes begin	May 31
Last day to officially withdraw/drop courses with full reduction of tuition and fees	June 1
Last day to register and add courses/change sections	June 1
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 6
Early registration for freshmen for fall semester	May - August
Last day to drop courses with a "W" or change from credit to audit	June 27
First session ends	July 1

#### Second Session - July 5 to August 5, 2016 (five-week courses)

Holiday	(Monday) July 4
Late registration for second session	July 5 - 6
Classes begin	July 5
Last day to officially withdraw/drop courses with full reduction of tuition and fees	July 6
Last day to register and add courses/change sections	July 6
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 11
Last day to drop courses with a "W" or change from credit to audit	August 1
Second session ends	August 5
Russellville Campus Graduation	August 6

#### Fall Semester Opens August 15, 2016

Selected fall activities	August 15 - 23
Registration	August 15 - 23
Classes begin	August 24
Last day to officially withdraw/drop courses with full reduction of tuition/fees	August 30
Last day to register and add courses/change sections	August 30
Labor Day holiday	September 5
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	September 28
Deadline for degree audit (transcript evaluation), Spring/Summer 2017 graduates	October 7
Mid-term	October 12
Fall break	October 20 - 21

Early registration for spring semester	October 24 - December 6 7:00 a.m., November 23 - 7:00 a.m., November 28
Thanksgiving holidays	
Last day to drop courses with a "W" or change from credit to audit	November 28
Students follow regular Monday class schedule	Monday, December 5
Students follow regular Wednesday class schedule	Tuesday, December 6 8:00 a.m. - 5:00 p.m., Wednesday, December 7
Reading Day	7:00 p.m., December 7 -
End of course examinations (see exam week schedule)	5:30 p.m., December 13
Russellville Campus Graduations	December 16 - 17

### **Spring Semester Opens January 3, 2017**

Registration	January 3 - 13
Martin Luther King Day holiday	January 16
Classes begin	January 17
Last day to officially withdraw/drop courses with full reduction of tuition/fees	January 23
Last day to register and add courses/change sections	January 23
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	February 20
Deadline for degree audit (transcript evaluation), Fall 2017 graduates	March 3
Mid-term	March 6 7:00 a.m., March 20 - 7:00 a.m., March 27
Spring holidays	March 27 - May 2
Early registration for summer and fall semesters	April 21
Last day to drop courses with a "W" or change from credit to audit	Monday, May 1
Students follow regular Monday class schedule	Tuesday, May 2 8:00 a.m. - 5:00 p.m., Wednesday, May 3
Students follow regular Wednesday class schedule	7:00 p.m., May 3 - 10:00 a.m., May 9
Reading Day	
End of course examinations (see exam week schedule)	
Graduation (all ceremonies in Tucker Coliseum)	
Ozark Campus	May 11
Graduate College	May 12
Russellville Campus Undergraduate	May 13

### **Summer May 15 to August 11, 2017**

#### **First Session - June 5, 2017 to July 7, 2017 (five-week courses)**

Late registration for first session	June 5 - 6
Classes begin	June 5
Last day to officially withdraw with full reduction of tuition and fees	June 6
Last day to register and add courses/change sections	June 6

Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 9
Early registration for freshmen for fall semester	May through August
Last day to drop courses with a "W" or change from credit to audit	June 30
Holiday	(Tuesday) July 4
First session ends	July 7

**Second Session - July 10, 2017 to August 11, 2017 (five-week courses)**

Late registration for second session	July 10 - 11
Classes begin	July 10
Last day to officially withdraw/drop courses with full reduction of tuition and fees	July 11
Last day to register and add courses/change sections	July 11
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 14
Last day to drop courses with a "W" or change from credit to audit	August 4
Second session ends	August 11
Russellville Campus Graduation	August 12

# Administration

## Board of Trustees

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**Charles Blanchard**, Russellville

**John Chambers III**, Danville

**Tom Kennedy**, Little Rock

**Fritz Kronberger**, Russellville

**Leigh Whiteside**, Russellville

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## Board of Advisors

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**Tom Banhart**, Van Buren

**Bruce Coleman**, Mountainburg

**C. A. Kuykendall**, Ozark

**Jimmy Rofkahr**, Scranton

**Donald Smith**, Cecil

**Jerry Standridge**, Booneville

**Ron Vest**, Ozark

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## Administrative Officers

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**Robin E. Bowen**, 2014, President  
B.S., University of Kansas, 1982  
M. Ed., University of Arkansas, 1983  
Ed.D., Texas Tech University, 1988

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

**Michael Murders**, 2010, Chief Academic Officer  
B.S., Park College, 1995  
M.S., Troy University, 1998

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

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

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

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## **Administrative Staff**

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

**Mike Bogue**, Coordinator of Student Success

**Erin Brickley**, Associate Registrar

**Justina Buck**, Associate Director of Financial Aid

**Linda Clifton**, Associate Director of Advising and Retention

**Tanner Howell**, Coordinator of Student Recruitment

**Faith Johnson**, Academic Advisor

**Kristie Moore**, Librarian

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

**Regina Olson**, Adult Education Director

**Matt Pipkins**, Associate Director of Computer Services

**Mitzi Reano**, Bookstore Manager

**Laura Rudolph**, Director of Community Outreach

**Julie Schmalz**, Career Support Services Facilitator

**Brenda Shoop**, Assessment Coordinator

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## **Support Services Staff**

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**Sandra Anderson**, Campus Maintenance Supervisor

**Kathy Bartlett**, Office of Academic Affairs

**Dianne Bell**, Accounts Payable/Purchasing

**Tracy Chapman**, Campus Maintenance

**Peter Clifton**, Campus Maintenance

**Angela Cox**, Office of Student Services

**Mike Crouch**, Campus Maintenance

**Debbie Edgin**, Office of Student Services

**John Gwatney**, Campus Maintenance

**Logan Haberer**, Computer Operator

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

**Sherry Hesson**, Adult Education

**Amber Holmes**, Office of Student Services

**Tanya Martin**, Office of Human Resources

**Sharyl Moffit**, Office of Allied Health

**Amy Murders**, Office of Student Services/Financial Aid

**Megan Morris**, Public Information Coordinator

**Carla Murphy**, Adult Education

**Kaci Nally**, Adult Education

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

**Brady Oberman**, Campus Maintenance

**David Spicer**, Public Safety Officer

**Phil Spiegel**, Campus Maintenance

# Faculty

**Raymond Andrew Allen, 2012**

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

**Julie Auterson, 2016**

Cosmetology Instructor  
Cosmetology, Arkansas Tech University-Ozark Campus, 1987;  
Cosmetology Instructor Training, Arkansas Tech University-Ozark Campus, 1992

**Tekla Barr, 1990**

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

**Kenneth Beeler, 2005**

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

**Adele Berry, 2014**

Practical Nursing Instructor  
A.D.N., University of Arkansas, 1982

**Jody Chrisman, 1987**

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

**Corey Danekas, 2008**

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

**Gwen Faulkenberry, 2010**

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

**Theresa Fontaine, 2007**

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

**Joshua Freeman, 2015**

Paramedic/EMS Instructor  
A.A.S., North Arkansas College, 2012

**Shirley Freeman, 2012**

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

**Clinton Hall, 1996**

Business Technology Instructor  
A.A., University of Arkansas - Fort Smith, 1989;

B.S., Arkansas Tech University, 1992;  
M. Ed., Arkansas Tech University, 2007

**Candace Harkreader, 2013**

Cardiovascular Technology Instructor  
A.A.S., University of Arkansas - Fort Smith, 2003

**Stan Hatcher, 1998**

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

**Trina Hayes, 2011**

Physical Therapist Assistant Instructor  
A. A. S., Northwest Community College, 2006;  
B.S., Business Administration, 1987

**Debra Hines, 1998**

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

**Kendall Hopkins, 2007**

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

**Brenda Huntsinger, 2013**

Health Information Technology Instructor  
Industry Certifications, 1970-2013

**Ron Hutain, 1984**

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

**Lesley Krohn, 2012**

Practical Nursing Instructor  
B.S.N., Arkansas Tech University, 2007;  
M.S.N., University of Missouri, 2013

**Charles Lee, 2005**

Mathematics Instructor  
B.A., Concordia College, 1993;  
M. Ed., Arkansas Tech University, 2009

**Ester Leonard, 2004**

Practical Nursing Instructor  
Licensed Practical Nursing, Arkansas Tech University-Ozark Campus, 1985;  
A.A.S., University of Arkansas - Fort Smith, 1995;  
B.S.N., Arkansas Tech University, 2008;  
M.S.N., Arkansas Tech University, 2014

**Christy McCollough, 2006**

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

**Debbie McClure, 2007**

Cosmetology Instructor

Cosmetology, Arkansas Tech University-Ozark Campus, 1992;

Cosmetology Instructor Training, Arkansas Tech University-Ozark Campus, 2006;

A.A.S., Arkansas Tech University, 2009

**Angie Medlock, 2002**

Business Technology Instructor

B.S., University of the Ozarks, 1980;

M. Ed., Arkansas Tech University, 2007

**Heather Nelson, 2016**

Logistics Management Instructor

B.S., University of Arkansas, 2005;

M.Ed., University of Arkansas, 2008

**Regina Olson, 2012**

GED/ABE Instructor

A.A.S., University of Alaska, 1994;

B.A., University of Alaska, 1993;

M.S., Wilmington College, 2001

**Tara Peck, 2011**

Field Work Coordinator

A.A.S., Pulaski Technical College, 2007;

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

**Jessica Pipkins, 2012**

GED/ABE Instructor

B.S., Arkansas Tech University, 2004;

M.S., Arkansas Tech University, 2014

**Wendi Pool, 2014**

Occupational Therapy Assistant Instructor

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

M.S., University of Central Arkansas, 2005

**Nina Pope, 2010**

Physical Therapist Assistant Instructor

B.S., University of Texas/San Antonio, 1982;

M.S., Arkansas Tech University, 2012

**Chris Rambo, 2014**

Law Enforcement Instructor

B.S., Arkansas Tech University, 2012;

M.S., Arkansas Tech University, 2015

**Melinda Rhynes, 2013**

Medical Assisting Instructor

A.S., Arkansas Tech University, 1989;

B.S., Arkansas Tech University, 1990;

M.Ed., Arkansas Tech University, 2015

**Kale Rudolph, 2007**

Computer Information Systems Instructor

B.S., University of Arkansas, 1987;

M.S., Arkansas Tech University, 2007

**Bobby Sewell, 2006**

Automotive Service Instructor

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

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

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

**Bonnie Sher, 2012**

Health Information Technology Instructor

B.S., Arkansas Tech University, 2001;

M.S., Arkansas Tech University, 2013

**Blaine Snyder, 2015**

Practical Nursing Instructor

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

**Deidra Steele, 2015**

Practical Nursing Instructor

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

**Tammy Verkamp, 1997**

English Instructor

B.A., Arkansas Tech University, 1981;

B.S., Arkansas Tech University, 1997;

M. Ed., Arkansas Tech University, 1999

**Patsy Ward, 2014**

Mathematics Instructor

B.S., Arkansas Tech University, 1996;

M.Ed., University of Arkansas, 1999.

**Lynn Washington, 2012**

Human Services Instructor

B.A., Northeastern State University, 1982;

M.S., Northeastern State University, 1983

**Kristen Wendling, 2013**

Cardiovascular Technology Instructor

B.S., University of Arkansas, 2006

**Sarah White, 2013**

Sciences Instructor

B.S., Arkansas Tech University, 2000;

Ph.D., University of Arkansas for Medical Sciences, 2008

**Debbie Wofford, 1979**

Business Technology Instructor

B.S., University of the Ozarks, 1977;

M. Ed., University of Arkansas, 1989

# Ozark Campus Admissions

Individuals who meet the admission requirements listed below may apply to Arkansas Tech University-Ozark Campus. The University reserves the right to reject the application of any individual. Every student must submit an application for admission. Applications and additional information about Arkansas Tech University-Ozark Campus are available from the Office of Student Services, Arkansas Tech University-Ozark Campus, 1700 Helberg Lane, Ozark, Arkansas, 72949.

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

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

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

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

All students must provide proof of two measles, one mumps and two rubella immunizations by way of an official record from another educational institution, certificate from a licensed medical doctor, or an authorized public health department representative. Students seeking enrollment at Arkansas Tech University-Ozark Campus must provide proof of appropriate immunizations prior to enrollment in classes. Students may be exempted from the immunization requirements if there is a medical contraindication or if religious or philosophical belief prohibits immunizations. Exemptions must be obtained from the Arkansas Department of Health by emailing [immunization.section@arkansas.gov](mailto:immunization.section@arkansas.gov).

Students who are enrolled in online classes ONLY may request an immunization waiver. Students whose immunization requirements have been waived may not enroll in face-to-face classes.

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

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

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

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## Entering Freshmen/New Student

New students to Arkansas Tech University-Ozark Campus must submit an application for admission, college entrance exam scores, an official record documenting completion of secondary requirements, and proof of immunization documenting 2 MMR vaccinations. If you have concurrent college credit, an official transcript from that institution is required. For Advanced Placement (AP), College Level Examination Program (CLEP) or International Baccalaureate (IB) credit, an original score report or certified copy from your high school will need to be submitted prior to credit being awarded. Detailed course articulation for AP, CLEP, and IB can be located under Credit by Exam. A minimum criterion for exam scores and grade point averages is listed below:

1. Composite ACT score of 15 or above, composite SAT score of 1060 or above, or a composite Accuplacer score of 57 or above (averaging scores in sentence skills, college algebra, and reading).  
Note: The ACT Writing exam is not required for admission purposes.
2. Completion of graduation requirements from an accredited public or private secondary school, a non-accredited private secondary school, or a home school program documenting a minimum 2.0/4.0 cumulative grade point average, and completion of the university's secondary school core curriculum, OR minimum GED score of 600.

Freshmen who do not meet the above admission requirements may be conditionally admitted.

NOTE: COMPASS scores may be used through Spring 2017.

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### **Secondary School Core Course Recommendation**

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

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

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

\*Natural Science - 3 units with lab experience, chosen from Physical Science, Biology or Applied Biology/Chemistry, Chemistry, Physics or Principles of Technology I & II or PIC Physics.

\*Social Studies - 3 units, [one (1) unit of World History, one (1) unit of U.S. History, one half (1/2) unit of Civics. [\*see note beside economics

Oral Communications - 1/2 unit of oral communications.

Physical Education - 1/2 unit of physical education.

Health and Safety - 1/2 unit of health and safety.

Economics - 1/2 unit of economics. \*may be counted toward Social Studies or Career Focus

Fine Arts - 1/2 unit of fine arts.

Electives - 6 units of career focus electives.

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### **Freshmen Placement Standards**

In accordance with Arkansas Code of 1987 Annotated, § 6-61-110, first-time entering undergraduate students who enroll in baccalaureate degree programs or associate degree transfer programs must meet the following placement standards prior to enrollment in college-level mathematics, reading, or English composition courses. Remedial courses do not provide credit toward a degree.

**Mathematics** - Students scoring 19 or above on the mathematics section of the ACT, 460 or above on the quantitative portion of SAT-1, or 42 or above on the college algebra portion of the Accuplacer exam may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics program, demonstrating achievement at least as sophisticated as intermediate algebra, in order to be placed in college-level mathematics courses.

**English Composition** - Students scoring 19 or above on the English section of the ACT or 450 or above on the writing section of SAT-I, or 83 or above on the sentence skills portion of the Accuplacer exam may enroll in college-level English courses. Students not meeting the standard must successfully complete a developmental program.

**Reading** - Students scoring 19 or above on the reading section of the ACT, 470 or above on the reading section of SAT-1, or 78 or above on the reading portion of the Accuplacer exam will be considered to have met minimal reading skill requirements. English composition may be taken concurrent with or subsequent to any required developmental reading program.

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

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### **Former Students**

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

### **Degree Completion for Returning Students**

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

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

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

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

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### **Transfer Students**

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



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

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

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

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### **Degree Completion for Transfer Students**

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

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

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

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### **Transfer Credit**

ATU will recognize transfer credit from a U.S. institution provided that the institution is accredited by one of the six U.S. regional accreditation associations, and for courses that are approved for transfer by the Arkansas Department of Higher Education (ADHE) through the Arkansas Course Transfer System (ACTS). Acceptance of course credit may depend on the date that the institution was accredited or the date that a course was approved for transfer by ADHE. Transfer credit for coursework from institutions outside the U.S. will be considered on an individual basis. Students seeking transfer of credit from a foreign college/university must complete a credential evaluation through a Credential Evaluation Service authorized by Arkansas Tech University (a list of approved service providers can be obtained in the International and Multicultural Student Services Office (IMMSO) or in the Registrar's Office). **Transfer credit, although accepted by the university, is not guaranteed to be applicable toward meeting degree requirements for the particular program of study selected by the transfer student.**

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

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### **Arkansas Course Transfer System (ACTS)**

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

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

The following table lists those courses found within ACTS and the equivalent Arkansas Tech University course as of April 1, 2013. Please refer to the ACTS website (<http://acts.adhe.edu/studenttransfer.aspx>) for the most up-to-date course listings.

<b>ACTS Course Index Number</b>	<b>ACTS Course Index Name</b>	<b>Arkansas Tech University Course Number</b>	<b>Arkansas Tech University Course Name</b>
ANTH1013	Introduction to Anthropology	ANTH 1213	Introduction to Anthropology
ANTH2013	Cultural Anthropology	ANTH 2003	Cultural Anthropology
ARTA1003	Art Appreciation	ART 2123	Experiencing Art
ARTA2003	Art History Survey I	ART 2103	Art History I
ARTA2103	Art History Survey II	ART 2113	Art History II
BIOL1004	Biology for Non-Majors	BIOL 1014	Introduction to Biological Sciences
BIOL1014	Biology for Majors	BIOL 1114	Principles of Biology
BIOL1034	Botany for Majors	BIOL 2134	Principles of Botany
BIOL1054	Zoology	BIOL 2124	Principles of Zoology
BIOL2004	Introductory Microbiology	BIOL 2054	Microbiology for Health Sciences
BIOL2404	Human Anatomy and Physiology I *	BIOL 2404	Human Anatomy and Physiology I
BIOL2414	Human Anatomy and Physiology II *	BIOL 2414	Human Anatomy and Physiology II
CHEM1004	Chemistry I for General Education	CHEM 1114	Survey of Chemistry
CHEM1214	Chemistry I for Health Related Professions	CHEM 1113/CHEM 1111	Survey of Chemistry and Lab
CHEM1224	Chemistry II for Health Related Professions	CHEM 2204	Organic Physiological Chemistry
CHEM1414	Chemistry I for Science Majors	CHEM 2124	General Chemistry I
CHEM1424	Chemistry II for Science Majors	CHEM 2134	General Chemistry II
CPSI1003	Introduction to Computers	COMS 1003	Introduction to Computer Based Systems
CRJU1023	Introduction to Criminal Justice	CJ 2003	Introduction to Criminal Justice
DRAM1003	Theatre Appreciation	TH 2273	Introduction to Theatre

ECON2103	Principles of Macroeconomics	ECON 2003	Principles of Economics I
ECON2203	Principles of Microeconomics	ECON 2013	Principles of Economics II
ENGL1013	Composition I	ENGL 1013	Composition I
ENGL1023	Composition II	ENGL 1023	Composition II
ENGL2013	Introduction to Creative Writing	ENGL 2043	Introduction to Creative Writing
ENGL2023	Introduction to Technical Writing	ENGL 2053	Technical Writing
ENGL2113	World Literature I	ENGL 2003	Introduction to World Literature
ENGL2653	American Literature I	ENGL 2013	Introduction to American Literature
FREN1013	French I	FR 1013	Beginning French I
FREN1023	French II	FR 1023	Beginning French II
FREN2013	French III	FR 2013	Intermediate French I
FREN2023	French IV	FR 2023	Intermediate French II
GEOG1113	Human Geography	GEOG 2023	Human Geography
GEOG2103	World Regional Geography	GEOG 2013	Regional Geography of the World
GEOG2223	Physical Geography	No Comparable Course	No Comparable Course
GEOL1114	Physical Geology	GEOL 1014	Physical Geology
GEOL1124	Environmental Geology	No Comparable Course	No Comparable Course
GEOL1134	Historical Geology	GEOL 2024	Historical Geology
GERM1013	German I	GER 1013	Beginning German I
GERM1023	German II	GER 1023	Beginning German II
GERM2013	German III	GER 2013	Intermediate German I
GERM2023	German IV	GER 2023	Intermediate German II
HEAL1003	Personal Health	HLED 1513	Personal Health and Wellness
HIST1113	World Civilizations I	HIST 1503	World History to 1500
HIST1123	World Civilizations II	HIST 1513	World History since 1500
HIST2113	United States History I	HIST 2003	United States History to 1877
HIST2123	United States History II	HIST 2013	United States History since 1877
MATH1003	College Math	MATH 1003	College Mathematics
MATH1103	College Algebra	MATH 1113	College Algebra
MATH1113	Quantitative Literacy/ Mathematical Reasoning	MATH 1003	College Mathematics
MATH1203	Plane Trigonometry	MATH 1203	Plane Trigonometry
MATH1305	Pre-Calculus	MATH 1914	Precalculus
MATH2103	Introduction to Statistics	MATH 2163	Introduction to Statistical Methods
MATH2203	Survey of Calculus	MATH 2243	Calculus for Business and Economics
MATH2405	Calculus I	MATH 2914	Calculus I
MATH2505	Calculus II	MATH 2924	Calculus II

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

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

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

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

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### Conditional Admission

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

admission will be admitted on academic probation.

## **Conditional (Prep) Admission / Ability-to-Benefit**

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

### **Required for Conditional (Prep) Admission:**

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

### **Student Direction**

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

### **Student Notification**

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

### **Academic Progress**

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

### **Existing Student Success Strategies**

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

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### **Non-Degree Admission**

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

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## High School University Admissions

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

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

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## Non-Academic Rejection

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

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## Testing for Admissions and Placement

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

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## Academic Advising and Selecting a Program of Study

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

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

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## **Student Retention and Graduation Rates**

For information about retention and graduation rates at Tech, go to <http://ir.atu.edu> or contact the Office of Institutional Research at 479-964-3219.

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## **Selecting a Program of Study**

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

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## **Undecided Study**

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

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## **Procedure for Scheduling Courses**

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

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## **Course Information**

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

# Fees & Expenses

## General

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

Students enrolling for twelve or more semester credit hours of courses for the fall or spring semester are considered full time. **Ozark Campus students taking Russellville Campus classes will be assessed a different tuition rate for those classes and accompanying fees. Tuition is assessed for each course at the appropriate credit-hour rate.**

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

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## Fees and Charges

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Prices quoted are rates currently in place for the 2015-2016 academic year. Ozark Campus students will be charged according to the following fee schedules. Additional course fees may apply, depending on the student schedule. Russellville Campus students may have charges in addition to those listed in the table titled "Russellville Campus Fees and Expenses".

Tuition for Ozark Campus Courses	\$118.00 per credit hour
Out-of_State Tuition for Ozark Campus Courses	\$236.00 per credit hour
Infrastructure Fee	\$10.00 per credit hour
Instructional Support Fee	\$10.00 per credit hour
Student Support Fee	\$9.00 per credit hour
Technology Fee	\$16.00 per credit hour
Allied Health Fee*	\$28.00 per credit hour
CTE General Technology Fee*	\$12.00 per credit hour
Welding Fee	\$17.00 per credit hour
Distance Learning/Mixed Technology Fee (all Online/ Mixed Technology Courses)	\$5.00 per credit hour

\*Certain Ozark Campus coursework only

Tuition for Russellville Campus Courses	\$219.00 per credit hour
Infrastructure Fee	\$10.00 per credit hour
Instructional Support Fee	\$10.00 per credit hour
Strategic Facilities Initiative	\$10.00 per credit hour
Student Support Fee	\$9.00 per credit hour
Technology Fee	\$16.00 per credit hour
Distance Learning/Mixed Technology Fee (all Online/ Mixed Technology Courses)	\$5.00 per credit hour

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



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

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### **Payment of Accounts**

Tuition and all other fees and charges are due and payable prior to the beginning of each term at the Office of Student Accounts located in the Student Services and Conference Center. Financial settlement may be made by personal payment (by mail to the Student Accounts office at 1700 Helberg Lane, Ozark, AR 72949) or by **AUTHORIZED** financial aid (loans, scholarships, grants, third parties, etc.). Visa, MasterCard, and Discover credit cards are accepted for all charges. Students who wish to schedule payments for their account balance may enroll in a payment plan by accessing <http://atu.edu/stuacct>s and clicking on the "Payment Plan" link. If you choose this plan, the full account balance will be budgeted along with any subsequent charges incurred for the semester.

Registration is not complete until all financial obligations have been met satisfactorily. Failure to make financial settlement may result in cancellation of the class schedule.

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

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

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

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### **Important Information for Reduction of Tuition and Fees for Official Withdrawal**

The following reduction information **specifically** addresses courses that begin and end with the main term dates for Spring, Summer I, Summer II and Fall, as listed in the "Academic Calendar". Courses with beginning and/or ending dates that are different than the main terms listed above may have different reduction periods. It is the students' responsibility to consult the Office of Student Services for these reduction dates prior to withdrawing.

In the event a student is receiving student financial aid, any refund amount attributable to a loan, grant, or scholarship will be returned to the appropriate account and not to the student. The amount returned to federal programs will be the amount of unearned Federal aid based on the number of calendar days of attendance up to the sixty percent point of the semester. Aid accounts will be refunded in the following order up to the amount of the original disbursement: Federal Direct Loan Programs, Federal Perkins Loan Program, Federal Direct PLUS Loan Program, Federal Pell Grant Program, Federal SEOG Program, Arkansas Department of Higher Education Programs, Tech scholarships and private aid. Additionally, students who have received a refund of Federal aid money will receive a letter after their withdrawal informing them of any amount to be repaid. Any repayment will be made through the Office of Student Accounts. The student will be ineligible to register for additional courses or to receive further Federal financial aid until the required payment is made.

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

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

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

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

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

Students enrolled for a summer semester who drop courses before the end of the second day of the semester, as listed in the "Academic Calendar" will receive a 100 percent reduction for the courses which are dropped. Students dropping to fewer hours before the end of the fifth day of the semester in a summer term as listed in the "Academic Calendar", will receive an 80 percent reduction for the courses which are dropped. No reduction in tuition will be made after the fifth day of the semester. No reduction in fees will be made after the second day.

Students enrolled for the fall or spring semester who drop courses by the end of the fifth day of the semester, as listed in the "Academic Calendar" will receive a 100 percent reduction for the courses which are dropped. Students dropping to fewer hours before the end of the twenty-fifth day of the semester in a fall or spring term as listed in the "Academic Calendar", will receive an 80 percent reduction for the courses which are dropped. No reduction will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the fifth day of the semester.

Mini-terms and courses with unusual beginning and ending dates may have a different reduction dates. It is the student's responsibility to verify dates with the Office of Student Accounts or the Office of Student Services prior to withdrawing.

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### **In-State Tuition for Military Personnel, Veterans and Dependents**

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

1. Veteran who was discharged or released from a period of not less than ninety (90) days of active duty in the military, naval, or air service within three (3) years before the date of enrollment in a program of study;
2. Dependent of a veteran under subdivision (1) above;
3. Member of the armed forces;
4. Spouse of a member of the armed forces;

5. Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill) - Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of Title 38 of the United States Code, who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more;
6. Spouse or child using transferred Post-9/11 G.I. Bill benefits (33 U.S.C. §3319) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more;
7. Spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S. §§3311(b)(9)) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more;
8. Person who initially met the requirements set out in sections 5, 6, or 7 will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school even if he or she is outside the 3-year window or enrolls in multiple programs. For purposes of a student who is eligible for in-state tuition solely under sections 5, 6, or 7 above, that person must have enrolled in the school prior to the expiration of the three year period following discharge or death described above in sections 5, 6 or 7 and must be using educational benefits under either Chapter 30 or Chapter 33 of Title 38 of the United States Code; or
9. Member of the armed forces or "covered individual" as identified in Section 702 of the Veterans Access, Choice and Accountability Act of 2014.

# Regulations & Procedures

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

## Academic Dishonesty

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

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

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## Academic Misconduct

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

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

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## Academic Probation

Students will be placed on academic probation whenever their semester grade point falls below 2.0 unless the cumulative grade point is 2.00 or higher. These criteria also apply to entering transfer students. Removal of probation will be accomplished by raising the cumulative grade point to 2.00 or higher.

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

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## Academic Suspension

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

Suspension means that the student will not be allowed to attend Arkansas Tech University-Ozark Campus the succeeding regular semester. After one regular semester the student may be eligible for readmission on academic probation. Students receiving a second academic suspension will be eligible to seek readmission one year from the date of suspension. Students who believe there are extenuating

circumstances which would justify earlier readmission must appeal to the Chief Student Officer for a hearing. Students who meet the semester/year stipulation must file a request for readmission with the Office of Student Services.

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

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### **Adding/Dropping Courses**

The deadline for adding courses or changing courses or sections is given in the academic calendar (see "Academic Calendar"); thereafter, changing to audit or dropping a course are the only changes permissible. Courses officially dropped after the official attendance date and through the thirteenth week of a fall or spring semester will be recorded with a grade of "W." Students may add, drop, or change sections of courses only by following the official procedure which requires that they obtain and return the necessary forms to the Office of Student Services after obtaining written approval of their academic advisor. Failure to complete this procedure can result in a grade of "F" being entered on the student's record. Please note: A student accumulating an excessive number of absences in a course may be dropped from the course by the instructor with a grade of "FE". Courses dropped subsequent to this time will be recorded as "F" (see "Academic Calendar").

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### **Auditing Courses**

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

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### **On-Line Courses**

Students who enroll in on-line course offerings will be responsible for the technology requirements for the class which may include access to a computer, Internet capabilities, and software applications. Students may utilize on-campus computer labs and the library subject to availability.

Because there is no physical attendance in an on-line class, to be considered "attending", students will be required to complete an initial assignment within a specified number of days. Failure to do so may result in the student being dropped for non-attendance.

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### **Class Absence**

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

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### **Class Load Policy**

A student can expect to spend 2-3 hours outside the class (for studying, homework, preparation, etc.) for each hour in the class. This means that a student can expect to spend 24-36 hours in studying for a 12 semester credit hour load. It is therefore recommended that a full-time student enroll in no more than 18 hours per semester. Students working full-time are encouraged to take no more than 12 hours per semester. Students readmitted after academic suspension cannot take more than 12 hours per semester. Students on academic probation must obtain approval from their advisor to enroll in more than 15 hours per semester.

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

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### **Course Overload**

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

1. Have a 3.25 minimum grade point average in the preceding summer term (minimum: 12 semester hours) or in the preceding fall or spring semester (minimum: 12 semester hours) at the university, or
2. Be in good academic standing in the college if in the last semester before graduation. The maximum overload permitted in any college by an approved petition is a load totaling 24 hours for a fall, spring or summer term. Overloads over 21 hours will be subject to review by the Office of Student Services.

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

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### **Class Standing**

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

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### **Clemency**

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

After re-entering Arkansas Tech Ozark, following a separation of at least three years, a student may request academic clemency at the Office of Student Services.

The student must specify the term or consecutive terms for which academic clemency is desired. The period of separation may be waived in the case of impending graduation. Academic clemency may be granted only one time and is irreversible. If the request is approved, academic clemency will cover all credits earned during the term or terms for which academic clemency is requested. The student's complete record will remain on the transcript with the added notation of "academic clemency granted" and the effective date.

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

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## **Conduct**

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

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## **Honor Rolls**

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

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## **Family Educational Rights and Privacy Act**

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

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

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

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

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

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Arkansas Tech University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Arkansas Tech University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and

maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Arkansas Tech University.

