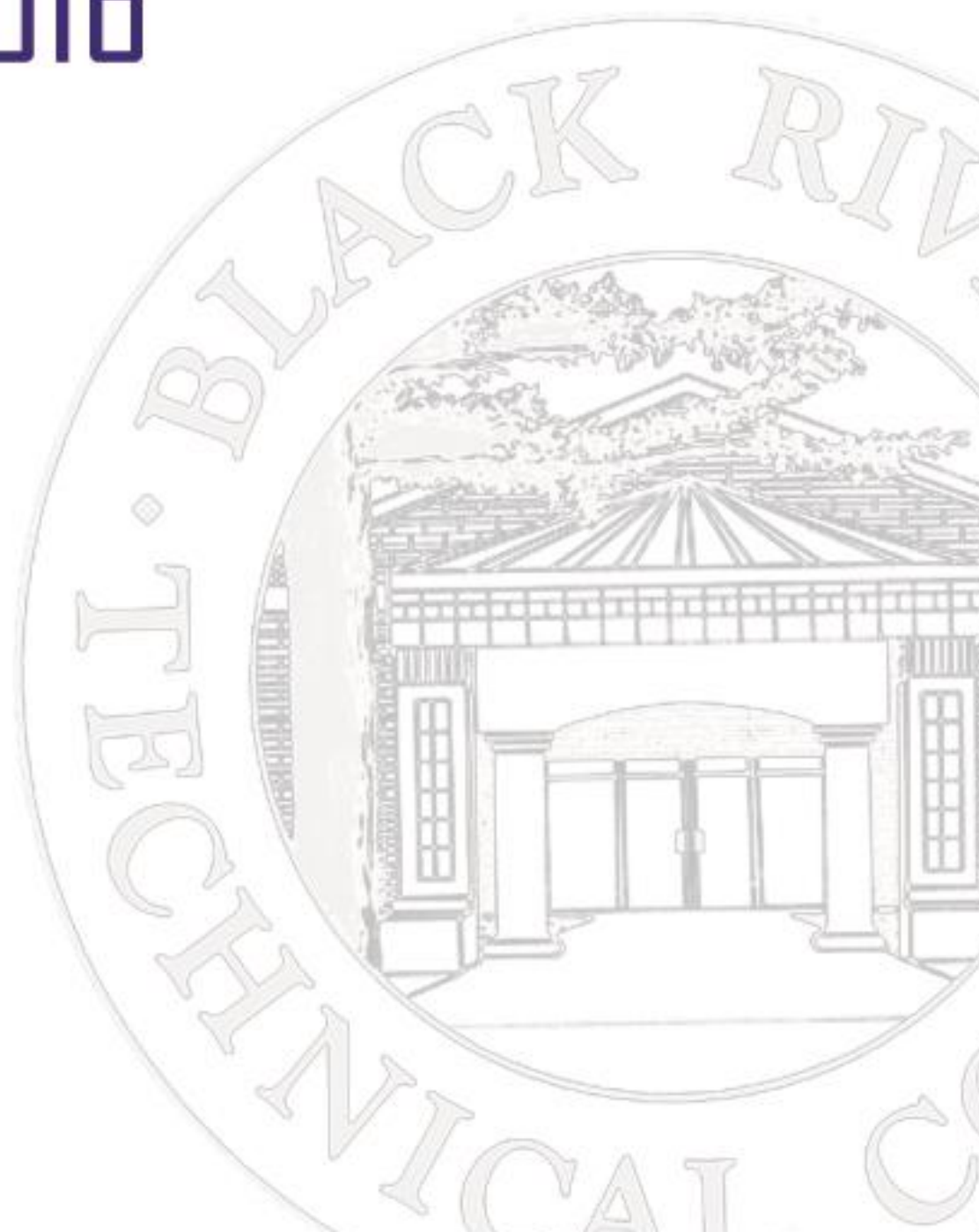


# *Course Catalog*

**BRTC**

**2015-2016**



# Table of Contents

<b>Facts about Black River Technical College .....</b>	<b>11</b>
Type .....	11
Location .....	11
Pocahontas Campus .....	11
Paragould Campus .....	11
Faculty.....	11
Accreditation.....	11
Degrees and Programs .....	11
Financial Aid.....	12
Financial Strength .....	12
Library.....	12
For More Information .....	12
General Information.....	12
Academic Program Information .....	12
Admissions.....	12
Financial Aid.....	12
Finances and Fees .....	12
Transcripts.....	12
Scheduling Campus Facilities.....	12
Board of Trustees .....	13
Officers of the Board .....	13
President of the College .....	13
President's Cabinet .....	13
<b>Academic Calendar .....</b>	<b>14</b>
Fall Semester 2015.....	14
Four-Week Classes: September 21- October 18.....	14
Four-Week Classes: October 19 – November 15 .....	14
Four-Week Classes: November 19 – December 13 .....	15
Eight-Week Classes: August 24 – October 17.....	15
Eight-Week Classes: October 19- December 12 .....	15
Spring Semester 2016 .....	15
Intersession 2016 .....	16
Summer I 2016.....	16
Summer II 2016 .....	16
<b>Mandated Information .....</b>	<b>17</b>
Policy Statement .....	17
Equal Opportunity/Affirmative Action.....	17
FERPA .....	17
Transcript Request .....	17
Smoking and Tobacco.....	18
Judicial Process .....	18
Article 1: Definitions .....	18

Article II: Judicial Authority.....	19
Article III: Proscribed Conduct.....	20
Jurisdiction of the “College” .....	20
Conduct - Rules and Regulations.....	20
Violation of Law and “College” Discipline.....	21
Article IV: Judicial Policies .....	22
Charges and Hearing.....	22
Sanctions .....	24
Interim Suspension.....	25
Appeals .....	25
Student Judicial Process.....	26
Judicial Process .....	26
Judicial Appeal Process .....	27
Interim Suspension.....	28
Disciplinary Sanctions .....	28
Student Appeal Process.....	29
Clery Act/Campus Security Policy .....	30
Sexual Harassment Policy (Title IX) .....	31
Policy Statement .....	31
Introduction.....	31
Jurisdiction.....	31
Definition of Terms.....	31
Policy Expectations With Respect to Consensual Relationships.....	37
Confidentiality .....	37
Complaint/Grievance Procedure.....	38
Informal Complaint Resolution .....	38
Formal Complaint/Grievance Procedures.....	38
Responsibility to Report .....	38
Notification .....	39
Investigation.....	39
Hearing.....	40
Appeals .....	40
Complaint and Grievance Process Provisions .....	41
Time Periods .....	41
No Retaliation .....	42
False Reports.....	42
Office of Civil Rights Complaint.....	42
Effective Date .....	42
Statement of the Rights of Complainant.....	42
Statement of the Rights of Respondent.....	44
Sex Offenders.....	45
Campus Community Information Regarding Sex Offenders.....	45
Weapons on Campus.....	45
Services for the Disabled .....	45
Racial Profiling Policy.....	46
<b>College .....</b>	<b>47</b>

Mission Statement.....	47
Priorities.....	47
College History .....	48
Library.....	48
Accreditation.....	49
Assessment Program .....	49
Institutional Student Learning Outcomes .....	49
Technical Education Division Student Learning Outcomes .....	49
General Education Division Student Learning Outcomes .....	50
General Education Philosophy.....	50
Degrees Offered .....	50
Associate of Arts Degree .....	50
Associate of Science Degree.....	51
Associate of Science in Liberal Arts and Science .....	51
Associate of Applied Science Degree.....	51
Technical Certificates .....	51
Certificates of Proficiency .....	52
Adult Education .....	52
Core Competencies .....	52
<b>Academic Information and Policies .....</b>	<b>53</b>
Academic Clemency .....	53
Academic Probation/Suspension .....	53
Adding Courses.....	54
Administrative Withdrawal.....	54
Adult Education .....	54
Arkansas Course Transfer System (ACTS) .....	55
Articulation .....	55
Associate of Applied Science in Transfer Disclaimer .....	56
High School Articulated Credit .....	57
Auditing Courses .....	57
Campus Connect .....	57
Cancellation of Courses/or Programs of Study.....	57
Course/College Withdrawal.....	57
Course Credit .....	58
Course Delivery .....	58
FT (Fast Track) .....	58
ALP (Accelerated Learning Program) .....	58
MOD (Modular Math) .....	58
Online.....	58
CVN .....	59
Hybrid .....	59
Credit by Examination for Introduction to Computer Concepts.....	59
Credit for Previous Training (PLA).....	59
Distance Education .....	59
Enrolling in Distance Education Classes .....	60
Benefits/Challenges of Distance Education.....	60

Requirements of Distance Education.....	60
CVN Classes .....	60
Hybrid Classes .....	61
Online Classes.....	61
Grades and Grade Point .....	61
Graduation.....	61
Honor Roll .....	62
Incomplete Grade Policy.....	62
Academic Learning Center/Tutoring .....	63
Learning Outcomes Assessment .....	63
Name/Address Changes .....	63
No-Show .....	63
Overrides.....	64
Repeating Courses .....	64
Student Appeal for Tuition Charges .....	64
Transfer Programs.....	64
<b>Admissions, Placement, and Enrollment Status .....</b>	<b>65</b>
Admissions.....	65
Continuing Education .....	65
Admission Procedures .....	65
Admission Requirements .....	66
Concurrent Enrollment.....	66
Student Admission, Registration, and Withdrawal Process.....	67
Registration .....	67
Registration Deadlines .....	68
Schedule Changes .....	68
Payment Guidelines .....	68
Advanced Placement.....	68
Freshman Assessment and Placement .....	69
Mathematics .....	70
ACT Math .....	70
COMPASS Algebra Test .....	70
COMPASS Pre-Algebra Test .....	71
SAT Math.....	71
English Composition.....	71
ACT English .....	71
COMPASS Writing Test.....	71
SAT English.....	71
Reading .....	72
ACT Reading .....	72
COMPASS.....	72
SAT Reading.....	72
Technical Reading .....	72
ACT Reading .....	72
COMPASS.....	72
SAT Reading.....	72

Student Success Course .....	73
Academic Transition Courses .....	73
Categories of Entry .....	73
Full-Time Student .....	73
Part-Time Student .....	74
Returning Students .....	74
Transfer Students .....	74
Transient Students .....	74
Non-Degree Students .....	75
Auditing Students .....	75
Home School/Private High School Students .....	75
Conditional Students .....	75
Associate of Arts Degree .....	75
Technical Certificate .....	76
<b>Financial Information .....</b>	<b>77</b>
Fees .....	77
Liability/Malpractice Insurance .....	77
Tuition Information .....	77
Validation of Enrollment .....	77
Tuition .....	78
In-State Residents, Tuition per credit hour .....	78
\$86.00 In-State Residents   Example for 15 credit hours: \$1,290.00 .....	78
Out-of-State Residents, Tuition per credit hour .....	78
\$189.00 Out-of-State Residents   Example for 15 credit hours: \$2,835.00 .....	78
Tuition Waiver Policy .....	78
Refunds .....	79
Tuition Refund .....	79
Refund for Credit Courses- Fall or Spring Semester .....	79
Refund for Credit Courses - Summer Session .....	79
Refund for Intersession, Accelerated Classes, and Short Duration Classes (1 to 7 days) .....	79
Refund for Non-Credit Courses .....	79
Four Week and Eight Week Courses beginning in March and October .....	79
Bookstore Refunds .....	79
New Books .....	80
Used Books .....	80
Fee Refunds .....	80
Other Refunds .....	80
Financial Aid General Information .....	80
Federal Financial Aid Programs .....	80
Federal Pell Grant .....	81
Federal Stafford Loan .....	81
Federal Plus Loan .....	81
Veterans' Affairs .....	82
Workforce Investment Act (Formerly Job Training Partnership Act) .....	82
BRTC works with the Northeast Arkansas Development Council (NADC) in placing students in programs under WIA. Generally, this program pays for tuition and fees for	

students certified and approved for training for up to two years. Interested students should contact the Financial Aid Office for further information regarding the application process.	82
Return of Title IV Funds .....	82
Eligibility for Federal Student Financial Aid (Title IV) .....	82
General Requirements.....	82
Satisfactory Academic Progress for Financial Aid .....	83
Timeframe .....	83
Transfer Students .....	84
Clock Hour Programs .....	84
Warning Status.....	84
Suspension Status.....	84
Appeals .....	84
Probation Status: .....	84
Academic Plan .....	85
Probation Plan.....	85
Satisfactory Academic Progress Appeals Committee.....	85
Academic Plan .....	86
Checking the Status of an Appeal .....	86
State Funded Financial Assistance.....	86
Arkansas Academic Challenge Scholarship .....	86
Arkansas Rehabilitation Services .....	87
Arkansas Career Pathways.....	87
Higher Education Opportunities Grant (GO! Opportunities Grant) .....	87
Missing in Action/Killed in Action Dependent's Scholarship Program.....	87
Law Enforcement Officers' Dependents' Scholarship .....	88
Emergency Secondary Education Loan Program .....	88
Workforce Improvement Grant.....	88
Black River Technical College Scholarships.....	88
Academic Distinction Scholarship for Academic/Technical Students .....	88
BRTC President's Scholarship .....	89
BRTC Foundation Scholarships .....	89
Mary Sallee Single Parent Scholarships .....	89
How to Apply for Financial Aid .....	89
Revisions in Financial Aid.....	90
Refund Checks .....	90
<b>Associates Degrees .....</b>	<b>91</b>
Associate of Arts Degree .....	91
General Education.....	91
Associate of Science Degrees .....	96
Associate of Science in Business.....	96
Associate of Science in Fire Science Administration .....	98
Associate of Science in Liberal Arts and Sciences, Communication Sciences and Disorders .....	100
<b>Associate of Applied Science Degrees .....</b>	<b>104</b>
Associate of Applied Science in Accounting.....	104

Associate of Applied Science in Administrative Services.....	105
Legal Emphasis .....	105
Associate of Applied Science in Business Administration .....	106
Associate of Applied Science in Health Information .....	107
Associate of Applied Science in Microcomputer Business Applications.....	108
Associate of Applied Science in Computer Information Technology .....	109
Associate of Applied Science in Entrepreneurship.....	111
Associate of Applied Science in Crime Scene Investigation.....	112
Associate of Applied Science in Criminal Justice .....	113
Associate of Applied Science in Nutrition and Dietetics.....	116
Program Mission .....	116
Program Goals .....	116
Associate of Applied Science in Emergency Medical Technician-Paramedic .....	118
Associate of Applied Science in Fire Science .....	120
Associate of Applied Science in General Technology .....	122
Associate of Applied Science in General Technology .....	123
Option for Licensed Practical Nurses Only .....	123
Associate of Applied Science in General Technology .....	124
Health Profession Nursing Emphasis Option .....	124
Associate of Applied Science in General Technology .....	126
Health Profession Respiratory Emphasis Option.....	126
Associate of Applied Science in Industrial Maintenance Technology .....	128
Associate of Applied Science in Law Enforcement Administration .....	129
Associate of Applied Science in Registered Nursing .....	131
(LPN/LPTN/LVN to RN Transition).....	131
Entrance Requirements .....	132
Acceptance .....	132
Academic Progression .....	133
Re-admission Candidates.....	133
Transfers .....	133
Advanced Placement of Students.....	133
Note to All Applicants .....	133
Graduation Policy .....	134
Nursing Course Curriculum:.....	135
Associate of Applied Science in Respiratory Care .....	136
<b>Technical Certificate Programs.....</b>	<b>139</b>
Accounting Assistant .....	139
Administrative Services Technology .....	139
Auto Collision Repair Technology .....	140
Auto Collision Cosmetic Repair Technology .....	140
Auto Collision Structural Repair Technology .....	141
Automotive Service Technology .....	141
Electrical-Engine Specialty Certificate.....	141
Powertrain-Systems Specialty Certificate.....	142
Master Technician Certificate.....	142
Business Technology Applications.....	143