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

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

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202*

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

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

- To other school officials, including teachers, within Arkansas Tech University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. §99.31(a)(7))



- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)).
- Directory information at Arkansas Tech University consists of the student's name, home town, electronic mail address, major field of study, enrollment status (undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received.
- "Dates of attendance" as used above means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.
- This information may be made available upon request to members of the general public.
  - **If a student on the Russellville campus wishes for this "directory" information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, he or she should notify Susie Nicholson, Vice President for Student Services and University Relations at [snicholson@atu.edu](mailto:snicholson@atu.edu) or 479-968-0238.**
  - **If a student on the Ozark campus wishes for this "directory" information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, he or she should notify Richard Harris, Chief Student Officer at [rharris1@atu.edu](mailto:rharris1@atu.edu) 479-667-3433.**
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## Grading

Final grades are reported at the end of the semester. Midterm grades are reported for freshman and sophomore students only. A final grade of "I" may be recorded for a student who has not completed all the requirements of a course only in situations where the student has an illness or other circumstances beyond the student's control, and has completed seventy-five percent of the course requirements provided work already completed is of passing quality. If a grade of "I" is assigned, the instructor will set a reasonable time limit within the following semester in which the work must be completed. Beginning the first summer term, 1990, and thereafter, a grade of "I" will not be computed in the grade point average for the semester recorded; however, the "I" will be automatically changed to a grade of "F" for grade and

grade point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of the semester. A grade of "I" recorded prior to the first summer term, 1990, will be computed as an "F" for grade point purposes.

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

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

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## **Graduation**

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

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## **Repeated Courses**

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

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## **Student Records**

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

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## **Traffic Regulations**

### **AUTHORITY**

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

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

**YOU ARE RESPONSIBLE FOR COMPLYING WITH ALL RULES AND REGULATIONS.**

## REGISTRATION OF VEHICLES

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

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

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

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

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

Lost/stolen hangtags are full price for replacement.

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

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

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

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

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

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

Hangtags fees are non-refundable

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## **RESTRICTED PARKING AREAS**

### **YELLOW CURBS RESTRICTED PARKING**

No parking at yellow curbs at all times.

### **FIRE ZONES**

No parking in fire zones as marked.

### **RED**

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

### **BLUE/WHITE**

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

### **SIGNS**

Restricted by signs posted.

## **ANY ATHLETIC OR DRILL FIELD**

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

## **TOWING AND IMPOUNDING OF VEHICLES**

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

## **PAYMENT OF VIOLATIONS/FINES**

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

## **MOVING VIOLATIONS**

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

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

## **ACCIDENTS**

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

## **DISABILITY PARKING**

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

## **SPECIAL EVENT PARKING**

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

## **VISITOR PARKING**

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

## **MOTORCYCLES AND MOTORBIKE**

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

## **APPEALS**

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

## **PARKING REGULATIONS**

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

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

21. If a hangtag is not visible to the officer while his is issuing a citation, the citation will be for no current hangtag. If, in the course of issuing a citation, the officer discovers the hangtag, he has the discretion to downgrade that ticket to improper display only.
22. Windshields, side wings, side or rear windows may not be obstructed with any sign, sunshield, sun visor, poster or other transparent material other than a certificate or sticker required by state law or campus regulations. This will include writing on vehicle windows with shoe polish.
23. No boats, campers or trailers allowed to park on campus.

## **GENERAL INFORMATION**

1. Operating a motor vehicle in any manner which may create a disturbance on campus may be considered a traffic violation. This includes excessive use (determined by city ordinance or officer's discretion) of boom box, stereo, horn, illegal exhaust systems, squealing of tires or placing pedestrians or other drivers in a hazardous situation.
2. All personnel, including visitors, are expected to adhere to all campus and state regulations regarding safety procedures.
3. Arkansas Tech University cannot and does not assume the obligation of providing parking spaces for all vehicles at all times.
4. Arkansas Tech University does not assume responsibility for the care and protection of any vehicle or its contents while said vehicle is operated or parked on the campus or lands controlled by the University.
5. Vehicles that do not qualify for registration or "approved as safe" by the State of Arkansas are not permitted on the campus at any time. Disabled and abandoned vehicles will be turned over to the State Police for disposal according to law.
6. Mechanical work other than minor repairs such as replacement of vehicle battery or flat tires will not be permitted on the Tech campus. Exception will be given to students working under the direction of the Automotive Service Department.
7. Arkansas Tech University reserves the right to restrict or revoke the use of an automobile on campus to anyone if the use of that vehicle is thought to be detrimental to the academic achievement of any student or if the person has abused the privilege of operating said vehicle on or off campus.
8. It shall be the responsibility of any driver of a disabled vehicle (i.e. dead battery, out of gas, keys locked in car, etc.) to immediately notify the Department of Public Safety of the problem and location of the disabled vehicle. Failure to make notification may result in the vehicle's being either towed or given a ticket. Abandoned vehicles shall be towed at the owner's expense.
9. Flagrant disregard of campus parking and traffic regulations will result in the vehicle being towed to storage and parking privileges on campus revoked. Towing and storage charges will be assessed prior to the release of the vehicle to the owner.

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

<b>Violation</b>	<b>Fine</b>
Warning	\$00.00
Failure to display current hang tag	\$20.00
Unauthorized Handicapped Parking	\$100.00
Parking Where Prohibited by Signs	\$20.00
Parking in and Unauthorized Zone	\$20.00
Blocking	\$20.00
Failure to Stop or Yield Right of Way	\$25.00
Reckless Driving	\$50.00

Speeding

\$35.00

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

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### **Withdrawals**

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

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### **University Policy**

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

# Student Services Operations

## Ozark Campus Bookstore

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

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

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

All sales are final on computer-related merchandise including flash drives, software, etc.

General merchandise may be returned within 5 days in brand new condition and with receipt. Clothing must still have tags attached and merchandise must be in original unopened packaging.

All backpacks/totes must be returned according to manufacturer's warranty information.

## Textbook Refund Policy

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

## Buy Back Policy

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

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

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## Department of Public Safety

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



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

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

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## **Disability Services for Students**

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

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

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

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## **Student Financial Aid**

The primary purpose of student financial aid at Arkansas Tech University-Ozark Campus is to provide assistance to students who, without aid, would be unable to attend college. Financial assistance consists of scholarships, grants, loans, and part-time employment, which may be offered to students singularly or in various combinations, depending upon the degree of need. In determining the extent of a student's need, the University must consider the financial support which may be expected from the income, assets, and other resources of the parents and the student. Aid awards by the University are considered supplementary to the efforts of the student's family in assisting their children with educational expenses. All awards are administered by the Financial Aid Office in accordance with the University's equal educational opportunity policy. The University does not participate in individual financial aid agreements with other institutions. Application forms for all types of aid may be obtained from the Financial Aid Office.

## **Cost of Attendance**

A student's cost of attendance (also called the financial aid budget) is the total of required tuition and fees and allowances for books and supplies, travel and personal expenses. Since the most recent federal regulations allow the cost of a computer to be added to the cost of attendance one time during the post-secondary career of a student, the cost of a computer and related accessories up to \$1,500 purchased no earlier than four months prior to enrollment will be added to the student's cost of attendance budget upon the student's submission of an itemized paid-in-full receipt for a computer purchase. This will be a one-time adjustment with the costs being spread over the school year. No further adjustments will be made for upgrades or additional software at any time during the student's career. Other adjustments to the cost of attendance allowed by federal regulations include purchase of equipment required by all students in the same course of study, and reasonable expenses incurred related to a student's disability. These

adjustments may result in additional financial aid if the student was not already receiving the maximum amount of every type of aid for which they were eligible. For more information, contact the Ozark Campus Financial Aid Office: (479) 667-3111.

## **Scholarship Stacking Policy**

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

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

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

This policy will be applied automatically and without favor or prejudice. With the exception of certificate and clock hour students, all federal aid recipients' progress is reviewed annually at the end of each spring semester and upon the receipt of each new financial aid application. Certificate students are reviewed at the end of fall, spring and summer two semesters. Clock hour students are reviewed at the end of each payment period. Students who have filed a successful appeal will be placed on an academic plan which will be monitored each semester throughout the course of the plan. Individual students will be reviewed within the semester if notification of a grade change is received by the Financial Aid Office.

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

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

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## **Changing Majors**

When students change majors they are required to continue meeting all sections of this policy. If the major change causes the student to exceed the maximum number of hours attempted, they may appeal and provide a memo from their advisor detailing the hours from the previous major which do not apply to the current major. All hours not applicable to the new major will then be disregarded in the calculation of maximum hours. The cumulative grade point average will still be considered as the students grade point.

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

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## **Institutional Academic Suspension**

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

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

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### **Withdrawals**

Federal regulations require a calculation to determine how much aid, if any, must be returned to the Federal program when a student withdraws or receives all grades of "F". Students who must repay funds will be notified within 45 days of the amount by the Financial Aid Office.

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

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

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### **Subsequent Credentials**

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

1. Full-time students must earn an average of twelve hours per semester; part-time students must earn the hours for which they enroll each semester.
  2. Funds may be received for no more than three certificates and two associate degrees.
  3. Students must maintain a 2.0 G.P.A. each semester.
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### **Satisfactory Academic Progress**

#### **Undergraduates**

1. A student is considered making satisfactory academic progress if hours earned divided by hours attempted = 67% or greater. Example: If a student enrolls in fifteen (15) hours and earned nine (9) hours, the percentage equals 60%. Therefore this student is NOT making satisfactory academic progress. On the other hand, if the same student had earned twelve (12) hours, the percentage would equal 80% and the student would be making satisfactory academic progress. NOTE: Accepted transfer hours are counted as both attempted and earned and are considered in this calculation. Students granted academic clemency will have all semesters attended counted on the basis of attempted hours.

Incomplete, repeat, and audit classes are counted as hours attempted but do not increase hours earned. When a class is repeated, the best grades earned will be counted in the cumulative grade point average. Federal financial aid will pay for only one repeat of a class with a grade of "D" or better. If an incomplete grade is not replaced by an earned letter grade by the end of the next regular semester it will become a grade of "F" and will be considered in the next regular determination of policy progress. No special consideration of the effects of dropping classes will be allowed unless the Student Financial Aid Director is contacted for approval prior to dropping the courses.

2. A student must receive an associate's degree by the end of 90 attempted credit hours and a certificate by the end of 45 attempted credit hours. Allowances will be made for semesters involving required remedial course work, associate's degrees which require more than 60 earned hours, and certificates

which require more than 30 earned hours. All semesters attended will be counted whether a student received financial aid during the semester or not. Clock hour students must complete their program by the end of 150 percent of the published length of the program.

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

## **Required Grade Point Average**

1. With the exception of certificate and clock hour students, all students must have a minimum cumulative grade point average (GPA) of 1.0 at the end of their first semester, 1.50 at the end of their second semester, 1.75 at the end of their third semester and 2.0 at the end of their fourth and all subsequent undergraduate semesters or "equivalent transfer semesters". Example: A student who earns 24 hours in four half-time semesters would be required to have a 2.0 at the end of the fourth semester. While a student who earns 24 hours in two full-time semesters would still have two additional semesters before a 2.0 GPA would be required. Certificate and clock hour students must have a 1.5 GPA at the end of the first semester and a cumulative GPA of 2.0 thereafter. No appeal will be granted for anyone in violation of the required cumulative 2.0 GPA.
2. Any student who fails to meet the required 2.0 GPA will be reinstated once the required GPA is met. However, financial aid will not be paid retroactively for any aid lost because of this requirement. It is the student's responsibility to notify the Financial Aid Office when they have attained the required GPA.

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

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## **Scholarships**

Students may receive only one Tech funded academic scholarship in any semester. Scholarship funds may be used for tuition, fees, books, or any other educational-related expense. The amount of total funds received by each student will be contingent on the Arkansas Department of Higher Education Scholarship Stacking Policy, Arkansas Act 1180 of 1999. All students applying for a Tech scholarship must complete the FAFSA prior to scholarship deadlines. For more information on the scholarship stacking policy, contact the Ozark Campus Financial Aid Office located in the Office of Student Services. Deadlines are: June 15 for the fall semester, November 15 for the spring semester, and May 1 for the summer semester.

Students must re-apply for scholarships each semester. Applications must be submitted to the Office of Financial Aid at Arkansas Tech University-Ozark Campus. The scholarship application will apply for all of the institutional and foundation scholarships. Late or incomplete applications will not be considered.

All students receiving a scholarship must have a current FAFSA on file. Students are responsible for knowing and understanding the scholarship requirements, rules, and deadlines. All applicants need to have applied and been accepted for admission to Arkansas Tech University-Ozark Campus in order to be considered for an Arkansas Tech University-Ozark Campus Scholarship.

## **Chancellor's Scholarship**

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

## **Academic Excellence Scholarship**

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

## **ATU-Ozark Campus Scholarship**

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

### **High School to High Wage**

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

### **Alumni Support Scholarship**

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

### **Vanesa Briley Memorial Scholarship**

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

### **Randy Davis Memorial Scholarship**

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

### **Harold "Sonny" Field Memorial Scholarship**

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

### **Hanes Brand Scholarship**

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

### **Bennie Harris Scholarship**

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

### **Murray T. Harris Scholarship**

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

### **William "Bud" and Kathey Rue Scholarship**

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

### **Katherine Shaffer Scholarship**

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

## Elbert "Bo" and Mae Dell Sikes Memorial Scholarship

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

## Transitions Scholarship

ATU-Ozark campus students who have completed and ATU-Ozark campus Associate of Applied Science or Technical Certificate degree program with a minimum 3.25 cumulative college GPA are eligible to apply for a Transitions Scholarship to the ATU-Main Campus. Transitions Scholarships are competitively awarded and amounts vary. All Transitions Scholarships are renewable for five consecutive semesters or until the completion of an undergraduate degree, whichever comes first, provided that the student maintains all scholarship requirements. Please contact the ATU-Ozark campus for a scholarship application.

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## Application for Federal Student Aid

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

**Priority Deadline** - To receive equal consideration, a student must have a complete application on file by April 15 for fall and October 15 for spring. All remaining funds will be awarded on a first-come, first-serve basis until depleted. **Note: All requested information must be returned to the Financial Aid Office by July 15 to ensure aid availability at the beginning of the fall semester (may not affect admission).**

## Federal Pell Grant

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

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

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

## Federal Supplemental Educational Opportunity Grant

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

## Student Employment

When funds are available, the institution uses student employees when practicable, but students are not encouraged to work to an extent which would hinder their scholastic program.

Employment assignments are made under the Federal College Work-Study and the institutional Non-Work-Study Program. To be eligible for student employment, the student must be enrolled at least half-time, successfully pass minimum load requirements, satisfy grade point requirements, maintain satisfactory employer-employee relations and have conduct and personal appearance that reflect credit to the student and Arkansas Tech University-Ozark Campus. Prospective student employees can visit the website or check job postings located in the Technology and Academic Support building.

## **Federal Direct Education Loans**

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

## **Federal Direct Subsidized Loans**

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

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

## **Direct Unsubsidized Loans**

The Federal Direct Unsubsidized Loan program has the same loan limits and deferments as the Federal Direct Subsidized Loan program. However, the student does not have to meet the same financial need to qualify and must either pay the interest while in school or have it capitalized for repayment with the loan principal. Interest rates are fixed, but vary each year. Repayment of principal and accrued interest ordinarily begins six months after the student leaves school or ceases to be at least a halftime student. The amount of the monthly payments will be based on the total amount borrowed.

## **Direct PLUS Loans**

Parents of students may borrow annually the amount of the student's cost of attendance minus other aid for each child who is enrolled at least halftime and is a dependent undergraduate student. Direct PLUS Loans are limited to parents who do not have an adverse credit history. The Direct PLUS loan has a fixed interest rate with the parent borrower beginning payment within sixty days of disbursement. All loan checks will be written as co-payable to the parent and the educational institution.

## **Over 60 Tuition Waiver**

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

## **Faculty/Staff Waiver**

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

## **Workforce Investment Act**

The Workforce Investment Act (WIA) is a Federal program designed to provide training for unemployed or underemployed persons if definite employment opportunities are available in a training field. Financial assistance may cover tuition, books, fee/supplies, and transportation. A student wanting to make application for WIA assistance should call or write to a local employment office or career development center. Information concerning the programs of study available to WIA eligible candidates may be obtained from the Arkansas Tech University-Ozark Campus Financial Aid Office of Student Services or call (479) 667-3111.

## **American Indian Center**

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

## **Veterans Benefits**

Arkansas Tech University-Ozark Campus is approved by the State Approving Agency for Veterans training as a school (college, university, etc.) whereby veterans and dependents of deceased or disabled veterans may obtain subsistence pay while working toward a degree. Eligible students should contact the financial aid office at Arkansas Tech University-Ozark Campus to obtain information regarding school attendance under the following programs: Title 38, Chapter 30, Montgomery GI Bill for Veterans; Title 38, Chapter 32, Veterans Educational Assistance Program (VEAP); Title 38, Chapter 35, Survivors and Dependents Education; Title 10, Chapter 1606, Montgomery GI Bill for Selective Reserves; Title 5, Chapter 33, and Post 9/11 Veterans Educational Assistance Act.

All students must be working toward an Associate of Applied Science degree or a Technical Certificate and should follow the curriculum outline for their objectives. Only specific courses in the student's major can be certified to Veterans Affairs (VA) on the student's behalf. Veterans may be given placement credit for prior military training.

Enrollment certification will not be sent to the Department of Veteran's Affairs until transcripts are on file, the person applying for veteran's benefits has been admitted to the university, and all required VA documents including a COE, DD214, and Request for Certification have been turned in to the Office of Financial Aid.

Effective spring 2015, all active duty military service persons and veterans eligible under the GI Bill as determined by the VA who are classified as "out-of-state" for tuition purposes shall receive a waiver of out-of-state tuition charges.

## **Arkansas Human Development Corporation**

The purpose of this program is to provide educational assistance to qualified students under AHDC's farm workers program. The program may pay tuition, fees, books, supplies, and a weekly allowance to the trainee. To be eligible, an independent student must have derived 51% of his/her gross income from the past year from farm-related employment or be a dependent of a farm worker who derived 51% of his or her gross income from farm work. The AHDC representative will make the determination as to student eligibility. Contact telephone number 479-783-1854.

## **Arkansas Rehabilitation Services**

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

## **American Opportunity, Hope and Lifetime Learning Credits**



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

## **Arkansas Department of Higher Education**

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

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

Applications for these programs are now under a new universal application found online at <http://www.adhe.edu/>. The application is titled "YOUuniversal Application." You may visit the website or write Arkansas Department of Higher Education, 423 Main St., Ste. 400, Little Rock, AR 72201 or telephone ADHE at 1-800-547-8839.

## **Arkansas Academic Challenge Scholarship Program**

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

The scholarship provides awards to students based on the postsecondary institution's degree award level. For 2016-2017, the annual award amount for a 2 year institution will be \$1,000 for the first year. Arkansas Tech University-Ozark Campus students will be awarded at the 2 year annual award amount of \$3,000 for the second year. These amounts are subject to change pending changes in the Arkansas Challenge program.

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

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

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## **Arkansas Department of Higher Education Programs**

### **The Law Enforcement Officer's Dependents Scholarship**

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

## **Military Dependent's Scholarship**

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

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## **Privately Supported Scholarships**

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### **Arkansas Community Foundation Scholarships**

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

<http://www.arcf.org/Scholarships/OurScholarships/tabid/426/Default.aspx>

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## **Activities and Organizations**

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

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

### **Arkansas LPN Association**

Practical Nursing Students belong to the Arkansas Licensed Practical Nursing Association and the National Association of Licensed Practical Nurse. The activities of the Arkansas LPN Association are an integral part of the instructional program that provides occupational skills as well as leadership skills.

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

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

### **Baptist Collegiate Ministry**

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

### **National Technical Honors Society**

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

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

## **Phi Beta Lambda**

Phi Beta Lambda (PBL) is the national organization of students enrolled in programs of business education or computer information systems on the post-secondary level. The organization, composed of more than 450 chapters, operates as a liaison between instructors, state supervisors, school administrators, and members of the business community.

The activities of PBL provide opportunities for business students to establish occupational goals and facilitate the transition from school to work. Members of PBL learn how to engage in individual and group business enterprises, how to hold office and direct the affairs of the group, how to work with other organizations and how to compete honorably with their colleagues on the local, state, and national levels.

PBL helps build competent, aggressive business leadership; strengthen the confidence of students in themselves and in their work; develop character; prepare for useful citizenship; foster patriotism; and practice efficient money management.

## **Phi Theta Kappa**

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

## **Rotaract**

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

## **Student Activities Board**

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

## **Skills USA**

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

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

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

## **Student Government Association**

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

### **Student Occupational Therapy Association**

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

## **Graduation Requirements**

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

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

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

Students may graduate under the catalog in force when they first enroll in the University (Fall 2005 forward), or any subsequent catalog provided they were enrolled at the University during the year the catalog was in effect, subject to the approval of the Chief Student Officer. Students should keep in mind that curricula change in order to maintain relevance, up-to-date knowledge, and in some cases, accreditation standards. The University reserves the right to make effective immediately any change in graduation requirements for students whose studies have not advanced beyond the level at which the change becomes operative.

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### **Degree Audit and Application For Graduation**

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

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

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### **Green Transcript**

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

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## Financial Obligation

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

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## Graduation Honors

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

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## Commencement Participation

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

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

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

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

Diplomas are mailed to graduates following commencement.

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## Requirements for Associate of Applied Science Degrees

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

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

Please refer to individual programs of study for specific requirements.

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

## **General Requirements**

1. A student must earn a minimum of 30 semester hours taken from Arkansas Tech University. Certain programs may have more rigorous standards due to, for example, accreditation standards or licensure requirements.
  2. No more than a total of 30 semester hours of correspondence, extension, military service, or credit by examination work may be applied as credit towards a degree.
  3. Refer to individual program of study pages for semester hour requirements.
  4. The cumulative grade point average must not be less than 2.00 and not more than 25 percent of the semester hours may carry the "D" grade. Students must have a 2.00 grade point in their major.
  5. No more than 50% of technical coursework may be transferred into a program.
  6. An official record of any correspondence or transfer work completed at another institution must be on file in the Office of Student Services prior to the end of the semester or term in which graduation is planned.
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## **Requirements for Additional Degrees**

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

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

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## **Assessment Program**

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

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## **Associate of General Studies**

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

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

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

To view requirements for the Associate of General Studies degree, please access the General Studies programs of study page.

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### **Certificates of Proficiency**

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

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### **Freshman Orientation**

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

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

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### **State Minimum Core**

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

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### **Internships**

Arkansas Tech University endorses the internship approach to learning and has adopted university-wide guidelines. This approach can help students understand the reality of certain careers and supplement academic instruction with practical, realistic implementation in a work environment. Academic credit can be earned for internships in several degree programs. Please see individual programs for availability of specific degree credit.



# Adult Education

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

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## Mission Statement

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

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## General Information

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

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## Program Options

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

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

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

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

**Workplace classes** may be arranged with local businesses or industries to upgrade employees' basic skills needed on the job. Contact 479.667.3520 for more information.

## Adult Education Program Director

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

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## Locations

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### Booneville-Logan County Adult Education Center

2932 State Hwy. 10 East  
Booneville, AR 72927  
(479) 675-4326  
Instructor: Christy McCollough  
cmccollough@atu.edu

**Charleston-Franklin County Adult Education Center**

125 West Main Street  
Charleston, AR 72933  
(479) 275-9758  
Instructor: Natalie Cadena  
ncadena@atu.edu  
and  
Sherry Milligan  
smilligan4@atu.edu

**Clarksville-Johnson County Adult Education Center**

400 West Cherry Street  
Clarksville, AR 72830  
(479) 754-2620  
Instructors: Shirley Freeman  
sfreeman30@atu.edu  
and  
Jessica Pipkins  
jpipkins@atu.edu  
ESL Instructor: Edith Gutierrez  
mgutierrez4@atu.edu  
Administrative Specialist III: Carla Murphy  
cmurphy7@atu.edu

**Ozark-Franklin County Adult Education Center**

1700 Helberg Lane  
Ozark, AR 72949  
(479) 667-3520  
Director/Instructor: Regina Olson  
rolson2@atu.edu  
Instructor: Carole Harmon  
charmon@atu.edu  
Administrative Specialist III: Sherry Hesson  
shesson@atu.edu  
Project and Program Specialist: Kaci Nally  
knally@atu.edu

**Paris-Logan County Adult Education Center**

103 East Pine Street  
Paris, AR 72855  
(479) 438-2113  
Instructor: Carla Suiter  
csuiter1@atu.edu

# Business & Industry

## Business and Industry Training

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

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## Mission

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

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## Non-credit Instruction

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

### Communication

Conflict Resolution  
Motivating Employees  
Problem Solving  
Running Effective Meetings

### Computer Skills

Microsoft Excel  
Microsoft Word  
Microsoft PowerPoint  
Microsoft Windows

### Leadership and Strategy

Diversity  
Sales and Marketing Optimization  
Strategy Development  
Team Building  
Time Management

### Manufacturing

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

### Miscellaneous

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

### Paramedic/EMS

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

### Technical Skills

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

## Program Coordinator

Justin Smith  
Technology and Academic Support Bldg.  
(479) 508-3348  
jsmith30@atu.edu

# Career Pathways Initiative

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

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

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## Features of the Career Pathways program include:

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

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## To be eligible for Career Pathways you must:

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

### 2015 POVERTY GUIDELINES

### FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family/household	Poverty Guideline	250% of Poverty Level
For families/households with more than 8 persons, add \$4,160 for each additional person		
1	\$11,770	\$29,425
2	15,930	39,825
3	20,090	50,225
4	24,250	60,625
5	28,410	71,025
6	32,570	81,425
7	36,730	91,825
8	40,890	102,225

## Location

Student Services and Conference Center  
Arkansas Tech University - Ozark Campus, Rooms 110, 111, and 112  
1700 Helberg Lane

Ozark, AR 72949  
479 667-0695

**Program Director**

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

# Degrees & Certificates

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## **Air Conditioning & Refrigeration**

- Air Conditioning & Refrigeration Facilities Maintenance Option

## **Automation Technology**

## **Automotive Service Technology**

## **Business Technology**

- Business Technology Banking Option
- Business Technology Human Resources Option

## **Cardiovascular Technology**

## **Collision Repair Technology**

## **Computer Information Systems**

## **Cosmetic Science**

## **General Studies**

## **Health Information Technology**

## **Human Services**

## **Law Enforcement**

## **Logistics Management**

## **Medical Assisting**

## **Occupational Therapy Assistant**

## **Paramedic Emergency Medical Services**

## **Physical Therapist Assistant**

## **Practical Nursing**

## **Registered Nursing**

## **Welding Technology**

## **Air Conditioning & Refrigeration**

- Air Conditioning & Refrigeration Facilities Maintenance Option

## **Automotive Service Technology**

## **Business Technology**

- Business Technology Banking Option

**Collision Repair Technology**  
**Computer Information Systems**  
**Cosmetology**  
**Enology**  
**Law Enforcement**  
**Industrial Control Systems**  
**Industrial Electronic Technology**  
**Health Information Technology**  
**Practical Nursing**  
**Viticulture**  
**Welding Technology**

**Allied Health**  
**Automotive Service Technology**  
**Basic Emergency Medical Technician**  
**Computer Information Systems**  
**Culinary Arts**  
**Drafting & Design**  
**Facilities Maintenance**  
**Industrial Control Systems**  
**Law Enforcement**  
**Machinist Operations**  
**Nursing Assistant**  
**Office Support Specialist**  
**Medical Transcription**  
**Viticulture**  
**Welding**

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

# Programs

## Automation Technology

## Business Technology

- Business Technology
- Business Technology Banking
- Business Technology Human Resources

## Cardiovascular Technology

## Enology & Viticulture

## General Studies

## General Technology

- Air Conditioning & Refrigeration
- Automotive Service Technology
- Collision Repair Technology
- Computer Information Systems
- Cosmetology
- Law Enforcement
- Welding Technology

## Health Information Technology

## Human Services

## Logistics Management

## Medical Assisting

## Occupational Therapy Assistant

## Paramedic Emergency Medical Services

## Physical Therapist Assistant

## Practical Nursing

## Registered Nursing



# Automation Technology

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

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

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

## Associates Degree

Automation Technology

## Technical Certificates

Industrial Control Systems  
Industrial Electronic Technology

## Certificates of Proficiency

Drafting & Design  
Industrial Control Systems  
Machinist Operation

# Automation Technology

## Associate of Applied Science Degree

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60 Semester Credit Hours

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### ⊕ 1st Semester

ICS 1103	Programming I	3
ICS 1123	Semiconductors I ( <i>Co-requisites: ICS 1163 and ICS 1173</i> )	3
ICS 1153	Networking I	3
ICS 1163	Fundamentals of Electricity I - DC Circuits ( <i>Co-requisite: ICS 1123 and ICS 1173</i> )	3
ICS 1173	Fundamentals of Electricity II (AC Circuits) ( <i>Co-requisite: ICS 1123 and ICS 1163</i> )	3
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>18</b>

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### ⊕ 2nd Semester

ICS 1143	Introduction to Digital Logic *	3
ICS 1253	Networking II ( <i>prerequisite: ICS 1153</i> )	3
ICS 1303	PC Maintenance I	3
ICS 2203	Computer System Components	3
ICS 2213	Semiconductors II ( <i>prerequisite: ICS 1123</i> )	3
ENGL 1013	Composition I	3
<b>Total Hours</b>		<b>18</b>

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### ⊕ 3rd Semester

ICS 2123	Industrial Fluid Power ( <i>Co-requisite: ICS 2133, ICS 2143, ICS 2153 and ICS 2163</i> )	3
ICS 2133	Introduction to Programmable Controllers ( <i>Prerequisites: ICS 1123, ICS 1163 and ICS 1173</i> ) ( <i>Co-requisites: ICS 2123, ICS 2143, ICS 2153, and ICS 2163</i> )	3
ICS 2143	Programmable Controllers ( <i>Prerequisites: ICS 1123, ICS 1163 and ICS 1173</i> ) ( <i>Co-requisites: ICS 2123, ICS 2133, ICS 2153, and ICS 2163</i> )	3
ICS 2153	Introduction to Industrial Automation ( <i>Prerequisites: ICS 1123, ICS 1163 and ICS 1173</i> ) ( <i>Co-requisites: ICS 2123, ICS 2133, ICS 2143, and ICS 2163</i> )	3
ICS 2163	Industrial Automation ( <i>Prerequisites: ICS 1123, ICS 1163 and ICS 1173</i> ) ( <i>Co-requisites: ICS 2123, ICS 2133, ICS 2143, and ICS 2153</i> )	3
<b>Total Hours</b>		<b>15</b>

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### ⊕ 4th Semester

3 hours	Any Approved Social Science <sup>1</sup>	3
BST 1303 or CIS 1113	Introduction to Computers or Fundamental Computer Operation	3
ENGL 1023	Composition II	3
<b>Total Hours</b>		<b>9</b>

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

# Industrial Control Systems

## Technical Certificate

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### Industrial Control Systems

42 Semester Hours

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#### ⊕ 1st Semester

ICS 1103	Programming I	3
ICS 1123	Semiconductors I ( <i>Co-requisites: ICS 1163 and ICS 1173</i> )	3
ICS 1153	Networking I	3
ICS 1163	Fundamentals of Electricity I (DC Circuits) ( <i>Co-requisite: ICS 1123 and ICS 1173</i> )	3
ICS 1173	Fundamentals of Electricity II (AC Circuits) ( <i>Co-requisite: ICS 1123 and ICS 1163</i> )	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 2nd Semester

ICS 1143	Introduction to Digital Logic*	3
ICS 1253	Networking II ( <i>prerequisite: ICS 1153</i> )	3
ICS 2203	Computer System Components	3
ICS 2213	Semiconductors II ( <i>prerequisite: ICS 1123</i> )	3
<b>Total Hours</b>		<b>12</b>

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#### ⊕ 3rd Semester

ICS 2123	Industrial Fluid Power ( <i>Co-requisite: ICS 2133, ICS 2143, ICS 2153 and ICS 2163</i> )	3
ICS 2133	Introduction to Programmable Controllers ( <i>Prerequisites: ICS 1123, ICS 1163 and ICS 1173</i> ) ( <i>Co-requisites: ICS 2123, ICS 2143, ICS 2153, and ICS 2163</i> )	3
ICS 2143	Programmable Controllers ( <i>Prerequisites: ICS 1123, ICS 1163 and ICS 1173</i> ) ( <i>Co-requisites: ICS 2123, ICS 2133, ICS 2153, and ICS 2163</i> )	3
ICS 2153	Introduction to Industrial Automation ( <i>Prerequisites: ICS 1123, ICS 1163 and ICS 1173</i> ) ( <i>Co-requisites: ICS 2123, ICS 2133, ICS 2143, and ICS 2163</i> )	3
ICS 2163	Industrial Automation ( <i>Prerequisites: ICS 1123, ICS 1163 and ICS 1173</i> ) ( <i>Co-requisites: ICS 2123, ICS 2133, ICS 2143, and ICS 2153</i> )	3
<b>Total Hours</b>		<b>15</b>

# Industrial Control Systems

## Technical Certificate

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### Industrial Electronic Technology

30 Semester Hours

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

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#### ⊕ Fall

ICS 1123	Semiconductors I ( <i>Co-requisites: ICS 1163 and ICS 1173</i> )	3
ICS 1163	Fundamentals of Electricity I (DC Circuits) ( <i>Co-requisite: ICS 1123 and ICS 1173</i> )	3
ICS 1173	Fundamentals of Electricity II (AC Circuits) ( <i>Co-requisite: ICS 1123 and ICS 1163</i> )	3
ICS 2123	Industrial Fluid Power	3
2 hours	Approved Elective Credit	2
<b>Total Hours</b>		<b>14</b>

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#### ⊕ Spring

BST 1003	Business English	3
ICS 2213	Semiconductors II ( <i>prerequisite: ICS 1123</i> )	3
TMAT 1103	Technical Mathematics I ( <i>or higher math</i> )	3
2 hours	Approved Elective Credit	2
<b>Total Hours</b>		<b>11</b>

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#### ⊕ 1st Summer Session (five-week course)

ICS 1143	Introduction to Digital Logic	3
2 hours	Approved Elective Credit	2
<b>Total Hours</b>		<b>5</b>

# Industrial Control Systems

## Certificate of Proficiency

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### Drafting & Design

15 Semester Credit Hours

The Certificate of Proficiency in Drafting and Design is a course of study that prepares students for entry-level employment in an architecture or engineering related field. The courses within the certificate of proficiency can lead to a new career or simply enhance a person's skill set to make him/her more productive and marketable.