Crime Scene Investigation .....	143
Emergency Medical Technician - Paramedic .....	144
Entrepreneurship .....	146
Fire Science.....	147
Health Professions .....	148
Industrial Electricity/Electronics .....	148
Law Enforcement Administration.....	149
Machine Tool Technology .....	150
Micro-Computer Repair Technician .....	150
Nutrition and Foodservice Management.....	151
Practical Nursing.....	153
Web Design.....	155
Welding.....	156
<b>Certificate of Proficiency Programs .....</b>	<b>158</b>
Basic Police Training Certification/Law Enforcement.....	158
Crime Scene Investigation .....	159
Entrepreneurship .....	160
Emergency Medical Technician .....	160
Homeland Security/Emergency Preparedness .....	160
Law Enforcement Administration.....	161
Medical Insurance Coding .....	161
Medical Transcription .....	162
Micro-Computer Repair Technician .....	162
Nursing Assistant .....	162
Phlebotomy .....	163
<b>Course Descriptions.....</b>	<b>164</b>
<b>Student Handbook and Information .....</b>	<b>236</b>
Accident or Illness .....	236
American College Testing Program (ACT).....	236
Bookstore .....	236
Clubs and Organizations .....	236
Club Advisors .....	236
Community Group Activities.....	237
Contests for Students .....	237
Employment Assistance.....	237
Gift Giving .....	237
Inclement Weather Policy .....	238
Name/Address Changes .....	238
Parking .....	238
Physical Examinations .....	238
Plagiarism Policy .....	238
School Hours.....	239
Student Advisor System.....	239
Student Conduct.....	239
Student Identification Cards .....	240

Student Organizations .....	240
Art Club .....	240
English Club.....	241
BRTC Entrepreneurship Student Association (BESA).....	241
Music Club.....	241
National Technical Honor Society .....	241
Professional Business Leaders .....	241
Rotaract Club .....	242
Student Government Association .....	242
Phi Theta Kappa.....	242
Student Organizations Speakers .....	242
Student Publications.....	242
Veterans .....	243
Visits to the College Campus.....	243
<b>Administration .....</b>	<b>244</b>
Office of the President .....	244
Office of Institutional Advancement .....	244
Office of Administration.....	244
Office of Finance .....	245
Office of Student Affairs .....	245
Office of General Education .....	246
Office of Technical Education .....	247
Auxiliary Services.....	247
Maintenance .....	248
Faculty.....	248

# Facts about Black River Technical College

## Type

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

## Location

Black River Technical College is an architecturally modern designed campus with 23 buildings located on 100 acres. All facilities are ADA accessible. It is comprised of two campuses:

- The **Pocahontas campus** is located on Highway 304 East in Pocahontas, Arkansas.
- The **Paragould campus** is located in the North Industrial Park in Paragould. The *Greene County Industrial Training Center* is housed on the Paragould campus.

Black River Technical College can be reached at either of the following addresses:

### **Pocahontas Campus**

P.O. Box 468  
1410 Highway 304 East  
Pocahontas, AR 72455

### **Paragould Campus**

P.O. Box 1565  
1 Black River Drive  
Paragould, AR 72450

## Faculty

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

## Accreditation

BRTC is accredited by the Higher Learning Commission, North Central Association of Colleges and Schools. <http://www.ncahlc.org/>. Several programs are additionally accredited through other agencies as well as identified in the *College* section of this catalog.

## Degrees and Programs

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

## Financial Aid

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

## Financial Strength

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

## Library

The library contains approximately 27,100 volumes of in-house materials and provides access to thousands of periodicals through the Internet and CD-ROM databases. The BRTC identification card is also used as a library card.

## For More Information

For more information, inquiries may be addressed to the offices indicated below. The phone numbers are (870) 248-4000 for Pocahontas and (870) 239-0969 Paragould followed by the appropriate extension.

Purpose	Office	Phone Number
General Information	Office of Student Affairs	(870) 248-4000 Ext. 4000
Academic Program Information	Office of General Education	(870) 248-4000 Ext. 4110
	Office of Technical Education	(870) 248-4000 Ext. 4092
Admissions	Office of Student Affairs	(870) 248-4000 Ext. 4011
Financial Aid	Office of Financial Aid	(870) 248-4000 Ext. 4017
Finances and Fees	Office of Finance	(870) 248-4000 Ext. 4033
Transcripts	Registrar's Assistant	(870) 248-4000 Ext. 8081
Scheduling Campus Facilities	Office of the President	(870) 248-4000 Ext. 4070

## Board of Trustees

Sue J. Gibson .....	June 30, 2016
Paul D. Baltz, D.D.S. ....	June 30, 2017
Leo L. Baltz .....	June 30, 2018
Ray A. Noel .....	June 30, 2019
Ruth Ann Ellis.....	June 30, 2020
Douglas G. Cox.....	June 30, 2021
Carolyn Collins .....	June 30, 2022

## Officers of the Board

Paul D. Baltz, D.D.S. ....	Chair
Douglas G. Cox.....	Vice Chair
Ray A. Noel .....	Secretary

## President of the College

### Eric A. Turner, Ed.D.

B.A. History & English, Williams Baptist College; M. A. History, Arkansas State University;  
Ed.D. Higher Education Administration, Vanderbilt University.

## President's Cabinet

**Angela Caldwell, R.D., L.D. .... Vice President for Technical Education**  
A.A., Crowley's Ridge College; B.S. Dietetics, Harding University; M.S., SCCT, Arkansas State University

**Brenda Gillogly ..... Vice President for Administration**  
B.S., University of Kansas; M.B.A., Baker University

**Roger Johnson, Ph.D. .... Vice President for General Education**  
B.S., Michigan State University; M.S., Southern Illinois University; Ph.D., University of Tennessee

**Karen Liebhaber ..... Vice President for Institutional Advancement**  
B.A., M. A., Arkansas State University

**Martha Nelson..... Vice President for Student Affairs**  
A.A., Junior College of Albany; B.A., Russell Sage College; M.A., M.S. Syracuse University

**Rhonda Stone ..... Associate Vice President for Finance**  
CPA, Business. B.S., M.S., S.C.C.T., Arkansas State University

# Academic Calendar

## Fall Semester 2015

Faculty report back .....	August 17 (M)
Classes begin.....	August 24 (M)
Last Day to Add a Class(es).....	August 26 (W)
Labor Day Holiday: <i>Campus Closed</i> .....	September 7 (M)
Mid-Term Exams .....	October 14-20 (W-T)
Intent to Graduate Form Due .....	October 23 (F)
Fall Break for Students (faculty workdays) .....	October 12-13 (M-T)
Last Day to Drop a Class(es) .....	November 20 (F)
Campus Connect Opens .....	November 9 (M)
Thanksgiving Holiday: <i>No Classes, Offices Open</i> .....	November 25 (W)
<i>Campus Closed</i> .....	November 26-27 (R-F)
Final .....	December 9-15 (W-T)
Commencement .....	December 17 (R)
Offices closed for Holidays .....	December 23 – January 3 (W-S)

## Four-Week Classes: September 21- October 18

Last Day to Add a Class(es).....	September 21 (M)
Drop for non-payment.....	September 18 (F)
Classes begin.....	September 21 (M)
No-show submission.....	8:30 a.m., September 22 (T)
Last Day to Drop.....	October 9 (F)
Final Exams .....	October 15-18 (F-S)
Final Grade submission.....	8:30 a.m., October 19 (M)

## Four-Week Classes: October 19 – November 15

Last Day to Add a Class(es).....	October 19 (M)
Drop for non-payment.....	October 16 (F)
Classes begin.....	October 19 (M)
No-show submission.....	8:30 a.m., October 20 (T)
Last Day to Drop.....	November 6 (F)

Final Exams ..... November 12-15 (F-S)  
Final Grade submission..... 8:30 a.m., November 16 (M)

**Four-Week Classes: November 19 – December 13**

Last Day to Add a Class(es)..... November 16 (M)  
Drop for non-payment..... November 13 (F)  
Classes begin..... November 16 (M)  
No-show submission..... 8:30 a.m., November 17 (T)  
Last Day to Drop..... December 4 (F)  
Final Exams ..... December 10 - 13 (F-S)  
Final Grade submission..... 8:30 a.m., December 14 (M)

**Eight-Week Classes: August 24 – October 17**

Last Day to Add a Class(es)..... August 26 (M)  
Drop for non-payment..... August 21 (F)  
Classes begin..... August 24 (M)  
No-show submission..... 8:30 a.m., August 31 (M)  
Last Day to Drop..... September 18 (F)  
Final Exams ..... October 14-17 (W-S)  
Final Grade submission..... 8:30 a.m., October 19 (M)

**Eight-Week Classes: October 19- December 12**

Last Day to Add a Class(es)..... October 21 (M)  
Drop for non-payment..... October 16 (F)  
Classes begin..... October 19 (M)  
No-show submission..... 8:30 a.m., October 20 (T)  
Last Day to Drop..... November 13 (F)  
Final Exams ..... December 9-12 (W-S)  
Final Grade submission..... 8:30 a.m., December 14 (M)

**Spring Semester 2016**

Faculty report back ..... January 6 (W)  
Classes begin..... January 11 (M)

Drop for non-payment.....	January 8 (F)
Last Day to Add a Class(es).....	January 13 (W)
Martin Luther King, Jr., Day: <i>No Classes, Offices Open</i> .....	January 18 (M)
Mid-Term Exams .....	March 5-11 (S-F)
Intent to Graduate Form Due .....	March 18 (F)
Last Day to Drop a Class(es) .....	April 15 (F)
Spring Break: : <i>No Classes, Offices Open</i> .....	March 19-26 (S-S)
Finals .....	May 4-10 (W-T)
Commencement .....	May 12 (R)

## Intersession 2016

Last Day to Add a Class(es).....	May 16 (M)
Drop for non-payment.....	May 13 (F)
Classes begin (M-R 8:00am – 2:30pm) .....	May 16 (M)
Last Day to Drop a Class(es) .....	May 24 (T)
Final Exam .....	May 26 (R)

## Summer I 2016

Memorial Day: <i>Campus Closed</i> .....	May 30 (M)
Classes begin (M-R) .....	May 31 (T)
Drop for non-payment.....	May 26 (R)
Last Day to Add a Class(es).....	May 31 (T)
Last Day to Drop a Class(es) .....	June 23 (R)
Final Exams .....	June 30 (R)

## Summer II 2016

4 <sup>th</sup> of July Holiday: <i>Campus Closed</i> .....	July 4 (M)
Classes begin.....	July 5 (T)
Drop for non-payment.....	June 30 (R)
Last Day to Add a Class(es).....	July 5 (T)
Last Day to Drop a Class(es) .....	July 28 (R)
Final Exams .....	August 4 (R)



# Mandated Information

## Policy Statement

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

## Equal Opportunity/Affirmative Action

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

## FERPA

Release of Student Information (Federal Educational Rights and Privacy Act-FERPA)

As a general rule, a student's academic record is confidential and will not be released to unauthorized persons without written approval from the student. However, under 34CFR 99.31 (a) (2) BRTC can release a student's information to another institution in which the student seeks or intends to enroll.

The following items are considered public information and may be made available upon inquiry unless the student requests nondisclosure: name, address, phone number, enrollment status, degrees obtained and dates conferred, and dates of attendance.

Request for nondisclosure is effective until the student notifies the Registrar, in writing, that the request is to be voided. BRTC intends to comply fully with the Family Education Rights and Privacy Act (FERPA) of 1974 which was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA office of the US Department of Education concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Education Rights and Privacy Act should be referred to the Vice President for Student Affairs.

## Transcript Request

The Family Education Rights and Privacy Act of 1974 requires that all transcript requests be in writing, signed and dated by the person to whom the record belongs. Transcript request forms are

available in the Student Affairs Office. Students may also obtain a transcript by mailing a written request that includes the following information:

- FULL NAME as it appears on your record. Please include your maiden name, if married, or any other name used while enrolled at BRTC.
- SOCIAL SECURITY NUMBER
- YOUR LAST TERM AT BRTC
- ADDRESS to which the transcript is to be mailed
- YOUR RETURN ADDRESS AND TELEPHONE NUMBER

Please sign and date your request and mail or fax to: Office of the Registrar, Black River Technical College, P. O. Box 468, Pocahontas, AR 72455. Fax number: (870)248-4100.

Most institutions prefer the transcript to be mailed directly to their office. There is no charge for a transcript. All transcripts are mailed out within one working week after receiving the request. BRTC will not honor a transcript request if the student is on either an academic or financial hold.

## Smoking and Tobacco

Black River Technical College Campuses are tobacco free under Arkansas Clean Air on Campus Act 734 of 2009. Smoking and the use of smokeless tobacco products are prohibited.

## Judicial Process

### Article 1: Definitions

1. Utilization of the term “college” implies “Black River Technical College.”
2. Utilization of the term “student” includes any student taking courses (whether credit or non-credit courses) at the “college,” and also includes any full-time and part-time student pursuing undergraduate or enrichment course work. Individual(s) who are not officially enrolled for a particular term but who have a continuing relationship with the “college” are also considered “students.”
3. Utilization of the term “faculty member” refers to any individual(s) hired by the “college” to conduct classroom activities.
4. Utilization of the term “college official” refers to any individual(s) employed by the “college” who is performing assigned administrative, professional, or staff responsibilities.
5. Utilization of the term “college administration” refers to any individual(s) employed by the “college” who is performing assigned duties as an administrator for the “college” (President, Vice President for Finance, Vice President for Administration, Vice President for Student Affairs, Vice President for General Education, Vice President for Technical Education, or Vice President for Institutional Advancement).
6. Utilization of the term “member of the college community” refers to any individual(s) who are student(s), faculty member(s), college official(s), or any other individual(s) employed by the “college.” Individual(s) status in a particular situation shall be determined by the president of the college.

7. Utilization of the term “college premises” refers to all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the “college” (including adjacent streets and sidewalks).
8. Utilization of the term “organization” refers to any number of individual(s) who have complied with the formal requirements for “college” (enrollment/registration).
9. Utilization of the terms “Judicial Advisor, Judiciary Board, Administrative Judiciary Board, Board of Trustees Judiciary Board” refers to any individual(s) authorized by the “President of the college” to determine whether a student has violated the student code, rules, regulations, policies, or procedures and to recommend imposition of sanctions.
10. Utilization of the term “Judicial Advisor” refers to a “college” official authorized on a case-by case basis by the “President” to impose sanctions upon any student found to have violated the student code, rules, regulation, policies, or procedures. The “President” may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a Judiciary Board. Nothing shall prevent the “President” from authorizing the same Judicial Advisor to impose sanctions in all cases.
11. Utilization of the term “Appellate Board” refers to any individual(s) authorized by the “President” to consider an appeal from a Judiciary Board’s determination that a student has violated the student code, rules, regulation, policies, or procedures or from the sanctions imposed by the Judicial Advisor.
12. Utilization of the term “Shall” is used in the imperative sense.
13. Utilization of the term “May” is used in the permissive sense.
14. The “Vice President for Student Affairs” is the individual designated by the “President of the College” to be responsible for the administration of the student code, rules, regulations, policies, and procedures.
15. Utilization of the term “Policy or Policies” is defined as written regulations of the “college” as found in, but not limited to, the student code, rules, regulations, policies, procedures, college catalogs, and student handbooks.
16. Utilization of the term “Cheating” will include, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the “college” faculty or staff.
17. Utilization of the term “Plagiarism” includes, but is not limited to, the use, by paraphrases or direct quotation, of the published or unpublished work of another individual(s) without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by other individual(s), agency, or agencies engaged in the selling of term papers or other academic materials.
18. The term “VPSA” refers to the Vice President of Student Affairs.