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

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

# Industrial Control Systems

## Certificate of Proficiency

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### Industrial Control Systems

16 Semester Credit Hours

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

ICS 1103	Programming I	3
ICS 1104	Fundamentals of Electricity	4
ICS 1123	Semiconductors 1	3
ICS 1143	Introduction to Digital Logic	3
ICS 1153	Networking I	3
<b>Total Hours</b>		<b>16</b>

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

# Industrial Control Systems

## Certificate of Proficiency

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### Machinist Operations

17 Semester Credit Hours

The Certificate of Proficiency in Machinist Operations is a course of study that prepares students for entry-level employment in the industrial maintenance, manufacturing operations, or engineering related field. The courses within the certificate of proficiency can lead to a new career or simply enhance a person's skill set to make him/her more productive and marketable.

ICS 2502	Blueprint Reading	2
ICS 2512	Introduction to Metrology	2
ICS 2515	Machining Technology	5
ICS 2525	CNC Operations <i>Prerequisite: ICS 2515</i>	5
TMAT 1203	Technical Math II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>17</b>

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



# Business Technology

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

**The Business Technology - Banking** program of study will prepare students for careers in the banking industry. Course work is designed to provide the banking industry with skilled employees who possess strong communication, math, critical thinking, computer skills, and knowledge of banking processes and procedures.

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

## Associates Degrees

Business Technology  
Business Technology Banking Option  
Business Technology Human Resources Management Option

## Technical Certificates

Business Technology  
Business Technology Banking Option

## Certificates or Proficiency

Office Support Specialist

# Business Technology

## Associate of Applied Science Degree in Business Technology

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### Business Technology Option

(60 Semester Credit Hours)

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#### ⊕ 1st Semester

BST 1013	Word Processing	3
BST 1073	Accounting	3
BST 1303	Introduction to Computers	3
ENGL 1013	Composition I	3
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 2nd Semester

BST 1033	Administrative Support Procedures	3
BST 1043	Professional Communication	3
BST 1053	Spreadsheets	3
BST 2113	Advanced Word Processing * ( <i>prerequisite: BST 1013</i> )	3
BST 2133	Multimedia	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 3rd Semester

ENGL 1023	Composition II	3
BST 1063	Legal Environment for Business Technology	3
BST 1083	Introduction to Economics	3
BST 2123	Computer Applications for Accounting * ( <i>prerequisite: BST 1073</i> )	3
BST 2143	Introduction to Management	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 4th Semester

3 hours	Any Approved Social Science <sup>1</sup>	3
BST 2153 or BST 2053	Database Management or Advanced Spreadsheets	3
BST 2163	Desktop Publishing ( <i>prerequisite: BST 1013 or BST 1303</i> )	3
INT 2903	Internship ( <i>or approved elective</i> )	3
3 hours	Approved Elective	3
<b>Total Hours</b>		<b>15</b>

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

\* Usually offered in Summer

Approved Electives may include BST 2053, BST 2213, BST 2223, BST 2993, or other Business Technology courses not required by this curriculum.

# Business Technology

## Associate of Applied Science Degree in Business Technology

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### Business Technology - Banking Option

(60 Semester Credit Hours)

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#### ⊕ 1st Semester

BST 1013	Word Processing	3
BST 1303	Introduction to Computers	3
BST 2303	Money and Banking	3
BST 2313	Deposit Operations	3
ENGL 1013	Composition I	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 2nd Semester

BST 1033	Administrative Support Procedures	3
BST 1053	Spreadsheets	3
BST 1073	Accounting *	3
BST 1083	Introduction to Economics	3
BST 2333	Loan Operations	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 3rd Semester

BST 1043	Professional Communication	3
BST 2123	Computer Applications for Accounting (prerequisite: BST 1073)	3
BST 2143	Introduction to Management	3
ENGL 1023	Composition II	3
TMAT 1203	Technical Mathematics II (or higher math)	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 4th Semester

3 hours	Any Approved Social Science <sup>1</sup>	3
BST 1063	Legal Environment for Business Technology	3
BST 2153	Introduction to Database Management	3
or	or	3
BST 2053	Advanced Spreadsheets	3
INT 2903	Internship (or approved elective)	3
3 hours	Approved Elective	3
<b>Total Hours</b>		<b>15</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements"\* Usually offered in Summer

Approved Electives may include BST 2053 or 2153, BST 2213, BST 2223, BST 2993, or other Business Technology courses not required by this curriculum.

# Business Technology

## Associate of Applied Science Degree in Business Technology

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### Business Technology - Human Resource Management Option

(60 Semester Credit Hours)

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#### ⊕ 1st Semester

BST 1303	Introduction to Computers	3
BST 2133	Multimedia	3
BST 2513	Introduction to Human Resources Management	3
BST 2523	Employment Law	3
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 2nd Semester

BST 1013	Word Processing	3
BST 1033	Administrative Support Procedures	3
BST 2533	Employee Recruitment/Training/Compensation	3
ENGL 1013	Composition I	3
PSY 2003	General Psychology	3
<i>or</i>	<i>or</i>	3
SOC 1003	Introductory Sociology	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 3rd Semester

3 hours	Approved Elective	3
BST 2113	Advanced Word Processing	3
BST 2143	Introduction to Management	3
BST 2543	Workplace Behavior and Ethics	3
ENGL 1023	Composition II	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 4th Semester

3 hours	Approved Electives ( <i>may include Internship</i> )	3
BST 1043	Professional Communication	3
BST 1053	Spreadsheets	3
BST 1073	Accounting	3
BST 2213	Human Relations Principles and Practices	3
<b>Total Hours</b>		<b>15</b>

*Approved Electives may include BST 1083, 2053, BST 2123, BST 2223, BST 2173, HS 1123 or other Business Technology courses not required by this curriculum.*

# Business Technology

## Technical Certificate

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### Business Technology

(36 Semester Credit Hours)

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#### ⊕ 1st Semester

BST 0903	Keyboarding w/ Lab ( <i>or elective if competency is met</i> )	3
BST 1003	Business English	3
BST 1073	Accounting	3
BST 1303	Introduction to Computers	3
TMAT 1103	Technical Mathematics I ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 2nd Semester

BST 1013	Word Processing	3
BST 1033	Administrative Support Procedures	3
BST 1043	Professional Communication	3
BST 1053	Spreadsheets	3
BST 2133	Multimedia	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 1st Summer Session (five-week courses)

BST 2113	Advanced Word Processing ( <i>prerequisite: BST 1013</i> )	3
BST 2123	Computer Applications for Accounting ( <i>prerequisite: BST 1073</i> )	3
<b>Total Hours</b>		<b>6</b>



# Business Technology

## Technical Certificate

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### Business Technology - Banking Option

(36 Semester Credit Hours)

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#### ⊕ 1st Semester

BST 0903	Keyboarding w/Lab (or elective if competency is met)	3
BST 1003	Business English	3
BST 1303	Introduction to Computers	3
BST 2303	Money and Banking	3
BST 2313	Deposit Operations	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 2nd Semester

BST 1013	Word Processing	3
BST 1033	Administrative Support Procedures	3
BST 1053	Spreadsheets	3
BST 1083	Introduction to Economics	3
BST 2333	Loan Operations	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 1st Summer Session (five-week courses)

BST 1073	Accounting	3
BST 1043	Professional Communication	3
<b>Total Hours</b>		<b>6</b>

# Business Technology

## Certificate of Proficiency

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### Office Support Specialist

(15 Semester Credit Hours)

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

BST 1013	Word Processing	3
BST 1033	Administrative Support Procedures	3
BST 1043	Professional Communication	3
BST 1053	Spreadsheets	3
BST 1303	Introduction to Computers	3
<b>Total Hours</b>		<b>15</b>

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

# Cardiovascular Technology

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

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

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

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

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

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

The Cardiovascular Technology-Cardiac Sonography program at Arkansas Tech University-Ozark Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; telephone: (727) 210-2350; website: <http://www.caahep.org>.

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

Students are advised that the Cardiovascular Technology Program (CVT) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the CVT Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The CVT program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the CVT Program are considered by the program to be full time.

## Associate of Applied Science Degree

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### Cardiovascular Technology

(70 Semester Credit Hours)

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

BST 1303	Introduction to Computers	
<i>or</i>	<i>or</i>	3
CIS 1113	Fundamental Computer Operation	
ENGL 1013	Composition I	3
HSCI 1113	Medical Terminology	3
HSCI 1123	Human Anatomical Structure I	3
MATH 1113	College Algebra	
<i>or</i>	<i>or</i>	3
MATH 1003	College Mathematics	
<b>Total Hours</b>		<b>15</b>

### ⊕ Spring

BIOL 1014	Introduction to Biological Science	
<i>or</i>	<i>or</i>	
PHSC 1013	Introduction to Physical Science	3
and	<i>and</i>	
PHSC 1021	Introduction to Physical Science Lab	
ENGL 1023	Composition II	4
HSCI 1243	Human Anatomical Structure II (prerequisite: HSCI 1123)	3
PSY 2003	General Psychology	3
EMTP 1001	First Aid and CPR for Healthcare Providers	1
<b>Total Hours</b>		<b>14</b>

### ⊕ Fall

CVT 2113	Hospital Policies and Patient Care	3
CVT 2123	Sonography Physics & Instrumentation I	3
CVT 2132	Echocardiography I Laboratory (co-requisite: CVT 2133)	2
CVT 2133	Echocardiography I (co-requisite: CVT 2132)	3
CVT 2144	Clinical Practicum I	4
<b>Total Hours</b>		<b>15</b>

### ⊕ Spring

CVT 2211	Principles of Electrocardiography	1
CVT 2213	Cardiac Pathology Studies	3
CVT 2223	Sonography Physics & Instrumentation II (prerequisite: CVT 2123)	3
CVT 2231	Echocardiography II Laboratory (prerequisite: CVT 2132) (co-requisite: CVT 2233)	1
CVT 2233	Echocardiography II (prerequisite: CVT 2133) (co-requisite: CVT 2231)	3

CVT 2244	Clinical Practicum II <i>(prerequisite: CVT 2144)</i>	4
<b>Total Hours</b>		<b>15</b>

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⊕ **Summer**

CVT 2311	Interdisciplinary Cardiac Imaging	1
CVT 2313	Echocardiography Concepts	3
CVT 2323	Physics Concepts	4
CVT 2344	Clinical Practicum III <i>(prerequisite: CVT 2244)</i>	4
<b>Total Hours</b>		<b>11</b>

## Enology & Viticulture

**The Technical Certificate in Enology** allows the learner to demonstrate wine making applications and theory in the wine production process. Students completing this technical certificate will be prepared for entry to mid-level positions in the wine making industry.

**The Technical Certificate in Viticulture** allows the learner to demonstrate the application of specific agricultural knowledge, techniques, and theories to improve vineyard health. Students completing this technical certificate will be prepared for entry to mid-level positions in the grape growing industry.

The Altus vineyards and wineries, due to their proximity to the Ozark Campus, provide employment and internship opportunities, entrepreneurial support, as well as professional growth opportunities for those currently employed.

### Technical Certificates

Enology  
Viticulture

### Certificates of Proficiency

Viticulture

# Enology & Viticulture

## Technical Certificate

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### Enology

(38 Semester Credit Hours)

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

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#### ⊕ 1st Semester

BST 1003	Business English	3
TMAT 1103	Technical Mathematics I (or higher math)	3
VIN 1003	Survey of Grapes and Wine	3
VIN 1463	Introduction to Enology	3
<b>Total Hours</b>		<b>12</b>

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#### ⊕ 2nd Semester

CHEM 1113 <i>and</i> CHEM 1111	A Survey of Chemistry <i>and</i> Survey of Chemistry Laboratory	4
VIN 2103	Introduction to Wine Microorganisms (prerequisite: VIN 1463)	3
VIN 1483	Winery Sanitation (prerequisite: VIN 1463)	3
VIN 1602	Winery Equipment Operations (prerequisite: VIN 1463)	3
VIN 2683	Wine and Must Analysis (prerequisite: VIN 1463)	2
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 3rd Semester

VIN 2463	Intermediate Enology (prerequisite: VIN 1463)	3
VIN 2592	Cellar Operation Technology (prerequisite: VIN 2573 or permission)	2
VIN 2663	Sensory Evaluation (prerequisite: VIN 1463 or permission)	3
VIN 2573	Fall Wine Production Internship (prerequisite: VIN 1463, VIN 1483, VIN 1602) (co-requisite: VIN 2463 or permission)	3





# Enology & Viticulture

## Technical Certification

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### Viticulture

(36 Semester Credit Hours)

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#### ⊕ 1st Semester

BST 1303	Introduction to Computers	
<i>or</i>	<i>or</i>	3
CIS 1113	Fundamental Computer Operation	
TMAT 1103	Technical Mathematics I ( <i>or higher math</i> )	3
VIN 1003	Survey of Grapes and Wine	3
VIN 1124	Botanical Viticulture	4
<b>Total Hours</b>		<b>13</b>

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#### ⊕ 2nd Semester

BST 1003	Business English	3
CHEM 1111	A Survey of Chemistry	
<i>and</i>	<i>and</i>	4
CHEM 1113	Survey of Chemistry Laboratory	
VIN 1113	Introduction to Viticulture and Vineyard Establishment	3
VIN 1132	Winter Viticulture and Vineyard Establishment ( <i>prerequisite: VIN 1113</i> )	2
VIN 1142	Spring Viticulture Technology ( <i>prerequisite: VIN 1113</i> )	2
VIN 2122	Sustainable Vineyard Management ( <i>prerequisite: VIN 1113</i> )	2
<b>Total Hours</b>		<b>16</b>

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#### ⊕ First Summer Session (five-week courses)

VIN 1152	Summer/Fall Viticulture Technology ( <i>prerequisite: VIN 1113</i> )	2
VIN 2112	Integrated Pest Management ( <i>prerequisite: VIN 1113</i> )	3
VIN 2933	Soils for Viticulture	2
<b>Total Hours</b>		<b>7</b>

# Enology & Viticulture

## Certificate of Proficiency

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### Viticulture

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

VIN 1113	Introduction to Viticulture	3
VIN 1132	Winter Viticulture and Vineyard Establishment (prerequisite: VIN 1113)	2
VIN 1152	Summer/Fall Viticulture (prerequisite: VIN 1113)	2
VIN 2112	Integrated Pest Management (prerequisite: VIN 1113)	2
VIN 2933	Soils for Viticulture	3
<b>Total Hours</b>		<b>12</b>

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

## General Studies

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

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

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

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

### Associates of Applied Science in General Studies

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(60 Semester Credit Hours)

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#### ⊕ 1st Semester

	Any Approved Social Science <sup>1</sup>	3
BST 1303	Introduction to Computers	
or	or	
CIS 1113	Fundamental Computer Operation	3
ENGL 1013	Composition I	3
TMAT 1203	Technical Mathematics II (or higher math)	3
	Technical Elective (or college level course work)	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 2nd Semester

ENGL 1023	Composition II	3
	Technical Elective (or college level course work)	12
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 3rd Semester

	Technical Elective (or college level course work)	15
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 4th Semester

	Technical Elective <i>(or college level course work)</i>	15
<b>Total Hours</b>		<b>15</b>

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

# General Technology

## Associate Degrees

Air Conditioning & Refrigeration  
Air Conditioning & Refrigeration Facilities Maintenance Option  
Automotive Service Technology  
Collision Repair Technology  
Computer Information Systems  
Cosmetic Science  
Law Enforcement  
Welding Technology

## Technical Certificates

Air Conditioning & Refrigeration  
Air Conditioning & Refrigeration Facilities Maintenance Option  
Automotive Service Technology  
Collision Repair Technology  
Computer Information Systems  
Cosmetology  
Law Enforcement  
Welding Technology

## Certificates of Proficiency

Automotive Service Technology  
Computer Information Systems  
Facilities Maintenance  
Law Enforcement  
Welding Technology

# General Technology

## Air Conditioning & Refrigeration

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

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

Arkansas Tech University-Ozark Campus offers a technical certificate in air conditioning and refrigeration (36 hours) and an associate of applied science in general technology with an option in air conditioning and refrigeration (60 hours) in a completely equipped shop. Students are required to take the EPA Certification Test. Students will sit for two industry competency exams through HVAC Excellence Exam prior to graduation.

The Facilities Maintenance/Management program offers training in addition to the Air Conditioning and Refrigeration course work to enable graduates to pursue broader employment opportunities. Course work prepares students for careers in facilities and grounds maintenance fields. Students pursuing the Associate of Applied Science degree will be better prepared to pursue positions that will lead to promotion and management positions in the facilities and grounds maintenance fields. A Certificate of Proficiency in facilities maintenance is available and may be applied to the Technical Certificate and/or Associate of Applied Science degree.

## Associate Degrees

Air Conditioning & Refrigeration  
Air Conditioning & Refrigeration Facilities Maintenance Option

## Technical Certificates

Air Conditioning & Refrigeration  
Air Conditioning & Refrigeration Facilities Maintenance Option

## Certificates of Proficiency

Facilities Maintenance

# General Technology

## Automotive Service Technology

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

The Automotive Service Technology program currently holds certification from the National Automotive Technicians Education Foundation (NATEF), and offers courses in all eight certification areas. Students can take examinations and earn ASE Student Certification in each of these areas.

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

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

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

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

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

## Associate Degrees

Automotive Service Technology

## Technical Certificates

Automotive Service Technology

## Certificates of Proficiency

Automotive Service Technology

# General Technology

## Collision Repair Technology

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The work of the collision repair technician consists of those jobs that require knowledge of automotive construction and a relatively high degree of manual dexterity. Students enrolled in this program will become skilled in frame alignment, dent removal, replacing damaged parts, color matching, painting, and principles of custom painting. Students will receive instruction in solvent-based paints and in the implementation of green technology with water-borne paints.

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

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

## Associate Degrees

Collision Repair Technology
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## Technical Certificates

Collision Repair Technology
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# General Technology

## Computer Information Systems

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With the growing importance of computers in the workplace and the emphasis on more sophisticated technologies, qualified computer technicians are in high demand. This program is designed to provide individuals with the knowledge and skills needed to become network administrators. Training includes microcomputer operating systems, basic networking skills, computer repair and troubleshooting skills, and Internet knowledge. This program of study prepares students to sit for the A+ Certification exam.

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

## Associate Degrees

Computer Information Systems

## Technical Certificates

Computer Information Systems

## Certificates of Proficiency

Computer Information Systems

# General Technology

## Cosmetology

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

The Arkansas State Health Department Cosmetology Division requires an individual to successfully complete 1500 clock hours in order to qualify for the state cosmetology licensing examination. In addition to admission requirements for this program, a student must submit a copy of their social security number, driver's license, copy of high school transcript or proof of GED, and a \$20 money order made payable to the Arkansas Board of Health/Cosmetology for a temporary training permit.

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

## Associate Degrees

Cosmetic Science

## Technical Certificates

Cosmetology

# General Technology

## Law Enforcement

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The law enforcement program provides students the skill set and knowledge necessary to prepare to enter the law enforcement field as well as provide promotional opportunities for those currently employed in law enforcement.

This program, designed with the assistance and support of surrounding law enforcement agencies, offers a competitive advantage to potential law enforcement employees as a precursor or supplement to police academy training. This program will enhance critical communications skills, computer skills, and knowledge of the legal system and current legislation.

## Associate Degrees

Law Enforcement

## Technical Certificates

Law Enforcement

## Certificates of Proficiency

Law Enforcement

# General Technology

## Welding Technology

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

## Associate Degrees

Welding Technology

## Technical Certificates

Welding Technology

## Certificates of Proficiency

Welding Technology

# General Technology

## Associate of Applied Science Degree in General Technology

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### Air Conditioning & Refrigeration

(60 Semester Credit Hours)

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#### ⊕ 1st Semester

ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302	Basic Compression and Refrigeration	2
ENGL 1013	Composition I	3
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 2nd Semester

ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
ACR 2102	Residential Systems ( <i>prerequisite: ACR 1203 and ACR 1302</i> )	2
ACR 2104	Heat Gain and Loss ( <i>prerequisite: ACR 1302</i> )	4
ENGL 1023	Composition II	3
<b>Total Hours</b>		<b>16</b>

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#### ⊕ 3rd Semester

3 hours	Any Approved Social Science <sup>1</sup>	3
ACR 2112	Air Conditioning Service*	2
ACR 2134	Boiler Operations	4
BST 1303	Introduction to Computers	3
<i>or</i>	<i>or</i>	
CIS 1113	Fundamental Computer Operation	3
<b>Total Hours</b>		<b>12</b>

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#### ⊕ 4th Semester

ACR 2114	Industrial Refrigeration	4
ACR 2124	Sheet Metal	4
INT 2904	Internship ( <i>or approved elective</i> )*	4
WLD 1403	Welding for Trades and Industry	3
<b>Total Hours</b>		<b>15</b>

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

\*Usually offered in Summer

# General Technology

## Associate of Applied Science Degree in General Technology

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### Air Conditioning & Refrigeration - Facilities Management Option

(60 Semester Credit Hours)

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#### ⊕ 1st Semester

ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302	Basic Compression and Refrigeration	2
ENGL 1013	Composition I	3
WLD 1302	Metallurgy	2
<b>Total Hours</b>		<b>16</b>

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#### ⊕ 2nd Semester

ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
FAC 2202	Carpentry ( <i>or approved electives</i> )	2
FAC 2212	Plumbing ( <i>or approved electives</i> )	2
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>14</b>

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#### ⊕ 3rd Semester

3 Hours	Approved Elective	3
BST 2143	Introduction to Management	3
BST 1303	Introduction to Computers	
<i>or</i>	<i>or</i>	3
CIS 1113	Fundamental Computer Operation	
ICS 2123	Industrial Fluid Power	3
3 Hours	Approved Elective	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 4th Semester

3 Hours	Any Approved Social Science <sup>1</sup>	3
INT 2904	Internship ( <i>or approved elective</i> )*	4
ENGL 1023	Composition II	3
FAC 2222	Grounds Maintenance ( <i>or approved electives</i> )	2
WLD 1403	Welding for Trades and Industry	3
<b>Total Hours</b>		<b>15</b>

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

\*Usually offered in Summer



# General Technology

## Associate of Applied Science Degree in General Technology

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### Automotive Service Technology

(60 Semester Credit Hours)

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#### ⊕ Fall

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

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#### ⊕ Spring

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

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#### ⊕ First Session - June 5 to July7 (five-week courses)

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

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#### ⊕ Fall

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

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#### ⊕ Spring

3 Hours	Any Approved Social Science	3
AST 2303	Alternative Automotive Fuels and Technologies	3

3 Hours	Approved Elective	3
BST 1303 or CIS 1113	Introduction to Computers or Fundamental Computer Operation	3
<b>Total Hours</b>		<b>12</b>

# General Technology

## Associate of Applied Science Degree in Business Technology

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### Collision Repair Technology

(60 Semester Credit Hours)

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#### ⊕ 1st Semester

CRT 1103	Automotive Welding	3
CRT 1114	Metal Repair I	4
CRT 1124	Painting I	4
CRT 1134	Color Matching I	4
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 2nd Semester

CRT 1214	Metal Repair II (prerequisite: CRT 1114)	4
CRT 1224	Painting II (prerequisite: CRT 1124)	4
CRT 1234	Color Matching II (prerequisite: CRT 1134)	4
ENGL 1013	Composition I	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 3rd Semester

3 hours	Any Approved Social Science <sup>1</sup>	3
CRT 1322	Detailing *	2
CRT 1332	Cost Analysis of Collision Repair *	2
CRT 1342	CRT Employment and Certification *	2
ENGL 1023	Composition II	3
TMAT 1203	Technical Mathematics II (or higher math)	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 4th Semester

CRT 2114	Metal Repair III (prerequisite: CRT 1214)	4
CRT 2124	Custom Painting (prerequisite: CRT 1224)	4
CRT 2134	CRT Mechanical and Electrical	4
BST 1303	Introduction to Computers	3
or	or	3
CIS 1113	Fundamental Computer Operation	3
<b>Total Hours</b>		<b>15</b>

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

\*Usually offered in Summer

# General Technology

## Associate of Applied Science Degree in General Technology

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### Computer Information Systems

(60 Semester Credit Hours)

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#### ⊕ Fall

TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
BST 1303	Introduction to Computers	3
CIS 1103	Programming I	3
CIS 1113	Fundamentals of Computer Operation	3
CIS 1153	Networking I	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ Spring

ENGL 1013	Composition I	3
CIS 1203	Programming II ( <i>prerequisite: CIS 1103</i> )	3
CIS 1213	Operating Systems ( <i>prerequisite: CIS 1113</i> )	3
CIS 1253	Networking II ( <i>prerequisite: CIS 1153</i> )	3
CIS 1303	PC Maintenance I	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ First Summer Session - June 5 to July 7, 2017 (five-week courses)

CIS 1243	HTML	3
<b>Total Hours</b>		<b>3</b>

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#### ⊕ Second Summer Session - July 10 to August 11, 2017 (five-week courses)

CIS 1233	Systems Analysis and Design *	3
<b>Total Hours</b>		<b>3</b>

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#### ⊕ Fall

CIS 2153	Programming in C++	3
CIS 2133	Web Page Design	3
CIS 2143	Help Desk Support	3
3 hours	Approved Elective	3
<b>Total Hours</b>		<b>12</b>

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⊕ **Spring**

3 hours	Any Approved Social Science	3
ENGL 1023	Composition II	3
6 hours	Approved Elective	6
<b>Total Hours</b>		<b>12</b>

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

*\*Usually offered in Summer.*

# General Technology

## Associate of Applied Science Degree in General Technology

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### Cosmetology

(60 Semester Credit Hours)

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#### ⊕ 1st Semester

COS 1101	Hygiene and Sanitation I	1
COS 1107	Hairdressing I w/Lab	7
COS 1121	Related Science I	1
COS 1131	Manicuring I	1
COS 1141	Cosmetic Therapy I	1
COS 1151	Salesmanship, Shop Management and Shop Department I	1
2 hours	Approved Electives (may be taken in summer terms)	2
<b>Total Hours</b>		<b>14</b>

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#### ⊕ 2nd Semester

COS 1201	Hygiene and Sanitation II ( <i>prerequisite: COS 1101</i> )	1
COS 1207	Hairdressing II w/Lab ( <i>prerequisite: COS 1107</i> )	7
COS 1221	Related Science II ( <i>prerequisite: COS 1121</i> )	1
COS 1231	Manicuring II ( <i>prerequisite: COS 1131</i> )	1
COS 1241	Cosmetic Therapy II ( <i>prerequisite: COS 1141</i> )	1
COS 1251	Salesmanship, Shop Management and Shop Department II ( <i>prerequisite: COS 1151</i> )	1
3 hours	Approved Electives (may be taken in summer terms)	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 3rd Semester

COS 2301	Hygiene and Sanitation III ( <i>prerequisite: COS 1201</i> )	1
COS 2307	Hairdressing III w/Lab ( <i>prerequisite: COS 1207</i> )	7
COS 2321	Related Science III ( <i>prerequisite: COS 1221</i> )	1
COS 2331	Manicuring III ( <i>prerequisite: COS 1231</i> )	1
COS 2341	Cosmetic Therapy III ( <i>prerequisite: COS 1241</i> )	1
COS 2351	Salesmanship, Shop Management and Shop Department III ( <i>prerequisite: COS 1251</i> )	1
ENGL 1013	Composition I	1
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 4th Semester

3 hours	Any Approved Social Science <sup>1</sup>	3
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BST 1303 or CIS 1113	Introduction to Computers or Fundamental Computer Operation	3
COS 2404	Theory and Practical Application*	4
ENGL 1023	Composition II	3
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>16</b>

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

\*Usually offered in Summer



# General Technology

## Associate of Applied Science Degree in General Technology

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### Law Enforcement

(60 Semester Credit Hours)

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#### ⊕ 1st Semester

BST 1303	Introduction to Computers	
<i>or</i>	<i>or</i>	3
CIS 1113	Fundamental Computer Operation	
ENGL 1013	Composition I	3
LE 1003	Introduction to Law Enforcement	3
LE 1013	American Legal System	3
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 2nd Semester

LE 1023	Judicial Process	3
LE 1043	Criminal, Civil, and Juvenile Law	3
LE 1033	Public Relations in Law Enforcement	3
LE 2003	Interview, Interrogation, and Testimony	3
LE 2013	Introduction to Computer Crime	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 3rd Semester

BST 1043	Professional Communication	3
ENGL 1023	Composition II	3
LE 1113	Ethics in Law Enforcement *	3
LE 2103	Crime Scene Investigation	3
3 hours	Approved Elective **	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 4th Semester

6 hours	Approved Elective **	6
ANTH 1213	Introduction to Anthropology	
<i>or</i>	<i>or</i>	
PSY 2003	General Psychology	3
<i>or</i>	<i>or</i>	
SOC 1003	Introduction to Sociology	
LE 1123	Community Disaster Response *	3
LE 2113	Introduction to Terrorism	3
<b>Total Hours</b>		<b>15</b>

\* Usually offered in Summer

\*\* Approved Elective coursework must be selected from LE electives or approved by LE Program chair.

# General Technology

## Associate of Applied Science Degree in General Technology

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### Welding Technology

(60 Semester Credit Hours)

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#### ⊕ 1st Semester

TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
WLD 1103	Introduction to Thermal Cutting	3
WLD 1202	Blueprint Reading	2
WLD 1212	Industrial Safety in Welding	2
WLD 1224	Introduction to Arc Welding	4
WLD 1302	Metallurgy	2
<b>Total Hours</b>		<b>16</b>

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#### ⊕ 2nd Semester

ENGL 1013	Composition I	3
WLD 1405	Position Welding	5
WLD 1503	Gas Metal Arc (MIG) Welding	3
WLD 1603	Gas Tungsten Arc (TIG) Welding	3
<b>Total Hours</b>		<b>14</b>

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#### ⊕ 3rd Semester

ACR 2134	Boiler Operations	5
ENGL 1023	Composition II	3
WLD 1403	Welding for Trades and Industry	2
WLD 1702	Weldment Testing	2
WLD 1804	Certification Welding I*	4
<b>Total Hours</b>		<b>16</b>

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#### ⊕ 4th Semester

	Any Approved Social Science <sup>1</sup>	3
ACR 2124	Sheet Metal	4
COMS 1003	Introduction to Computer Based Systems	
<i>or</i>	<i>or</i>	3
CIS 1113	Fundamental Computer Operation	
WLD 2804	Certification Welding II	4
<b>Total Hours</b>		<b>14</b>

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

*\*Usually offered in Summer*

# General Technology

## Technical Certificate

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### Air Conditioning & Refrigeration

(36 Semester Credit Hours)

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#### ⊕ Fall

ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302	Basic Compression and Refrigeration	2
BST 1003	Business English	3
TMAT 1103	Technical Mathematics I ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>17</b>

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#### ⊕ Spring

ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
ACR 2102	Residential Systems ( <i>prerequisites: ACR 1203 and ACR 1302</i> )	2
ACR 2104	Heat Gain and Loss ( <i>prerequisite: ACR 1302</i> )	4
<b>Total Hours</b>		<b>13</b>

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#### ⊕ First Summer Session - June 5 to July 7, 2017 (five-week courses)

ACR 2112	Air Conditioning Service	2
INT 2904	Internship ( <i>or approved elective</i> )	4
<b>Total Hours</b>		<b>6</b>

# General Technology

## Technical Certificate

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### Air Conditioning & Refrigeration - Facilities Maintenance Option

(36 Semester Credit Hours)

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#### ⊕ Fall

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

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#### ⊕ Spring

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

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#### ⊕ First Summer Session - June 5 to July 7, 2017 (five-week courses)

ICS 2123	Industrial Fluid Power	3
3 Hours	Approved Elective	3
<b>Total Hours</b>		<b>6</b>

*Suggested approved electives include: AST 1004, BST 1073, CRT 1124, ICS 1104, or ICS 1303*

# General Technology

## Technical Certificate

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### Automotive Service Technology

(36 Semester Credit Hours)

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#### ⊕ Fall

AST 1003	Automotive Electronics	3
AST 1004	Gasoline Engine Theory	4
AST 1103	Automotive Brake Systems	3
AST 1113	Introduction to Automotive Drive Trains	3
BST 1003	Business English	3
<b>Total Hours</b>		<b>16</b>

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#### ⊕ Spring

AST 1005	Engine Performance <i>(prerequisite: AST 1004)</i>	5
AST 1213	Automotive Chassis and Steering	3
AST 2103	Advanced Automotive Electronics <i>(prerequisite: AST 1003)</i>	3
TMAT 1103	Technical Mathematics I <i>(or higher math)</i>	3
<b>Total Hours</b>		<b>14</b>

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#### ⊕ 1st Summer Session - June 5 to July 7, 2017 (five-week course)

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

# General Technology

## Technical Certificate

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### Collision Repair Technology

(36 Semester Credit Hours)

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#### ⊕ Fall

CRT 1103	Automotive Welding	3
CRT 1114	Metal Repair I	4
CRT 1124	Painting I	4
CRT 1134	Color Matching I	4
<b>Total Hours</b>		<b>15</b>

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#### ⊕ Spring

BST 1003	Business English	3
CRT 1214	Metal Repair II <i>(prerequisite: CRT 1114)</i>	4
CRT 1224	Painting II <i>(prerequisite: CRT 1124)</i>	4
CRT 1234	Color Matching II <i>(prerequisite: CRT 1134)</i>	4
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 1st Summer Session - June 5 to July 7, 2017 (five-week course)

CRT 1322	Detailing	2
CRT 1332	Cost Analysis of Collision Repair	2
CRT 1342	CRT Employment and Certification	2
<b>Total Hours</b>		<b>6</b>



# General Technology

## Technical Certificate

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### Computer Information Systems

(36 Semester Credit Hours)

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#### ⊕ Fall

TMAT 1103	Technical Mathematics I ( <i>or higher math</i> )	3
BST 1303	Introduction to Computers	3
CIS 1103	Programming I	3
CIS 1113	Fundamentals of Computer Operation	3
CIS 1153	Networking I	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ Spring

BST 1003	Business English	3
CIS 1203	Programming II ( <i>prerequisite: CIS 1103</i> )	3
CIS 1213	Operating Systems ( <i>prerequisite: CIS 1113</i> )	3
CIS 1253	Networking II ( <i>prerequisite: CIS 1153</i> )	3
CIS 1303	PC Maintenance I	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ First Summer - Session June 5 to July 7, 2017 (five-week classes) and/or Second Summer Session - July 10 to August 11, 2017 (five-week classes)

6 hours	Approved Elective Credit	6
<b>Total Hours</b>		<b>6</b>

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

# General Technology

## Technical Certificate

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### Cosmetology

(40 Semester Credit Hours)

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#### ⊕ 1st Semester

COS 1101	Hygiene and Sanitation I	1
COS 1107	Hairdressing I w/Lab	7
COS 1121	Related Science I	1
COS 1131	Manicuring I	1
COS 1141	Cosmetic Therapy I	1
COS 1151	Salesmanship, Shop Management and Shop Department I	1
<b>Total Hours</b>		<b>12</b>

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#### ⊕ 2nd Semester

COS 1201	Hygiene and Sanitation II <i>(prerequisite: COS 1101)</i>	1
COS 1207	Hairdressing II w/Lab <i>(prerequisite: COS 1107)</i>	7
COS 1221	Related Science II <i>(prerequisite: COS 1121)</i>	1
COS 1231	Manicuring II <i>(prerequisite: COS 1131)</i>	1
COS 1241	Cosmetic Therapy II <i>(prerequisite: COS 1141)</i>	1
COS 1251	Salesmanship, Shop Management and Shop Department II <i>(prerequisite: COS 1151)</i>	1
<b>Total Hours</b>		<b>12</b>

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#### ⊕ 1st Summer Session (five-week course)

COS 2404	Theory and Practical Application	4
<b>Total Hours</b>		<b>4</b>

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#### ⊕ 3rd Semester

COS 2301	Hygiene and Sanitation III <i>(prerequisite: COS 1201)</i>	1
COS 2307	Hairdressing III w/Lab <i>(prerequisite: COS 1207)</i>	7
COS 2321	Related Science III <i>(prerequisite: COS 1221)</i>	1

COS 2331	Manicuring III <i>(prerequisite: COS 1231)</i>	1
COS 2341	Cosmetic Therapy III <i>(prerequisite: COS 1241)</i>	1
COS 2351	Salesmanship, Shop Management and Shop <i>(prerequisite: COS 1251)</i>	1
<b>Total Hours</b>		<b>12</b>

# General Technology

## Technical Certificate

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### Law Enforcement

(36 Semester Credit Hours)

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#### ⊕ 1st Semester

BST 1003	Business English	3
TMAT 1103	Technical Mathematics I ( <i>or higher math</i> )	3
BST 1303	Introduction to Computers	
<i>or</i>	<i>or</i>	3
CIS 1113	Fundamental Computer Operation	
LE 1003	Introduction to Law Enforcement	3
LE 1013	American Legal System	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 2nd Semester

LE 1023	Judicial Process	3
LE 1043	Criminal, Civil, and Juvenile Law	3
LE 1033	Public Relations in Law Enforcement	3
LE 2003	Interview, Interrogation, and Testimony	3
LE 2013	Introduction to Computer Crime	3
<b>Total Hours</b>		<b>15</b>

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#### ⊕ 1st Summer Session (five-week course)

LE 1113	Ethics in Law Enforcement	3
LE 1123	Community Disaster Response	3
<b>Total Hours</b>		<b>6</b>

# General Technology

## Technical Certificate

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### Welding Technology

(36 Semester Credit Hours)

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#### ⊕ Fall

TMAT 1103	Technical Mathematics I ( <i>or higher math</i> )	3
WLD 1103	Introduction to Thermal Cutting	3
WLD 1202	Blueprint Reading	2
WLD 1212	Industrial Safety in Welding	2
WLD 1224	Introduction to Arc Welding	4
WLD 1302	Metallurgy	2
<b>Total Hours</b>		<b>16</b>

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#### ⊕ Spring

BST 1003	Business English	3
WLD 1405	Position Welding	5
WLD 1503	Gas Metal Arc (MIG) Welding	3
WLD 1603	Gas Tungsten Arc (TIG) Welding	3
<b>Total Hours</b>		<b>14</b>

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#### ⊕ 1st Summer Session (five-week course)

WLD 1702	Weldment Testing	2
WLD 1804	Certification Welding I	4
<b>Total Hours</b>		<b>6</b>

# General Technology

## Certificate of Proficiency

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### Automotive Service Technology

(16 Semester Credit Hours)

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

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

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

# General Technology

## Certificate of Proficiency

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### Computer Information Systems

(12 Semester Credit Hours)

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

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

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

# General Technology

## Certificate of Proficiency - Facilities Maintenance

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### Air Conditioning & Refrigeration

(10 Semester Credit Hours)

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

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

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



# General Technology

## Certificate of Proficiency

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### Law Enforcement

(15 Semester Credit Hours)

The Certificate of Proficiency in Law Enforcement is a course of study that prepares students for entry-level employment in a law enforcement or security environment. This certificate of proficiency may be applied to the Technical Certificate in Law Enforcement and the Associate of Applied Science degree with an emphasis in Law Enforcement.

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

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

# General Technology

## Certificate of Proficiency

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### Welding Technology

(15 Semester Credit Hours)

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

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

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

# Health Information Technology

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

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

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

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

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

## Associates Degrees

Health Information Technology

## Technical Certificates

Health Information Technology

## Certificates of Proficiency

Allied Health  
Medical Transcription

# Health Information Technology

## Associates of Applied Science

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(60 Semester Credit Hours)

### ⊕ 1st Semester

BST 1303 <i>or</i> CIS 1113	Introduction to Computers <i>or</i> Fundamental Computer Operation	3
ENGL 1013	Composition I	3
HIT 1103	Health Data Content and Structure	3
HSCI 1113	Medical Terminology	3
HSCI 1123	Human Anatomical Structure I	3
<b>Total Hours</b>		<b>15</b>

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### ⊕ 2nd Semester

HIT 1203	Computers in Healthcare ( <i>prerequisite: HIT 1103</i> )	3
HIT 1213	Legal Aspects of Health Information	3
HIT 1233	Pharmacology ( <i>prerequisites: HSCI 1113</i> )	3
HSCI 1243	Human Anatomical Structure II ( <i>prerequisite: HSCI 1123</i> )	3
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>15</b>

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### ⊕ First Summer Session - June 5 to July 7, 2017 (five-week courses)

HIT 2103	Disease Processes ( <i>prerequisites: HSCI 1113</i> )	3
HIT 2213	Healthcare Delivery Systems ( <i>prerequisites: HIT 1103</i> )	3
<b>Total Hours</b>		<b>6</b>

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### ⊕ 4th Semester

3 hours	Any Social Science	3
HIT 2233	Health Care Statistics ( <i>prerequisite: HIT 1103</i> )	3
HIT 2243	Diagnostic (ICD-10) Coding ( <i>prerequisite: HSCI 1123 and HSCI 1243</i> )	3
HIT 2253	Healthcare Reimbursement Methodologies ( <i>prerequisite: HIT 1103</i> )	3
<b>Total Hours</b>		

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### ⊕ 5th Semester

ENGL 1023	Composition II	3
HIT 2323	Procedural (CPT) Coding ( <i>prerequisite: HSCI 1123 and HSCI 1243</i> )	3

HIT 2333	Healthcare Management ( <i>prerequisite: HIT 1103</i> )	3
HIT 2903	Professional Practice Experience	3
<b>Total Hours</b>		

# Health Information Technology

## Technical Certificate

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(36 Semester Credit Hours)

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### ⊕ 1st Semester

BST 1303	Introduction to Computers	3
ENGL 1013	Composition I	3
HIT 1103	Health Data Content and Structure	3
HSCI 1113	Medical Terminology	3
HSCI 1123	Human Anatomical Structure I	3
<b>Total Hours</b>		<b>15</b>

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### ⊕ 2nd Semester

HIT 1203	Computers in Healthcare ( <i>prerequisite: HIT 1103</i> )	3
HIT 1213	Legal Aspects of Health Information	3
HIT 1233	Pharmacology ( <i>prerequisites: HSCI 1113</i> )	3
HSCI 1243	Human Anatomical Structure II ( <i>prerequisite: HSCI 1123</i> )	3
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>15</b>

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### ⊕ 3rd Semester

HIT 2103	Disease Processes ( <i>prerequisites: HSCI 1113</i> )	3
HIT 2213	Healthcare Delivery Systems ( <i>prerequisites: HIT 1103</i> )	3
<b>Total Hours</b>		<b>6</b>

# Health Information Technology

## Certificate of Proficiency

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### Allied Health

(9 Semester Credit Hours)

The Certificate of Proficiency in Allied Health is a course of study that provides the foundation for several programs of study within the Allied Health arena. Credits earned may be applied to the Technical Certificate and/or the Associate of Applied Science degree in Health Information Management, or the Associate of Applied Science degree in Occupational Therapy Assistant, Physical Therapist Assistant, or Practical Nursing.

HSCI 1113	Medical Terminology	3
HSCI 1123	Human Anatomical Structure I	3
HSCI 1243	Human Anatomical Structure II ( <i>prerequisite: HIT 1123</i> )	3
<b>Total Hours</b>		<b>9</b>

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

# Health Information Technology

## Certificate of Proficiency

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### Medical Transcription

(12 Semester Credit Hours)

The Certificate of Proficiency in Medical Transcription will prepare students for entry-level positions as transcriptionists in healthcare facilities (e.g., hospitals, clinics, physician practices), medical transcription services and for at-home transcription.

BST 1013 or BST 1013	Word Processing or Introduction to Computers	3
HSCI 1113	Medical Terminology	3
HIT 2103	Disease Processes	3
HIT 2113	Medical Transcription	3
<b>Total Hours</b>		<b>12</b>

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



# Human Services

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

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

## Associates of Applied Science in Human Services

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(60 Semester Credit Hours)

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### ⊕ 1st Semester

BST 1303 <i>or</i> CIS 1113	Introduction to Computers <i>or</i> Fundamental Computer Operation	3
ENGL 1013	Composition I	3
HS 1113	Introduction to Human Services	3
HS 1123	Communications and Interviewing	3
PSY 2003	General Psychology	3
<b>Total Hours</b>		<b>15</b>

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### ⊕ 2nd Semester

BST 1043	Professional Communication	3
ENGL 1023	Composition II	3
HS 1213	Skills and Theories in Human Services ( <i>prerequisite: HS 1123</i> )	3
HS 1223	Systems, Processes, and Case Management ( <i>prerequisite: HS 1113</i> )	3
SOC 1003	Introductory Sociology	3
<b>Total Hours</b>		<b>15</b>

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### ⊕ 3rd Semester

BST 1033	Administrative Support Procedures	3
HS 2113	Cultural Diversity	3
HS 2123	Group Processes ( <i>prerequisite: HS 1213</i> )	3
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
3 hours	Approved elective	3
<b>Total Hours</b>		<b>15</b>

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**⊕ 4th Semester**

BST 1053	Spreadsheets	3
BST 2153	Database Management	3
HS 2213	Management of Human Services Agencies ( <i>prerequisite:</i> <i>HS 1213</i> )	3
HS 2223	Fieldwork I ( <i>prerequisites:</i> <i>HS 1223 and HS 2123</i> )	3
HS 2233	Fieldwork II ( <i>prerequisite:</i> <i>HS 1223 and HS 2123</i> )	3
<b>Total Hours</b>		<b>15</b>

*Standard approved electives: (LE 2013, LE 2113, HSCI 1113, EMTP 2113, SOC/CJ 2033, PSY 3003, or PSY 3813. Any other courses must be approved by Program Chair.*

# Logistics Management

Logistic Managers analyze and coordinate an organization's supply chain – the system that moves a product from supplier to consumer. They manage the entire life cycle of a product, which includes how a product is acquired, distributed, allocated, and delivered. Logistics are used in nearly every industry.

The Logistic Management AAS is a sequence of courses that will prepare students for careers in the logistics profession. Logistics Management (LGM) focuses on the logistics of planning, implementing, and controlling the effective and efficient flow of goods and services.

Areas covered in this degree comprise basic fundamentals of supply chain management including procurement, issues in executing global supply chains, logistics, manufacturing, warehousing, and transportation. It also includes business management, project management, business communications, economics of supply and demand, computer fundamentals, and data management skills.

Career options include positions within manufacturing, transportation, order processing, warehousing, inventory control, and purchasing.

## Associate of Applied Science Degree

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(60 Semester Credit Hours)

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### ⊕ 1st Semester

BST 1303 <i>or</i> CIS 1113	Introduction to Computers <i>or</i> Fundamental Computer Operation	3
BST 1053	Spreadsheets	3
ENGL 1013	Composition I	3
LGM 1013	Principles of Logistics and Supply Chain Management	3
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>15</b>

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### ⊕ 2nd Semester

3 hours	Any Approved Social Science	3
BST 2053	Advanced Spreadsheets	3
ENGL 1023	Composition II	3
LGM 2023	Transportation Management	3
LGM 2033	Warehousing and Inventory Management	3
<b>Total Hours</b>		<b>15</b>

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### ⊕ 3rd Semester

BST 1043	Professional Communications	3
BST 1083	Introduction to Economics	3
BST 2013	e-Commerce	3
LGM 2043	Foundations of Strategic Procurement	3
BST 2443	Introduction to Project Management	3
<b>Total Hours</b>		<b>15</b>

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## ⊕ 4th Semester

3 hours	Logistics Management or Business Technology Approved Elective	3
BST 2023	Organizational Leadership	3
INT 2903	Internship (150 hours) or Approved Elective	3
LGM 2053	International Logistics	3
LGM 2083	Operations Management	3
<b>Total Hours</b>		

Approved electives may be selected from: BST 1063, BST 2213, or LGM 2073. Any other courses must be approved by Program Chair

# Medical Assisting

Medical assistants are valuable members of the health care team and are trained to perform both administrative and clinical duties. The medical assisting curriculum is a two-year associate of applied science degree program. This program offers the student a broad foundation in medical assisting skills, including a period of practical experience in a medical facility working under the supervision of clinic personnel and the Medical Assisting Program Director.

Training and education consists of learning experiences in anatomy, physiology, pharmacology, infection control, nutrition, effective communication skills, medical business practices including coding and insurance, medical law and ethics, as well as safety and emergency practices. In essence, a trained medical assistant can be employed in all aspects of an ambulatory health facility.

The Arkansas Tech University Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; (727) 210-2350; [www.caahep.org](http://www.caahep.org).

Students who successfully complete the associate degree program for medical assisting will be eligible to sit for the Certified Medical Assistant examination, CMA (AAMA).

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

Students are advised that the Medical Assistant Program (MA) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the MA Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The MA program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the MA Program are considered by the program to be full time.

## Associate of Applied Science Degree

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(60 Semester Credit Hours)

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### ⊕ Fall

BST 1303 or CIS 1113	Introduction to Computers or Fundamental Computer Operation	3
ENGL 1013	Composition I	3
HSCI 1113	Medical Terminology	3
HSCI 1123	Human Anatomical Structure I	3
<b>Total Hours</b>		<b>12</b>

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### ⊕ Spring

ENGL 1023	Composition II	3
HSCI 1243	Human Anatomical Structure II ( <i>prerequisite: HSCI 1123</i> )	3
PSY 2003	General Psychology	3
TMAT 1203	Technical Mathematics II ( <i>or higher math</i> )	3

**Total Hours****12**

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

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**⊕ Fall**

MA 2113	Basic Pharmacology with an Overview of Microbiology	3
MA 2123	Medical Office Computer Systems and Insurance	3
MA 2133	Medical Assistant Administrative Practice	3
MA 2143	Coding Practices for Medical Office	3
MA 2153	MA Role in Emergency Preparedness	3
<b>Total Hours</b>		<b>15</b>

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**⊕ Spring**

MA 2213	Medical Laboratory Orientation and Instrumentation ( <i>co-requisite: MA 2214</i> )	3
MA 2214	Medical Laboratory Orientation and Instrumentation LAB ( <i>co-requisite: MA 2213</i> )	3
MA 2222	Medical Assistant Practice Laboratory ( <i>co-requisite: MA 2223</i> )	3
MA 2223	Medical Assistant Practice ( <i>co-requisite: MA 2222</i> )	3
MA 2233	Legal and Ethical Practices for the Medical Office	3
<b>Total Hours</b>		<b>15</b>

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**⊕ First Summer Session (five-week courses)**

MA 2312	Medical Assistant Seminar ( <i>co-requisite: MA 2314</i> )	2
MA 2314	Medical Assistant Practicum ( <i>co-requisite: MA 2312</i> )	4
<b>Total Hours</b>		<b>6</b>

# Occupational Therapy Assistant

The Occupational Therapy Assistant program is designed to prepare successful graduates for entry-level employment in the field of as Occupational Therapy Assistants. A Certified Occupational Therapy Assistant (COTA), under the supervision of an Occupational Therapist, provides rehabilitative services to individuals with mental, physical, emotional, or developmental disabilities.

The COTA's purpose is to improve a client's quality of life and enhance his/her ability to perform daily activities. COTAs provide clients with adaptive skills that enable them to reenter the workforce, instruct clients in compensating for a loss of motor skill function, and plan activities that increase the independence of those with disabilities.

The OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates of this program will be able to sit for the national certification examination for occupational therapy assistants administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a COTA. In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Prior to admission to the technical phase of the Occupational Therapy Assistant program, students must complete a platform of 28 hours which includes general education and medical courses. Students must also hold a current CPR for Health Care Providers certification prior to the first day of class. Students must submit an application to the program and meet entrance requirements for acceptance into the technical phase of the Occupational Therapy Assistant program.

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

Students are advised that the Occupational Therapy Assistant Program (OTA) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the OTA Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility).

The OTA Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the OTA Program are considered by the program to be full time.

## Associate of Applied Science Degree

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(71 Semester Hours)

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### ⊕ Fall

BST 1303	Introduction to Computers	
<i>or</i>	<i>or</i>	3
CIS 1113	Fundamental Computer Operation	
ENGL 1013	Composition I	3
HSCI 1113	Medical Terminology	3
HSCI 1123	Human Anatomical Structure I	3

MATH 1003	College Mathematics	3
<i>or</i>	<i>or</i>	
MATH 1113	College Algebra	
<b>Total Hours</b>		<b>15</b>

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### ⊕ Spring

BIOL 1014	Introduction to Biological Science	
<i>or</i>	<i>or</i>	
PHSC 1013	Introduction to Physical Science	4
<i>and</i>	<i>and</i>	
PHSC 1021	Introduction to Physical Science Lab	
ENGL 1023	Composition II	3
HSCI 1243	Human Anatomical Structure II (prerequisite: HIT 1123)	3
PSY 2003	General Psychology	3
<b>Total Hours</b>		<b>13</b>

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

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### ⊕ Fall

OTA 2102	Foundations of Occupational Therapy	2
OTA 2111	Level I Field Work A	1
OTA 2112	Modalities for Human Conditions I LAB	2
OTA 2122	Human Movement and Activity Analysis for Occupation LAB	2
OTA 2132	Human Movement and Activity Analysis for Occupation	2
OTA 2142	Medical Conditions for the OTA	2
OTA 2152	Theory and Treatment for Human Conditions I	1
OTA 2221	Documentation for Occupational Therapy	1
<b>Total Hours</b>		<b>14</b>

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### ⊕ Spring

OTA 2162	Management and Licensure for the OTA	2
OTA 2202	Human Occupation and Clinical Reasoning (prerequisite: OTA 2102)	2
OTA 2211	Level I Field Work B	1
OTA 2212	Modalities for Human Conditions II LAB	2
OTA 2232	Group Processes and Dynamics (prerequisite: OTA 2102)	2
OTA 2242	Human Occupation and Clinical Reasoning LAB	2
OTA 2252	Theory and Treatment for Human Conditions II	2
OTA 2262	Assistive Technology and Environmental Adaptation	2
<b>Total Hours</b>		<b>15</b>



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⊕ **Summer - May 15 - August 11, 2017**

OTA 2302	OTA Professional Development	2
OTA 2312	Modalities for Human Conditions III LAB <i>(prerequisites: OTA 2212 and OTA 2232)</i>	2
OTA 2352	Theory and Treatment for Human Conditions III	2
OTA 2412	Level II Field Work A-1	2
<b>Total Hours</b>		<b>8</b>

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⊕ **Fall**

OTA 2422	Level II Field Work A-2	2
OTA 2424	Level II Field Work B	4
<b>Total Hours</b>		<b>6</b>

## **Paramedic / Emergency Medical Services**

This program is designed to meet the educational and training needs of those individuals who wish to gain Arkansas Department of Health Licensure and National Registry of EMT's Certification as a Paramedic. Career opportunities exist with air and ground emergency medical services, fire departments, medical centers and industry. Among other characteristics, a Paramedic should possess dignity, empathy and tolerance. Under the direction of a physician, the student will be presented with material to aid them in: assessment of the pre-hospital needs of the acutely ill or injured patient, triage, basic as well as advanced life support, communication skills, and maintaining the level of care as the patient is transported to a health care facility.

The student must complete all courses in the previous semester with at least 75% to be eligible for the next level of the Paramedic program. Students must also pass the end of course assessment to be recommended for the National Registry of EMT's exam. Arkansas EMT certification must be obtained by the student prior to enrollment in EMTP 1234 Clinical Practicum I.

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

Students are advised that the Paramedic/EMT Program (EMTP) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the EMTP Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The EMTP Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the EMTP Program are considered by the program to be full time.

### **Associates Degree**

Paramedic/Emergency Medical Services

### **Certificate of Proficiency**

Emergency Medical Technician

# Paramedic/Emergency Medical Services

## Associate of Applied Science Degree

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(60 Semester Credit Hours)

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### ⊕ Fall

BST 1303 <i>or</i> CIS 1113	Introduction to Computers <i>or</i> Fundamental Computer Operation	3
ENGL 1013	Composition 1	3
HSCI 1113	Medical Terminology	3
HSCI 1123	Human Anatomical Structure I	3
TMAT 1203	Technical Math II ( <i>or higher math</i> )	3
<b>Total Hours</b>		<b>15</b>

Students must apply to and be admitted into the technical phase of the Paramedic program before taking any of the EMTP courses below. Students must be currently licensed with the Arkansas Department of Health Division of EMS as an EMT or have taken, and passed with a grade of "C" or better, an Emergency Medical Technical course within the last two years and be eligible to take the state exam prior to being admitted into the program.

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### ⊕ Spring

HSCI 1243	Human Anatomical Structure II	3
EMTP 1232	Pharmacology ( <i>prerequisite: TMAT 1203</i> )	2
EMTP 1233	Medical Emergencies I w/Lab ( <i>prerequisites: ENGL 1013</i> )	3
EMTP 1234	Clinical Practicum I ( <i>co-requisite: BST 1303</i> )	4
ENGL 1023	Composition II	3
<b>Total Hours</b>		<b>15</b>

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### ⊕ First Summer Session (five week courses)

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

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### ⊕ Second Summer Session (five week courses)

EMTP 2211	Clinical Practicum III ( <i>prerequisite: EMTP 2111</i> )	1
EMTP 2213	Emergency Medical Services Operations	3
EMTP 2221	Cardiology II Lab ( <i>co-requisite: EMTP 2222</i> )	1
EMTP 2222	Cardiology II ( <i>co-requisite: EMTP 2221</i> )	2
<b>Total Hours</b>		<b>7</b>

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⊕ **Fall**

EMTP 2313	Medical Emergencies II w/Lab ( <i>prerequisite: EMTP 1233</i> )	3
EMTP 2316	Paramedic Internship ( <i>prerequisite: EMTP 2211</i> )	6
EMTP 2322	Assessment Based Management	2
EMTP 2323	Trauma Management	3
3 Hours	Social Science Elective	3
<b>Total Hours</b>		<b>17</b>

# Paramedic/Emergency Medical Services

## Certificate of Proficiency

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(7 Semester Credit Hours)

The Certificate of Proficiency in Basic Emergency Medical Technician is a course of study that prepares students to perform in pre-hospital care of acutely ill or injured patients. EMTs perform such measures as cardiopulmonary resuscitation, extrication, initial patient assessment and triage, stabilization and transport of any emergency, including routine transport of non-emergency patient to allied health care facility. Students must pass the end of course assessment to be recommended for the National Registry of EMTs exam.

EMTP 1007	Emergency Medical Technician	7
<b>Total Hours</b>		<b>7</b>

Note: In order for the Certificate of Proficiency to be awarded, a grade of "C" must be earned in EMTP 1007.

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

# Physical Therapist Assistant

The Physical Therapist Assistant program integrates classroom theory with clinical lab practice. It is designed to prepare successful graduates for entry-level employment in the field as Physical Therapist Assistants. The Physical Therapist Assistant is an educated health care provider who works under the direction and supervision of a licensed Physical Therapist and assists in the provision of physical therapy. The Physical Therapist Assistant provides specially prescribed treatments and exercises through a plan of care developed by the physical therapist that are aimed at improving mobility; relieving pain; or preventing and /or limiting physical disability.

Prior to admission to the technical phase of the Physical Therapist Assistant program, students must complete a platform of 28 hours which includes general education and medical courses. Students must hold a current CPR for Health Care Providers certification prior to the first day of class. Students must submit an application to the program and meet entrance requirements for acceptance into the technical phase of the Physical Therapist Assistant program.

The Physical Therapist Assistant Program at Arkansas Tech University-Ozark Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: www.capteonline.org.

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

Students are advised that the Physical Therapist Assistant Program (PTA) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the PTA Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The PTA Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the PTA Program are considered by the program to be full time.

## Associate of Applied Science Degree

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(69 Semester Credit Hours)

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### ⊕ Fall

BST 1303 or CIS 1113	Introduction to Computers or Fundamental Computer Operation	3
ENGL 1013	Composition I	3
HSCI 1113	Medical Terminology	3
HSCI 1123	Human Anatomical Structure I	3
MATH 1003		
MATH 1113	College Mathematics or College Algebra	3
<b>Total Hours</b>		<b>15</b>

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### ⊕ Spring

BIOL 1014 or PHSC 1013 and PHSC 1021	Introduction to Biological Science or Introduction to Physical Science and Introduction to Physical Science Lab	3
ENGL 1023	Composition II	4
HSCI 1243	Human Anatomical Structure II ( <i>prerequisite: HSCI 1123</i> )	3
PSY 2003	General Psychology	3
<b>Total Hours</b>		<b>13</b>

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

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### ⊕ Summer - May 9 - August 5, 2016

PTA 1121	Clinical Kinesiology Lab ( <i>co-requisite: PTA 1122</i> )	1
PTA 1122	Clinical Kinesiology ( <i>co-requisite: PTA 1121</i> )	2
PTA 1241	Principles of Physical Therapy Lab ( <i>co-requisite: PTA 1243</i> )	1
PTA 1243	Principles of Physical Therapy ( <i>co-requisite: PTA 1241</i> )	3
PTA 1251	Data Collection in Physical Therapy Lab	1
PTA 2122	Therapeutic Procedures Lab ( <i>co-requisite: PTA 2123</i> )	2
PTA 2123	Therapeutic Procedures ( <i>co-requisite: PTA 2122</i> )	3
<b>Total Hours</b>		<b>13</b>

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### ⊕ Fall

PTA 1132	Pathological Conditions	2
PTA 2121	Neurological Development and Motor Control	1
PTA 2142	Therapeutic Exercise and Cardiopulmonary Rehabilitation Lab ( <i>co-requisite: PTA 2143</i> )	2
PTA 2143	Therapeutic Exercise and Cardiopulmonary Rehabilitation ( <i>co-requisite: PTA 2142</i> )	3
PTA 2164	Clinical Experience I	4
PTA 2211	Musculoskeletal Rehabilitation Lab ( <i>co-requisite: PTA 2212</i> )	1
PTA 2212	Musculoskeletal Rehabilitation ( <i>co-requisite: PTA 2211</i> )	2
<b>Total Hours</b>		<b>15</b>

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### ⊕ Spring

PTA 2151	Administrative Procedures	1
PTA 2221	Neurological Rehabilitation Lab ( <i>co-requisite: PTA 2222</i> )	1
PTA 2222	Neurological Rehabilitation ( <i>co-requisite: PTA 2221</i> )	2
PTA 2234	Clinical Experience II ( <i>prerequisite: PTA 2164</i> )	4
PTA 2235	Clinical Experience III ( <i>prerequisite: PTA 2234</i> )	5
<b>Total Hours</b>		<b>13</b>

# Practical Nursing

The Practical Nursing program of ATU-Ozark Campus integrates theory with clinical practice. Theoretical content is based on the concept of holism in which the physical, emotional, social, and spiritual well-being is considered. Clinical experiences will be obtained in the following health care service areas: adult health, maternal-child, mental health, geriatrics, pediatrics.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules.