## **Article II: Judicial Authority**

Decisions by a Judiciary Board shall be final, pending the normal appeal process. The decision rendered by the Administrative Judiciary Board is a final decision.

The Judicial Advisor, Judiciary Board, or Administrative Judiciary Board may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the

student code, rules, regulations, policies, and procedures. All parties must agree to arbitration, and to be bound by the decision with no right to appeal.

### **Article III: Proscribed Conduct**

#### **Jurisdiction of the “College”**

“College” jurisdiction and discipline shall be limited to conduct which occurs on the “college” premises or which adversely affects the “college community” and/or the pursuit of its objectives.

#### **Conduct - Rules and Regulations**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions from the “college”:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any “college” official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any “college” document, record, or instrument of identification.
  - d. Tampering with the election of any “college” recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other “college” activities, or other authorized non- “college” activities, when the act occurs on “college” premises.
3. Physical or verbal abuse, threats, intimidation, bullying, harassment, coercion and/or other conduct which threatens or endanger the health and safety of any individual(s).
4. Attempted or actual theft of and/or damage to property of the “college” or property of a member of the “college community” or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student(s), or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with directions of “college officials” or law enforcement officers acting in performance of their duties and/or failure to identify oneself to one of these individuals when requested to do so.
7. Unauthorized possession, duplication or use of keys to any “college” premises or unauthorized entry to or use of “college” premises.
8. Violation of published “college” policies, rules, or regulations.
9. Violation of federal, state, or local law on “college” premises or at “college” sponsored or supervised activities.
10. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and “college” regulations, or public intoxication.
12. Use or distribution of tobacco products on “college” premises.
13. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on “college” premises.

14. Participation in a campus demonstration which disrupts the normal operations of the “college” and infringes on the rights of other members of the “college community”; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on “college” premises or at “college” sponsored or supervised functions.
16. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another individual(s) to breach the peace on “college” premises or at functions sponsored by, or participated in by, the “college”.
17. Unauthorized use of college stationery, postage meter, and mailing.
18. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file to use, read, or change the content, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual’s identification and password.
  - d. Unauthorized use of phone(s) and electronic devices such as radios, etc.
  - e. Use of computing facilities to interfere with the work of “member(s) of the college community.”
  - f. Use of computing facilities to send obscene or abusive messages.
  - g. Use of computing facilities to interfere with normal operation(s) of the “college” computing systems.
  - h. Use of computing facilities to view, copy, download, or send any type of pornography or obscene material.
  - i. Use of computing facilities for any purpose other than educational purposes.
19. Abuse of the Judicial system, including but not limited to:
  - a. Failure to obey the summons of a Judicial Advisor, Judiciary Board, Administrative Judiciary Board, Board of Trustees Judiciary Board or “college official.”
  - b. Falsification, distortion, or misrepresentation of information before a Judicial Advisor, Judiciary Board, Administrative Judiciary Board, or Board of Trustees Judiciary Board. C) Disruption or interference with the orderly conduct of a Judicial proceeding(s).
  - c. Interruption of a Judicial proceeding(s) knowingly without cause.
  - d. Attempting to discourage and individual’s proper participation in, or use of, the Judicial system.
  - e. Attempting to influence the impartiality of a member of a Judicial Advisor/Board prior to and/or during the course of the Judicial proceeding(s).
  - f. Failure to comply with the sanction(s) imposed under the student code, rules, regulations, policies, or procedures.
  - g. Influencing or attempting to influence another individual(s) to commit an abuse of the Judicial system.

#### **Violation of Law and “College” Discipline**

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of the student code, rules, regulations, policies, or

procedures, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the “college community.” In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges. Although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).

2. “College” disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the student code. Rules, regulations, policies, or procedures of the “college”; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this student code, rules, regulations, policies, or procedures may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the “college” will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense(s) is also the subject of a proceeding before a Judicial Advisor, Judiciary Board, Administrative Judiciary Board, or Board of Trustees Judiciary Board under the student code, rules, regulations, policies, or procedures, the “college” will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their capacities, remain free to interact with governmental representatives as they deem appropriate.

## **Article IV: Judicial Policies**

### **Charges and Hearing**

1. Any member of the “college community” may file charges against any student(s) for misconduct. Reports from individuals outside the college community may also result in campus judicial action. Charges shall be prepared in writing and directed to the “Judicial Advisor” responsible for the administration of the “college” Judicial system. Any charges should be submitted as soon as possible after the event takes place; however, charges must be filed within five working days after the evidence has substantiated the occurrence of a violation(s).
2. The “Judicial Advisor” may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the “Vice President of Student Affairs or Judicial officer.” Such disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the “Vice President of Student Affairs” may later serve in the same matter as the Administrative Judiciary Board or a member thereof.
3. Uncontested cases, in which a student admits guilt may be resolved and sanctions imposed by the Vice President of Student Affairs or Judicial officer. The Vice President of Student Affairs and judicial officer reserve the right to refuse to hear a case and refer it to another judicial board. If the Vice President of Student Affairs or the Judicial officer hears the case the decision will be final with no appeal

4. All charges shall be presented to the accused student(s) in written form by letter or BRTC email from kim.bigger@blackrivertech.edu. A time shall be set for a hearing, not more than fifteen calendar days after the student(s) has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the "Judicial Advisor."
5. Hearing conducted by all Judiciary Boards according to the following guidelines:
  - a. Admission of any person(s) to the hearing shall be at the discretion of the Judiciary Boards and /or its "Judicial Advisor."
  - b. In hearings involving more than one accused student, the chairperson of the Judiciary Board, at his discretion, may permit the hearings concerning each student to be considered separately.
  - c. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Advisors, Judiciary Boards, Administrative Judiciary Boards, or Board of Trustees Judiciary Boards.
  - d. The complainant, the accused, and the Judicial Advisors, Judiciary Boards, Administrative Judiciary Boards, or Board of Trustees' Judiciary Boards shall have the privilege of presenting witnesses, subject to the right of cross-examination, by the Judicial Advisors, Judiciary Boards, Administrative Judiciary Boards, or Board of Trustees' Judiciary Boards.
  - e. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Judicial Advisors, Judiciary Boards, Administrative Judiciary Boards, or Board of Trustees' Judiciary Boards at the discretion of the chairperson.
  - f. All procedural questions are subject to the decision of the chairperson of all Judiciary Boards or the Judicial Advisor.
  - g. After the hearing, the Judicial Advisors, Judiciary Boards, Administrative Judiciary Boards, or Board of Trustees' Judiciary Boards shall determine (by majority vote if the Judicial body consists of more than one person) whether the student(s) has violated each section of the student code, rules, regulations, policies, or procedures which the student is charged with violating.
  - h. The Judicial Advisors' and Boards' determination shall be made on the basis of whether it is more likely than not that the accused student(s) violated the student code, rules, regulations, policies, or procedures.
  - i. There shall be a single verbatim record, such as a recording of all hearings before a Judicial Advisor, Judiciary Board, Administrative Judiciary Board, or Board of Trustees' Judiciary Board. The record shall be the property of the "college."
  - j. Except in the case of a student(s) charged with failing to obey the summons of a Judicial Advisor, Judiciary Board, Administrative Judiciary Board, or Board of Trustees' Judiciary Board or "college official," no student may be found to have violated the student code, rules, regulations, policies, or procedures solely because the student(s) failed to appear before a Judicial Advisor, Judiciary Board, Administrative Judiciary Board, or Board of Trustees' Judiciary Board or "college official." In all cases, the evidence in support of the charges shall be presented and considered.

## Sanctions

1. The following sanctions may be imposed upon any student(s) found to have violated the student code, rules, regulations, policies, or procedures:
  - a. **Warning:** A notice in writing to the student(s) that he/she is violating or has violated institutional regulations.
  - b. **Probation:** In addition to a written reprimand for violation of specified regulations, probation will be imposed for a designated period of time which will include the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.
  - c. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
  - d. **Fines:** Previously established and published fines may be imposed.
  - e. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. **Discretionary Sanctions:** Work assignments, service to the “college” or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
  - g. **“College” Suspension:** Separation of the student(s) from the “college” for a definite period of time, after which the student(s) is eligible to return. Conditions for re-admission may be specified.
  - h. **“College” Expulsion:** Permanent separation of the student(s) from the “college.”
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than “college” expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become a part of the student’s confidential record. Upon graduation, the student’s confidential record may be expunged of disciplinary actions other than “college” suspension, “college” expulsion, upon application to the “Judicial Advisor.” Cases involving the imposition of sanctions other than residence hall suspension, residence hall expulsion, “college” suspension, “college” expulsion shall be expunged from the student’s confidential record five years after the departure or completion of coursework at the “college.”
4. The following sanctions may be imposed upon groups or organization:
  - a. Those sanctions listed above in Section B1, a through e.
  - b. **Deactivation:** Loss of privileges including “college” recognition, for specified period of time.
5. In each case in which the VPSA, Judicial Advisor, or any of the Judiciary Boards determines that student(s) has violated the student code, rules, regulations, policies, or procedures, the sanction(s) shall be determined and imposed by the “VPSA or Judicial Advisor.” In cases in which individual(s) other than or in addition to the “Judicial Advisor” has been authorized to serve as the Judicial body, the recommendation of all members of the Judicial body shall be considered by the “VPSA or Judicial Advisor in determining and imposing sanctions. The VPSA or Judicial Advisor is not limited to sanctions recommended by members of the Judiciary Boards. Following the hearing, the VPSA or Judicial Advisor shall advise the accused in writing of its determination and of the sanction(s) imposed, if any. This notification to the accused student(s) must occur within five working days after the decision has been determined.



**Interim Suspension**

In certain circumstances, the “President of the college,” or a designee, may impose a “college” suspension prior to the hearing before a Judicial Advisor or any of the Judiciary Boards.

1. Interim Suspension May Be Imposed Only:
  - a. To ensure the safety and well-being of members of the “college community” or preservation of “college” property;
  - b. To ensure the student(s) own physical or emotional safety and well-being; or
  - c. If the student poses a definite threat of disruption of or interference with the normal operation of the “college.”
2. During the interim suspension, student(s) shall be denied access to the campus (including classes) and/or all other “college” activities or privileges for which the student(s) might be otherwise eligible, as the “President of the College” or the “VPSA or Judicial Advisor” may determine to be appropriate.

**Appeals**

1. A decision reached by the VPSA, Judicial Advisor, or the Administrative Judiciary Board and the sanction(s) imposed are final and have no right to appeal. A decision reached by the Judiciary Board, or sanction(s) may be appealed within five working days of the decision. Such appeals shall be in writing and shall be delivered to the “VPSA or Judicial Advisor” or his or her designee.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the student code, rules, regulations, policies, or procedures were violated, and giving the accused student(s) a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused student(s) was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the student code, rules, regulations, policies, or procedures occurred.
  - c. To determine whether the sanction(s) imposed were appropriate to the violation of the student code, rules, regulations, policies, or procedures which the student(s) was found to have committed.
  - d. To consider new evidence, sufficient to alter a decision, or relevant facts not brought out in the original hearing because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. If an appeal is upheld by the “Appellate Board,” the matter shall be remanded to the original Judiciary Board and Judicial Advisor for reopening of the hearing to allow reconsideration of the original determination and/or sanction(s).

## Student Judicial Process

The basic fundamentals of procedural due process will be followed in the adjudication of student violations of college regulations. Procedural due process does not provide for legal representation, a public hearing, confrontation and cross-examination of witnesses, warning about privileges, self-incrimination, applications of double jeopardy, or any of the remaining features of federal criminal jurisprudence. Circumstances, however, may require provision of one or more of these features in a particular case to guarantee the fundamental concepts of due process.

### Judicial Process

The following procedural guidelines are established for the handling of disciplinary matters:

1. The student shall be notified by the Registrar, hereafter known as the Judicial Advisor that he/she is charged with violating a regulation. The student shall be entitled to receive notification of the time and place of the hearing on the charge(s) in writing at least 48 hours in advance. Such notification shall be: (1) hand delivered; (2) mailed certified with notification of acceptance or rejection; or (3) by proof of mailing four days prior to the hearing (4) school email. The hearing time will be set for no more than fifteen calendar days after the student receives notification of the violation(s). Students' registration may be denied and/or transcripts withheld pending adjudication of allegations.
2. The Judicial Advisor will inform the student of his or her options which are as follows:
  - a. Student may plead guilty, and the case will be heard by the VPSA or Judicial Advisor and the decision has no appeal.
    - i. In the event the student excepts (A) the VPSA or Judicial Advisor to hear the case, the VPSA or Judicial Advisor will inform the student that by admitting the alleged violation(s) and requesting that VPSA or Judicial Advisor take whatever action seems appropriate, the student will not be entitled to appeal the decision to the Judiciary Board. The student should understand that the decision and the course of action by the VPSA or Judicial Advisor will stand.
  - b. The student may deny the alleged violation at which time the VPSA or Judicial Advisor will refer the case to the Judiciary Board. The decision of the Judiciary Board may be appealed to the Administrative Judiciary Board. The student may plead not guilty and his or her case will be heard by the Judiciary Board, and the decision of the Judiciary Board can be appealed. The Judiciary Board consists of 3 the following individuals:
    - Directory of the Career Pathways Program
    - Registrar's Assistant
    - Division Chair of Technical Education
    - Division Chair of General Education
    - Division Chair of Allied Health
    - Paragould Academic Site Coordinator

- c. Students who wish to accept neither (A) nor (B) can request that the Judicial Advisor refer the disciplinary charge(s) directly to the Administrative Judiciary Board for adjudication, which is comprised of 3 of the following individuals from Black River Technical College:
  - Vice President for General Education
  - Vice President for Technical Education
  - Vice President for Administration
  - Vice President for Student Affairs
  - Vice President for Institutional Advancement
3. The student shall be entitled to appear in person and present his/her defense. The student may also elect not to appear, in which case the hearing shall be held in his/her absence. The failure of the student to appear should not be taken as indicative of guilt and must be noted without prejudice.
4. The student and the college shall not be represented by legal counsel. The student may be accompanied by a member of the faculty, staff, student body of the college, a parent or guardian, or by legal counsel. Those who accompany the student will not be allowed to testify nor ask any questions of anyone present at the hearing. Failure of those accompanying the student to comply with the above statement will result in him or her being asked to leave the hearing.
5. If the student elects to attend the hearing, he or she shall hear all testimony and may ask questions of witnesses.
6. The student shall be entitled to the right to remain silent throughout the judicial proceedings and such refusal to participate should not be taken as indicative of guilt and must be noted without prejudice.
7. The student shall be entitled to an explanation of any penalty which is assessed.
8. The student shall be told of his/her right to appeal a decision and the procedure for such an appeal.