You will be required to sign a statement, before beginning the nursing program, that states you have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. You can access the information at <http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx>

Students are required to complete all courses with a minimum score of 80% or above. Students are also required to take a PN comprehensive predictor exam and achieve a score indicative of a mastery level proficiency prior to being certified to make application for the NCLEX-PN exam.

Students wishing to enroll in the practical nursing program should submit an application to the University with an official high school transcript, or GED transcript, and all college transcripts by March 15 for the August class and October 1 for the January class.

Prior to admission to the technical phase of the Practical Nursing program, students must provide the Office of Student Services a COMPASS, ACT, or SAT score report verifying that remediation in English, mathematics, and reading is not required; or complete the appropriate remedial coursework with a grade of "C" or better to satisfy remediation requirements; and complete HSCI 1113 and HSCI 1123.

Students who speak English as a second language shall meet the same admission requirements.

In order to be considered for admission to the Practical Nursing program, each student must meet the following criteria:

- Eligibility for admission to Arkansas Tech University - Ozark Campus. Meeting the minimum requirements for admission to the university does not guarantee admission to the practical nursing program.
- Completion of Practical Nursing Program Application for Admission for a specific semester. Applications not submitted by the deadline or incomplete applications will not be considered for that semester's class.
- Completion of specified coursework. (Conditional acceptance may be granted to those students who are in the process of completing remaining platform coursework.)
- Hold a current CPR for Health Care Providers certification prior to the first day of class
- Schedule the TEAS (Test of Essential Academic Skills) exam with the Practical Nursing Office

In addition to meeting admission criteria, students selected for the Practical Nursing program must attend the scheduled Nursing Department Pre-Orientation meeting. Applications to the Practical Nursing program may be withdrawn if all of the above criteria are not met. Students not meeting required criteria may be required to reapply to the Practical Nursing program.

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



Students are advised that the Practical Nursing Program (LPN) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the LPN Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The LPN Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the LPN Program are considered by the program to be full time.

## **Associates Degree**

Practical Nursing

## **Technical Certificate**

Practical Nursing

## **Certificate of Proficiency**

Nursing Assistant

# Practical Nursing

## Associate of Applied Science Degree

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(63 Semester Credit Hours)

The A.A.S. in Allied Health with a Practical Nursing option is intended to be a "feeder program" to the RN program on the Ozark Campus and/or the BSN program on the Russellville Campus. This degree prepares the graduate to sit for licensure in Practical Nursing and does not result in an RN credential.

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### ⊕ 1st Semester

BST 1303 or CIS 1113	Introduction to Computers or Fundamental Computer Operation	3
ENGL 1013	Composition I	3
HSCI 1113	Medical Terminology	3
HSCI 1123	Human Anatomical Structure I	3
TMAT 1203	Technical Mathematics II (or higher math)	3
<b>Total Hours</b>		<b>15</b>

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

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### ⊕ 2nd Semester

HSCI 1243	Human Anatomical Structure II (prerequisite: HSCI 1123)	3
LPN 1101	Vocational, Legal and Ethical Concepts	1
LPN 1102	Pharmacology I	2
LPN 1111	Nursing of the Geriatric Patient	1
LPN 1121	Nutrition in Health and Illness	1
LPN 1123	Basic Nursing Principles and Skills I	3
LPN 1133	Clinical I	3
LPN 1171	Nursing of Adults with Medical/Surgical Conditions I	1
<b>Total Hours</b>		<b>15</b>

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### ⊕ 3rd Semester

LPN 1202	Nursing of Adults with Medical/Surgical Conditions II (prerequisite: LPN 1171)	2
LPN 1205	Clinical II (prerequisite: LPN 1133)	5
LPN 1212	Basic Nursing Principles and Skills II (prerequisite: LPN 1123)	2
LPN 1222	Pharmacology II (prerequisite: LPN 1102)	2
LPN 1232	Nursing of Mothers and Infants	2
<b>Total Hours</b>		<b>13</b>

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### ⊕ Summer - May 15 - August 11, 2017

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

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### ⊕ 5th Semester

LPN 1302	Nursing of Children	2
LPN 1308	Clinical III ( <i>prerequisite: LPN 1205</i> )	8
LPN 1322	Mental Health	2
LPN 1332	Nursing of Adults with Medical/Surgical Conditions III ( <i>prerequisite: LPN 1202</i> )	2
<b>Total Hours</b>		<b>14</b>

# Practical Nursing

## Technical Certificate

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(48 Semester Credit Hours)

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### ⊕ 1st Semester

HSCI 1113	Medical Terminology	3
HSCI 1123	Human Anatomical Structure I	3
<b>Total Hours</b>		<b>6</b>

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

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### ⊕ 2nd Semester

HSCI 1243	Human Anatomical Structure II ( <i>prerequisite: HSCI 1123</i> )	3
LPN 1101	Vocational, Legal and Ethical Concepts	1
LPN 1102	Pharmacology I	2
LPN 1111	Nursing of the Geriatric Patient	1
LPN 1121	Nutrition in Health and Illness	1
LPN 1123	Basic Nursing Principles and Skills I	3
LPN 1133	Clinical I	3
LPN 1171	Nursing of Adults with Medical/Surgical Conditions I	1
<b>Total Hours</b>		<b>15</b>

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### ⊕ 3rd Semester

LPN 1202	Nursing of Adults with Medical/Surgical Conditions II ( <i>prerequisite: LPN 1171</i> )	2
LPN 1205	Clinical II ( <i>prerequisite: LPN 1133</i> )	5
LPN 1212	Basic Nursing Principles and Skills II ( <i>prerequisite: LPN 1123</i> )	2
LPN 1222	Pharmacology II ( <i>prerequisite: LPN 1102</i> )	2
LPN 1232	Nursing of Mothers and Infants	2
<b>Total Hours</b>		<b>13</b>

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### ⊕ 4th Semester

LPN 1302	Nursing of Children	2
LPN 1308	Clinical III ( <i>prerequisite: LPN 1205</i> )	8
LPN 1322	Mental Health	2
LPN 1332	Nursing of Adults with Medical/Surgical Conditions III ( <i>prerequisite: LPN 1202</i> )	2
<b>Total Hours</b>		<b>14</b>

# Practical Nursing

## Certificate of Proficiency for Nursing Assistant

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(7 Semester Credit Hours)

The Certificate of Proficiency in Nursing Assistant is a course of study that prepares students for the certification examination required to work in the nursing assistant field. Health care facilities, particularly nursing homes, require more trained Certified Nurse's Assistants to cope with the increases in patients served.

CNA 1114	Nursing Assistant	4
HSCI 1113	Medical Terminology	3
<b>Total Hours</b>		<b>7</b>

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

## Registered Nursing

The Associate of Applied Science Degree in Nursing (AAS-RN) prepares a graduate to function as an entry level registered nurse, providing direct care to persons as individuals and as members of a family or group. The curriculum is designed to prepare the person for registered nursing practice, to be competent, self-directed, and capable of demonstrating leadership in the application of the nursing process in a variety of healthcare settings.

This program is designed for persons who are already licensed practical nurses (LPN) and wish to pursue their AAS-RN degree. Because they are already licensed, many of them are also already employed. This program of study is designed to provide greater flexibility by offering half of the nursing theory courses online, and half of the nursing theory courses in classroom lectures, giving the students an option to continue working while pursuing this degree.

This program provides a pathway for Licensed Practical Nurses (LPN) who wish to achieve an Associate of Applied Science Degree in Nursing - which allows them to sit for the Registered Nursing examination, the NCLEX-RN. The program is also designed to provide a transition from LPN to AAS-RN, thereby allowing students to transfer seamlessly to the online BSN-RN program currently in place at Arkansas Tech University Russellville campus.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement, before beginning the nursing program, that states you have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. You can access the information at <http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx>

Prior to admission to the technical phase of the Registered Nursing program, students must complete a platform of 37 hours which includes general education and medical courses. Students must submit an application to the program and meet entrance requirements for acceptance into the technical phase of the Registered Nursing program.

Students who speak English as a second language shall meet the same admission requirements.

In order to be considered for admission to the Registered Nursing program, each student must meet the following criteria:

- Eligibility for admission to Arkansas Tech University - Ozark Campus
- Completion of Registered Nursing Program Application for Admission
- Completion of specified platform of 37 hours coursework with a minimum 2.75 GPA. (Conditional acceptance may be granted to those students who are in the process of completing remaining platform coursework. Failure to maintain a 2.75 GPA may lead to forfeiture of Registered Nursing program admission offer.)
- Current unencumbered Arkansas Licensed Practical Nursing licensure. Unencumbered licensure must be maintained throughout the technical phase of the Registered Nursing program.
- Completion of appropriate testing
- Be at least 18 years of age
- Must have either:
  - graduated from an Arkansas State Board of Nursing approved Practical Nursing school in the past 12 months
  - worked a minimum of 1000 hours as a Licensed Practical Nurse in the past 12 months. Work experience must be in acute or long-term care settings.

The mission of the registered nursing program is to provide an intellectual climate that fosters the development of critical thinking to prepare a graduate who is professional, caring, competent, and self-directed in providing therapeutic nursing intervention and demonstrates an interest in life-long learning,

as well as to assist the student to achieve personal and professional goals regardless of cultural, racial, or ethnic background.

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

Students are advised that the Registered Nursing Program (RN) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the RN Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The RN Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the RN Program are considered by the program to be full time.

## **Associate of Applied Science Degree**

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(67 Semester Credit Hours)

The A.A.S. in Registered Nursing is intended to be a "feeder program" to the BSN program at the Russellville campus. This degree prepares the graduate to sit for licensure in Registered Nursing which results in an RN credential.

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### **⊕ 1st Semester**

BIOL 2404 <i>or</i> BIOL 2014	Human Anatomy and Physiology I <i>or</i> Human Anatomy	4
BST 1303 <i>or</i> CIS 1113	Introduction to Computers <i>or</i> Fundamental Computer Operation	3
CHEM 1111 <i>and</i> CHEM 1113	Survey of Chemistry Lab <i>and</i> A Survey of Chemistry (CHEM 1111 <i>and</i> 1113 offered Summer)	4
ENGL 1013	Composition I	3
MATH 1113	College Algebra	3
PSY 2003	General Psychology	3
<b>Total Hours</b>		<b>20</b>

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### **⊕ 2nd Semester**

BIOL 2414 <i>or</i> BIOL 3074	Human Anatomy and Physiology II <i>or</i> Human Physiology	4
ENGL 1023	Composition II	3
BIOL 3054 <i>or</i> BIOL 2054	Microbiology <i>or</i> Microbiology for Health Sciences ( <i>offered Summer II</i> )	4
SOC 1003	Introductory Sociology	3
PSY 3813	Lifespan Development	3
<b>Total Hours</b>		<b>17</b>

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

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### **⊕ 3rd Semester**

RN 2112	Pharmacology I	2
RN 2113	Introduction to Professional Nursing	3
RN 2115	Practicum for Registered Nursing I ( <i>co-requisite: RN 2116</i> )	5
RN 2116	Theories and Concepts for Registered Nursing I ( <i>co-requisite: RN 2115</i> )	6
<b>Total Hours</b>		<b>16</b>

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#### ⊕ 4th Semester

RN 2211	Nutrition	1
RN 2212	Pharmacology II	2
RN 2215	Practicum for Registered Nursing II ( <i>prerequisite: RN 2115</i> ) ( <i>co-requisite: RN 2216</i> )	5
RN 2216	Theories and Concepts for Registered Nursing II ( <i>prerequisite: RN 2116</i> ) ( <i>co-requisite: RN 2215</i> )	6
<b>Total Hours</b>		<b>14</b>



# Culinary Arts

## Certificate of Proficiency

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(15 Semester Credit Hours)

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

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

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

## Ozark Catalog Course Descriptions

In this section of the catalog, all courses taught at Arkansas Tech University Ozark Campus are listed alphabetically by subject area. Courses fulfilling subject matter requirements in more than one area are cross-listed; e.g., the listing CIS (ICS) 1253 is offered for three semester hours of credit in either computer information systems or industrial control systems. For departmental write-ups and detailed curricula of programs of study, see the appropriate division of the catalog.

Course numbers are to be interpreted as follows:

The first digit refers to the level of the course: 1-freshman, 2-sophomore, 3-junior, 4-senior; 0-designates a course that cannot be used to satisfy general education requirements nor provide credit toward any degree.

Normally, the middle two digits merely differentiate the course from others and have no meaning for the student, and the last digit refers to the number of hours of credit allowed for the course. Exceptions to this include internships, externships, practicums and variable credit classes where hours earned can be 10 or more. In these cases, the last two numbers refer to the number of hours of credit allowed for the course.

Typically an hour of credit requires one hour of classroom work per week for the duration of a semester.

(ACR)	Air Conditioning and Refrigeration
(AST)	Automotive Service Technology
(BST)	Business Technology
(CA)	Culinary Arts
(CIS)	Computer Information Systems
(CNA)	Nursing Assistant
(COS)	Cosmetology
(CRT)	Collision Repair Technology
(CVT)	Cardiovascular Technology
(EMTP)	Paramedic and Emerg Medical Servic
(FAC)	Facilities Maintenance and Mgmt
(HIT)	Health Information Technology
(HS)	Human Services
(HSCI)	Health Sciences
(ICS)	Industrial Control Systems
(INT)	Internship
(LE)	Law Enforcement
(LGM)	Logistics Management
(LPN)	Practical Nursing
(MA)	Medical Assistant
(OTA)	Occupational Therapy Assistant
(OZRK)	Ozark Campus Orientation
(PLA)	Prior Learning Assessment
(PTA)	Physical Therapy Assistant
(RN)	Registered Nursing
(TMAT)	Technical Mathematics
(VIN)	Viticulture Enology
(WLD)	Welding Technology

## **Air Conditioning and Refrigeration Course Descriptions**

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### **ACR 1203: Fundamentals of Electricity**

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The characteristics of alternating current, waves, phase relations, transfer action, electrical circuits, and its use with controls, motors, relays, including legends and symbols are taught. In addition, the student will study the wide variety of motors, single and three phase used in the air conditioning and refrigeration field.

Ozark CTE General Technology Fee; \$36

### **ACR 1205: Tubing and Piping**

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

Ozark CTE General Technology Fee: \$60.

### **ACR 1222: Industrial Controls**

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

Ozark CTE General Technology Fee: \$24.

### **ACR 1301: Industrial Safety in Air Conditioning and Refrigeration**

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

Ozark CTE General Technology Fee: \$12.

### **ACR 1302: Basic Compression and Refrigeration**

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A comprehensive study of mechanical refrigeration systems emphasizing proper service techniques through analysis of the problem. Testing procedures, parts removal and installation are covered in depth. Also included is a study of the computation of temperature - pressure relationship and related problems.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$24.

### **ACR 1503: Electronic Components**

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

Ozark CTE General Technology Fee: \$36.

### **ACR 1602: Schematics**

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The student will learn to read, draw, and interpret wiring diagrams and to place the circuitry in operative arrangements with electrical and electronic symbols. System diagrams will be developed by the student for a wide variety of A/C equipment.

Ozark CTE General Technology Fee: \$24.

### **ACR 2102: Residential Systems**

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Pre-requisite: ACR 1203 and ACR 1302.

This course is a study of the major components and control devices for gas and oil furnaces, hydronic systems, heat pumps, and cooling systems.

Ozark CTE General Technology Fee: \$24.

### **ACR 2104: Heat Gain and Loss**

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Pre-requisite: ACR 1302.

A study of air properties and the instrumentation to meet the environmental needs of structures, residential and commercial, and the factors involved in the calculation of heating and cooling loads. Also included, is a study of the distribution mediums such as duct design and sizing.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$48; Ozark ACR Fee: \$87.

### **ACR 2112: Air Conditioning Service**

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This course includes a comprehensive study of air conditioning systems which emphasizes proper service techniques through analysis of the problem. Testing procedures, parts removal, and installation are covered in depth. A study of the computation of temperature pressure relation and related problems is included. Environmental impacts and safety are emphasized, including Environmental Protection Agency certification.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$24.

### **ACR 2114: Industrial Refrigeration**

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

Ozark CTE General Technology Fee: \$48.

### **ACR 2124: Sheet Metal**

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

Ozark CTE General Technology Fee: \$48.

### **ACR 2134: Boiler Operations**

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

This course is designated as "Green".

Ozark CTE General Technology Fee: \$48.

## **Automotive Service Technology Course Descriptions**

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### **AST 1003: Automotive Electronics**

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This course is an overall study of the fundamental principles of DC and AC electricity, Ohm's Law, series, parallel, and series parallel circuits as related to the automotive field.

Ozark CTE General Technology fee: \$36.

### **AST 1004: Gasoline Engine Theory**

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

This course is designated as "Green".

Ozark CTE General Technology Fee: \$48, Ozark Auto Service Fee: \$55.

### **AST 1005: Engine Performance**

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Prerequisite: AST 1004 Engine Theory.

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

This course is designated as "green".

Ozark CTE General Technology Fee: \$60, Ozark Auto Service Fee: \$25.

### **AST 1103: Automotive Brake Systems**

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

Ozark CTE General Technology Fee: \$36.

### **AST 1113: Introduction to Automotive Drivetrains**

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Designed to cover the entire drivetrain on a late model vehicle with a standard transmission. Instruction will begin with the flywheel and proceed to the transmission, through the differential assembly, and ending at the wheel and hub. Includes the principles of gear reduction as it applies to the theory, operation, and repair of manual transmission, differential, and transaxles. Several types of four-wheel drive systems will be taught.

Ozark CTE General Technology Fee: \$36.

### **AST 1203: Automotive Climate Control**

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

This course is designated as "green".

Ozark CTE General Technology Fee: \$36.

## **AST 1213: Automotive Chassis and Steering**

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

Ozark CTE General Technology Fee: \$36.

## **AST 1223: Advanced Automotive Drivetrains**

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Pre-requisite: AST 1113.

A continuation of AST 1113. A study of the theory and operation of the entire drivetrain of automotive automatic transmissions and transaxles.

Ozark CTE General Technology Fee: \$36.

## **AST 2103: Advanced Automotive Electronics**

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Prerequisites: AST 1003 and AST 1004.

This course applies the fundamentals of electronics, including Ohm's Law, basic electrical circuits, wiring diagrams, and common electrical symbols to the automobile. Diagnosis and troubleshooting of electrical circuits is emphasized, including familiarizations with most common types of testing equipment. It includes an in-depth study of the theory and operation of automobile electronic control systems.

This course is designated as "green".

Ozark CTE General Technology Fee: \$36.

## **AST 2113: Advanced Engine Performance**

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Prerequisite: AST 1005.

This course covers advanced theory and testing of engine related fuel and computerized systems. The student should have a basic understanding of basic computer, fuel, and ignition systems. Students will use more advanced equipment for testing.

Ozark CTE General Technology Fee: \$36; Ozark AST Fee: \$30.

## **AST 2203: Diesel Theory**

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Studies the basic principles involved in the construction and operation of diesel engines. Examines fuel, air, cooling, and control systems of various designs. Discusses engine overhaul and repair, includes gauging proper measuring instruments and tools for these tasks. Studies the design, operation, care, and repair of fuel injection systems used on a variety of diesel engines. Emphasizes care and cleanliness in troubleshooting the fuel preheating, starting, generating, and lighting systems.

Lecture: 2 hours, laboratory: 1 hour.

Ozark CTE General Technology Fee: \$36.

## **AST 2303: Alternative Automobile Fuels and Technology**

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This course applies the fundamentals of electronics, including Ohm's Law, basic electrical circuits, wiring diagrams, and common electrical symbols to the automobile. Diagnosis and troubleshooting of electrical circuits is emphasized, including familiarizations with most common types of testing equipment. It includes

an in-depth study of the theory and operation of automotive electronic control systems. This course supports the general education goals of the Ozark Campus. Students will utilize through assigned tasks skills of communication, problem solving and technology.

Lecture: 3 hours.

Ozark CTE General Tech Fee: \$36.

### **AST 2993: Special Topics for Automotive Service Technology**

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This course is designed to introduce students to specific areas in Automotive Service Technology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$36.

## **Business Technology Course Descriptions**

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### **BST 0903: Keyboarding**

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Acquaints the student with the alphabetic keyboard through usage of the computer. The course emphasizes basic skill development through drills for speed and control, methods used in centering and tabulations, letter style, business reports, and production measurement. (May be required if student's skill level is not adequate for other course work.)

### **BST 1003: Business English**

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

### **BST 1013: Word Processing**

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Students will learn word processing skills in storing, retrieving, formatting, editing, and printing through the manipulation of the software program. Must possess adequate computer literacy skills before enrolling.

### **BST 1033: Administrative Support Procedures**

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Prerequisite: BST 0903 or permission of instructor.

Emphasizes the practices and procedures acceptable in a business office. Topics include interpersonal relations, telephone usage, mail handling, records management, job application procedures, travel arrangements, reprographics, and financial statements.

LEC: 3 hours

### **BST 1043: Professional Communication**

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

### **BST 1053: Spreadsheets**

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Students will develop comprehensive skills using Microsoft Excel. These skills will include toolbar usage, cell and worksheet formatting, cell functions, worksheet organization and printing. The user will become adept at advanced features such as charts, linking worksheets and workbooks, customizing templates and toolbars, and other features.

1 hour lecture.

### **BST 1063: Legal Environment for Business Technology**

---

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

### **BST 1073: Accounting**

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

### **BST 1083: Introduction to Economics**

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



## **BST 1303: Introduction to Computers**

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

LEC: 3 hours

## **BST 2013: e-Commerce**

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Introduction to conducting business on the Internet. Includes electronic commerce terminology, the role of the Internet and the World Wide Web in Electronic Commerce, locating information, business applications, legal issues and security, and web site components and connectivity. Also includes marketing on the Internet, career opportunities, future developments, and building and operating a successful e-commerce store.

## **BST 2023: Organizational Leadership**

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This course is designed to provide individuals with the tools necessary to effectively lead other individuals and teams in today's complex organizational climate. This course addresses key dimensions of leadership behavior: personal integrity, self-knowledge, vision, communication, organizational competence, and empowering people and teams. The course will focus on three specific leadership areas: Individuals as leaders, team leadership and organizational leadership.

## **BST 2053: Advanced Spreadsheets**

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Comprehensive advanced spreadsheet features will be the topics covered such as pivot tables, data analysis, visual basic applications, and collaborating with others via workbooks.

Ozark Business Technology Fee: \$101.

## **BST 2113: Advanced Word Processing**

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Pre-requisite: BST 1013. Provides students an opportunity for more in-depth practical application of word processing skills. Emphasis is given to design, format, merging, and advanced editing techniques.

Ozark Business Technology Fee: \$101.

## **BST 2123: Computer Applications for Accounting**

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Prerequisite: BST 1073. Designed to acquaint students with major areas of computerized accounting. Application areas covered will include general ledger, accounts payable, accounts receivable, and payroll.

## **BST 2133: Multimedia**

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

## **BST 2143: Introduction to Management**

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

## **BST 2153: Database Management**

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

## **BST 2163: Desktop Publishing**

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Prerequisites: COMS 1003 or BST 1303 and/or BST 1013.

Utilizes a desktop publishing software program in order to provide practical experience in the development of marketing and informative correspondence. Activities include creating newsletters, menus, posters, fact sheets, advertisements, business reports, brochures, comprehensive indexes, and planning a web page.  
LEC: 3 hours

### **BST 2173: Social Media Marketing**

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Social Media is a countless array of Internet based tools and platforms that increase and enhance the sharing of information. This course will help students understand the unlimited amount of information available from social media sites for business advertising/marketing and social good. Students will gain the necessary skills to become media professionals and extend, enhance and apply their expertise to emerging social media information and communication technologies.

### **BST 2213: Human Relations Principles and Practices**

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Designed to introduce students to the breadth and depth of the field of human relations. Emphasis is on the processes of communication, problem solving, decision making, conflict and change as they occur in individuals, interpersonal, group, and intergroup relations.

### **BST 2223: Introduction to Research**

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This course will cover using technology to gather, evaluate, and collect information from a variety of sources. Strategies for reading critically; organizing and developing thoughts; interpreting and evaluating sources; writing summaries, bibliographies, critiques, and literature reviews will be covered. Plagiarism, citation of sources, and proper format will also be discussed.  
3 Hours Lecture.

### **BST 2303: Money and Banking**

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

### **BST 2313: Deposit Operations**

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Covers customer services, teller functions, new accounts, accounts payable, trusts, estates, branch security, general ledger banking, e-banking and online banking, call support, confidentiality, and research in banking.  
LEC: 3 hours

### **BST 2333: Loan Operations**

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All aspects of consumer and commercial lending as well as financial and insurance statements. Other topics that will be addressed include managing loan files, assessing risk in lending, understanding issues of regulation and compliance, bankruptcy, credit reports, and appraisals.

### **BST 2443: Introduction to Project Management**

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Introduction to basic project management concepts, including how to scope, plan, launch, monitor, control and close a project. The course includes the Project Management Institute's (PMI) basic knowledge area: Integration, Scope, Time, Cost, Quality, Human Resources, Communication, Risk and Procurement. Students will use various tools, including software, to manage different levels of projects through their life cycle for various organizational structures and stakeholders.

### **BST 2513: Introduction to Human Resources Management**

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In this course, students explore the importance of establishing and/or administering the goals, policies, and procedures of the organization. Students will cover the application of the various functions performed in contemporary human resources management, including communication, impacts of EEOC, writing job descriptions, recruitment, selection, interview techniques, orientation, developing policies and procedures, training, performance management, employee guidelines, and employee benefits.

## **BST 2523: Employment Law**

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Focuses on fundamental concepts of the employment relationship and legal rights/duties of employer and employee. Students will develop an understanding of employee rights, diversity, compensation and benefits law, the appeal process, reacting to legal charges, documenting the hiring and firing process, dealing with harassment issues, privacy issues, Also explores wrongful termination and other emerging case law doctrines. Discusses the Americans with Disabilities Act, National Labor Relations Act, wage and benefit legislation, and the Occupational Safety Act.

## **BST 2533: Employee Recruiting, Training, and Compensation**

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Students will be introduced to basic theories and strategies utilized in staffing, planning, recruiting, and selection, and compensation. Topics covered include job analysis, job description, recruitment, selection, and performance based assessment. This course enables the student to explore how human resources development professionals train individuals and develop the potentials of individuals within the workplace as well as understand the role that an integrated total compensation program can play in contributing to organizational success.

## **BST 2543: Workplace Behavior and Ethics**

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This course presents an overview of essential organizational theories and concepts. It focuses on the basic concepts of motivation, control, change, team building, and on the development of effective relationships in a diverse work environment. Students will review and examine ethical responsibilities and relationships between organizational departments, divisions, business management, and the public.

## **BST 2991,2992,2993,2994,2995,2996: Special Topics for Business Technology**

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This course is designed to introduce students to specific areas in Business Technology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

## **Culinary Arts Course Descriptions**

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### **CA 1013: Pro Start I**

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ProStart I is the first part of a two-year, industry-based program that prepares students for careers in the restaurant and food service industry. After completion of ProStart I, the student has the option to take ProStart II, complete 400 hours of hospitality-related work experience, take and pass the ProStart exam, and receive national HBA/ProStart certification.

Lecture: 3 hours.

Ozark CTE General Technology Fee: \$36.

### **CA 1023: Pro Start II**

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ProStart II is the second part of a two-year, industry-based program that prepares students for careers in the restaurant and food service industry. Upon completion of ProStart I & II, 400 hours of hospitality-related work experience, and successfully passing the ProStart exam, the student can receive national HBA/ProStart certification.

Lecture: 3 hours.

Ozark CTE General Technology Fee: \$36.

### **CA 1113: Introduction to Culinary Arts**

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Introduction to Culinary Arts is a semester course designed to introduce students to the culinary arts profession. Emphasis in this course is given to the development of basic competencies related to the culinary arts profession, basic menus and recipes, standardization, and kitchen procedures. Upon completion of this course, students will be introduced to skills needed for employability, customer relations, menu planning, recipe use, weights and measures, conversions, budgeting, safety and sanitation, organizing for efficiency, and lab procedures.

Lecture: 3 hours.

Ozark CTE General Technology Fee: \$36.

### **CA 1213: Culinary Arts I**

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This course is designed to provide students with an in-depth study of the professional kitchen and culinary applications. A prerequisite to this course is Introduction to Culinary Arts.

Lecture: 3 hours.

Ozark CTE General Technology Fee: \$36.

### **CA 1223: Culinary Arts II**

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This course is designed to provide students with advanced culinary applications, service, and presentation.

Lecture: 3 hours.

Ozark CTE General Technology Fee: \$36.

## **Computer Information Systems Course Descriptions**

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### **CIS 1103: Programming I**

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Cross-listed with ICS 1103.

This course is designed to give the student an understanding of established and new methodologies using Microsoft Visual Basic programming. Course content will include an overview of programming, designing an application and using variables and constants. Emphasis will be placed on developing logical thinking skills. No prior programming skill is necessary.

Ozark CTE General Technology Fee: \$36.

### **CIS 1113: Fundamental Computer Operation**

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Cross-listed with ICS 1113.

Students will learn to manage current Microsoft Operating Systems. Topics included are troubleshooting and applying basic commands that are necessary in a working environment. Students will also explore basic Network and Web Design concepts. No prior computer experience is necessary.

Ozark CTE General Technology Fee: \$36.

### **CIS 1153: Networking I**

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Cross-listed with ICS 1153.

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

Ozark CTE General Technology Fee: \$36.

### **CIS 1203: Programming II**

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Prerequisite: CIS 1103.

A continuation of Programming I, this course covers the advanced issues of user interfaces, program structure, language syntax, designing programming applications, control structures, functions, arrays, classes and objects. GUI design skills and object-oriented programming concepts are emphasized throughout this course.

Ozark CTE General Technology Fee: \$36.

### **CIS 1213: Operating Systems**

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Pre-requisite: CIS 1113.

The goal of this course is to provide a comprehensive understanding of the multiple operating systems commonly found in the information technology field today. Students will learn the theory behind operating systems and some basic to advanced components of each operating system. This course walks the student through current hardware and how it interacts with operating systems. The student will learn basic functions and design of file systems found in Windows, UNIX, and Macintosh operating systems.

Ozark CTE General Technology Fee: \$36.

### **CIS 1233: Systems Analysis and Design**

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

CTE General Technology Fee: \$36.

## **CIS 1243: HTML Programming**

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This class leads students through the beginning Web Site creation process while developing and enhancing HTML, CSS, and visual design skills along the way. Students will begin by learning about layout and navigation, progress to Web typography, colors and images, working with CSS and more. The course covers the latest Web design technologies and trends, including Web accessibility, standards-based coding and CSS positioning.

Ozark CTE General Technology Fee: \$36.

## **CIS 1253: Networking II**

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Cross-listed with ICS 1153.

Pre-requisite: CIS 1153 or ICS 1153.

Builds upon the skills and concepts learned in Networking I. Emphasis will be on the hands-on aspects of personal computer networks using Microsoft and Linux based networking products, including installations and/or expanding a networking system and troubleshooting problems.

This course is designated as "green".

Ozark CTE General Technology Fee: \$36.

## **CIS 1303: PC Maintenance I**

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Cross-listed with ICS 1303.

This course is designed to prepare individuals to troubleshoot, build, and repair personal computers, workstations, printers, and other computer peripherals. The student will also learn to install, debug, diagnose, and repair software problems associated with PCs.

This course is designated as "green".

Ozark CTE General Technology Fee: \$36.

## **CIS 2133: Web Page Design**

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Prerequisite: CIS 1243.

This course provides a solid foundation for understanding the key issues associated with designing successful, standards-based Web sites that are portable across different operating systems, browsers and Web devices. The purpose of the course is to facilitate proficiency in Web site development through thorough explanations and numerous hands-on activities. Students will be introduced to overall site layout and navigation planning and then proceed to specific topics such as Web typography, colors and images, CSS page layouts, and floating layouts.

This course is designated as "green".

Ozark CTE General Technology Fee: \$36.

## **CIS 2143: Help Desk Support**

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

Ozark CTE General Technology Fee: \$36.

## **CIS 2153: Programming in C++**

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Prerequisite: CIS 1103 or ICS 1103.

Introduction to Programming in C++ provides an overview of programming concepts, design and an introduction to coding using the C++ language. This course focuses on creating logical computer programs in C++ and will address fundamental concepts of analysis, design, testing and code development. It includes flowcharts, Boolean logic, control flow, data types and structures, variables, arrays, and functions.

Ozark CTE General Technology Fee: \$36.

### **CIS 2213: Mobile Applications**

---

This course is designed to introduce students to mobile application development with modern web application technologies. Using Ionic (Advanced HTML5 Hybrid Mobile Application Framework) and various other web technologies, students will build native mobile applications for iOS and Android platforms that can also be run in a web browser.

Lecture: 3 hours.

Ozark CTE General Technology fee: \$36.

### **CIS 2303: PC Maintenance II**

---

Cross-listed with ICS 2303.

Pre-requisite: CIS 1303 or ICS 1303.

This course is designed to teach individuals core elements of computer repair based on the A+ Certification exams. The student will build on the knowledge acquired from PC Maintenance I, allowing them to be more prepared to diagnose, and repair computers in the working environment.

Ozark CTE General Technology Fee: \$36.

### **CIS 2993: Special Topics for Computer Information Systems**

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This course is designed to introduce students to specific areas in Computer Information Systems. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$36.

## **Nursing Assistant Course Descriptions**

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### **CNA 1114: Nursing Assistant**

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

Ozark Malpractice Insurance Fee: \$15; Ozark Allied Health Fee: \$112.



## **Cosmetology Course Descriptions**

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### **COS 1101: Hygiene and Sanitation I**

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

Ozark CTE General Technology Fee: \$12.

### **COS 1107: Hairdressing I with Laboratory**

---

A basic study of the properties of the hair and scalp. Basic hair care, shampooing, rinsing, conditioning, braiding, the care and styling of wigs and hair enhancements, wet styling, thermal straightening (hair pressing), and the principles of hair design with labs.

Ozark CTE General Technology Fee: \$84.

### **COS 1121: Related Science I**

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

Ozark CTE General Technology Fee: \$12.

### **COS 1131: Manicuring I**

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

Ozark CTE General Technology Fee: \$12.

### **COS 1141: Cosmetic Therapy I**

---

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

Ozark CTE General Technology Fee: \$12.

### **COS 1151: Salesmanship, Shop Management, and Shop Department I**

---

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

Ozark CTE General Technology Fee: \$12.

### **COS 1201: Hygiene and Sanitation II**

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Prerequisite: COS 1101.

A continuation of COS 1101, this course provides you with the necessary information to master this National Industry skill Standard for entry level Cosmetologist. Students will conduct services in a safe environment and taking measures to prevent the spread of infectious and contagious disease. Students will safely use a variety of salon products while providing client safety.

Ozark CTE General Technology Fee: \$12.

### **COS 1207: Hairdressing II with Laboratory**

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Pre-requisite: COS 1107.

A continuation of COS 1107, this course is a basic study of the properties of the hair and scalp. Basic hair care, shampooing, rinsing, conditioning, braiding, the care and styling of wigs and hair enhancements, wet styling, thermal straightening (hair pressing), and the principles of hair design with labs.

Ozark CTE General Technology Fee: \$84.

## **COS 1221: Related Science II**

---

Pre-requisite: COS 1121.

A continuation of COS 1121, a study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry.

Ozark CTE General Technology Fee: \$12.

## **COS 1231: Manicuring II**

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Pre-requisite: COS 1131.

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

Ozark CTE General Technology Fee: \$12.

## **COS 1241: Cosmetic Therapy II**

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Pre-requisite: COS 1141.

A continuation of COS 1141, a study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching.

Ozark CTE General Technology Fee: \$12.

## **COS 1251: Salesmanship, Shop Management, and Shop Department II**

---

Pre-requisite: COS 1151.

A continuation of COS 1151, a study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department.

Ozark CTE General Technology Fee: \$12.

## **COS 2301: Hygiene and Sanitation III**

---

Prerequisites: COS 1201.

A continuation of COS 1201, this course provides you with the necessary information to master this National Industry skill Standard for entry level Cosmetologist. Students will conduct services in a safe environment and taking measures to prevent the spread of infectious and contagious disease. Students will safely use a variety of salon products while providing client safety.

Ozark CTE General Technology Fee: \$12.

## **COS 2307: Hairdressing III with Laboratory**

---

Pre-requisites: COS 1207.

A continuation of COS 1207, this course is a basic study of the properties of the hair and scalp. Basic hair care, shampooing, rinsing, conditioning, braiding, the care and styling of wigs and hair enhancements, wet

styling, thermal straightening (hair pressing), and the principles of hair design with labs.

Ozark CTE General Technology Fee: \$84.

### **COS 2321: Related Science III**

---

Pre-requisites: COS 1221.

A continuation of COS 1221, a study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry.

Ozark CTE General Technology Fee: \$12.

### **COS 2331: Manicuring III**

---

Pre-requisites: COS 1231.

A continuation of COS 1231, a study of skin and nails, which includes manicuring, pedicuring, and massage.

Ozark CTE General Technology Fee: \$12.

### **COS 2341: Cosmetic Therapy III**

---

Pre-requisites: COS 1241. A continuation of COS 1241, a study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching.

Ozark CTE General Technology Fee: \$12.

### **COS 2351: Salesmanship, Shop Management, and Shop Department III**

---

Pre-requisites: COS 1251.

A continuation of COS 1251, a study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department.

Ozark CTE General Technology Fee: \$12.

### **COS 2403: Salon Business Operations**

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Pre-requisites: COS 1101, 1107, 1121, 1141, and 1151.

This course is designed to help students make the transition from school to the salon. Students will design a salon with at least 4 stations. They will be responsible for purchasing equipment and supplies as needed to run a full service salon. Students will also prepare a business plan with a budget that is presentable to a bank or lender for financing. Students will also learn transferable skills on job ethics, how to prepare a salon budget, tax preparation, salon management, and complete a detailed resume and learn to build a job portfolio.

Ozark Campus CTE fee: \$36.00.

### **COS 2404: Theory and Practical Application**

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

Ozark CTE General Technology Fee: \$48.

### **COS 2991: Special Topics for Cosmetology**

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This course is designed to introduce students to specific areas in Cosmetology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$12.

### **COS 2992: Special Topics for Cosmetology**

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This course is designed to introduce students to specific areas in Cosmetology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$24.

### **COS 2993: Special Topics for Cosmetology**

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This course is designed to introduce students to specific areas in Cosmetology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$36.

### **COS 2994: Special Topics for Cosmetology**

---

This course is designed to introduce students to specific areas in Cosmetology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$48.

### **COS 2995: Special Topics for Cosmetology**

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This course is designed to introduce students to specific areas in Cosmetology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$60.

### **COS 2996: Special Topics for Cosmetology**

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This course is designed to introduce students to specific areas in Cosmetology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$72.

## **Collision Repair Technology Course Descriptions**

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### **CRT 1103: Automotive Welding**

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Students will receive instruction on how to properly weld and cut on automobiles with the use of mig welders and plasma cutters.

Ozark CTE General Technology Fee: \$36.

### **CRT 1114: Metal Repair I**

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The straightening, alignment, and fitting of major panels are taught. Procedures necessary to weld, heat, cut, and shape are taught. Emphasis in this course is on theory and practical application.

CTE General Technology Fee: \$48.

### **CRT 1124: Painting I**

---

This course includes skills and technical knowledge in the preparation of metal for paint; chemical stripping of old finishes; use and maintenance of spray painting equipment; mixing and spraying of all types of automotive finishes; and identification of common materials used.

This course is designated as "green".

Ozark CTE General Technology Fee: \$48, Ozark Collision Repair Fee: \$55.

### **CRT 1134: Color Matching I**

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

This course is designated as "green".

Ozark CTE General Technology Fee: \$48.

### **CRT 1214: Metal Repair II**

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Prerequisite: CRT 1114.

A continuation of CRT 1114 with advanced straightening techniques with the application of body fillers being taught.

Ozark CTE General Technology Fee: \$ 48.

### **CRT 1224: Painting II**

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Prerequisite: CRT 1124.

A continuation of CRT 1124. This course includes skills and technical knowledge in the preparation and application of automotive finishes.

This course is designated as "green".

Ozark CTE General Technology Fee: \$48, Ozark Collision Repair Fee: \$25.

### **CRT 1234: Color Matching II**

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Prerequisite: CRT 1134.

A continuation of CRT 1134. Develop advanced color match techniques.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$48.

### **CRT 1322: Detailing**

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Students will receive instruction on how to properly clean and buff all visible exterior and interior surfaces of a vehicle.

Ozark CTE General Technology Fee: \$24.

### **CRT 1332: Cost Analysis in Collision Repair**

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Students will receive instruction in the preparation of an estimate, calculating the cost of parts, materials, and labor required to repair a collision damaged vehicle.

Ozark CTE General Technology Fee: \$24.

### **CRT 1342: Collision Repair Technology Employment Certification**

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This course teaches knowledge necessary in the job search process, including interview, presentation, expectation, and maintaining the job. Students will learn the importance of obtaining national certification and proper skills and knowledge of taking ASE style tests.

Ozark CTE General Technology Fee: \$24.

### **CRT 2114: Metal Repair III**

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Prerequisite: CRT 1214

A continuation of CRT 1214 with advanced metal straightening, replacing non-structural panels and the basis of uni-body and frame straightening techniques being taught.

Ozark CTE General Technology Fee: \$48.

### **CRT 2124: Custom Painting**

---

Students will receive instruction on the application of automotive paints and properly preparing the surface for custom painting.

Ozark CTE General Technology Fee: \$48; Ozark Collision Repair fee: \$55.

### **CRT 2134: Collision Repair Technology Mechanical and Electrical**

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This course teaches the knowledge and skills necessary to repair and understand automotive electronics, brakes, chassis and steering, and climate control.

Ozark CTE General Technology Fee: \$48.

## **Cardiovascular Technology Course Descriptions**

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### **CVT 2112: Hospital Policies and Patient Care**

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Prerequisite: Acceptance into the Cardiovascular Technology program.  
Hospital Policies, Safety, and Procedures is an in-depth study of hospital departmental policies, procedures, protocols and work activities, emphasizing purchasing, time, attendance, dress codes/grooming standards and confidentiality.

2 Hours Lecture

Ozark Allied Health Fee: #56.

### **CVT 2123: Sonography Physics and Instrumentation I**

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Prerequisite: Acceptance into the Cardiovascular Technology program

Sonography Physics and Instrumentation I includes physics of ultrasonic wave generation and propagation, transducer design, color flow imaging methodology, Doppler effect and Doppler instrumentation components, signal processing, basic equipment types, interactive properties of ultrasound with human tissues, possible biologic effects, information storage, contrast agents, quality control and image artifacts.

3 Hours Lecture.

Ozark Allied Health Fee: \$84.

### **CVT 2132: Echocardiography I Laboratory**

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Prerequisite: Acceptance into the CVT program.

Co-requisite: CVT 2133 Echocardiography I.

Lab skills practice to apply concepts presented in Echocardiography I.

4 hours laboratory.

Ozark Allied Health Fee: \$56.

### **CVT 2133: Echocardiography I**

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Prerequisite: Acceptance into the CVT program.

Co-requisite: CVT 2132 Echocardiography I Lab.

Echocardiography I is an introduction to echocardiography terminology and symbols, cardiac anatomy, cardiac embryology, intracardiac pressure gradients, hemodynamics, heart murmurs and scan planes. Sonographic protocol for normal echocardiogram studies will be introduced.

3 hours lecture.

Ozark Allied Health Fee: \$84.

### **CVT 2144: Clinical Practicum I**

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Prerequisite: Admission to the CVT program.

Clinical Practicum I students are assigned to local hospitals and medical centers with direct supervision of a registered echocardiographer. This course demarcates the professional role of the echocardiographer, the patient-technologist relationship, and the interaction between the physical and allied health services. It also provides hands-on practice in a patient care setting.

12 hours clinical.

Ozark Malpractice Fee: \$15; Ozark Cardiovascular Technology Fee: \$100; Ozark Allied Health Fee: \$112.

### **CVT 2211: Principles of Electrocardiography**

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Prerequisites: Admission to the CVT program.

Principles of electrophysiology features the electrophysiology of the heart, basic waves, complexes and 12 lead EKG. The course emphasizes interpretation of normal sinus rhythm and advanced arrhythmias. The heart's electrical conduction system is explained. The course also introduces concepts essential to the performance and interpretation of exercise physiology, stress testing and Holter monitoring.  
1 hour lecture.

Ozark Allied Health Fee: \$28.

### **CVT 2213: Cardiac Pathology Studies**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

An emphasis on adult cardiac pathologies with diagnosis, techniques, differential diagnoses, caveats, and epidemiology. Recognition of the sonographic appearance of cardiovascular disease is emphasized. This is achieved by focusing primarily on specific case studies. Basic pharmacology will be introduced. Laboratory values, signs, and symptoms of cardiac disease will be discussed.  
3 Hours Lecture.

Ozark Allied Health Fee: \$84.

### **CVT 2223: Sonography Physics and Instrumentation II**

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Prerequisite: CVT 2123 Sonography Physics and Instrumentation I and Acceptance into the Cardiovascular Technology program.

Continuation of Sonography Physics and Instrumentation I including physics of ultrasonic wave generation and propagation, transducer design, color flow imaging methodology, Doppler effect and Doppler instrumentation components, signal processing, basic equipment types, interactive properties of ultrasound with human tissues, possible biologic effects, information storage, contrast agents, quality control and image artifacts.  
3 Hours Lecture.

Ozark Allied Health Fee: \$84.

### **CVT 2231: Echocardiography II Laboratory**

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Prerequisite: CVT 2132 Echocardiography I Lab and acceptance into the Cardiovascular Technology program.

Co-requisite: CVT 2233 Echocardiography II.

Lab skills practice to apply concepts presented in CVT 2233 Echocardiography II.  
2 Hours Laboratory.

Ozark Allied Health Fee: \$28.

### **CVT 2233: Echocardiography II**

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Prerequisite: CVT 2133 Echocardiography I.

Co-requisites: CVT 2231 Echocardiography II Lab and acceptance into the Cardiovascular Technology program.

Echocardiography II includes advanced echocardiographic procedures. Sonographic protocol for abnormal studies will be presented. Areas of studies will include abnormal echocardiograms, transesophageal echocardiograms, exercise stress echocardiograms, pharmacologic stress echocardiograms, 3D transthoracic echocardiograms, 3d transesophageal echocardiograms and contrast echocardiograms. Common congenital abnormalities, postoperative anatomy, cardiac diseases, interventional procedures, emergency procedures, abnormal perfusion and function, and evaluation of pathophysiology of cardiovascular diseases are all discussed.



3 Hours Lecture.

Ozark Allied Health Fee: \$84.

## **CVT 2244: Clinical Practicum II**

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Prerequisite: CVT 2144 Clinical Practicum I and acceptance into the Cardiovascular Technology program.

Clinical Practicum II students are assigned to supervised clinical experience in local hospitals and medical centers by sub-specialty areas with emphasis on set-up, calibration and operation of medical instrumentation. Patient history and physical exam techniques, performance of cardiovascular testing as well as analysis and interpretation of cardiovascular diagnostic tests and data are reviewed.

12 Hours Clinical.

Ozark Malpractice Insurance Fee: \$15; Ozark Cardiovascular Technology Fee: \$350; Ozark Allied Health Fee: \$112.

## **CVT 2312: Interdisciplinary Cardiac Imaging**

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Prerequisite: Admission into the CVT program.

This course evaluates the major imaging modalities, other than echocardiography, used to evaluate the cardiac system. This course will include the basic study of computerized tomography, cardiac catheterization, nuclear medicine, magnetic resonance, and positron emission tomography in relation to echocardiography in the evaluation of the cardiac system. The advantages, disadvantages, technology, and accurate practice of each modality will be discussed.

2 hours lecture; Allied Health Fee: \$56.

## **CVT 2313: Echocardiography Concepts**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

This course will prepare the student for the Cardio section of the ARDMS and CCI registry. Normal and abnormal anatomy and physiology, normal and abnormal perfusion and function, congenital anomalies, postoperative anatomy, protocols, treatments, and managing emergencies are all discussed. Multiple practice exams to better prepare the student for the registries will be given.

3 Hours Lecture.

Ozark Allied Health Fee: \$84.

## **CVT 2323: Physics Concepts**

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Prerequisite: Acceptance into the Cardiovascular Technology program.

This course will prepare the student for the Sonographic Physics and Instrumentation section of the ARDMS and CCI registry. Ultrasonic wave generation and propagation, transducer design, color flow imaging methodology, Doppler effect and Doppler instrumentation components, signal processing, basic equipment types, interactive properties of ultrasound with human tissues, possible biologic effects, information storage, contrast agents, quality control and image artifacts are all reviewed. Multiple practice exams to better prepare the student for the registries will be given.

3 Hours Lecture.

Ozark Allied Health Fee: \$84.

## **CVT 2344: Clinical Practicum III**

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Prerequisite: CVT 2244 Clinical Practicum II and acceptance into the Cardiovascular Technology program.

Students are assigned to local hospitals and medical centers with direct supervision of a registered echocardiographer. Performance of echocardiograms as well as analysis and interpretation of

echocardiograms and data are reviewed. The student will have hands-on experience recognizing and detecting the echocardiographic characteristics of normal and abnormal heart function.  
12 Hours Clinical.

Ozark Allied Health Fee: \$112.

## **Paramedic and Emerg Medical Servic Course Descriptions**

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

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

Ozark Card Fee: \$3; Ozark Allied Health Fee: \$28.

### **EMTP 1003: Medical First Responder**

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

Ozark Allied Health Fee: \$84.

### **EMTP 1007: Basic Emergency Medical Services Training**

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

Ozark Malpractice Insurance Fee: \$66, Ozark Allied Health Fee: \$196.

### **EMTP 1012: Foundations of Paramedicine**

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

Lecture: 3 hours.

Ozark Allied Health Fee; \$56.

### **EMTP 1015: Emergency Medical Technician**

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This course is designed to train students to perform pre-hospital care of acutely ill or injured patients. EMTs perform such measures as cardiopulmonary resuscitation, extrication, initial patient assessment and triage, stabilization and transport of the ill or injured patient to a health care facility.

Ozark Allied Health Fee: \$140.

### **EMTP 1233: Medical Emergencies I with Laboratory**

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Prerequisite: EMTP 1015 and ENGL 1013

This course will present the student with the pathophysiology, clinical assessment and treatment of patients presenting with specific illness. Pulmonology, neurology, endocrinology, allergies, anaphylaxis, gastroenterology, urology, nephrology, toxicology, substance abuse, hematology, environmental emergencies, and infectious disease will be included in this section with an emphasis on assessment based management of present illness and focused patient complaints for effective field treatment. The lab section will include performance of both basic and advanced prehospital airway management techniques and medication administration in a lab environment. Students must successfully demonstrate each skill through a pass/fail scenario for successful course completion. Application of these skills will be reassessed in the clinical setting.

Lecture: 3 hours, Laboratory: 1 hour.

Ozark Allied Health Fee: \$84.

## **EMTP 1234: Clinical Practicum I**

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Prerequisite: EMTP 1015 or Arkansas Licensed Emergency Medical Technician

Co-requisite: BST 1303

The student will receive supervised clinical experience in the emergency department and operating room. While in these areas, the student will perform patient procedures under the guidance of a professional health care preceptor with expertise in the patient care area while also observing all care. Students will be required to assess and document on specific age and diverse complaint based patients while in the clinical area. Patient documentation will be placed and maintained in an online database. A team approach will be emphasized in the clinical area while performing basic and advanced patient skills. Age and condition requirements must be met in the clinical setting and may be found in the program handbook.

Clinical: 4 hours.

Ozark Malpractice Insurance Fee: \$66; Ozark Paramedic Fee: \$80; Ozark Allied Health Fee: \$112.

## **EMTP 1243: Pharmacology**

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Prerequisite: TMAT 1203

Includes the pharmacological developments, standards, patient rights and drug controls. The student will apply their knowledge of human anatomy and physiology, and ethics with the pharmacological use of medications, pharmacokinetics, fluids, and electrolytes. Clinical pharmacology will be emphasized.

Lecture: 3 hours.

Ozark Allied Health Fee: \$84.

## **EMTP 2101: Cardiology I**

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This course is designed to train students to understand the pathophysiology, assessment, and management of cardiac patients to include pharmacological and electrical interventions. The pharmacology section will focus on the study, preparation, administration, and indications of cardiac medications. Students will be presented with EDK (ECG) monitoring of leads I, II, and III with an emphasis on the study of arrhythmia etiologies and irregular waveforms. An overview of 12-lead techniques will also be discussed.

Lecture: 1 hours.

Ozark Allied Health Fee: \$28.

## **EMTP 2111: Clinical Practicum II**

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Prerequisite: EMTP 1234

A continuation of Clinical Practicum I. The student will apply basic and advanced assessment and procedures in the emergency department and operating room while under supervision of preceptor and/or clinical coordinator. Age and condition requirements must be met in the clinical setting and may be found in the program handbook.

Clinical: 1 hour.

Ozark Allied Health Fee: \$28.

## **EMTP 2202: CARDIOLOGY LABORATORY II**

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Co-requisite: EMTP 2203

Prepares prehospital care providers for the use and application of cardiac monitors (semi-automated and manual), vagal maneuvers, waveform capnography, and pulse oximetry. Application of these skills will be

reassessed in the clinical setting.  
Laboratory: 1 hour.

Ozark Allied Health Fee: \$56.

## **EMTP 2203: Cardiology II**

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Co-requisite: EMTP 2232

This course is designed to introduce students to the practical application of pathophysiology, assessment and management of cardiac patients to include pharmacological and electrical interventions. The American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) will be administered during this course. ACLS is designed to offer health care professionals a high-density course of advanced cardiac knowledge and treatment. Critical thinking skills will be examined through case based scenarios as well as a written test. In addition to the regular coursework, students must successfully complete ACLS practical (Pass/Fail) and written exam (84%) to successfully complete Cardiology II.

Lecture: 3 hours.

Ozark Allied Health Fee: \$84.

## **EMTP 2211: Clinical Practicum III**

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Prerequisite: EMTP 2111

Designated preceptors and/or clinical coordinator in the following areas will supervise students: Intensive Care Unit, Surgical Recovery, Operating Room, and Labor and Delivery. Students will apply knowledge of all previous program coursework and perform procedures that are appropriate for these areas of hospital. Age and condition requirements must be met in the clinical setting and may be found in the program handbook.

Clinical: 1 hour.

Ozark Allied Health Fee: \$28.

## **EMTP 2212: Emergency Medical Services Operations**

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Prepares prehospital care providers to perform in an operations role within the EMS system. This course includes the utilization of medical direction and protocols, rescue, and mass casualty response. Hazardous materials as well as violent situations will be covered with an emphasis on personal and bystander safety. Students will also be expected to successfully complete the Federal Emergency Management Agency National Incident Management System curriculum via the FEMA Emergency Management Institute website during this course.

Lecture: 2 hours.

Ozark Allied Health Fee: \$56.

## **EMTP 2311: Assessment Based Management**

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This course includes the final aspects of pre-hospital care and management in this session of the paramedic program. The student will learn effective scene and patient management, critical thinking, and clinical decision-making. This session will serve as a final analysis of the student's ability to analyze patient information and provide the treatment necessary for the best outcome of the patient's condition. The student must have an understanding of all tasks required of the paramedic exam, computerized end of course final, and an oral interview by the program medical director must be successfully completed to complete this course. Upon successful completion of this course, the student will be recommended as a candidate for Paramedic National Registry of EMT's testing.

Lecture: 1 hours.

Ozark Allied Health Fee: \$28.

## **EMTP 2313: Medical Emergencies II with Laboratory**

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Prerequisite: EMTP 1233

This course is designed to train students to understand the pathophysiology, assessment and management of infectious disease, abuse or assault, geriatrics, pediatrics, neonatology, and OB/GYN. Emphasis will be placed on assessment based management of present illness and focused patient complaints. The American Heart Association (AHA) Pediatric Advanced Life Support (PALS) program will be presented during this course. PALS is designed to provide health care professionals a greater knowledge of emergency care for the pediatric patient. The PALS program stresses critical thinking skills and the student will be examined through case based scenarios as well as a written test. In addition to the regular coursework, students must successfully complete the PALS practical exam (Pass/Fail) and written exam (84%) for successful completion of Medical Emergencies II. (Certification costs will be assessed.) Students will demonstrate all skills covered in Medical Emergencies I, Cardiology Lab, and PALS.

Lecture: 3 hours, Laboratory: 1 hour, Ozark Allied Health Fee: \$84.

## **EMTP 2316: Paramedic Internship**

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Prerequisite: EMTP 2211

This course is divided into two phases. Phase I students will be placed with preceptors in the field who supervise patient assessment and management skills during the student's prehospital rotation. Students will demonstrate a greater understanding of EMS systems, dispatching, and emergencies with a higher level of competency in both verbal and written documentation. Upon completion of Phase I, each student must demonstrate a level of understanding, professionalism and clinical knowledge of prehospital emergency care to be recommended by the medical director and/or clinical coordinator to enter Phase II of Paramedic Internship. Phase II students must perform patient assessment and management skills while under supervision of experienced preceptors including the ability to perform as a team leader in the prehospital setting during this phase of the program. A closer evaluation of student's character and professionalism will be emphasized. This course will be the student's final step in prehospital field evaluation.

Clinical: 6 hours.

Ozark Allied Health Fee: \$168, Ozark Paramedic Fee \$59.

## **EMTP 2322: Assessment Based Management**

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This course includes the final aspects of pre-hospital care and management in this session of the paramedic program. The student will learn effective scene and patient management, critical thinking, and clinical decision-making. This session will serve as a final analysis of the student's ability to analyze patient information and provide the treatment necessary for the best outcome of the patient's condition. The student must have an understanding of all tasks required of the paramedic exam, computerized end of course final, and an oral interview by the program medical director must be successfully completed to complete this course. Upon successful completion of this course, the student will be recommended as a candidate for Paramedic National Registry of EMT's testing.

Lecture: 2 hours.

Ozark Allied Health Fee: \$56.

## **EMTP 2323: Trauma Management**

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This course is intended to present the student with a comprehensive insight into traumatic injury. Pathophysiology, assessment, and management of trauma to include blunt, penetrating, soft-tissue, burn, musculoskeletal, head, face, neck, spinal, thoracic, and abdominal trauma as well as hemorrhage and shock will be analyzed. Types and phases of shock will be explored to provide the student assessment knowledge for the treatment of various shock conditions. Epidemiology of trauma will be discussed as well as the Arkansas Trauma System.

Lecture: 3 hours.

Ozark Allied Health Fee: \$84.

## **EMTP 2413: Medical Emergencies III with Laboratory**

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A continuation of EMTP 2313.

Ozark Allied Health Fee: \$84.

### **EMTP 2991: Special Topics for Paramedic/Emergency Medical Services**

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This course is designed to introduce students to specific areas in Paramedic/Emergency Medical Services. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$28.

### **EMTP 2992: Special Topics for Paramedic/Emergency Medical Services**

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This course is designed to introduce students to specific areas in Paramedic/Emergency Medical Services. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$56.

### **EMTP 2993: Special Topics for Paramedic/Emergency Medical Services**

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This course is designed to introduce students to specific areas in Paramedic/Emergency Medical Services. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$84.

### **EMTP 2994: Special Topics for Paramedic/Emergency Medical Services**

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This course is designed to introduce students to specific areas in Paramedic/Emergency Medical Services. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$112.

### **EMTP 2995: Special Topics for Paramedic/Emergency Medical Services**

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This course is designed to introduce students to specific areas in Paramedic/Emergency Medical Services. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$140.

### **EMTP 2996: Special Topics for Paramedic/Emergency Medical Services**

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This course is designed to introduce students to specific areas in Paramedic/Emergency Medical Services. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$168.

## **Facilities Maintenance and Mgmt Course Descriptions**

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### **FAC 2102: Electrical Applications**

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This class prepares individuals to apply technical knowledge and skills to install and repair residential electrical systems.

Ozark CTE General Technology Fee: \$24.

### **FAC 2104: Construction Fundamentals**

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This class prepares individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties.

Ozark CTE General Technology Fee: \$48.

### **FAC 2202: Carpentry**

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

Ozark CTE General Technology Fee: \$24.

### **FAC 2212: Plumbing**

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

Ozark CTE General Technology Fee: \$24.

### **FAC 2222: Grounds Maintenance**

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

Ozark CTE General Technology Fee: \$24.

### **FAC 2303: Construction Laboratory I**

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This course prepares individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties.

Ozark CTE General Technology Fee: \$36.

### **FAC 2313: Construction Laboratory II**

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A continuation of FAC 2303, this course prepares individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties.

Ozark CTE General Technology Fee: \$36.



## **Health Information Technology Course Descriptions**

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### **HIT 1103: Health Data Content and Structures**

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The student will be introduced to the history of the health record, professional ethics, the function of the health information department, and to the organizational structure of the American Health Information Management Association (AHIMA). Exploration of the systems and processes for collecting, maintaining and disseminating primary and secondary health-related information including consent of the health record, documentation requirements, registries, indices, licensing, regulatory agencies, and forms.

Ozark Allied Health Fee: \$84.

### **HIT 1203: Computers in Healthcare**

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Prerequisite: HIT 1103

The purpose of this course is to provide students with knowledge and understanding of the various computer applications and information systems that are encountered in health information departments including the use of hardware and software in data collection, storage, analysis, and reporting. This course will also cover confidentiality and security measures to protect the electronic health record (EHR) as well as the importance of data quality, entry, integrity, and reliability.

Ozark Allied Health Fee: \$84.

### **HIT 1213: Legal Aspects of Health Information**

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The student will be introduced to the principles of law affecting health information with an emphasis on the health record as a legal document. This course will provide an exposure to the American legal system, legal terminology, and statutes. Confidentiality and security of health information is addressed as are HIPAA regulations. Some other topics that will be discussed will include American Recovery and Reinvestment Act (ARRA), electronic health record, Federal Trade Commission's Red Flag Rules, informed consent, response to subpoenas, living wills, and organ donation.

Ozark Allied Health Fee: \$84.

### **HIT 1233: Pharmacology**

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Prerequisites: HIT 1113.

This course is a basic introduction to the general concepts of pharmacology including use of drug references, principles of drug action and interaction, and drug administration. This includes course specific body systems and diseases and therapeutic drug applications to these body systems.

Ozark Allied Health Fee: \$84.

### **HIT 2103: Disease Processes**

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Prerequisite: HIT 1113.

Coverage of the nature of diseases and human conditions. Includes signs and symptoms, etiology, treatment, and prognosis of various diseases.

Ozark Allied Health Fee: \$84.

### **HIT 2113: Medical Transcription**

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Prerequisites: BUS 1303, HSCI 1113, HSCI 1123, and HSCI 1243.

This course will include transcription of advanced, original medical dictation incorporating English usage, medical knowledge, and proofreading and editing skills, while meeting progressively demanding accuracy

and productivity.

Ozark Allied Health Fee: \$84.

## **HIT 2213: Healthcare Delivery Systems**

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Prerequisite: HIT 1103.

A study of health record requirements such as documentation requirements, medical office procedures, accrediting agencies, and regulatory requirements in a nontraditional setting such as cancer registries, long term care, home health, hospice, mental health, dental care and rehabilitation. Terminology associated with healthcare delivery systems will be defined and current trends with healthcare delivery examined.

Ozark Allied Health Fee: \$84.

## **HIT 2233: Healthcare Statistics**

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Prerequisite: HIT 1103.