### **Judicial Appeal Process**

If the student wishes to appeal the decision of the Judiciary Board, he/she must do so within five working days of the date of receiving the decision. Appeals must be submitted in writing to the VPSA or Judicial Advisor. Appeals must be submitted based on the following: (1) the student was deprived of a right according to the rules and regulations governing the disciplinary hearing and this error materially affected the decision, (2) the finding of guilt was not supported by substantial evidence, and (3) the sanction imposed was unreasonably harsh based upon the circumstances of the particular act of misconduct and the prior record of the accused. Such an appeal shall be made to the Administrative Judiciary Board.

The Administrative Judiciary Board shall review the disciplinary records and proceedings in light of the ground put forth in the written appeal. Once a decision has been made, the Judicial Advisor shall notify the student in writing within five working days.

In the decision, the Administrative Judiciary Board may: (1) affirm the decision of the Judiciary Board; (2) affirm the decision of the Judiciary Board and modify the sanction placed against the

student, but impose no more severe sanction(s) than originally imposed; (3) order a new hearing of the case by the Judiciary Board, or (4) reverse the decision placed against the student by the Judiciary Board. The Administrative Judiciary Board is the final decision. No further appeal will be granted.

An appeal committee of 3 members of the Board of Trustees may fill in for either board (judiciary or Administrative Judiciary board) in cases where the VPSA or Judiciary officer is unable to obtain a 3 member uninvolved or unbiased committee.

The Administrative Judiciary Board shall review the disciplinary records and proceedings in light of the ground put forth in the written appeal. Once a decision has been made, the VPSA or Judicial Advisor shall notify the student in writing within five working days. Grounds for an appeal, time limits within which decisions must be made, and options available to the Board of Trustees, Judiciary Board shall be the same as when an appeal is taken to the Administrative Judiciary Board.

### **Interim Suspension**

An interim suspension is a temporary suspension based upon facts that show the student's continued presence on the campus constitutes a danger to property, to himself/herself, or to others. The student will immediately be given notice of reason for the interim suspension and the time and place of a preliminary hearing at which he/she shall be afforded an opportunity to show why his/her continued presence on campus will not constitute a danger to property, himself/herself, or to others. Such notice shall be given in writing and hand delivered or mailed at least four (4) working days prior to any hearing on the charge. An imposed interim suspension is not based on presumption of the student's guilt, nor does it nullify his/her right to the basic fundamentals of due process.

### **Disciplinary Sanctions**

College judiciaries shall hear cases of alleged violations of regulations which are referred by the Judicial Advisor and render judgments about the validity of charges and recommend one of the following:

- A. NOT GUILTY — No violation of standards of conduct has been proven.
- B. GUILTY — A violation of standards of conduct has been proven. In this case, the Judiciary authority may select from the following sanctions listed in order of severity:
  - a. EDUCATIVE SANCTIONS — Papers, counseling, alcohol/drug evaluations, etc.
  - b. REPRIMAND — (a) Oral reprimand — An oral disapproval issued to the student by a person designated in the decision; (b) Written reprimand — A statement of disapproval prepared by the designated person and delivered to the student in writing.
  - c. RESTRICTIONS — (a) Identification card privileges; (b) parking privileges; (c) other.
  - d. RESTITUTION — Compensation for loss or damage incurred to the college or a member of the college community.

- e. **PROBATED SUSPENSION** — Notice that further convictions of major offenses, as specified, may result in suspension. The period of probation shall be specified in the decision.
- f. **PROBATED EXPULSION** — Notice that further convictions of major offenses, as specified in the decision, may result in expulsion.

\*NOTE: The College will not accept for transfer any credits earned at other institution during the period a student is on suspension for disciplinary reasons from Black River Technical College.

## **Student Appeal Process**

The following procedure will be utilized for any appeal, including academic appeals that are generated from a student or the student population at Black River Technical College.

- Step 1. The appeal shall be presented, in written form, within five (5) working days after the occurrence of the situation. A student(s) wishing to appear before the appeals committee must state her/his request in writing. This request must be submitted to the Registrar, who is designated as the Appeals Officer. The student(s) will be notified of the committee's meeting time and date by the Student Appeals Officer.
- Step 2. The Appeals Officer will submit the appeal to the Appeals Committee for the committee's consideration. If the Appeals Committee cannot reach a majority decision, the appeal will be presented to the Administrative Appeals Committee. If the appeal involves grades, policies, or procedures, the Student Appeals Officer will present the appeal directly to the Administrative Appeals Committee for consideration. The Appeals Committee has no authority, in any circumstance, to overturn grades or to change the policies and/or procedures of this college. The Appeals Officer will notify the student(s) in writing of the decision rendered within five (5) working days.
- Step 3. If the appeal has not been resolved, the student(s) may appeal the decision of the Appeals Committee within five (5) working days from the date of notification. This appeal shall be in written form and shall be submitted to the Student Appeals Officer.
- Step 4. The Appeals Officer will submit the appeal to the Administrative Appeals Committee for the committee's consideration. The Administrative Appeals Committee will derive at a conclusion regardless of the vote and will submit the decision to the Appeals Officer. The Appeals Officer will notify the student(s) in writing of the decision rendered within five (5) working days.
- Step 5. In the event a student(s) is dissatisfied with the decision of the Administrative Appeals Committee, she/he may petition within 5 working days (in writing) the governing board, through the president, to review the case.

Upon receipt of the appeal by the president, a meeting date and time will be established within 14 to 21 days (or earlier if possible) with the Executive Committee. The Executive Committee of the BRTC Board of Trustees (or appointees by the president if unavailable) will review the

appeal. A majority vote of the Executive Committee will be the final decision. If the Executive Committee does not derive at a majority decision, the appeal will be presented to the full board and the decision shall be final. Student(s) having concerns pertaining to the compliance with Title VI (ethnicity), Title IX (gender), or Section 504 of the Rehabilitation Act of 1973 (disability), may submit their concern directly to: Office for Civil Rights, U. S. Office of Education, 1200 Main Tower Building, Dallas, TX 75202.

Copies of the above stated Acts may be obtained in the Office of the Vice President for Student Services, as well as copies of the institutional policies pertaining to sexual harassment.

Appeals Committee will consist of 3 of the following individuals:

- Director of Pathways
- Registrar's Assistant
- Division Chair of Technical Education
- Division Chair of General Education
- Division Chair of Allied Health
- Paragould Academic Site Coordinator

Administrative Appeals Committee will consist of the following:

- Vice President for General Education
- Vice President for Technical Education
- Vice President for Finance
- Vice President for Student Affairs
- Vice President for Institutional Advancement

If, for any reason, a member of the Appeals Committee or a member of the Administrative Appeals Committee cannot be present to hear the appeal, or is deemed to be biased in the situation, the President of the college may substitute the committee member.

## **Clery Act/Campus Security Policy**

Title II of the Crime Awareness, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the collection and dissemination of certain information regarding murder, robbery, sex offenses, forcible or non-forcible, aggravated assault, burglary, motor vehicle theft, liquor law violation, drug abuse violation, weapon possessions, arson, and manslaughter. A report must be made/filed with the security officer within 72 hours of its occurrence. Access to campus facilities should be directed to Tony Saylor, Chief Security Officer at (870) 248-4000, ext. 4034.

## Sexual Harassment Policy (Title IX)

### Policy Statement

No person at Black River Technical College will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment, or sexual misconduct under any educational program or activity.

### Introduction

Members of the college community, guests and visitors have the right to be free from sexual discrimination, harassment or violence, which means that all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Black River Technical College is committed to fostering a learning and working environment that is free from prohibited sexual or gender based discrimination and harassment. Black River Technical College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is identified and reported, and the respondent is found to have violated this policy, sanctions will be implemented to ensure that such actions are never repeated. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

Black River Technical College also complies with the 2013 Violence Against Women Act—Section 304. In compliance with VAWA, Black River Technical College has established policies, procedures, resources and educational programming to address sexual assault, dating violence, domestic violence and stalking, to affirm that BRTC students and employees are provided with a safe learning and working environment.

### Jurisdiction

BRTC's Title IX policy protects students, employees, and visitors during all academic, educational, extracurricular, and other programs of the school, whether these programs take place in school facilities, in college transportation, or at a class or training program sponsored by the school at another location.

### Definition of Terms

**Complainant:** Any party who makes a complaint/grievance against another student, employee, staff member, or campus visitor.

**Respondent:** The person(s) against whom a complaint has been made.

**Definition of Status:** A fulltime employee will be considered as an employee, regardless of student status. A student who is a part-time employee will be considered a student unless the incident under consideration occurred in connection with employment.

**Discrimination:** Actions that deprive the members of the community of educational or employment access, benefits or opportunities or any discrimination, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities. There can be no discrimination related to pregnancy, child birth, false pregnancy, termination of pregnancy or recovery.

**Discriminatory Harassment:** Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities.

**Sexual Harassment:** Sexual harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, limiting, or denying someone the ability to participate or benefit from the college's educational programs. The unwelcome behavior may be based upon power differentials, the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to subject a person to egregious, unwanted sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender based bullying.

Sexual Harassment falls into two categories:

1. **Quid Pro Quo:** unwelcome sexual advances or requests for sexual favors from an individual in an authoritative role, and in exchange for a grade, job, or promotion; or some other type of academic or employee related benefit.
2. **Hostile Environment:** unwelcome behaviors of a sexual nature that a realistic individual would find offensive, hostile, or intimidating in reference to their academic or employment future.

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions, or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

Examples of verbal sexual harassment may include but are not limited to:

1. Sexually explicit questions that are of an intrusive nature
2. Vulgar or offensive and suggestive sexual comments
3. Name calling that is degrading or gender based



4. Persistent sexual slurs or innuendos
5. Rating of a person's physical appearance
6. Unwanted sexual harassment such as notes, letters, telephone calls, emails, social media messages or pins that are of a sexual nature.

Examples of non-verbal sexual harassment gestures and behavior may include but are not limited to:

1. Stalking of a sexual nature
2. Ogling or leering of the physique
3. Intentionally observing nudity or sexual acts of another person's without their knowledge
4. Inappropriate hand or body movements that are of a sexual nature
5. Vulgar display of materials that are of a sexual nature, such as, pictures, calendars, cards, social media.

Examples of physical sexual harassment may include but are not limited to:

1. Sexual violence, such as:
  - a. Physical assault
  - b. Attempted rape, or rape
  - c. Coerced sexual activity
  - d. Initiating a sexual activity with an individual who is incapacitated and unable to consent due to alcohol, drugs, or physical/mental condition.
2. Physically forcing unwanted physical contact on an individual that is considered sexual in nature, such as: patting, pinching, hugging, hitting, or touching of a person's body, hair, or clothing.
3. Physically forcing or attempting to force a person to be kissed, fondled, or mauled.

**Retaliatory Harassment:** Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a complaint/grievance procedure.

**Sexual Harassment of a Student by Another Student:** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational programs or activities. For example, if a student repeatedly asks another student out on dates, even though he or she has turned down the invitation numerous times is considered harassment. It is harassment to subject a person to egregious, unwelcome sexual attention.

**Sexual Harassment of a Faculty/Staff Member by a Student or Another Employee:** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member that is so severe, persistent, or pervasive that it unreasonably interferes with employment or living conditions or deprives the individual of employment access or benefits. It is harassment to subject a person to egregious, unwelcome sexual attention.

**Sexual Harassment of a Student by a Faculty/Staff Member/Campus Visitor:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty, staff member or campus visitor toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational programs or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty or staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions.

Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution. For example, a professor attempts to coerce an unwilling student into having sex with him/her in exchange for a good grade or some other benefit. This is harassment regardless of whether the student accedes to the request and regardless of the student's final grade.

**Consensual Sexual Encounters:** A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. Consent is freely and consensually communicated willingness to participate in sexual activity, expressed by either words or unambiguous actions. Consent can only be given or implied by someone who acts freely, voluntarily, and with knowledge and competency of the nature of the act involved. The responsibility falls on the initiator or the sexual activity to ensure that he or she has the consent of the other person involved to engage in the sexual activity. Moreover, the consent must be present throughout the sexual activity by all parties involved. The consent for the sexual activity may NEVER be coerced through the use of force, coercion, intimidation, or if the victim is mentally or physically disabled or incapacitated; this includes through the use of drugs or alcohol. In addition, consent cannot be inferred

from previous sexual activity, but must be obtained each time the parties take part in sexual activity.

**Non-Consensual Sexual Contact:** Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes the following:

- Intentional contact
- Any intentional bodily contact in a sexual manner

**Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.

**Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy or prostituting another person
- Non-consensual video or audio-taping of sexual activity
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- Engaging in voyeurism
- Knowingly transmitting an STI or HIV to another person
- Exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals

Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- In order to give effective consent, one must be at least sixteen years-old.
- Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of the sexual interaction). Alcohol or other drug use, unconsciousness or blackout is an example of incapacitation.

- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation and coercion that overcome resistance or produce consent. For example: “Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**NOTE:** There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent.

**Sexual Assault:** Sexual assault is defined under the 2013 Violence against Women Act-Sec. 304, as:

1. An offense classified as forcible or non-forcible sex offense under the uniform crime reporting system of the FBI.
2. A Forcible sex offense “is defined as an sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.”
3. A Non-forcible sex offense “is defined as unlawful, non-forcible sexual intercourse, including sex with a minor or incest.”

**Dating Violence:** Under VAWA, Section 304, dating violence is committed by a person

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. Length of the relationship
  - b. Type of the relationship
  - c. Frequency of interaction between the persons involved in the relationship

3. Includes sexual or physical abuse or the threat of such abuse (does not include emotional or psychological)

**Domestic Violence:** Defined under Section 304 of VAWA as felony or misdemeanor crimes of violence committed by

1. A current or former spouse or intimate partner of the victim
2. A person with whom the victim shares a child in common
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
4. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
5. Any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction

**Stalking** is defined as

1. Engaging in a course of conduct (two or more acts) in which the stalker engaged in behavior either directly or indirectly or through a third party
2. Engaged in an action, method, device or means to follow, monitor, surveil, threaten or communicate about a person
3. Directed at a specific person that would cause a reasonable person to:
4. Fear for his or her safety or the safety of others
5. Suffer substantial emotional distress (significant mental suffering or anguish)

### **Policy Expectations With Respect to Consensual Relationships**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect.

Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The college does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the college. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are strongly discouraged.

### **Confidentiality**

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that any information received as part of the college's resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in

maintaining the privacy of the parties involved. Because of the college's obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be limited to the immediate parties, witnesses and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.

### **Complaint/Grievance Procedure**

These procedures are intended to apply to student grievances against employees, employee civil rights grievances against students, and student-on-student civil rights grievances. All other grievances by students against students or employees will be addressed through other student conduct procedures. The college benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the college community.

### **Informal Complaint Resolution**

Before pursuing the formal complaint process, every reasonable effort should be made to resolve issues with students, faculty, staff, or administrators. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the complainant should contact the individual's direct supervisor to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. The college does not require a complainant to contact the person involved or that person's supervisor if doing so is impracticable, or if the complainant believes that the conduct cannot be effectively addressed through informal means.

### **Formal Complaint/Grievance Procedures**

#### **Responsibility to Report**

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment is strongly encouraged to report it. The college must know about incidents of sexual harassment in order to stop them, protect victims, safeguard the rights of complainants and respondents, and prevent future incidents.

It is the responsibility of college faculty, administrators, and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally recognized professional confidentiality between the complainant and the person to whom the harassment is reported, the report may be withheld at the request of the complainant.