General principles of healthcare statistics with an emphasis in hospital statistics including definitions, sources, methods for collection and reporting, and analysis techniques to determine significance, reliability, validity, and/or manipulation.

Ozark Allied Health Fee: \$84.

## **HIT 2243: Diagnostic (ICD-10-CM) Coding**

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Prerequisites: HSCI 1123 and HSCI 1243.

Introduces the student to the concepts of coding medical conditions and procedures. The student will gain entry-level proficiency in the techniques of coding using the ICD-10-CM and ICD-10-PCS (International Classification of Diseases, 10th revision, Clinical Modification) systems.

Lecture 3 hours; Ozark Allied Health Fee: \$84.

## **HIT 2253: Healthcare Reimbursement Methodologies**

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This course will examine the complex financial systems within the health care industry. The student will gain a thorough knowledge of the diverse reimbursement methodologies utilized throughout the governmental and private insurance entities with application through: (1) case studies and (2) information systems integrated into the course work.

Ozark Allied Health fee: \$84.

## **HIT 2323: Procedural (CPT) Coding**

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Prerequisites: HSCI 1123 and HSCI 1243.

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

Lecture: 3 hours: Allied Health Fee: \$84.

## **HIT 2333: Healthcare Management**

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This course provides students with an overview of concepts and issues related to healthcare leadership. Through the examination of management topics and healthcare situations, the student will explore the skills and knowledge needed to be successful in a diverse healthcare environment. Topics include healthcare leadership, organizational design as it relates to the uniqueness of healthcare organizations,

managing professionals, and diversity in the workplace.

Ozark Allied Health fee: \$84.

### **HIT 2903: Professional Practice Experience**

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Pre-requisites: HIT 1203, HIT 2243, and HIT 2303

A supervised field-based learning experience in a healthcare environment that combines study, observation, and professional experience. Enables students to apply educational, leadership, and communication concepts and theories in a practical context and to enhance professional knowledge and skills, experience the structure and dynamics of health information services, and to establish a network for future employment opportunities. PPE requires 120 hours of on-site experience and 15 lecture hours in the classroom.

Ozark Allied Health Fee: \$84.

### **HIT 2993: Special Topics in Health Information Technology**

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This course is designed to introduce students to specific areas in Health Information Technology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Lecture: 3 hours; Ozark Allied Health Fee: \$84.

## **Human Services Course Descriptions**

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### **HS 1113: Introduction to Human Services**

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This course provides an introductory knowledge of the human services profession. Students will be introduced to the concepts and frameworks that define the human service profession. The historical development and legislative influences of the profession will be explored. The nature of the helping process will be addressed. An overview of the human service delivery systems and organizations will be reviewed. Professional values, skills, and ethics will be presented. The range and types of populations served by human services will be discussed. Additionally, human service professional roles, ethics, and resources will be introduced.

### **HS 1123: Communication and Interviewing**

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A practical course focusing on the knowledge and skills of the helping process. Students will develop the helping skills needed for entry-level workers in human services settings. Emphasis will be on the practical application of interviewing, basic counseling communication, and case management skills. The components of interpersonal communications and interviewing techniques are studied with a particular focus on giving and receiving information in the interview setting. Helping skills for diverse populations will be presented. Professional ethics within the helping process will be explored.

### **HS 1213: Skills and Theories in Human Services**

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Prerequisite: HS 1123.

Students will further develop basic communication and interventive interviewing skills using a multi-theoretical counseling model. Communication and interpersonal interaction skills are emphasized. Observation, listening, and problem-solving skills will be addressed. Students will learn how to use appropriate communication and interventions with diverse populations. Students will apply basic counseling communication skills within a technology environment. An overview of counseling theories will be presented. Professional ethics will be reviewed. Students will provide 15 hours of basic counseling communication experience. Internet access required.

### **HS 1223: Systems, Processes, and Case Management**

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Pre-requisite: HS 1113.

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

### **HS 2113: Cultural Diversity**

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The course will focus on the historical, cultural, medical and psychological perspectives when helping individuals with diverse backgrounds and conditions in community settings. Diversities will include, but are not limited to, race, ethnicity, religious background, disability, age, mental illness, crime, socioeconomic status or chemical dependency. Emphasis on transition issues, self-determination and empowerment, and community life/integration will be discussed. Political and legislative influences and ethical issues will be presented.

### **HS 2123: Group Processes**

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Prerequisite: HS 1213

A practical skills course which focuses on the concepts of group process and the skills in designing and conducting therapeutic groups. An overview of group theory and the application of the theoretical framework in conducting groups will be presented. Students will develop, conduct, and evaluate outcomes of group sessions for a variety of group settings. Group leadership skills and diversity competencies will be developed. Leadership interventions and ethical issues in group settings will be explored.

## **HS 2213: Management of Human Service Agencies**

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Prerequisites: HS 1213

Provides an overview of the human services agency from the management perspective. Organizational theories are discussed. Purposes and functions of management are explored. Components of management, including environment, marketing, planning, designing, managing, financing, and evaluating, are discussed. Attention is focused on current and future trends within delivery systems and their impact on management and administrative policy. Legal and ethical issues are addressed within the context of resource management.

## **HS 2223: Fieldwork I**

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Prerequisites: HS 1223 and HS 2123; Submission of medical health status record, criminal and child abuse records, and other record checks may be required by the agency placement site.

Students will be given experiences at a human services agency to apply the knowledge, values, concepts, and skills of the human services profession. The student will complete 125 hours with a minimum of 16 hours per week under the direct supervision of the agency's personnel. Under direct supervision, students will observe and participate in the basic procedures and routines with the client and the agency system. Emphasis will focus on the student's professional growth in self-awareness, direct service, interpersonal communication, interviewing skills, and the introduction to the human services delivery system.

## **HS 2233: Fieldwork II**

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Prerequisites: HS 1223 and HS 2123; Submission of medical health status record, criminal and child abuse records, and other record checks may be required by the agency placement site.

Students will be given experiences at a human services agency to apply the knowledge, values, concepts, and skills of the human services profession. The student will complete 125 hours with a minimum of 16 hours per week under the supervision of the agency's personnel. With minimal supervision, students will observe and participate in the helping process with clients and within the policies and procedures of the agency system. Emphasis will focus on the student's professional growth in self-awareness, interpersonal communication, interviewing skills, case management, advocacy, crisis management, and community outreach.

Ozark HS Fee: \$180.

## **HS 2993: Special Topics in Human Services**

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This course is designed to introduce students to specific areas in Human Services. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

## **Health Sciences Course Descriptions**

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### **HSCI 1007: PHLEBOTOMY**

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This course is taught through lecture, laboratory, and clinical experiences. Students will learn to perform a variety of blood collection methods using proper techniques and precautions including vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and finger sticks or heel sticks for young children and infants. Non-blood specimen collection practices are also covered. Students will learn how to prepare the blood collection site; choose the proper collection tools; and handle the transportation, processing and management of collected samples. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance for proper laboratory procedures and in order to avoid contamination or infection of yourself and others. Medical and legal ethics as they related to phlebotomy services are also taught.

Lecture/Laboratory

Ozark Malpractice Fee: \$16; Ozark Allied Health Fee: \$196.

### **HSCI 1113: Medical Terminology**

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Medical Terminology is the study of the language of medical words that relate to the body systems, anatomical structures, and medical processes and procedures. This course includes medical word construction, definitions, spellings, and the use of terms in the medical field.

Ozark Allied Health Fee: \$84.

### **HSCI 1123: Human Anatomical Structure I**

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This course is the first in a two semester sequence that covers the basic structure and function of human organ systems including mechanisms of homeostasis. The course presents concepts which will assist in the development of basic understanding of internal relationships within the human body. Specific topics include: body organization, basic biochemistry, cell biology, tissues, the integumentary, special senses, lymphatic, digestive and reproductive systems.

Ozark Allied Health Fee: \$84.

### **HSCI 1243: Human Anatomical Structure II**

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Prerequisite: HSCI 1123.

This course is the second in a two semester sequence that covers the basic structure and function of human organ systems including mechanisms of homeostasis. The course presents concepts which will assist in the development of basic understanding of internal relationships within the human body. Specific topics include: skeletal, muscular, nervous, endocrine, blood, cardiovascular, respiratory and urinary systems.

Lecture: 3 hours, Ozark Allied Health Fee: \$84.

## **Industrial Control Systems Course Descriptions**

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### **ICS 1103: Programming I**

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Cross-listed with CIS 103.

This course is designed to give the student an understanding of established and new methodologies using Microsoft Visual Basic programming. Emphasis is placed on developing logical thinking skills.

Ozark CTE General Technology Fee: \$36.

### **ICS 1104: Fundamentals of Electricity**

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This course is an overall study of the fundamental principles of D.C. and A.C. circuits. A basic study of Ohm's Law, series, parallel and series parallel resistor circuits. The fundamental concepts form the basis for the study of advanced applications of electronic systems. It is necessary for the electronic technician to be able to understand the basic concepts to function as an Electronic Technician.

Ozark CTE General Technology Fee: \$48.

### **ICS 1123: Semiconductors I**

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

Ozark CTE General Technology Fee: \$36.

### **ICS 1143: Introduction to Digital Logic**

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An introductory course in the study of digital logic systems. Basic digital logic gates, truth tables, numbering systems, and different types of TTL integrated circuits are studied.

Ozark CTE General Technology Fee: \$36.

### **ICS 1153: Networking I**

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Cross-listed with CIS 1153.

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

Ozark CTE General Technology Fee: \$36.

### **ICS 1163: Fundamentals of Electricity I (DC Circuits)**

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This course is an overall study of the fundamental principles of D.C. circuits. A basic study of Ohm's Law, series, parallel and series parallel resistor circuits. The fundamental concepts form the basis for the study of advanced applications of electronic systems. It is necessary for the electronic technician to be able to understand the basic concepts to function as an Electronic Technician.

Ozark Campus CTE fee: \$36.

### **ICS 1173: Fundamentals of Electricity II (AC Circuits)**

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This course is an overall study of the fundamental principles of A.C. circuits. A basic study of Ohm's Law, series, parallel and series parallel resistor circuits. The fundamental concepts form the basis for the study of advanced applications of electronic systems. It is necessary for the electronic technician to be able to understand the basic concepts to function as an Electronic Technician.

### **ICS 1253: Networking II**

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Cross-listed with CIS 1253.

Prerequisite: ICS 1153. Builds upon the skills and concepts learned in Networking I. Emphasis will be on the hands-on aspects of personal computer networks using Microsoft and Linux based networking products, including installations and/or expanding a networking system and troubleshooting problems.

Ozark CTE General Technology Fee: \$36.

### **ICS 1303: PC Maintenance I**

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Cross-listed with CIS 1303.

This course is designed to prepare individuals to troubleshoot, build, and repair personal computers, workstations, printers, and other computer peripherals. The student will also learn to install, debug, diagnose, and repair software problems associated with PCs.

Ozark CTE General Technology Fee: \$36.

### **ICS 1403: Drafting and Design**

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This class focuses on the basic knowledge and skills required to produce engineering and architectural drawings. Emphasis is given to the development of competencies related to the use of drafting equipment, the production of beginning level engineering drawings, and the production of beginning level architectural drawings.

CTE General Technology Fee: \$36.

### **ICS 1413: Architectural Computer-Aided Drafting I**

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

Ozark CTE General Technology Fee: \$36.

### **ICS 1423: Architectural Computer-Aided Drafting II**

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

Ozark CTE General Technology Fee: \$36.

### **ICS 1433: Engineering Computer-Aided Drafting I**

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

Ozark CTE General Technology Fee: \$36.

### **ICS 1443: Engineering Computer-Aided Drafting II**

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

Ozark CTE General Technology Fee: \$36.

### **ICS 2013: Introduction to Industrial Robotics**

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Introduction to Industrial Robotics studies the basic operation of a Robot. Skills covered include safety, power up, shutdown, manual operation, homing, and end effector operation. Skills taught also include basic robot programming including movement and effector commands, interfacing and material handling, application development, flexible manufacturing cells, quality control, production control, and work cell development.

### **ICS 2123: Industrial Fluid Power**

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

Ozark CTE General Technology Fee: \$36.

### **ICS 2133: Introduction to Programmable Controllers**

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

This course is designated as "Green".

Ozark CTE General Technology Fee: \$36.

### **ICS 2143: Programmable Controllers**

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A continuation of ICS 2133. The PC is a microprocessor-based programmable device used in controlling mechanical machinery, energy management systems, computer integrated manufacturing, and other applications.

Lecture: 1 hours, laboratory: 4 hours.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$36.

### **ICS 2153: Introduction to Industrial Automation**

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An introduction to circuit configurations used in industry. Topics to be covered are: solid-state systems used to control D.C. motors, electro-mechanical devices, three-phase power, open and closed loop motor control, robotic input and output transducers, various instrumentation and process control classes. Lecture: 4 hours, laboratory: 3 hours.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$72.

### **ICS 2163: Industrial Automation**

---

A continuation of ICS 2153. Topics to be covered are: solid-state systems used to control A.C. motors, electro-mechanical devices, three-phase power, open and closed loop motor control, robotic input and output transducers, various instrumentation and process control classes. Lecture: 4 hours, laboratory: 3 hours.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$72.

### **ICS 2203: Computer System Components**

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A study of the internal structure of the microprocessor. The full computer system is analyzed from both aspects of hardware and software. Many of the principles studied apply to computer troubleshooting and computer interfacing. Many of the computer support circuits are studied. Many of the skills learned from Programming I, Operating Systems, and Digital Logic are brought together and enhanced.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$36.

### **ICS 2213: Semiconductors II**

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Prerequisite: ICS 1123.

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

Ozark CTE General Tech Fee: \$36.

### **ICS 2303: PC Maintenance II**

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Cross-listed with CIS 2303.

Prerequisite: ICS/CIS 1303.

This course is designed to teach individuals core elements of computer repair based on the A+ Certification exams. The student will build on the knowledge acquired from PC Maintenance I, allowing them to be more prepared to diagnose, and repair computers in the working environment.

Ozark CTE General Technology Fee: \$36.

### **ICS 2433: Occupational Safety Training**

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

Lecture: 3 hours.

Ozark CTE General Technology Fee: \$36.

### **ICS 2502: Blueprint Reading**

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This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

Ozark CTE General Technology Fee: \$24.

### **ICS 2512: Introduction to Metrology**

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This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

Ozark CTE General Technology Fee: \$24.

### **ICS 2515: Machining Technology**

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This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

Ozark CTE General Technology Fee: \$60.

### **ICS 2525: Computer Numerical Control (CNC) Operations**

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This course introduces the concepts and capabilities of computer numerical control machine tools, as well as the programming, setup, and operation of CNC turning centers. Topics include setup, operation, basic applications, programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, program storage and should be able to manufacture simple parts using CNC turning centers.

Ozark CTE General Technology Fee: \$60.

### **ICS 2993: Special Topics for Industrial Control Systems**

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This course is designed to introduce students to specific areas in Industrial Control Systems. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$36.

## **Internship Course Descriptions**

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### **INT 2903: Internship**

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Internship is a field-based learning experience that combines study, observation, and professional experience. The purpose of the internship is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in their chosen field.

Ozark CTE General Technology Fee: \$36.

### **INT 2904: Internship**

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Internship is a field-based learning experience that combines study, observation, and professional experience. The purpose of the internship is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in their chosen field.

Ozark CTE General Technology Fee: \$48.

## **Law Enforcement Course Descriptions**

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### **LE 1003: Introduction to Law Enforcement**

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This course covers the basics of law enforcement including the responsibilities, opportunities, and advances in the field of law enforcement. The instructor selects pertinent and current topics as the focus of the course.

Ozark CTE General Technology Fee: \$36.

### **LE 1013: American Legal System**

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

Ozark CTE General Technology Fee: \$36.

### **LE 1023: Judicial Process**

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A comprehensive study of judicial process, criminal procedure, and behavior in criminal and civil law as well as the structure and operations of the local, state, and national court systems.

Ozark CTE General Technology Fee: \$36.

### **LE 1033: Public Relations in Law Enforcement**

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A study of proper law enforcement conduct in the public forum including public opinion, mass media, and solving public relations problems.

Ozark CTE General Technology Fee: \$36.

### **LE 1043: Criminal, Civil, and Juvenile Law**

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

Ozark CTE General Technology Fee: \$36.

### **LE 1053: Spanish for Law Enforcement**

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

Ozark CTE General Technology Fee: \$36.

### **LE 1113: Ethics in Law Enforcement**

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Students will be introduced to controversies and moral issues that are likely to be encountered while practicing in the field of law enforcement. This class will examine issues such as arrest, deadly force, plea bargaining, policy adherence and the equal treatment of the public. This course will help students examine their values and develop skills to make appropriate moral decisions.

Ozark CTE General Technology Fee: \$36.

### **LE 1123: Community Disaster Response**

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This class examines the important role of community members during times of disaster. Students will be introduced to established best practices in basic response techniques. Topics covered in this class include basic fire safety, basic medical operations, search and rescue, and disaster psychology.

Ozark CTE General Technology Fee: \$36.

## **LE 2003: Interview, Interrogation, and Testimony**

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Designed to develop interviewing and interrogation techniques, critical thinking, and persuasive speaking ability. Includes lecture, discussion, research, and study of courtroom testimony, classroom debates, and presentations.

Ozark CTE General Technology Fee: \$36.

## **LE 2013: Introduction to Computer Crime**

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Prerequisite: BUS 1303 Intro to Computers. This course examines the use of computers in the commission of crimes and civil wrongs and basic computer forensic investigation techniques. The course emphasizes techniques for identifying financial fraud, identity theft, locating and picking victims and offenders with a survey of associated laws, regulations, and international standards.

Ozark CTE General Technology Fee: \$36.

## **LE 2103: Crime Scene Investigation**

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This course provides students with methods and procedures employed in a crime scene investigation from discovery of evidence to its presentation in courts of law. Topics include how to secure a crime scene, how to recognize various types of forensic evidence, how to collect and preserve evidence, maintain chain of custody and avoid contamination of physical evidence and biological specimens.

Ozark CTE General Technology Fee: \$36.

## **LE 2113: Introduction to Terrorism**

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This course will provide a basic overview of terrorism where students will discuss aspects such as background, tactics, ideologies, and the role of law enforcement during an attack. The course will include the examination of various religious movements and extremist groups, both past and present. Also, students will become exposed to counter-terrorism measures, including preparedness, response and defensive operations.

Ozark CTE General Technology Fee: \$36.

## **LE 2123: Jail Standards**

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This course is designed to prepare the student to work in the detention facility or corrections setting in the State of Arkansas. Students in this course will be provided knowledge and skills required by Arkansas Criminal Detention Standards. Topics include Arkansas Jail Standards, law, ethics, testifying in court, report writing, search procedures, defensive tactics (will include being sprayed with pepper spray), fire safety, CPR, handcuffing, fingerprinting, and interacting with inmates.

Students who pass a criminal background check (no felony convictions), complete 90% of all classes and laboratories, and earn a grade of 70% or better will also have the opportunity to be certified as a "Jailer" by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Students will be responsible for cost of criminal background check.

Lecture: 2 hours; Laboratory: 2 hours.

Ozark CTE General Technology fee: \$36.

## **LE 2991: Special Topics for Law Enforcement**

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This course is designed to introduce students to specific areas in Law Enforcement. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$12.

## **LE 2992: Special Topics for Law Enforcement**

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This course is designed to introduce students to specific areas in Law Enforcement. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$24.

### **LE 2993: Special Topics for Law Enforcement**

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This course is designed to introduce students to specific areas in Law Enforcement. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$36.

### **LE 2994: Special Topics for Law Enforcement**

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This course is designed to introduce students to specific areas in Law Enforcement. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$48.

### **LE 2995: Special Topics for Law Enforcement**

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This course is designed to introduce students to specific areas in Law Enforcement. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$60.

### **LE 2996: Special Topics for Law Enforcement**

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This course is designed to introduce students to specific areas in Law Enforcement. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$72.

## **Logistics Management Course Descriptions**

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### **LGM 1013: Principles of Logistics and Supply Chain Management**

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Provides an overview of the key processes, concepts, and methodologies of supply chain management. Emphasis is given to the study of the impact that the supply chain management framework, (that includes distribution, procurement, inventory, transportation and information technology components) has on business and the economy. The decision making process within supply chain is of particular importance as the interrelationships (cost and service trade-offs) between logistics and other areas of business will be covered. The overall focus is the strategic and financial significance the supply chain has on the firm's ability to add customer value.

### **LGM 2023: Transportation Management**

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This course will introduce students to the role and importance of transportation, and to overview the operations of each mode of the transportation industry. Students will be introduced to the carrier cost structures of transportation providers (motor carriers, railroads, air carriers, intermodal and special carriers), operating characteristics, and public policy as it relates to transportation regulations. Practical aspects of transportation and distribution such as planning, routing, scheduling and loading cargo, and adhering to regulatory, safety, security and administrative requirements will be stressed.

### **LGM 2033: Warehousing and Inventory Management**

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This course introduces students to practical concepts of warehousing and inventory management including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations. Students will learn skills including basic warehousing functions, e.g., receiving; storage; order picking, shipping, and industrial truck operator safety training; inventory control; hiring, firing, and employee motivation; handling returns; automated identification technology; basic unitization practices; freight claims; hazardous materials; and auditing both private and third-party warehouse operations to gain a better understanding of warehouse processes through field trips and/or applied lab exercise.

### **LGM 2043: Foundations of Strategic Procurement**

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Prerequisite: LBM 1013.

This course is designed to teach an overview of the procurement function in a supply chain and a corporation. It focuses on how basic and advanced purchasing management can be used effectively to meet the challenges and responsibilities of today's constantly changing business climate. Topics include the challenge of purchasing and materials management; objectives and organization; function; specification; quality control and inspection; computerization; international purchasing; legal and ethical aspects of purchasing including systems, staffing, price/cost analysis, contract administration, and dealing with vendors; and the establishment of teams to support complex supply chain and logistic programs.

### **LGM 2053: International Logistics**

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An introduction to the role of logistics in global business. Includes the economic and service characteristics of international transportation providers, the government's role, documentation and terms of sale used in global business, and the fundamentals of effective export and import management.

### **LGM 2073: Efficiency Principles of Manufacturing**

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This course will introduce students to lean manufacturing operating concepts, total quality management, Six Sigma methodologies, continuous improvement tools/techniques, process mapping, 5S principles, statistical process control/pull signals, cellular manufacturing, mixed-model production, human resource development.

### **LGM 2083: Operations Management**

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Operations Management is a study of the efficient production of goods and services that will satisfy the wants and needs of identified customer groups. The course begins with a more detailed description of what Operations Management is, then moves to an examination of the customer and methods for determining customer demand. Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, demand forecasting, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

## **Practical Nursing Course Descriptions**

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### **LPN 1101: Vocational, Legal, and Ethical Concepts**

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

Ozark Allied Health Fee: \$28.

### **LPN 1102: Pharmacology I**

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

This course is designated as "Green".

Ozark Allied Health Fee: \$56.

### **LPN 1111: Nursing of the Geriatric Patient**

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

Ozark Allied Health Fee: \$28.

### **LPN 1121: Nutrition in Health and Illness**

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

Ozark Allied Health Fee: \$28.

### **LPN 1123: Basic Nursing Principles and Skills I**

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

This course is designated as "Green".

Ozark Allied Health Fee: \$84.

### **LPN 1133: Clinical I**

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Clinical skills will be practiced, observed, and evaluated by the instructors in the lab and clinical settings.

This course is designated as "Green".

Ozark Malpractice Insurance Fee: \$15; Ozark Nursing Fee: \$205; Ozark Allied Health Fee: \$84.

### **LPN 1171: Nursing of Adults with Medical and Surgical Conditions I**

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Study of common conditions of illness and the nursing care of adult patients in acute, sub-acute, or convalescent stages of illness. The basis for this course is Body Structure and Function and includes aspects and principles of Nutrition; Basic Nursing; Pharmacology; Vocational, Legal, and Ethical concepts with attention to cultural diversity.

Ozark Allied Health Fee: \$28.

### **LPN 1202: Nursing of Adults with Medical and Surgical Conditions II**

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Prerequisite LPN 1171.

Continuation of Nursing of Adults with Medical-Surgical Conditions I. The study of common conditions of illness and the nursing care of adult patients in acute, sub-acute, or convalescent stages of illness. The basis for this course is Body Structure and Function and includes aspects and principles of Nutrition, Basic Nursing, Pharmacology, Vocational, Legal, and Ethical concepts with attention to cultural diversity. Nutrition, pharmacology and basic nursing principles are integrated throughout this course.

Ozark Allied Health Fee: \$56.

## **LPN 1205: Clinical II**

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Prerequisite: LPN 1133

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

This course is designated as "Green".

Clinical: 5 hours; Ozark Nursing Fee: \$205; Ozark Allied Health Fee: \$140.

## **LPN 1212: Basic Nursing Principles and Skills II**

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Prerequisite: LPN 1123

This course covers the advanced skills and procedures concerned with administering safe patient care. Skills related to the maternal-child and pediatric patients are included.

This course is designated as "Green".

Ozark Allied Health Fee: \$56.

## **LPN 1222: Pharmacology II**

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Prerequisite: LPN 1102.

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

This course is designated as "Green".

Ozark Allied Health Fee: \$56.

## **LPN 1232: Nursing of Mothers and Infants**

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

Ozark Allied Health Fee: \$56.

## **LPN 1302: Nursing of Children**

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

Ozark Allied Health Fee: \$56.

## **LPN 1308: Clinical III**

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Prerequisite: LPN 1205.

Includes clinical areas in the mental health, pediatric, and specialty areas of the clinical facilities. The opportunity to practice advanced basic nursing and pediatric procedures will be offered during these rotations.

Clinical: 8 hours; Ozark Malpractice Insurance Fee: \$15, Ozark Nursing Fee: \$205, Ozark Allied Health Fee: \$224.

### **LPN 1322: Mental Health**

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

Ozark Allied Health Fee: \$56.

### **LPN 1332: Nursing of Adults with Medical and Surgical Conditions III**

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Prerequisite: LPN 1202.

A continuation of Medical-Surgical Nursing. This course is the study of the body system disorders, their diagnostic methods, treatment or surgical procedures, therapeutic nutrition, and pharmacological modalities.

Ozark Allied Health Fee: \$56.

### **LPN 2991: Special Topics for Practical Nursing**

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This course is designed to introduce students to specific areas in Practical Nursing. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$28.

### **LPN 2992: Special Topics for Practical Nursing**

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This course is designed to introduce students to specific areas in Practical Nursing. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$56.

### **LPN 2993: Special Topics for Practical Nursing**

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This course is designed to introduce students to specific areas in Practical Nursing. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$84.

### **LPN 2994: Special Topics for Practical Nursing**

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This course is designed to introduce students to specific areas in Practical Nursing. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$112.

### **LPN 2995: Special Topics for Practical Nursing**

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This course is designed to introduce students to specific areas in Practical Nursing. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$140.

### **LPN 2996: Special Topics for Practical Nursing**

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This course is designed to introduce students to specific areas in Practical Nursing. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$168.

## **Medical Assistant Course Descriptions**

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### **MA 2113: Basic Pharmacology with an Overview of Microbiology**

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Prerequisite: Admission into the Medical Assisting program.

Basic pharmacology as it relates to the drug interaction with each of the body systems and classifications of drugs will be covered. Administration of medications and an overview of microbiology and immunology will also be included. Students will utilize the Internet for research in the course.

Lecture: 3 hours; Ozark Allied Health Fee: \$84.

### **MA 2123: Medical Office Computer Systems and Insurance**

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Prerequisite: Admission into the Medical Assisting program.

This course will prepare the medical assistant to work as an administrative medical assistant in a health care facility. Students are introduced to the computerization of the medical office using EMR operational systems. Topics covered will include recording patient and non-patient information, scheduling appointments, posting payments, creating financial reports, producing patient statements and claim forms, filing electronic claims, and working with various types of insurance.

Lecture: 3 hours; Ozark Allied Health Fee: \$84.

### **MA 2133: Medical Assistant Administrative Practice**

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Prerequisite: Admission into the Medical Assisting program.

Introduction of medical office administrative procedures. Topics include interpersonal skills, professionalism, written and oral communication, medical records management (paper and electronic), various office filing systems, account receivable and payable procedures, office management practices and patient education.

Lecture: 2 hours, Laboratory: 2 hours; Ozark Malpractice Insurance Fee: \$15; Ozark Allied Health Fee: \$84.

### **MA 2143: Coding Principles for the Medical Office**

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Prerequisite: Admission into the Medical Assisting program.

This course introduces the medical assisting student to the concepts of coding medical diagnoses and procedures in the ambulatory health setting. A study of the principles of disease coding using the ICD-10-CM classification system and procedural coding using CPT-4. Areas emphasized during the course include: the purpose of coding, accurate application of coding principles, and methods to assure quality data.

Ozark Allied Health fee: \$84.

### **MA 2153: Medical Assistant Role in Emergency Preparedness**

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Prerequisite: Admission into the Medical Assistant program.

This course is designed to train students in the role of the medical assistant during emergency situations and be able to transfer their skills to real world situations. Emphasis will be put on planning and preparation for avoidable emergencies. Students will apply critical thinking skills in a response to stressful scenarios including a variety of environmental disorders, natural disasters and emergency situations. Obtaining CPR and First Aid certification are also included in this course.

Ozark Allied Health fee: \$84.

### **MA 2213: Medical Laboratory Orientation and Instrumentation**

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Prerequisite: Admission into the Medical Assisting program.  
Co-requisite: MA 2212.

This course is concerned with both the theoretical and practical application of a wide range of clinical laboratory duties performed by the medical assistant. Topics will include hematology, urinalysis, coagulation processes, body chemistry analysis, microbiology, and mathematical and statistical assessments in the clinical setting.

Lecture: 3 hours; Ozark Allied Health Fee: \$84.

## **MA 2214: Medical Laboratory Orientation and Instrumentation Laboratory**

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Prerequisite: Admission into the Medical Assisting program.  
Co-requisite: MA 2213.

Application of the theoretical practices discovered in MA 2212. Topics will include clinical laboratory orientation, safety protocols and requirements, phlebotomy, laboratory procedures and techniques, introduction to laboratory instrumentation (both manual and automated), care of equipment and quality control principles.

Laboratory: 4 hours; Ozark Allied Health Fee: \$112.

## **MA 2222: Medical Assistant Practice Laboratory**

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Prerequisite: Admission into the Medical Assisting program.  
Co-requisite: MA 2223

This course is designed to allow for practice in local health facilities. Students will complete a two-hour laboratory in the simulated lab and will be assigned to area clinics on a weekly basis working under the supervision of clinic personnel and the Medical Assisting Program Director. While at the medical facility students will apply the theories, concepts and procedures covered in MA 2223.

Laboratory: 5 hours weekly; Ozark Malpractice Insurance Fee: \$15; Ozark Allied Health Fee: \$56.

## **MA 2223: Medical Assistant Practice**

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Prerequisite: Admission into the Medical Assisting program.  
Co-requisite: MA 2222.

Topics covered will include clinical examination room techniques, instrument identification, sterilization procedures, operation and care of electrocardiograph, spirometry, asepsis, sterilization and assisting with minor surgery, physiotherapy, nutrition, child abuse and maltreatment, and specialist assisting.

Ozark Allied Health Fee: \$84.

## **MA 2233: Legal and Ethical Practices of the Medical Office**

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Prerequisite: Admission into the Medical Assisting program.

A study of the principles of law as applied to the health field, with special emphasis to the Medical Assistant's role in the ambulatory health setting. Consideration is given to the importance of patient health records as a legal document, HIPAA rules, Patient's Bill of Rights, and Confidentiality guidelines. Students will be able to differentiate between scope of practice and standards of care for medical assistants. The course will also address moral and ethical responsibility in the medical office.

Ozark Allied Health fee: \$84.

## **MA 2312: Medical Assistant Seminar**

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Prerequisite: Completion of all other required courses in Medical Assisting curriculum.  
Co-requisite: MA 2314.

A seminar following the internship (practicum). Topics discussed will be based on those arising from the student's experiences while on his/her internship. Resume building, successful interview techniques and new employee procedures will also be covered, along with extensive practice for the medical assistant certification examination.