**Notification**

Students, faculty members, administrators, staff members, or visitors to Black River Technical College are strongly encouraged to report allegations of discrimination or harassment to the Title IX Coordinator, Deputy Coordinators, or other college official. Contact information for the Coordinator, Deputy Coordinators and other college officials can be found in the printed Title IX Resource Guide and on the college website under Campus Security. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. Reports may be made by the person experiencing the discrimination or harassment or by a third party, such as a witness or someone who is told of the discrimination or harassment.

Upon receipt of the complaint, the Title IX Coordinator will open a formal case file and the investigation will begin.

**Investigation**

1. The Title IX Coordinator will assign investigators to each case. Investigators will ensure that accommodations for the complainant and the respondent or other necessary remedial short-term actions are successfully met.
2. Investigators will:
  - a. Identify the correct policies allegedly violated.
  - b. Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent(s).
  - c. If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action.
  - d. Meet with the complainant to finalize the grievance.
  - e. Prepare the notice of charges on the basis of initial investigation.
  - f. Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the respondent.
  - g. Conduct a thorough, reliable, and impartial investigation. Witnesses may or may not be given notice prior to the interview.
  - h. Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
  - i. Make a finding on the case, based on a preponderance of the evidence which indicates that it is more likely than not that a policy violation has or has not occurred.
  - j. Prepare a complete report on the investigation and its findings to present to the Deputy.
3. Following the investigation, the Title IX Coordinator will distribute a written Letter of Determination to the affected parties.

- a. The individual (s) alleged to have committed discrimination or harassment may accept the findings; accept the findings in part and reject the findings in part; or reject all findings.
  - b. The complainant will also be notified of the outcome of the investigation at this time.
4. If the findings indicate that it is likely that the alleged discrimination or harassment has not occurred, the investigation will be closed.
5. Where the findings indicate that it is more likely than not that the alleged discrimination or harassment has occurred, and the respondent(s) accepts the findings that s/he violated college policy, an appropriate sanction will be imposed by the Title IX Coordinator, in conjunction with the Deputy Coordinator. The College President is informed of the proposed sanctions and has final approval for these sanctions. Black River Technical College will act to end the discrimination, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the Black River Technical College community.

## Hearing

If a respondent alleged to have committed discrimination or harassment rejects the findings of the case in part or in their entirety, he or she must notify the Title IX Coordinator in writing within five business days. Acceptable means of notification include email, fax, hand delivery or postal delivery. The Title IX Coordinator will convene a hearing to discuss the contested aspects of the case.

At the hearing, the findings of the investigation will be admitted and the Investigator may give evidence. The hearing will determine whether it is more likely than not that a violation of policies has occurred. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

If the hearing board determines that it is more likely than not that a violation has occurred, the Title IX Coordinator will impose appropriate sanctions for the violation, in conjunction with the hearing board and the Deputy Coordinator. The College President will be informed of the proposed sanctions and has final approval of the sanctions. BRTC will act to end the discrimination or harassment, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the BRTC community.

If the hearing board determines that no violation has occurred, the case will be closed.

Following the hearing, the Title IX Coordinator will send a second letter of determination to the complainant and respondent.

## Appeals

A complainant or respondent may appeal the findings of an investigation under specific circumstances. The complainant or respondent must contact the Title IX Coordinator within five



business days of receiving the letter stating findings and sanctions. Acceptable means of notification include email, fax, hand delivered notification, or postal delivery. The grounds for an appeal are as follows:

1. A procedural error or omission occurred that significantly impacted the outcome of the investigation.
2. There is new evidence, unknown or unavailable during the original investigation that could substantially impact the original finding or sanction.
3. The sanctions imposed are substantially disproportionate to the severity of the violation.
4. Failure to participate earlier in the process will NOT suffice as grounds for an appeal.

If the Title IX Coordinator determines that a material procedural or substantive error occurred, an administrator who was not involved in the original complaint will review the appeals materials and make a final determination. The results of a reconvened hearing cannot be appealed.

The appeal procedure and determination will typically be completed within 20 business days.

The procedures governing the hearing of appeals include the following:

- Sanctions imposed are implemented immediately unless the party determining the sanction stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- All parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- Appeals are not intended to be full re-hearings of the complaint, with the exception of substantiated cases of bias. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal
- The Title IX Coordinator will render a written Letter of Determination to the affected parties.

## **Complaint and Grievance Process Provisions**

### **Time Periods**

All effort will be made to make a determination in no more than 60 calendar days of filing a formal complaint/grievance.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and Black River Technical College closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. In the event that this step is necessary, the Title IX Coordinator or the respective deputy will notify the complainant who filed the grievance in writing within the set timeline.

**No Retaliation**

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited by Black River Technical College policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX Coordinator as soon as possible.

**False Reports**

Black River Technical College will not tolerate intentional false reporting of incidents. It is a violation of the Codes of Conduct governing Black River Technical College to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

**Office of Civil Rights Complaint**

Although complainants are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.

**Effective Date**

The policy in force at the time a formal complaint is made is the policy that will be used throughout the investigation, hearing and any appeals that are heard.

Black River Technical College reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.

**Statement of the Rights of Complainant**

- The right to be treated with respect by college officials.
- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators.
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the complainant's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the complainant as necessary. The college should be notified five (5) business days in advance of the hearing if an advisor or advocate will accompany the complainant party.
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities.
- The right to be informed in a timely manner of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within five (5) business days of the end of the conduct hearing.

- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire.
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community.
- The right to notification of options and assistance for changing academic or employment situations after an alleged sexual assault incident. These changes will be made if they are reasonably available and desired by the victim. No formal complaint, or investigation, campus or criminal, need occur before this option is available. Accommodations may include:
  - Exam (paper, assignment) rescheduling
  - Taking an incomplete in a class
  - Transferring class sections
  - Temporary withdrawal
  - Alternative course completion options
  - Alternative work assignments and/or supervisory changes
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right not to have any complaint of sexual assault mediated (as opposed to adjudicated.)
- The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction.
- The right to a campus no contact order against another person who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining person or others.
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus disciplinary officials.
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution.
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law.
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the respondent for compelling safety reasons (this does not include the name of the alleged complainant, which will always be revealed.)
- The right to preservation of privacy, to the extent possible and allowed by law.
- The right to a hearing closed to the public.
- The right to petition that any member of the conduct body be removed on the basis of demonstrated bias.
- The right to give testimony in a campus hearing by means other than being in the same room with the respondent.

- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses.
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint.
- The right to be present for all testimony given and evidence presented before the conduct body.
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training.
- The right to conduct officials comprised of representatives of both genders.
- The right to have college policies and procedures followed without material deviation.
- The right to be informed in advance of any public release of information regarding the complaint.
- The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

### **Statement of the Rights of Respondent**

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the respondent.
- The right to be treated with respect by college officials.
- The right to be informed of and have access to campus resources for counseling and advisory services.
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions.
- The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction.
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution.
- The right to review the complainant's testimony and all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law.
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the respondent for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed.)
- The right to a hearing closed to the public.
- The right to petition that any member of the conduct body be removed on the basis of bias.

- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training.
- The right to have college policies and procedures followed without material deviation.
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the respondent's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the respondent as necessary. The college should be notified five (5) business days in advance of the hearing if an advisor or advocate will accompany the respondent.
- The right to a fundamentally fair hearing, as defined in these procedures.
- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
- The right to written notice of the outcome and sanction of the hearing.
- The right to conduct officials comprised of representatives of both genders.
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

## **Sex Offenders**

### **Campus Community Information Regarding Sex Offenders**

Arkansas Code Annotated 12-12-913 requires the disclosure to the campus community of information regarding a registered sex offender(s) who is employed by or attending an institution of higher education. The following procedure will be utilized upon receiving notification from the local law enforcement agency or campus security.

The information will be disseminated to the campus community by placing the following on bulletin boards across campus. "A registered sex offender(s) is employed or enrolled. For more information, visit the following web site <http://www.acic.org/>".

### **Weapons on Campus**

Students, employees, or guests are prohibited from possession of any type of firearm or other weapon on the campus unless specifically exempted by state law. Offenders are in violation of Arkansas Criminal Code Annotated 5-73-119 through 5-73-122.

## **Services for the Disabled**

Black River Technical College's coordinator of services for the disabled is also the compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The coordinator can arrange for academic adjustments, workplace accommodations, and auxiliary aids for qualified students. BRTC will provide auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If necessary, BRTC will provide appropriately trained service providers. Concern about physical access to facilities should be addressed to Bridget Guess, BRTC Student Services, P.O. Box 468,

Pocahontas, Arkansas, 72455, 870-248-4000 ext. 4014 or Jenny Weaver, P. O. Box 1565, Paragould, Arkansas, 72450, 870-239-2050 ext. 5020.

## **Racial Profiling Policy**

In accordance with Act 1048 of 2007 of Arkansas statute, BRTC has adopted a formal policy and procedures detailing its compliance with state legislation that formally prohibits racial profiling by Arkansas law enforcement. This policy and procedure model applies to all campus law enforcement officials. The policy affirms that all law enforcement officers of the BRTC Police Department shall base pedestrian or motor vehicle stops, detentions, investigative activities, searches, property seizures, or arrests of a person upon a standard of reasonable suspicion or probable cause in compliance with the U.S. Constitution and Arkansas Constitution. The full text of this policy is contained in the BRTC Policy and Procedures manual, and shall be made available upon written request to the Office of Campus Police, Administration Building room AD112.

# College

## Mission Statement

Blending tradition, technology and innovation to educate today's diverse students for tomorrow's changing world.

## Priorities

- Create an environment to increase the likelihood that BRTC students will complete certification and degrees. **Core Value:** Persistence to Success
- Emphasize quality in the academic rigor of all credit and non-credit courses and in all programs of study and workforce training. **Core Value:** Academic Rigor
- Develop opportunities for all students to develop intellectual skills demanded by the knowledge economy. **Core Value:** Intellectual and Practical Skill Acquisition
- Adopt policies and structures that lead to excellence in teaching and learning. **Core Value:** Excellence in Teaching and Learning
- Create a culture that demonstrates that the college values diversity and globalization. **Core Value:** Diversity
- Serve as a catalyst for economic development in the college's identified communities. **Core Value:** Economic Development Leadership
- Establish and nurture community partnerships that lead to expanded human and physical resources for BRTC's students and staff. **Core Value:** Community Service
- Provide, maintain and upgrade facilities and infrastructure that enable the college to fulfill its goals. **Core Value:** Efficiency and Economy of Resources
- Support expansion of technologically mediated learning opportunities that are academically sound. **Core Value:** Technologically Supported Progress and Innovation
- Nurture relationships that increase access and lead to a seamless educational path across the diverse student spectrum. **Core Value:** Connectivity and Collaboration

## College History

Black River Technical College was founded in 1972 on land donated by the City of Pocahontas, and was known as Black River Vocational Technical School. The school was under the supervision of the Arkansas State Board for Vocational Education. Since then, the initial enrollment of 38 students in 6 programs has grown to more than 3,000 students in 27 certificate programs and 16 associate degree programs. There are, also, many students participating in the continuing education courses which the college offers throughout the year. The original 46,775 square footage, situated on 44 acres, has grown to 308,578 square feet and a total of 23 buildings on 100 acres.

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

## Library

The mission of the Black River Technical College Library is to enhance learning by providing access to information that complements and supplements the college's educational programs and courses. The library, which has holdings of over 27,100, seeks to provide ready access to information in a variety of formats in order to strengthen the information literacy skills of the library's clientele. Through excellence in customer service, the staff strives to make the library an effective team member that contributes to students successfully meeting their academic, vocational, and personal development goals.

The Library of Congress classification system is used for the arrangement of books, and an online catalog provides access to the collection. Reserve items are available at the circulation desk, and a coin-operated copy machine is available for use. The library's Internet and databases gives full-text accessibility to thousands of magazines and journals and provide abstracts for many more. Students can also log on to the library's home page at <http://library.blackrivertech.edu> for easy access to the online catalog and selected databases as well as for online assistance. Books and journal articles which the library does not own can usually be obtained through interlibrary loan if enough prior notice is given (usually ten days). Distance learners enrolled at the college are provided with detailed information for accessing the online catalog and the Internet databases through the library's home page. User names and passwords for online services are provided, and students are encouraged to contact the library for assistance with research questions.

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



## Accreditation

Black River Technical College is accredited by the Higher Learning Commission, North Central Association of Colleges and Schools (<http://www.ncahlc.org/>). Its programs have been approved by the Arkansas Department of Higher Education and by the State Board of Vocational Education. Nine of the college's programs are also accredited by different agencies, as reflected in the program descriptions. The nine are:

- **Auto Service Technician** – National Automotive Technicians Education Foundation, Inc.
- **Concurrent Enrollment** – National Alliance of Concurrent Enrollment Partnerships
- **Dietary Management** – Association of Nutrition and Food Service Professionals
- **Dietetics** – Accreditation Council for Education in Nutrition and Dietetics
- **Paramedic** – Committee on Accreditation of Educational Programs for the EMS Professions
- **Practical Nursing** – Arkansas State Board of Nursing
- **Nursing Assistant** – Department of Human Services, Office of Long Term Care
- **Registered Nursing** – Arkansas State Board of Nursing
- **Respiratory Care** – Committee on Accreditation for Respiratory Care

## Assessment Program

Assessment at Black River Technical College encompasses many aspects. From the assessment of student learning in the classroom to the assessment of co-curricular activities as well as the assessment of support services, the college endeavors to establish processes that will guide decisions for continuous improvement.

## Institutional Student Learning Outcomes

Through a collaborative process, BRTC has established the following Institutional Student Learning Outcomes which flowed upward from both the General Education and Technical Divisions, but align with the Mission and Goals of the college:

- BRTC students will be able to apply communication and critical thinking skills relevant to academic/career goals.
- BRTC students will be able to apply technology relevant to academic/career goals.

At the Divisional Level, the following Student Learning Outcomes have been established.

## Technical Education Division Student Learning Outcomes

- All technical division graduates will demonstrate effective and accurate communication in written, spoken, and nonverbal forms relevant to their discipline.
- All technical division graduates will exhibit ethical and professional behaviors consistent with their discipline.

## **General Education Division Student Learning Outcomes**

- General education students will be able to effectively communicate using the language of their fields through oral and written communication.
- General education students at BRTC will be able to effectively use relevant technology.

With these Student Learning Outcomes established, each department is charged with identifying the processes with which to collect, analyze, and report assessment of student learning outcomes. Both direct and indirect measures of student learning should be addressed in the outcomes statements.