Ozark Allied Health Fee: \$56.

### **MA 2314: Medical Assisting Practicum**

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Prerequisite: Completion of all other required courses in Medical Assisting curriculum.  
Co-requisite: MA 2312

This course is scheduled at the end of the program for the student to have the opportunity to perform various clinical and administrative procedures under supervision of clinic personnel and the Medical Assisting Practicum Coordinator or Program Director. The student will remain in a medical facility for a period of four weeks (160 hours). Practicum assignments may be made anywhere in Arkansas. Various classroom and lab assignments will be assigned to assess student readiness to sit for the CMA examination. Students must assume the full financial responsibility for this assignment.

Ozark Allied Health fee: \$112.

### **MA 2993: Special Topics in Medical Assisting**

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This course is designed to introduce students to specific areas in Medical Assisting. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$84.



## **Occupational Therapy Assistant Course Descriptions**

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### **OTA 2102: Foundations of Occupational Therapy**

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Prerequisite: Acceptance into OTA program.

Through study, discussion, and field observation/participation, the student will examine the role of the occupational therapy assistant in health care in medical, community and education programs. Through an historical approach, the frames of reference of the profession will be reviewed with an emphasis on human occupation as a determinant of therapeutic intervention. A broad range of practice areas will be introduced and discussed as well as current trends and influences on the profession. Professional literature will be introduced and reviewed.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

### **OTA 2111: Level I Field Work A**

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

Clinical: 1 hour; Ozark Allied Health Fee: \$28.

### **OTA 2112: Modalities for Human Conditions I with Laboratory**

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This course will focus on the development of observation skills; assessment; and teaching, adapting, and grading self-care, work, and play/leisure occupations for individuals with developmental and mental health challenges (pediatrics and adolescent). Topics include collection of evaluation and screening data, interventions, techniques, and equipment to maximize participation in meaningful occupations, improve independence, and ensure safety.

Laboratory: 2 hours; Ozark Malpractice Insurance Fee: \$15, Ozark Allied Health Fee: \$56.

### **OTA 2122: Human Movement and Activity Analysis for Occupational Therapy Laboratory**

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This lab experience will allow students to practice assessment of movement, strength and treatment in the Biomechanical Frame of Reference. The analysis of everyday activity as a treatment tool and assessment measure will also be an integral part of the lab experience.

Laboratory: 2 hours; Ozark Allied Health Fee: \$56.

### **OTA 2132: Human Movement and Activity Analysis for Occupational Therapy**

---

This course will present the basic principles of biomechanics and kinesiology related to human movement and occupational performance. Topics include the interrelationship among the central nervous system, peripheral nervous system, and musculoskeletal system; anatomical landmarks; joints; posture and balance, locomotion. The assessment of range of motion and functional strength will be examined. The primary tool of Occupational therapy intervention, Activity Analysis, will be integrated into all aspects of the teaching of human movement. Activity analysis of functional movement required for work, self-care, and play will be explored.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

### **OTA 2142: Medical Conditions for the Occupational Therapy Assistant**

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This course will examine the etiology and symptoms of clinical conditions that are commonly referred to in occupational therapy. Topics include the effects of trauma, disease, and congenital conditions on the biological, psychological, and social domains of occupational behavior. Procedures and precautions ensuring safety of clients and caregivers will be reviewed.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

## **OTA 2152: Theory and Treatment for Human Conditions I**

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A review of human development from birth through adolescence, with emphasis on occupational performance of typical and atypical individuals. The emergence of occupation and conditions that affect occupation will be explored. Topics include pediatric frames of reference such as Sensory Integration, Neurodevelopmental Treatment and Motor Skills Acquisition. Emphasis will be on the occupational therapy process, evidence-based practice, and roles of the OT and OTA in pediatric service delivery within a variety of practice settings. Childhood and adolescent psychosocial and mental health disorders will be explored. Professional literature will be reviewed for current practice trends.

Lecture 2 hours; Ozark Allied Health Fee: \$56.

## **OTA 2162: Management and Licensure for the Occupational Therapy Assistant**

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A study of management skills with an emphasis on organization and professional communication skills necessary for team building, leadership and collaboration. Topics include program planning, marketing, advocacy and program quality improvement. Documentation, reimbursement, ethical and legislative issues will be addressed. This class will review requirements for Level II Fieldwork, certification and licensure. Students will prepare for future employment through resume and portfolio development.

Lecture 2 hours; Ozark Allied Health Fee: \$56.

## **OTA 2202: Human Occupation and Clinical Reasoning**

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Prerequisite: OTA 2102 Foundations of Occupational Therapy.

This course will focus on the observations, analysis, and performance of human occupations in work, self-care, and play/leisure throughout the life span. The Frames of Reference and Conceptual Practice Models that guide OT practice will be reviewed. The process and the language of occupational therapy will be incorporated.

Lecture 2 hours; Ozark Allied Health Fee: \$56.

## **OTA 2211: Level I Field Work B**

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Opportunity for the OTA student to apply academic knowledge of occupational therapy to practice through a Level I Fieldwork experience. Fieldwork sites are different from Fieldwork I A and are utilized to broaden the student's Level I experiential background.

Clinical: 1 hour; Ozark Allied Health Fee: \$28.

## **OTA 2212: Modalities for Human Conditions II with Laboratory**

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This course will focus on the development of observation skills; assessment; documentation; teaching; adapting; home and workplace modification; grading of self-care, work and play/leisure occupations for adults with physical and psychosocial challenges. Topics include collection of evaluation and screening data, techniques and equipment to maximize participation in meaningful occupations, improve independence, ensure safety, and prevent deformity.

Laboratory: 2 hours; Ozark Malpractice Insurance Fee: \$15, Ozark Allied Health Fee: \$56.

## **OTA 2221: Documentation for Occupational Therapy**

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A review of subjective, objective and assessment documentation. Students will learn documentation for the range of population served by the discipline. Students will learn to read and interpret the documentation of the medical team.

Lecture: 1 hour; Ozark Allied Health Fee: \$28.

## **OTA 2232: Group Processes and Dynamics**

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Prerequisite: OTA 2102 Foundations of Occupational Therapy.

A study of client-practitioner interactions. Topics include professional behaviors, therapeutic use of self, and group process & dynamics. Professional literature will be reviewed for current use of groups in occupational therapy practice. Students will design and lead groups within community or medical settings.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

### **OTA 2242: Human Occupation and Clinical Reasoning Laboratory**

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The application and integration of clinical reasoning and problem-solving strategies throughout the occupational therapy process will be emphasized. Emphasis is placed on the multifaceted dimensions of clinical decision making in OT practice through role plays, case study, discussion, and practice.

Laboratory: 2 hours; Ozark Allied Health Fee: \$56.

### **OTA 2252: Theory and Treatment for Human Conditions II**

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The occupational therapy process in relation to the years of early and middle adulthood, beginning with a historical and theoretical overview. Adulthood psychosocial and mental health disorders will be explored. Frames of reference for physical function and psychosocial function will be explored in relation to disease and disability. Topics include clinical features, medical management, effects of aging and chronic illness, interventions for productive aging and wellness, rehabilitation and participation in occupation for those with disabilities. Assessments and treatment, evidence-based practice, and issues impacting adult OT practice will be covered.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

### **OTA 2262: Assistive Technology and Environmental Adaptations**

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A study of adapting, altering or designing environments that support participation and facilitate engagement in social, family and community activities. All levels of assistive technology will be reviewed and discussed. Topics include but are not limited to home modifications, driving evaluations, communication devices and community mobility. Students will evaluate participation limitations and facilitators for individuals and communities. This course will introduce the student to a variety of assistive technology used in occupational therapy settings. Topics include PAMs, splinting, computer programs, switches, low vision adaptations, and high- and low-technology devices. Professional literature will be reviewed for recent practice trends in assistive technology and/or environmental adaptation.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

### **OTA 2302: Occupational Therapy Assistant Professional Development**

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This class will review requirements for Level II Field Work, certification and licensure. Students will prepare for future employment through resume and portfolio development, practice of interview skills and professional presentation. Ongoing professional development and specialty certifications will be encouraged for life-long learning.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

### **OTA 2312: Modalities for Human Conditions III with Laboratory**

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Prerequisites: OTA 2212 Modalities for Human Conditions II, and OTA 2232 Group Process & Dynamics

This course will focus on the development of observation skills; assessment; documentation; and teaching, adapting, and grading self-care, work, and play and leisure occupations for older adults with physical and/or psychosocial challenges. Topics include collection of evaluation and screening data, techniques and equipment to maximize participation in meaningful occupations, improve independence, ensure safety, prevent deformity, productive aging and wellness, and participation within disability.

Laboratory: 2 hours; Ozark Allied Health Fee: \$56.

## **OTA 2352: Theory and Treatment for Human Conditions III**

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This course will examine the occupational therapy process in relation to the older adult with physical and/or psychosocial challenges, beginning with a historical and theoretical overview. Frames of Reference guiding physical and psychosocial OT during older adulthood will be examined. Topics include clinical features and medical management, assessments and treatment, evidence-based practice, and issues impacting geriatric OT practice. Professional literature will be reviewed for current practice trends.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

## **OTA 2412: Level II Field Work A-1**

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Prerequisites: Successful completion of all OTA coursework.

Co-requisite: OTA 2422.

First four-week fieldwork experience designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students must meet objectives designed by academic and clinical educators.

Clinical: 2 hours; Ozark Allied Health Fee: \$56.

## **OTA 2422: Level II Field Work A-2**

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Prerequisites: Successful completion of all OTA coursework.

Co-requisite: OTA 2412.

Second four-week fieldwork experience designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students must meet objectives designed by academic and clinical educators.

Clinical: 2 hours; Ozark Allied Health Fee: \$56.

## **OTA 2424: Level II Field Work B**

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Prerequisites: Successful completion of all OTA coursework.

Second eight-week fieldwork experience designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students must meet objectives designed by academic and clinical educators. Fieldwork sites are different from Fieldwork II A and are utilized to broaden the student's Level II experiential background.

Clinical: 4 hours; Ozark Allied Health Fee: \$112.

## **Ozark Campus Orientation Course Descriptions**

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### **OZRK 1001: Ozark Campus Orientation**

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A course designed to provide entering freshmen with the resources and skills necessary to succeed in college and in life. The course will teach students how to balance life and scholastic responsibilities, how to make the most of campus resources, and how to excel in the classroom.

Ozark CTE General Technology Fee: \$12.

## **Prior Learning Assessment Course Descriptions**

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### **PLA 2116: Lineman I**

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This course is first in a series of four courses which make up MPUA's Apprentice Lineworker Training Program. It provides entry level (apprentice) electric employees with the knowledge they need to perform their jobs safely and efficiently. Combined classroom, correspondence and hands-on instruction with applied on-the-job training. Includes: Overhead and underground systems; Safety; Pole climbing, installing, and mounting; Conductors, transformers, and substations; and Equipment operation. Provides a credentialed, comprehensive safety program meeting all regulatory guidelines.

Approved apprenticeship must provide evidence of mastery of subject as well as evidence to support that instruction is college level, documentation that successful completion is achieved, and evidence that the course met an industry criteria.

Credit for PLA 2116 applies only to the Associate of Applied Science degree and cannot be applied toward any other program. Grading is on a Credit/Non Credit basis.

Application and fees apply. A maximum of 24 hours of prior learning credit may be earned. Other restrictions apply. See catalog for more detail.

### **PLA 2126: LINEMAN II**

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This course is second in a series of four courses which make up MPUA's Apprentice Lineworker Training Program. It provides entry level (apprentice) electric employees with the knowledge they need to perform their jobs safely and efficiently. Combined classroom, correspondence and hands-on instruction with applied on-the-job training. Includes: Overhead and underground systems; Safety; Pole climbing, installing, and mounting; Conductors, transformers, and substations; and Equipment operation. Provides a credentialed, comprehensive safety program meeting all regulatory guidelines.

Approved apprenticeship must provide evidence of mastery of subject as well as evidence to support that instruction is college level, documentation that successful completion is achieved, and evidence that the course met an industry criteria.

Credit for PLA 2126 applies only to the Associate of Applied Science degree and cannot be applied toward any other program. Grading is on a Credit/Non Credit basis.

Application and fees apply. A maximum of 24 hours of prior learning credit may be earned. Other restrictions apply. See catalog for more detail.

### **PLA 2136: LINEMAN III**

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This course is third in a series of four courses which make up MPUA's Apprentice Lineworker Training Program. It provides entry level (apprentice) electric employees with the knowledge they need to perform their jobs safely and efficiently. Combined classroom, correspondence and hands-on instruction with applied on-the-job training. Includes: Overhead and underground systems; Safety; Pole climbing, installing, and mounting; Conductors, transformers, and substations; and Equipment operation. Provides a credentialed, comprehensive safety program meeting all regulatory guidelines.

Approved apprenticeship must provide evidence of mastery of subject as well as evidence to support that instruction is college level, documentation that successful completion is achieved, and evidence that the course met an industry criteria.

Credit for PLA 2136 applies only to the Associate of Applied Science degree and cannot be applied toward any other program. Grading is on a Credit/Non Credit basis.

Application and fees apply. A maximum of 24 hours of prior learning credit may be earned. Other restrictions apply. See catalog for more detail.

### **PLA 2146: JOURNEYMAN LINEMAN**

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This is the final course in a series of four courses which make up MPUA's Apprentice Lineworker Training Program. It provides entry level (apprentice) electric employees with the knowledge they need to perform their jobs safely and efficiently. Combined classroom, correspondence and hands-on instruction with applied on-the-job training. Includes: Overhead and underground systems; Safety; Pole climbing, installing, and mounting; Conductors, transformers, and substations; and Equipment operation. Provides a credentialed, comprehensive safety program meeting all regulatory guidelines.

Approved apprenticeship must provide evidence of mastery of subject as well as evidence to support that instruction is college level, documentation that successful completion is achieved, and evidence that the course met an industry criteria.

Credit for PLA 2146 applies only to the Associate of Applied Science degree and cannot be applied toward any other program. Grading is on a Credit/Non Credit basis.

Application and fees apply. A maximum of 24 hours of prior learning credit may be earned. Other restrictions apply. See catalog for more detail.

## **Physical Therapy Assistant Course Descriptions**

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### **PTA 1121: Clinical Kinesiology Laboratory**

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Co-requisite: PTA 1122.

Lab skills practice to apply concepts presented in PTA 1122.

Laboratory: 1 hour; Ozark PTA Fee: \$35, Ozark Allied Health Fee: \$28.

### **PTA 1122: Clinical Kinesiology**

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Co-requisite: PTA 1121.

This course provides an introduction to the musculoskeletal anatomy, human movement, and clinical assessment. Students will learn to locate and identify muscles, joints, and bony landmarks of the spine and extremities. Students will also learn to assess range of motion and muscle strength.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

### **PTA 1132: Pathological Conditions**

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This course will examine the mechanisms and concepts of selected pathological conditions in the human body. Emphasis is placed on how the specific pathological condition affects the functioning of the system involved, as well as its impact on other body systems. This course includes general pathology with emphasis on the study of diseases and disorders commonly seen in physical therapy practice.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

### **PTA 1241: Principles of Physical Therapy Laboratory**

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Co-requisite: PTA 1243

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

Laboratory: 1 hour; Ozark Allied Health Fee: \$28.

### **PTA 1243: Principles of Physical Therapy**

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This course provides an introduction and orientation to the field of physical therapy. This course will introduce students to the theory, principles, and techniques of patient care. Students will be introduced to concepts of professional ethics and conduct in the delivery of patient care.

Lecture: 3 hours; Ozark Allied Health Fee: \$84.

### **PTA 1251: Data Collection in Physical Therapy Laboratory**

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

Laboratory: 1 hour; Ozark Allied Health Fee: \$28.

### **PTA 2121: Neurological Development and Motor Control**

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

Lecture: 1 hour; Ozark Allied Health Fee: \$28.

### **PTA 2122: Therapeutic Procedures Laboratory**

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Co-requisite: PTA 2123

Lab skills practice to apply concepts presented in PTA 2123.

Laboratory: 2 hours; Ozark Allied Health Fee: \$56.

### **PTA 2123: Therapeutic Procedures**

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Co-requisite: PTA 2122

Students will learn physical therapy interventions using specific physical agents.

Lecture: 3 hours; Ozark Allied Health Fee: \$84.

### **PTA 2142: Therapeutic Exercise and Cardiopulmonary Rehabilitation Laboratory**

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Co-requisite: PTA 2143.

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

Laboratory: 2 hours; Ozark Allied Health Fee: \$56.

### **PTA 2143: Therapeutic Exercise and Cardiopulmonary Rehabilitation**

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Co-requisite: PTA 2142

This course will examine the theory and application of physical therapy procedures for the management of patients with cardiovascular and pulmonary conditions. This course will also examine the theory and application of therapeutic exercise.

Lecture: 3 hours; Ozark Allied Health Fee: \$84.

### **PTA 2151: Administrative Procedures**

---

This course will examine the administrative aspects of providing physical therapy services including reimbursement, quality improvement, laws and professional liability regarding the delivery of physical therapy services, administrative principles, and organizational patterns.

Lecture: 1 hour; Ozark Allied Health Fee: \$28.

### **PTA 2164: Clinical Experience I**

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This course is the first clinical experience in the PTA program curriculum. Students will perform 200 hours of clinical practice in a physical therapy setting while under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. Students will apply the knowledge and skills acquired from previous didactic learning as deemed appropriate by the clinical instructor.

Clinical: 4 hours; Ozark Malpractice Insurance Fee: \$15; Ozark PTA Fee: \$220; Ozark Allied Health Fee: \$112.

### **PTA 2211: Musculoskeletal Rehabilitation Laboratory**

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Co-requisite(s): PTA 2212

Lab skills practice to apply concepts presented in PTA 2212.

Laboratory: 1 hour; Ozark Allied Health Fee: \$28.

### **PTA 2212: Musculoskeletal Rehabilitation**

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Co-requisite(s): PTA 2211

This course will examine the theory and application of physical therapy interventions for the management of patients with specific musculoskeletal conditions. A review of basic assessment and treatment procedures will be included.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

### **PTA 2221: Neurological Rehabilitation Laboratory**

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Lab skills practice to apply concepts presented in PTA 2222.

Laboratory: 1 hour; Ozark Allied Health Fee: \$20.

### **PTA 2222: Neurological Rehabilitation**

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Co-Requisite(s): PTA 2221

This course will examine the theory and application of physical therapy interventions for the management of specific neurological disorders. A review of basic assessment and treatment procedures will be included.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

### **PTA 2234: Clinical Experience II**

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Pre-requisite: PTA 2164

This course is the second clinical experience in the PTA program curriculum. Students will perform 200 hours of clinical practice in a physical therapy setting while under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. Students will apply the knowledge and skills acquired from previous didactic learning as deemed appropriate by the clinical instructor.

Clinical: 4 hours; Ozark Malpractice Insurance Fee: \$15; Ozark PTA Fee: \$35, Ozark Allied Health Fee: \$112.

### **PTA 2235: Clinical Experience III**

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Pre-requisite: PTA 2234

This course is the third clinical experience in the PTA program curriculum. Students will perform 240 hours of clinical practice in a physical therapy setting while under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. Students will apply the knowledge and skills acquired from previous didactic learning as deemed appropriate by the clinical instructor.

Clinical: 5 hours; Ozark Allied Health Fee: \$140.

### **PTA 2991: Special Topics for Physical Therapist Assistant**

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This course is designed to introduce students to specific areas in Physical Therapist Assistant. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$28.

### **PTA 2992: Special Topics for Physical Therapist Assistant**

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This course is designed to introduce students to specific areas in Physical Therapist Assistant. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$56.

### **PTA 2993: Special Topics for Physical Therapist Assistant**

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This course is designed to introduce students to specific areas in Physical Therapist Assistant. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$84.

### **PTA 2994: Special Topics for Physical Therapist Assistant**

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This course is designed to introduce students to specific areas in Physical Therapist Assistant. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$112.

### **PTA 2995: Special Topics for Physical Therapist Assistant**

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This course is designed to introduce students to specific areas in Physical Therapist Assistant. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$140.

### **PTA 2996: Special Topics for Physical Therapist Assistant**

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This course is designed to introduce students to specific areas in Physical Therapist Assistant. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark Allied Health Fee: \$168.

## **Registered Nursing Course Descriptions**

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### **RN 2112: Pharmacology I**

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Prerequisite: Acceptance into the Registered Nursing program.

This course focuses on the relationships between the action of drugs, their effects and the contraindications for their administration. The relationship between specific patient needs and the type of drugs that would be effective to meet those needs will be analyzed. The nursing care related to each type of drug and the rationales for care will be included.

Lecture: 2 hours, Ozark Allied Health Fee: \$56.

### **RN 2113: Introduction to Professional Nursing**

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Prerequisite: Acceptance into the Registered Nursing program.

A three-hour course which introduces the student to selected basic concepts of professional nursing. Purpose of the course is to introduce nursing concepts to nursing majors. This course focuses on nursing as a caring profession, nurses' roles and functions, ethics, standards, legal aspects, holism, wellness, health care settings, communication, teaching/learning, critical thinking, and the nursing process. The Conceptual Framework and Philosophy of Tech's Department of Nursing will be explored.

Lecture: 3 hours, Ozark Allied Health Fee: \$84.

### **RN 2115: Practicum for Registered Nursing I**

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Prerequisite: Acceptance into the Registered Nursing program.

Co-requisite: RN 2116.

A practicum course which facilitates the integration, synthesis, and application of the theories, concepts, and skills taught in RN 2112, RN 2113, and RN 2116.

Clinical: 15 Clinical hours equal to 5 credit hours; Ozark Malpractice Insurance Fee: \$15, Ozark Allied Health Fee: \$140.

### **RN 2116: Theories and Concepts for Registered Nursing I**

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Prerequisite: Acceptance into the Registered Nursing program.

Co-requisite: RN 2115.

This course, utilizing the nursing process, builds upon the knowledge of the LPN and includes the bio psycho social and spiritual needs of the family. The course emphasizes family development, the childbearing experience, and the child's unique response to the internal and external environment.

Lecture: 6 hours; Ozark Allied Health Fee: \$168, Ozark Registered Nursing Fee: \$378.

### **RN 2211: Nutrition**

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Principles of normal nutrition at all stages of the life cycle are emphasized. Growth and development needs are incorporated into the maintenance, restoration of nutritional health, and in the prevention of nutritional deficit. Exploration is conducted of the social, religious, and cultural factors which affect the family's nutritional health.

Lecture 1 hour: Ozark Allied Health Fee: \$28.

### **RN 2212: Pharmacology II**

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Prerequisite: Acceptance into the Registered Nursing program and RN 2112.

This course is a continuation of Pharmacology I and focuses on the relationships between the action of

drugs, their effects and the contraindications for their administration. The relationship between specific patient needs and the type of drugs that would be effective to meet those needs will be analyzed. The nursing care related to each type of drug and the rationales for the care will be included.

Lecture: 2 hours; Ozark Allied Health Fee: \$56.

## **RN 2215: Practicum for Registered Nursing II**

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Prerequisites: Acceptance into the Registered Nursing program and RN 2115.

Co requisites: RN 2216.

This is a clinical nursing course which provides the opportunity for the integration of theories and concepts in the application of the nursing process in the care of the emotionally and/or physically dysfunctional client, family or group who are undergoing adaptation difficulties due to major deviations from wellness. The health care is delivered according to scientific principles, research findings, and accepted standards of care. Nursing behaviors and nursing roles are emphasized which are appropriate to the level of the students. Learning experiences are gained through caring for clients.

Clinical: 15 clinical hours equal to 5 credit hours; Ozark Malpractice Insurance Fee: \$15, Ozark Allied Health Fee: \$140.

## **RN 2216: Theories and Concepts for Registered Nursing II**

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Prerequisites: Acceptance into the Registered Nursing program and RN 2116.

Co-requisite: RN 2215

The course focuses on the prevention of illness, maintenance of health and the restoration of wellness in the care of clients and families experiencing major dysfunctions in adaptation. The nursing process is the methodology used to assist clients and families toward achieving optimal health. Principles of growth and development throughout the life cycle, utilization of research findings, principles of communication in crisis, and the role of the nurse in crises situations are included in the course. Psycho social theories and concepts relevant to the care of the emotionally disturbed client and family are explored in depth.

Lecture: 6 hours; Ozark Allied Health Fee: \$168, Ozark Registered Nursing Fee: \$245.

## **Technical Mathematics Course Descriptions**

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### **TMAT 1103: Technical Mathematics I**

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

Lecture: 3 hours

### **TMAT 1203: Technical Mathematics II**

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

Designed for students in occupational and technical programs, this course includes measurement, operations with polynomial expressions, use of equations and formulas, basic trigonometry, and basic statistics, with emphasis on industrial and other practical applications. A scientific calculator is required with TI 83 or TI 84 recommended.

Lecture: 3 hours

## **Viticulture Enology Course Descriptions**

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### **VIN 1003: Survey of Grapes and Wine**

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The goal of this course is to give students an overview of the world-wide grape and wine industry. Topics will include an introduction to grape and wine production practices, winegrape varieties, and wine regions from around the world and their grape varieties and wine styles. Students will be introduced to the climates and soils of these regions and why the particular grapes of those regions are well suited to them. Emphasis will be given to the grape and wine industry of the U.S. and particularly the Midwest region.

Ozark General Technology fee: \$36.

### **VIN 1113: Introduction to Viticulture and Vineyard Establishment**

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

Ozark CTE General Technology Fee: \$36.

### **VIN 1124: Botanical Viticulture**

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

Students who enroll in this class must also enroll with VESTA.

Ozark CTE General Technology Fee: \$48.

### **VIN 1132: Winter Viticulture and Vineyard Establishment**

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Pre-requisite: VIN 1113

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

Ozark CTE General Technology Fee: \$24.

### **VIN 1142: Spring Viticulture Technology**

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Pre-requisite: VIN 1113

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

Ozark CTE General Technology Fee: \$24.

### **VIN 1152: Summer and Fall Viticulture Technology**

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Pre-requisite: VIN 1113

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

CTE General Technology Fee: \$24.

### **VIN 1463: Introduction to Enology**

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

Ozark CTE General Technology Fee: \$36.

### **VIN 1483: Winery Sanitation**

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Prerequisite: VIN 1463

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

This course is designated as "Green".

Ozark CTE General Technology Fee: \$36.

### **VIN 1602: Winery Equipment Operations**

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Prerequisite: VIN 1463

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

Ozark CTE General Technology Fee: \$24.

### **VIN 2103: Introduction to Wine Microorganisms**

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Prerequisite: VIN 1463

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

Ozark CTE General Technology Fee: \$36.

### **VIN 2112: Integrated Pest Management**

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Prerequisite: VIN 1113

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

This course is designated as "Green".

Ozark CTE General Technology Fee: \$24.

## **VIN 2122: Sustainable Vineyard Management**

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Prerequisite: VIN 1113.

This course is a study of sustainable grape growing techniques for vineyards of the central and southern United States. Topics include cultivar selection for sustainable grape production, vine nutrition, sustainable soil and vineyard floor management, irrigation, canopy management, integrated disease and insect pest management, vine balance and crop load management, and sustainable ecosystem management.

Ozark CTE General Tech Fee: \$24.

## **VIN 2463: Intermediate Enology**

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

This course is designated as "Green".

Ozark CTE General Technology Fee: \$36.

## **VIN 2573: Fall Wine Production Internship**

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

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

Ozark CTE General Technology Fee: \$36.

## **VIN 2592: Cellar Operation Technology**

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Prerequisite: VIN 2573 or permission.

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

Ozark CTE General Technology Fee: \$24.

## **VIN 2663: Sensory Evaluation**

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Prerequisite: VIN 1463 or permission.

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

Ozark CTE General Technology Fee: \$36.

## **VIN 2683: Wine and Must Analysis**

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Prerequisites: VIN 1463, CHEM 1111 and CHEM 1113 (or CHEM 1114) or permission.

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

CTE General Technology Fee: \$36.

## **VIN 2933: Soils for Viticulture**

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

This course is designated as "Green".

Ozark CTE General Technology Fee: \$36.

## **VIN 2991: Special Topics for Viticulture and Enology**

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This course is designed to introduce students to specific areas in Viticulture and Enology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$12.

## **VIN 2992: Special Topics for Viticulture and Enology**

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This course is designed to introduce students to specific areas in Viticulture and Enology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$24.

## **VIN 2993: Special Topics for Viticulture and Enology**

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This course is designed to introduce students to specific areas in Viticulture and Enology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$36.

## **VIN 2994: Special Topics for Viticulture and Enology**

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This course is designed to introduce students to specific areas in Viticulture and Enology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$48.

### **VIN 2995: Special Topics for Viticulture and Enology**

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This course is designed to introduce students to specific areas in Viticulture and Enology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$60.

### **VIN 2996: Special Topics for Viticulture and Enology**

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This course is designed to introduce students to specific areas in Viticulture and Enology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

CTE General Technology Fee: \$72.

## **Welding Technology Course Descriptions**

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### **WLD 1103: Introduction to Thermal Cutting**

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

Ozark CTE General Technology Fee: \$36, Ozark Welding Fee: \$51.

### **WLD 1202: Blueprint Reading**

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

Ozark CTE General Technology Fee: \$24, Ozark Welding Fee: \$34.

### **WLD 1212: Industrial Safety in Welding**

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

Ozark CTE General Technology Fee: \$24, Ozark Welding Fee: \$34.

### **WLD 1224: Introduction to Arc Welding**

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

This course is designated as "Green".

Ozark CTE General Technology Fee: \$48, Ozark Welding Fee: \$68.

### **WLD 1302: Metallurgy**

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

Ozark CTE General Technology Fee: \$24, Ozark Welding Fee: \$34.

### **WLD 1403: Welding for Trades and Industry**

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This course is intended to teach theory and application of welding for trades and industry. This course will be specific to the needs and applicable to each area of interest. It will cover basic welding safety, correct cutting torch handling, basic gas metal arc welding (MIG), gas tungsten arc welding (TIG), and shielded metal arc welding. Specific applications will be deemed by the appropriate advisor.

Ozark CTE General Technology Fee: \$36, Ozark Welding Fee: \$51.

### **WLD 1405: Position Welding**

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Pre-requisite: WLD 1224 or permission of instructor. A continuation of the study of Arc welding concentrating on more advanced weld positions and varied electrodes. This course will also discuss hard facing, padding, and the techniques for welding pipe.

Ozark CTE General Technology Fee: \$60, Ozark Welding Fee: \$85.

### **WLD 1503: Gas Metal Arc (MIG) Welding**

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Pre-requisite: WLD 1405 or permission of instructor. Provides student with theory and application of wire feed processes also known as MIG Welding or semi-automatic and automatic processes. The student also gains an understanding of the basic gases and mixtures used for different materials.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$36, Ozark Welding Fee: \$51.

### **WLD 1603: Gas Tungsten Arc (TIG) Welding**

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Pre-requisite: WLD 1405 or permission of instructor. Study of Gas Tungsten Arc (TIG) Welding commonly referred to as TIG or Heliarc. This course will focus on shielding gases, equipment and feasible use situations. Safety will be addressed and demonstrated in a lab experience.

This course is designated as "Green".

Ozark CTE General Technology Fee: \$36, Ozark Welding Fee: \$51.

### **WLD 1702: Weldment Testing**

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

Ozark CTE General Technology Fee: \$24, Ozark Welding Fee: \$34.

### **WLD 1804: Certification Welding I**

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

Ozark CTE General Technology Fee: \$48, Ozark Welding Fee: \$68.

### **WLD 2804: Certification Welding II**

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This is a continuation of WLD 1804. Student practices and takes practical tests that are designed according to AWS D1.1 and ASME Section IX industry standard codes. The implementation and approval of the codes in accordance with these standards will be addressed. Documentation of procedure will also be covered. Students in this class will have more emphasis in pipe certification.

Ozark CTE General Technology Fee: \$48. Ozark Welding Fee: \$68.

### **WLD 2994: Special Topics for Welding Technology**

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This course is designed to introduce students to specific areas in Welding Technology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.

Ozark CTE General Technology Fee: \$48, Ozark Welding Fee: \$68.