## **General Education Philosophy**

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

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

## **Degrees Offered**

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

### **Associate of Arts Degree**

- General Education

**Associate of Science Degree**

- Business
- Criminal Justice
- Fire Science Administration

**Associate of Science in Liberal Arts and Science**

- Communication Sciences and Disorders

**Associate of Applied Science Degree**

- |  |   |
|--|---|
| • Accounting                               | • Fire Science  |
| • Administrative Services (Legal Emphasis) | • General Technology                                  |
| • Business Administration                  | • General Technology – Option for LPNs                |
| • Entrepreneurship                         | • General Technology – Health Professions Nursing     |
| • Health Information                       | • General Technology – Health Professions Respiratory |
| • Business Technology Applications         | • Industrial Maintenance Technology                   |
| • Networking                               | • Law Enforcement Administration                      |
| • Crime Scene Investigation                | • Registered Nursing                                  |
| • Criminal Justice                         | • Respiratory Care                                    |
| • Nutrition and Dietetics                  |   |
| • Emergency Medical Technician-Paramedic   |   |

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

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

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

**Technical Certificates**

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| • Accounting Assistant               | • Automotive Service Technology    |
| • Administrative Services Technology | 1. Electrical-Engine Specialty     |
| • Auto Collision Technology          | 2. Powertrain-Systems Specialty    |
| 1. Cosmetic Repair Technology        | • Business Technology Applications |
| 2. Structural Repair Technology      | • Crime Scene Investigation        |

- Emergency Medical Technician/Paramedic
- Entrepreneurship
- Fire Science
- Health Professions
  1. Nursing Emphasis
  2. Respiratory Emphasis
- Industrial Electricity/Electronics
- Law Enforcement Administration
- Machine Tool Technology
- Microcomputer Business Applications
- Microcomputer Repair Technician
- Nutrition and Foodservice Management
- Practical Nursing
- Web Design
- Welding

### **Certificates of Proficiency**

- Crime Scene Investigation
- Entrepreneurship
- Emergency Medical Technician
- Homeland Security and Emergency Preparedness
- Law Enforcement Administration
- Medical Insurance Coding
- Medical Transcription
- Microcomputer Repair Technician
- Nursing Assistant
- Phlebotomy

### **Adult Education**

- Adult Basic Education
- General Adult Education (GED)
- Computer Literacy
- Transitional Opportunities Program (TOP)
- English as a Second Language (ESL)
- College Preparatory/Pre-Employment
- Work-Based/Workplace Education

### **Core Competencies**

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

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

# Academic Information and Policies

## Academic Clemency

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

The requirements for academic clemency are that students must:

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

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

## Academic Probation/Suspension

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

### Minimum Grade Requirements

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

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

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

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

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

## Adding Courses

Students may add courses by Wednesday of the first week of a regular semester or the first day of a summer session.

## Administrative Withdrawal

Administrative Withdrawals are only granted after the student initiated drop date has passed. The Administrative Withdrawal are only be administered by either the Vice President of Student Affairs or the Registrar. All Administrative Withdrawals must have justifiable extenuating circumstances and must have supporting documentation to prove need for drop. Examples of supporting documentation include, letter from doctor, obituaries, or documentation from court system. Allied Health and LETA programs are exempt from this process; students may be dropped for policy violations with an Administrative Withdrawal according to the policies put in place for these specific programs. Students who request Administrative drops that are not approved will be notified.

## Adult Education

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

- **Adult Basic Education**—The pre-GED program offers instruction in basic skills: reading, language, writing, and math. Each person may do individualized work at his/her own pace. Enrollment is open-ended; students may enter and exit the program as their needs demand.

- **General Adult Education**—GAE program is designed to help students earn a high school equivalency diploma (GED). Students receive instruction in the five subject areas tested on the GED exam: math, writing, literature, science, and social studies.
- **Computer Literacy** - Basic computer instruction is available for individuals with little or no previous computer training. Lesson topics include Windows, word processing, hardware and software, the Internet and other needed skills, as well as consumer information.
- **English as a Second Language (ESL)** —The ESL program is designed to provide English language instruction to adult speakers of other languages. ESL classes concentrate on speaking and listening in the beginning level and progress to include reading and writing skills.
- **College Preparatory/Pre-employment**—High school graduates who wish to brush up on math, reading, or language skills to prepare for further education, college entrance exams, or employment may also enroll in adult education classes.
- **Work-based Education**—Basic skills training instruction designed to meet the specific education needs of an industry is available through the adult education services of BRTC. Task analysis can be performed and a customized training program developed.
- **Transitional Opportunities Program (TOP)**—This program is available for currently enrolled and prospective college students that would like to become more proficient in any of the following: math, reading, writing, computer literacy, study skills, and test taking strategies.

## Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary.

Courses notated in the degree plan with the “~” symbol are considered ACTS courses. The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. For further information the ACTS website link can be reached at <http://acts.adhe.edu/studenttransfer.aspx>.

## Articulation

Articulation agreements allow for a smooth transition between BRTC and other colleges without the loss or replication of credit hours. In association with other two-year and four-year colleges and universities in Arkansas, BRTC has entered into a number of articulation agreements that will assist students who want to transfer from one college to another. If you are planning to transfer to a four-year college or university, it is advisable to visit with their transfer office as

soon as possible to help ensure a smooth transition. Students are also encouraged to speak with their program advisor regarding these agreements.

The following degrees can be articulated with the respective colleges/universities listed:

**Associate of Business**

- Arkansas State University
- Arkansas Tech University
- Henderson State University
- Southern Arkansas University
- University of Arkansas at Fort Smith
- University of Arkansas at Little Rock
- University of Arkansas at Monticello
- University of Arkansas at Pine Bluff

**Associate of Science in Criminal Justice**

- Arkansas State University

**Associate of Science in Liberal Arts and Sciences**

- University of Central Arkansas (BS in Communication Sciences and Disorders)

**Associate of Applied Science in Nutrition and Dietetics**

- Arkansas State University

**Associate of Applied Science in Fire Science**

- Arkansas State University

**Associate of Applied Science in Registered Nursing**

- Arkansas Tech University
- Southern Arkansas University
- University of Arkansas at Fort Smith
- University of Arkansas for Medical Sciences
- University of Central Arkansas

**Associate of Applied Science in Transfer Disclaimer**

The Associate of Applied Science (AAS) degree is designed primarily for employment purposes and it should not be assumed that the degree can be transferred to another institution. It is important for students to get assurance in writing from the receiving college or university in advance of the acceptance of the AAS degree. Students should visit with the college or university to which they wish to transfer as early in their college career as possible to facilitate a smooth transition upon departure from BRTC.



## High School Articulated Credit

BRTC has developed articulation agreements for students from northeast Arkansas high schools in various areas of occupational education. High School students, who are enrolled in articulated course(s), can earn college credit and begin working toward the completion of a technical certificate or AAS degree from BRTC. High School students should visit with their high school counselor regarding availability of these offerings and to complete the recommendation form. Upon entering BRTC, recent high school graduates should contact Student Affairs regarding receipt of articulated credit.

## Auditing Courses

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

## Campus Connect

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

## Cancellation of Courses/or Programs of Study

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

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

## Course/College Withdrawal

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

- Students must complete a drop form in the Student Affairs office or by calling (870) 248-4000, ext. 4013, ext. 4015, ext. 4016, or ext. 4018. Student must speak with Student Service personnel to activate the drop process
- Withdrawal from college or course(s) before the official reporting day will not be recorded on the student's permanent record

- Withdrawal from college or course(s) after the official reporting day will have a “W” recorded on the student’s permanent record
- Individuals who do not withdraw on or before the date specified in the college catalog calendar will receive the grade(s) “F”

## **Course Credit**

The semester hour is the unit of credit at BRTC and equals the amount of credit given for 1 clock hour in class per week for 16 weeks (or the equivalent.) Most classes meet 2 times per week, and carry a 3-semester-hour credit. For each 3-credit lecture class, a total of 48 clock hours is required. Some lab courses carry additional credit and hours may vary. Full-time status is equal to 12 credit hours in Spring or Fall Semesters and 6 hours in Summer Sessions. The normal course load for a student is 15 semester hours during a regular term, or 6 hours during a summer term. Generally, the maximum credit hour in a regular term is 18 hours, although some technical programs may specify more. Students outside these technical areas, who wish to take more than 18 credit hours in the Fall or Spring Semesters, or more than 6 credit hours in the Summer Session, must request permission from the Vice President for Student Affairs, or the appropriate academic Vice-President.

## **Course Delivery**

### **FT (Fast Track)**

The Fast Track is a combination of two 8 week courses taken during a 16 week traditional semester. The first course is taken the first 8 weeks, and the next course is taken the final eight weeks of a semester. A student must enroll in both courses at the beginning of the semester and all prerequisites and test scores apply.

### **ALP (Accelerated Learning Program)**

The Accelerated Learning Program allows a student to be enrolled in Writing Fundamentals and Freshman English I during the same semester.

### **MOD (Modular Math)**

Self-paced computerized modular math. Students have the potential to work through all remedial courses in one semester saving time and money.

### **Online**

Students complete almost all aspects of coursework via Moodle, the course management software utilized by BRTC, and are usually not required to attend class on campus.

**CVN**

A course held via compressed video. While students attend classes on campus, the instructor may either be in the classroom or be broadcast to students via television from a remote site.

**Hybrid**

Course material is delivered at least 50% online. The remainder of the class is taught in the traditional face-to-face setting which requires the student's attendance at the BRTC campus.

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

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

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

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

Taking the test is optional and not recommended unless the student is proficient in Word, Excel, Access, and PowerPoint version Microsoft Office 2013. Students who do not successfully pass the exam will be required to attend the class.

**Credit for Previous Training (PLA)**

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

**Distance Education**

In addition to traditional face-to-face instruction, students have the option of enrolling in a variety of Distance Education (DE) classes. These are classes in which all or part of the content is delivered via technology. Students may or may not have to attend classes on campus. BRTC provides Distance Education options in three different formats: CVN, Hybrid, and Online courses. In each instance, BRTC carefully assesses the course content and all aspects of the

learning to ensure Distance Education study adheres to the same level of quality and effectiveness required of all instruction in North Central accredited institutions.

### **Enrolling in Distance Education Classes**

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

### **Benefits/Challenges of Distance Education**

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

### **Requirements of Distance Education**

Distance Education is NOT for everyone.

- Some Distance Education courses are more difficult than on-campus courses
- Some Distance Education courses have specific software requirements
- Students must be self-disciplined and plan course study and completion of assignments carefully
- Strong reading and writing skills are essential to a student’s success in a DE course
- Students must have daily access to a computer with an active internet connection and be aware that dial-up internet may pose certain technological difficulties
- Students must have access to a working email account
- Students must have basic computer skills to enroll in a DE course. Basic computer skills include:
  - sending and receiving email
  - knowing how to navigate around the Internet
  - knowing how to type
  - having minimal knowledge of a basic word processing program such as Microsoft Word.

### **CVN Classes**

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

## Hybrid Classes

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

## Online Classes

Students in online classes complete almost all aspects of coursework via Moodle, the course management software utilized by BRTC, from the convenience of their own home. The student completes coursework following a schedule created by their instructor and may never physically see their instructor. Though students do not meet with an instructor in a traditional classroom, most instructors are available by appointment, by email, and by phone.

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

## Grades and Grade Point

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

Grade	Description	Grade Point(s) Awarded
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
P	Passing	4
F	Failing	0
I	In Progress	0
W	Withdrew	0
AU	Audited	0

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

## Graduation

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

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

## Honor Roll

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

## Incomplete Grade Policy

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

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

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

## **Academic Learning Center/Tutoring**

The Academic Resource Center is available on the Pocahontas campus for students who require tutoring services in English, Math, Science, and selected content areas. A Math Lab is available on the Paragould campus.. Tutoring is free of charge and open to all BRTC students.

## **Learning Outcomes Assessment**

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

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

## **Name/Address Changes**

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

## **No-Show**

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

## Overrides

No overrides will be granted unless the student is graduating in the current semester or if an extenuating hardship has occurred requiring a student to be enrolled in a certain class. Overrides will not be addressed until a week before classes begin. A maximum of two overrides will be granted per class. There will be no waiting lists and no overrides will be granted over the phone unless the class in question is an online class and travel is prohibitive for the student. The only persons with the authority to grant overrides will be Ms. Angie Caldwell, Dr. Roger Johnson, Mrs. Martha Nelson, and Priscilla Stillwell (on the Paragould campus).

## Repeating Courses

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

## Student Appeal for Tuition Charges

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

## Transfer Programs

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

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

Arkansas Act 98 (1989) provides for establishment of a core curriculum of courses which will apply towards the general education requirements of baccalaureate degrees at state supported colleges, and which will be fully transferrable between these colleges. The term “state minimum core” is used to describe this core curriculum, and a copy may be obtained from the Office of the Registrar or the ADHE website, at <http://acts.adhe.edu/studenttransfer.aspx>.



# Admissions, Placement, and Enrollment Status

## Admissions

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

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

## Continuing Education

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

## Admission Procedures

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

- All first-time entering and transfer students are required to complete Student Orientation
- All first-time entering and transfer students are required to attend advising and registration sessions before enrolling in courses

## Admission Requirements

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

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

## Concurrent Enrollment

Concurrent Enrollment is designed to prepare high school students for the collegiate experience. Any high school student that has completed the 8th grade and is enrolled in an Arkansas public school, and is recommended by their high school principal, superintendent, or school counselor may enroll in college courses taking place in their high schools when the combined enrollments do not exceed a normal academic load.

Concurrent classes are defined as college-level classes taught at high schools by qualified high school instructors. BRTC follows state guidelines to determine student and instructor eligibility. Classes that meet these standards will be charged discounted rates of tuition. **High school students taking classes on BRTC campuses or online will be charged full tuition.**

Each student must meet the following criteria adopted by the State Board of Higher Education as stated under Item I, II, III, IV, and V as follows:

- I. Provided that courses meet all the requirements of the college, the high school must ensure that 50% or more of the students enrolled in the class are taking the class for concurrent credit. If this percentage is not met, the class cannot be offered according to Act 102.
- II. The course offered "must be listed in the Arkansas Course Transfer System." This list can be found at <http://acts.adhe.edu>.
- III. The course will use the same syllabus and same textbook as approved by the college or university and adopt the same learning outcomes as those developed for the course on the campus.
- IV. All students must meet the following testing requirements as defined by the Arkansas Department of Higher Education:
- V.

	<b>Reading</b>	<b>English</b>	<b>Math</b>
<b>ACT</b>	19	19	19
<b>SAT</b>	470	450	460
<b>Compass</b>	83	80	41
<b>Explore</b>	14	14	15
<b>Plan</b>	15	16	17
<b>PSAT</b>	47	45	46

<b>Enrollment</b>	<b>Reading Score Required</b>	<b>English Score Required</b>	<b>Math Score Required</b>	<b>Total Test Scores Required</b>
Any General Education Course	Yes	No	No	1
Any General Education English Course	Yes	Yes	No	2
Any General Education Math Course	Yes	No	Yes	2
Any Career and Technical Education Course	Varies	Varies	Varies	Varies

- VI. To be considered under this program, a student must submit the following paperwork:
1. A completed registration form.
  2. A complete set of acceptable (meeting the required levels for placement in concurrent classes) test scores.
  3. A current immunization (shot) record.
  4. A copy of high school transcript.
  5. A letter of good standing from the high school principal, superintendent, or school counselor.
  6. A check, money order or cash for full payment.
  7. Completed FERPA form
  8. A copy of Social Security Card

### **Student Admission, Registration, and Withdrawal Process**

All concurrent students should apply for admission in the fall and spring semesters.

#### **Registration**

BRTC's Concurrent Enrollment Coordinator will visit each high school in April-May to register for the upcoming fall semester and in October-November to register for the upcoming spring semester.

## Registration Deadlines

Specific registration deadlines are determined by each high school. Students should contact their high school counselor or principal for registration dates or call or email the Coordinator for Concurrent Enrollment.

## Schedule Changes

Concurrent students wishing to make changes to their schedules after the registration dates at their high schools must submit an “Add/Drop Form” to the Coordinator of Concurrent Enrollment. This form must be signed by the student and the counselor or high school principal.

## Payment Guidelines

High school students must make full payment or payment arrangements by BRTC’s campus-wide deadline, or they will be dropped from classes. Payment deadlines are defined as the Friday before BRTC classes begin. Payment information sheets are provided to high school counselors during registration periods, but students are responsible for ensuring their bills are paid by the deadline. Please call BRTC’s Office of Finance at 870-248-4033 with questions about payment.

## Advanced Placement

The college awards credit to students who participate in their high school Advanced Placement (AP) Program administered by the College Board Placement Test Program. Students who wish to obtain Advanced Placement credit must request the College Board to forward their test scores to Black River Technical College after they have been admitted. Students will be awarded credit in the courses listed below, provided they make satisfactory scores on appropriate AP examinations and meet other requirements designated by the department offering the course.

To receive AP credit and no grade:

If a student took an AP course as part of their high school curricula and did not sign up for concurrent enrollment with a college, the student is only eligible for AP credit and does NOT receive a college grade. The student earns college level credit when an appropriate score is earned on the AP exam. A grade is not reported to BRTC or any other college at the end of the semester of completion.

AP credit is not awarded for a course the student has already completed at the college/university level. AP credit granted at other institutions is not automatically transferable to Black River Technical College. *Students who wish to transfer AP credit must submit official documentation of earned scores.*

AP Exam	Required Score	Credit Awarded
AP85 - Psychology	3	PSY 2513
AP14 - Studio Art (Drawing Portfolio)	3	ART 1033
AP15 - Studio Art 2D Design	3	ART 1013
AP36 - English Language Comp	3	ENG 1003
AP36 - English Language Comp	4	ENG 1003 & ENG 1013
AP37 - English Literature Comp \$scoring 3 on both English Language AND Literature Comp will award both ENG 1003 AND ENG 1013	3	ENG 1003
*AP37 - English Literature Comp	4	ENG 1003 & ENG 1013
AP55 - German Language	3	GER 1013
AP87 - Spanish Language	3	SPAN1013
AP43 - European History	4	HIST 1023
AP57 - Government & Politics: US	4	POSC 2103
AP07 - United States History	3	HIST 2763
AP07 - United States History	4	HIST 2763 & HIST 2773
AP93 - World History	4	HIST 1013
AP20 - Biology	3	BIOL 1003
AP20 - Biology	4	BIOL 1004
AP25 - Chemistry	3	CHEM 1004
AP78 - Physics B	3	PHYS 2034 & PHYS 2044
AP82 - Physics C (Electricity, Magnetism)	4	PHYS 2064 or PHYS 2044
AP80 - Physics C (Mechanics)	4	PHYS 2054 or PHYS 2034
AP66 - Calculus AB	3	MATH 2204
AP68 - Calculus BC	4	MATH 2204 & MATH 2214

## Freshman Assessment and Placement

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

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

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

## Mathematics

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

ACT Math		
Score	Course Number	Course Name
<b>19 or above</b>	~MATH 1023	College Algebra
<b>17-18</b>	MATH 0033	Intermediate Algebra
<b>15-16</b>	MATH 0023	Introductory Algebra
<b>15 or above</b>	MTH 1023, MTH 1043 AND MTH 1203*	
<b>0-14</b>	MATH 0013	Pre-Algebra
<b>17-18</b>	MATH 0033	Intermediate Algebra
<b>15-16</b>	MATH 0023	Introductory Algebra
<b>0-14</b>	MATH 0013	Pre-Algebra
COMPASS Algebra Test		
Score	Course Number	Course Name
<b>41-100</b>	~MATH 1023	College Algebra
<b>37-40</b>	MATH 0033	Intermediate Algebra
<b>30-36</b>	MATH 0023	Introductory Algebra
<b>30 or above</b>	MTH 1023, MTH 1043 AND MTH 1203*	
<b>0-29</b>	MATH 0013	Pre-Algebra

COMPASS Pre-Algebra Test		
Score	Course Number	Course Name
<b>46 or above</b>	MATH 0023	Introductory Algebra
<b>46 or above</b>	MTH 1023, MTH 1043 AND MTH 1203*	
<b>0-45</b>	MATH 0013	Pre-Algebra
SAT Math		
Score	Course Number	Course Name
<b>430 or above</b>	~MATH 1023	College Algebra
<b>380-429</b>	MATH 0033	Intermediate Algebra
<b>331-379</b>	MATH 0023	Introductory Algebra
<b>331 or above</b>	MTH 1023, MTH 1043 AND MTH 1203*	
<b>0-330</b>	MATH 0013	Pre-Algebra

MTH 1023, MTH 1043, and MTH 1203 require an ACT score of 15 or above, OR completion of MATH 0013 Pre-Algebra with a passing grade of “C” or higher.

## English Composition

Students must successfully complete the following English composition courses with a “C” or higher if they score below 19 on the English section of the Enhanced ACT.

ACT English		
Score	Course Number	Course Name
<b>19 or above</b>	~ENG 1003	Freshman English I
<b>0 -18</b>	ENG 0023	Writing Fundamentals*
COMPASS Writing Test		
Score	Course Number	Course Name
<b>80-100</b>	~ENG 1003	Freshman English I
<b>0 -79</b>	ENG 0023	Writing Fundamentals*
SAT English		
Score	Course Number	Course Name
<b>470+</b>	~ENG 1003	Freshman English I
<b>360-469</b>	ENG 0023	Writing Fundamentals*

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

## Reading

Students must enroll in a reading course in their first semester if they score below 19 on the reading section of the ACT or below 85 on the COMPASS.

ACT Reading		
Score	Course Number	Course Name
19 or above	Exempt	
0-18	ENG 0004	College Literacy*
COMPASS		
Score	Course Number	Course Name
83-100	Exempt	
0-82	ENG 0004	College Literacy*
SAT Reading		
Score	Course Number	Course Name
420 or above	Exempt	
0-419	ENG 0004	College Literacy*

## Technical Reading

Technical students who are required to enroll in a Technical Reading course must enroll in a READ 0023 in their first semester if they score below 19 on the reading section of the ACT or below 83 on the COMPASS.

ACT Reading		
Score	Course Number	Course Name
19 or above	Exempt	
0-18	READ 0023	Reading
COMPASS		
Score	Course Number	Course Name
83-100	Exempt	
0-82	READ 0023	Reading
SAT Reading		
Score	Course Number	Course Name
420 or above	Exempt	
0-419	READ 0023	Reading



## Student Success Course

First time entering and transfer students with test scores that require them to complete two or more remedial classes must pass COLL 1001 (Student Success) during the first college semester attended.

## Academic Transition Courses

These courses are non-transferable. Students enrolled in three academic transition courses may not exceed a maximum course load of 12 semester hours in that semester. Academic transition courses are

- READ0023 Reading
- ENG 0023 Writing Fundamentals
- MATH 0013 Pre-Algebra
- MATH 0023 Introductory Algebra
- MATH 0033 Intermediate Algebra

Students whose scores require two or more development courses are required to complete the Student Success course.

Students whose scores require enrollment in College Literacy are required to complete the course before enrolling in the following reading intensive courses:

- Basic Human Nutrition
- Business Communications
- Economic Issues and Concepts
- Freshman English I
- History of Vietnam War
- Human Anatomy and Physiology I
- Introduction to Anthropology
- Introduction to Cultural Anthropology
- Introduction to Geography
- Introduction to Geology
- Introduction to Psychology
- Leadership Issues
- Legal Environment of Business
- Philosophy
- Principles of Macroeconomics
- Principles of Microeconomics
- Principles of Sociology
- Principles of Supervision
- Technical Writing
- U. S. Government
- U.S. to 1876
- U.S. Since 1876
- U.S. Women's History
- World Literature I
- World Literature II
- World Civilization to 1660
- World Civilization Since 1660

## Categories of Entry

### Full-Time Student

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

## **Part-Time Student**

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

## **Returning Students**

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

## **Transfer Students**

Students who have completed at least 18 earned credit hours with a cumulative GPA of 2.00 on a scale of 4.00 at a regionally accredited college will be admitted to BRTC unconditionally. Work from all institutions attended will be evaluated separately in computing the GPA for admission. Students with less than a 2.00 GPA from the last institution attended will be considered for conditional admission and placed on academic probation. Students entering BRTC for the first time as a transfer student must attend Student Orientation, advising and registration sessions.

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

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

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

## **Transient Students**

Transient students are temporary students who wish to attend BRTC for a semester while actively enrolled at another college or university. Transient students are limited to a maximum of 18 credit hours between the two institutions, unless written approval has been granted by the home institution. Transient students wishing to continue at BRTC should follow admission procedures for transfer students.

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

- Completed application
- A letter of good-standing from the student’s home college.
- Copy of driver license
- Proof of immunization against measles and rubella and MMR booster for those students born on or after January 1, 1957
- Depending on the course that the student wishes to complete, a transcript may be needed indicating that the course prerequisite has been completed

## **Non-Degree Students**

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

## **Auditing Students**

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

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

All students, including those who have been home schooled, must provide an official copy of their transcript. Out-of-state high school students will be evaluated.

## **Conditional Students**

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

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

Students who have not successfully completed the core curriculum, and who seek a degree or certificate, will be accepted as conditional students. During the first 30 credit hours of enrollment, conditional students must maintain a 2.00 GPA, complete all developmental coursework required, and complete the 12 credit hour requirements for the degree or certificate program in which they are enrolled. Failure to comply with one of these three criteria that is applicable to the student's program will result in the student being placed on academic probation the following semester. Conditional students must complete the following courses for the following degrees or certificates:

### **Associate of Arts Degree**

~ENG 1003 Freshman English I

~ENG 1013 Freshman English II

~HIST 2763 U. S. History to 1876 **OR**

~HIST 2773 U. S. History Since 1876

~SCOM 1203 Oral Communications

**Technical Certificate**

MATH 0013 Pre-Algebra **OR**

MATH 0023 Introductory Algebra **OR**

MATH 0033 Intermediate Algebra **OR**

~MATH 1023 College Algebra

~ENG 1003 Freshman English I **OR**

~SCOM 1203 Oral Communications **OR**

COM 1013 Career Communications

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

# Financial Information

## Fees

Technology and Infrastructure fee--\$16.00 per credit hour

Student Activity fee--\$1.00 per credit hour

Student Assessment fee-- \$1.00 per credit hour

Student Success fee--\$1.00 per credit hour

Distance Education fee (online, CVN, and hybrid classes only)--\$20.00 per credit hour

\* Some departments will have program specific fees.

## Liability/Malpractice Insurance

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

- EMT-Paramedic
- Nursing Assistant
- Nutrition and Foodservice Management
- Nutrition and Dietetics
- Phlebotomy
- Practical Nursing
- Registered Nursing
- Respiratory Care

## Tuition Information

### Validation of Enrollment

Students must validate their enrollment by paying tuition and fees. Tuition and fees for the Fall and the Spring semesters must be paid in full by Friday before classes begin. Tuition and fees for the Summer terms must be paid in full by the Thursday before classes begin. Payment options are available to students through FACTS Tuition Management by connecting to the e-Cashier link located on the College Web Site ([www.blackrivertech.edu](http://www.blackrivertech.edu)).

Students who fail to make payment in full or make payment arrangements through FACTS will be dropped from all classes. Students who register for classes during the late registration period after the start of any semester must, upon registering, establish a payment plan or pay tuition and fees in full.

All tuition and fees will be the responsibility of the students in the event that the organizational sponsorship does not fulfill the tuition obligation.

Students who are dropped for lack of payment may enroll/reinstate during the first week of classes. After the semester starts, the student will be required to pay a \$50.00 enrollment fee plus all tuition and fees.

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

## **Tuition**

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

- Voter registration card
- Receipt for assessment of payment of taxes
- Arkansas Driver's License
- If the above documents are not submitted at time of registration, students will be charged out-of-state tuition.

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

### **In-State Residents, Tuition per credit hour**

\$86.00 In-State Residents .....Example for 15 credit hours: \$1,290.00

### **Out-of-State Residents, Tuition per credit hour**

\$189.00 Out-of-State Residents .....Example for 15 credit hours: \$2,835.00

Individuals who are not U.S. citizens will be charged Out-of-State tuition. A student on a temporary visa will be classified as a foreign student and will pay Out-of-State tuition and fees. A student who has been granted a permanent visa and has been domiciled in Arkansas for 6 consecutive months following receipt of the permanent visa shall be classified as an Arkansas resident for tuition and fee purposes and will pay In-State tuition and fees.

### **Tuition Waiver Policy**

Students who are 60 years of age, or older, and show proof of age may have tuition waived. This waiver is limited to credit courses only. Children of police officers and firefighters who were killed or permanently disabled in the line of duty in Arkansas are eligible for waiver of tuition and fees for a period of up to 4 years, or until attainment of the age of 25, whichever occurs first. Students who declare a major/degree/certificate and do not meet the above criteria will not be entitled to waivers for fire science courses.

## Refunds

### Tuition Refund

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

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

Before and including the first week the semester begins.....	100%
Second week of semester .....	70%
Third week of semester .....	50%
Fourth week of semester .....	0%

#### Refund for Credit Courses - Summer Session

Before the semester begins and through the third day of class.....	100%
Fourth day of class .....	50%
Fifth day of class .....	0%

#### Refund for Intersession, Accelerated Classes, and Short Duration Classes (1 to 7 days)

Before the semester begins and through the third day of class.....	100%
Second day of class .....	0%

#### Refund for Non-Credit Courses

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

#### Four Week and Eight Week Courses beginning in March and October

Before class begins .....	100%
First through fourth day of class .....	50%
Fifth day of class .....	0%

### Bookstore Refunds

Bookstore refunds will be made only during the first two weeks of the Fall and the Spring semesters; the first two days of Intersession; and the first week of the Summer I and Summer II terms. Book charges made to financial aid are allowed during the first week of the Fall and the Spring semesters; the first day of Intersession; and the first two days of the Summer I and Summer II terms. Financial aid returns may be made during this time only. All book returns are subject to the following conditions:

**New Books**

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

**Used Books**

- Purchased for the wrong class

A receipt is required for all bookstore returns, including financial aid.

**Fee Refunds**

All fees are non-refundable.

**Other Refunds**

Students enrolled in classes which are cancelled may request a 100% tuition refund. Members of the military who are unable to attend classes because they receive orders transferring them out of the area for prolonged periods of time may request a full tuition refund at any time in the semester. Members of the military are required to present an original set of military orders to the Registrar for confirmation.

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

**Financial Aid General Information**

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

The financial aid application forms may be obtained by accessing the homepage for the BRTC Financial Aid Office at: <http://finaid.blackrivertech.edu>.

**Federal Financial Aid Programs**

The Free Application for Federal Student Aid (FAFSA) must be processed to determine eligibility for all the federal financial aid programs and may be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).



## **Federal Pell Grant**

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

## **Federal Stafford Loan**

BRTC participates in the Federal Direct Student Loan Program in which a student borrows from the federal government. Low-interest loans are available to help students with educational expenses that are incurred as a college student. There are two types of Federal loans: Subsidized and unsubsidized. The federal government pays the interest that accrues on a Subsidized loan while the student is in school, whereas, the student is responsible for paying the interest that accrues on an Unsubsidized loan while enrolled in school. Students should try to pay the interest on an unsubsidized loan while attending school if at all possible to avoid capitalized interest. Subsidized loan eligibility is based on financial need that is determined by the FAFSA. Students who are not eligible for a subsidized loan are still eligible to borrow an unsubsidized loan. Loan repayment begins 6 months after the student graduates or ceases to be enrolled at least half-time or 6 hours. All borrowers must complete counseling sessions prior to receiving the first disbursement and again upon graduation or termination of enrollment.

Students must complete the Free Application for Federal Student Aid in order to determine eligibility for the Federal Stafford Loan. Eligible students must then complete Entrance Loan Counseling and a Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov) before the Financial Aid Office will approve a loan. Students will receive instructions, via mail, regarding BRTC's student loan application process after the FAFSA application is received by the Financial Aid Office. Student loans are disbursed to the student in two equal disbursements each semester. First-time borrowers must wait 30 days for the first installment. The second disbursement must be delivered after the midpoint of the loan period.

## **Federal Plus Loan**

A Federal Parent Loan for Undergraduate Students (PLUS) is a variable rate, low-interest loan to help parents, step-parents, or legal guardians pay for their dependent student's educational expenses. Students must complete the Free Application for Federal Student aid (FAFSA) before a PLUS loan can be certified. The parent is the borrower for the PLUS loan program. Generally, repayment begins within 60 days after the final loan disbursement is made to the borrower.

## **Veterans' Affairs**

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

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

BRTC works with the Northeast Arkansas Development Council (NADC) in placing students in programs under WIA. Generally, this program pays for tuition and fees for students certified and approved for training for up to two years. Interested students should contact the Financial Aid Office for further information regarding the application process.

## **Return of Title IV Funds**

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

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

### **General Requirements**

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

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

## Satisfactory Academic Progress for Financial Aid

*All students* enrolled at BRTC must conform to the following satisfactory academic progress standards established by the college. This policy meets the guidelines established by the U.S. Department of Education for students to gain or maintain eligibility for the Federal Title IV financial aid programs available at BRTC.

Academic progress will be reviewed at the end of Fall, Spring, and Summer semesters and will measure the following standards:

- **Qualitative Standards:** Each period of enrollment a student must earn a cumulative *and* term grade point average (GPA) of 2.00. This is the equivalent of a C average.
- **Quantitative Standards:** Each period of enrollment a student must earn a minimum number of credit hours.

Hours enrolled per term	Hours earned per term
12+	9
9-11	6
6-8	5
3-5	3

### Timeframe

The maximum time frame in which a student is expected to finish a program is 150% of the published length of the program.

Grades of “W, I, F, AU,AW” must count as *attempted* hours for measuring maximum timeframe but are not *earned* hours. Timeframe will be evaluated at the end of each semester based on the student’s currently declared major. **Students who exceed the maximum attempted hours and have not completed the program of study must complete the program at their own expense and will be ineligible for federal aid.**

After a student graduates, any attempted hours not used toward the completed degree will be applied to the new degree chosen as attempted hours. Those attempted hours may still exceed the maximum timeframe allowed for the new degree plan. Therefore, the 150% timeframe suspension status can still be applicable.

BRTC does not grant students leave of absences. Noncredit remedial courses are considered as attempted hours. Repeated courses are also considered as attempted hours and may only be repeated *once*. Financial aid *will not* pay for a class with an earned grade taken more than two times. Once a student graduates from a program, financial aid *will not* pay for the student to repeat that same program.

## Transfer Students

All previously attempted and earned hours at other colleges will be reviewed for the timeframe component only. Upon completion of the first semester at BRTC, a transfer student will be subject to the SAP Policy in its entirety.

## Clock Hour Programs

Academic progress for students enrolled in a clock hour program will be reviewed at the completion of each payment period.

## Warning Status

Students who do not meet the *Qualitative* and *Quantitative* requirements at the end of a semester will be placed on a Financial Aid WARNING during the next period of enrollment and will receive a letter of Warning Status. **Students receiving all W's or AW's for a Fall, Spring, or Summer semester will be placed on WARNING.** Students on WARNING may continue to receive financial aid during the WARNING period – WARNING status exists for only one semester of enrollment.

## Suspension Status

Students who do not meet the minimum *Qualitative* and *Quantitative* standards at the end of a WARNING period will be INELIGIBLE for federal Title IV aid (Pell grant, student loan) and will receive a letter of Suspension Status. **Students receiving all F's or all I's or combination of F's, W's, AW's, and I's (0.00 GPA) for a Fall, Spring, or Summer semester will automatically be SUSPENDED.** A suspension status will remain until the student successfully completes a semester(s) at his/her own expense and meets the above policy requirements; aid eligibility may then be reinstated. If it is determined that a student has exceeded the 150% timeframe OR academic progress reflects the inability to complete a degree within the timeframe, the student will be suspended and a student's only option for reinstatement of aid is by appealing the Suspension status.

## Appeals

Students who do not meet the required standards of SAP and have been denied aid have the right to appeal if circumstances can be documented to justify the student's request. Students must submit an application of appeal, with required documents, to the Financial Aid Office to be reviewed by the Appeals Committee by the established deadline. The decision of the Financial Aid Appeals Committee is final; there is no further avenue of appeal. A student can appeal ONE TIME while attending BRTC.

## Probation Status:

Appeals, which are APPROVED, will place a student on PROBATION and reinstate aid eligibility for a semester. Upon completion of that semester, if the student meets both Quantitative and Qualitative Standards, the Probation status will be removed. If standards are

not met, the student will revert back to **SUSPENSION** status. If SAP standards are not attainable within one semester, an **ACADEMIC PLAN** may be provided for applicable students. Conditions for such a plan is described in the below paragraph.

### Academic Plan

Students whose appeals are granted approval based on having exceeding the **150% timeframe**, will be reinstated aid eligibility under the condition of an **ACADEMIC PLAN** and should adhere to the **Qualitative and Quantitative Standards** (listed above), with a higher **TERM GPA** requirement of 2.50 each semester. The **ACADEMIC PLAN** will only allow a student to enroll for courses needed for completion of chosen major and failure to do so will return the student to **SUSPENSION** status. Students under **ACADEMIC PLAN** status who do not meet the Standards at the end of a semester, will be returned back to a **SUSPENSION** status and will be financially obligated to complete the remainder of the degree for which the **ACADEMIC PLAN** was approved. Any deviation from the academic plan will result in a **SUSPENSION** status at BRTC and no appeal option will be available.

### Probation Plan

Students whose appeals are granted approval, and placed on **PROBATION status**, may also be placed on a **PROBATION PLAN** if the student's cumulative GPA is unable to meet the 2.00 cumulative GPA standard within one semester. This plan would allow the student aid eligibility beyond the one semester that **PROBATION** allows, if the following requirements are met:

1. Enroll only for courses necessary for completion of current major
2. Maintain the **Quantitative Standards** (listed above), and achieve a **TERM GPA** of 2.50 each semester. A student's aid eligibility would be continued on this plan under these terms, until the cumulative GPA reaches a 2.00. At that point, the **PROBATION PLAN** would be lifted and the student would continue aid eligibility according to the **Qualitative & Quantitative Standards** listed above. Any deviation from this academic plan will result in a **SUSPENSION** status at BRTC and no other appeal option will be available.

## Satisfactory Academic Progress Appeals Committee

Student appeals will be reviewed by a committee to evaluate academic record and determine if extenuating or unusual circumstances existed.

Extenuating circumstances include situations beyond the student's control that do not allow them to successfully complete the semester; such situations may include unplanned medical conditions, victim of severe crime, or a participant in a vehicle accident.

The appeal decision will be made within 10 business days. If approved, you will be notified by a mailed letter and financial aid will be reinstated if all other requirements have been met, including a completed FAFSA. You will be required to maintain academic progress as stated in the BRTC Financial Aid SAP Policy to continue to receiving financial aid.

## Academic Plan

Appeals granted approval for students who were suspended based on timeframe, will be reinstated aid eligibility under the condition of an Academic Plan. The academic plan will only allow students to enroll for courses needed for completion of chosen major. *Any deviation from the academic plan will result in suspension.*

Appeal applications may be picked up in the Financial Aid Office, on either Pocahontas or Paragould campus, or may be printed from the BRTC website at <http://finaid.blackrivertech.edu>. Completed applications should be submitted to the Financial Aid office on either campus.

Submit to the following to the Financial Aid office:

All appeals that have incomplete items listed below will not be reviewed.

- *Typed appeal essay*- clearly identify your extenuating circumstances for the term in question.
- *Any necessary documentation that can validate your reason to appeal.* (Examples include: hospital records, police reports, court records, letters from your doctor, etc.)
- *Completed degree plan signed by your advisor*- The degree plan must be filled out in completion including the semester & year each course was completed (ex. Fall '06) and the semester & year that you plan to complete the remaining courses need for graduation. Also, indicate your anticipated graduation date on the appeal. (Degree plans can be printed from BRTC's website).
- *Transcripts* from all colleges attended including BRTC. (may be unofficial)
- *Appeal application* listed on next page.

Submit your appeal to the Financial Aid Office located on either the Pocahontas or Paragould campus.

## Checking the Status of an Appeal

The Financial Aid Office will notify you of the decision by mail. The financial aid staff will not give appeal results over the phone.

## State Funded Financial Assistance

The Arkansas Department of Higher Education sponsors financial assistance programs that are available to eligible students in the state. Students must contact the Arkansas Department of Higher Education (1-800-547-8839) for criteria and applications for these programs, or go to <http://www.adhe.edu>. Application information for state funded scholarships can be found at [http://www.ark.org/adhe\\_financialaid/](http://www.ark.org/adhe_financialaid/)

## Arkansas Academic Challenge Scholarship

The Arkansas Academic Challenge Scholarship program is a college scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school graduates to enroll in the state's colleges and universities. The award is made based on the applicant's meeting minimum ACT composite score, grade point average, and financial need standards.

Applicants must be accepted for admission and be enrolled in an approved Arkansas college or university in a program leading to a baccalaureate degree, associate degree, or associate of applied science degree within 24 months of graduation from high school. The scholarship is available to first-time entering students following graduation from high school and non-traditional students.

### **Arkansas Rehabilitation Services**

BRTC cooperates with the Arkansas Rehabilitation Services in placing students in approved training programs. Area rehabilitation counselors determine the amount of aid received through this program. Additional information is available in the Financial Aid Office.

### **Arkansas Career Pathways**

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

1. Annual income below 250% of the Federal Poverty Level (FPL)
2. Receive Food Stamps/Medicaid services (ARKids)
3. A current or former recipient of TEA benefits

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

### **Higher Education Opportunities Grant (GO! Opportunities Grant)**

The Higher Education Opportunities Grant provides \$1000 grants to full-time and \$500 grants to part-time students based on financial need. Students must be an Arkansas resident for at least 12 months prior to applying for the grant. Students also must meet the financial need criteria established for the GO! Grant and attend an approved Arkansas institution. Applicants must complete the Free Application for Federal Students Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) AND the Arkansas Universal Scholarship Application at [www.adhe.edu](http://www.adhe.edu).

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

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

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

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

### **Emergency Secondary Education Loan Program**

The Emergency Secondary Education Loan program assists students who are pursuing a course of study leading to secondary teacher certification in an approved shortage subject area (foreign language, math, chemistry, physics, biology, physical science, general science, and special education). The loan will be forgiven at the rate of 20% per year for each year the recipient teaches full-time in a public or private secondary school in Arkansas in one of the approved shortage subject areas. Apply at [www.adhe.edu](http://www.adhe.edu)

### **Workforce Improvement Grant**

Awards up to \$2000 annually to students at least 24 years old based on financial need. Students apply by submitting the Free Application for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) AND the Arkansas Universal Scholarship Application at [www.adhe.edu](http://www.adhe.edu). Final eligibility is based on the date a student files his/her FAFSA. Early filers have priority. Eligible students must not receive enough Pell grant to pay all of the costs for 12 hours of tuition and fees. Students with eligibility are then identified and notified by the institution the student attends. Part-time students are eligible for the program. Eligible students will be notified by the Financial Aid Office.

## **Black River Technical College Scholarships**

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

Other Privately Funded Scholarships and Awards are available other than the ones listed below. Information about these scholarships, as well as scholarship applications, may be obtained by going to the Financial Aid link of the BRTC website at: <http://finaid.blackrivertech.edu/>

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

The Academic Distinction Scholarship is awarded to students who are first-time entering freshmen that are Arkansas residents graduating from an accredited Arkansas high school with an ACT composite score of 24, or ranking in the top 10% of their graduating class with a 3.00 GPA (on a 4.00 scale). The scholarship provides for full tuition, renewable for up to four semesters, provided the recipient successfully completes a minimum of 12 credit hours



(excluding developmental courses) each semester and maintains a cumulative GPA of 3.00 for the first two semesters, increasing to a 3.25 cumulative GPA for the remaining two semesters. All coursework must be completed on the BRTC campus.

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

The BRTC President's Scholarship is awarded for full tuition, non-renewable, for two semesters (Fall/Spring) provided the recipient maintains a cumulative GPA of 2.50 (on 4.00 scale). Recipients must be Arkansas residents graduating from an accredited high school. Completion of a minimum of 12 credit hours per semester is required.

### **BRTC Foundation Scholarships**

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

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

The MSSPS is an affiliate of the Arkansas Single Parent Scholarship Fund. A student who is a single parent and resident of Randolph County and has custody of minor children and who meets certain income guidelines is eligible for the single parent scholarship. Award amounts may be awarded in the Fall, Spring, and Summer semesters, and are determined by student's enrollment status (full-time or part-time), by financial need, and by available funds. Scholarships are renewable throughout student's studies for those students making satisfactory academic progress. The application can be found at [www.aspsf.org](http://www.aspsf.org).

## **How to Apply for Financial Aid**

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

After the Financial Aid Office has determined eligibility, the student will be notified by mail with an award letter. Returning students who already have access to Campus Connect will also be able to view financial aid awards on that site <https://connect.blackrivertech.edu>.

## Revisions in Financial Aid

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

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

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

## Refund Checks

If a credit balance is created on a student's account after all institutional charges have been satisfied, a refund check will be mailed to the address on file with the Registrar's Office. Students will be notified, through their BRTC student email accounts, when a refund has been mailed.

# Associates Degrees

## Associate of Arts Degree

### General Education

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

The Associate of Arts degree requires 60/61 credit hours as follows:

- 35 hours of General Education Core Courses
- 8/9 hours of Institutional Requirements
- 17 hours of Directed Electives

### General Education Core – 35 Hours Required

#### English/Communications

#### Credits

*Nine hours required.*

~ENG 1003 Freshman English I.....	3
~ENG 1013 Freshman English II .....	3
~SCOM 1203 Oral Communications.....	3

#### Math

*Three hours required.*

~MATH 1023 College Algebra (or equivalent).....	3
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#### Science

*Eight hours required from the following:*

Biological Science (one course and its laboratory)	
~BIOL 1004 Biological Science & Lab.....	4
BIOL 1013 Biology of the Cell .....	3
BIOL 1021 Lab for Biology of the Cell.....	1
Physical Science (one course and its laboratory).....	
~GSP 1004 Physical Science & Lab .....	4
CHEM 1013 General Chemistry I <b>AND</b>	
CHEM 1011 Laboratory for General Chemistry I <b>OR</b>	
~CHEM 1004 General Chemistry I & Lab .....	4

**Fine Arts***Six hours required from the following:*

~FAM 2503 Fine Arts Musical .....	3
~FAT 2203 Fine Arts Theatre .....	3
~FAV 2503 Fine Arts Visual .....	3
World Civilization	

*Three hours required from the following:*

~HIST 1013 World Civilization to 1660 .....	3
~HIST 1023 World Civilization since 1660 .....	3

**U.S. History/Government***Three hours required from the following:*

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

**Social Science Elective***Three hours required from the following:*

~PSY 2513 Introduction to Psychology .....	3
~ANTH 2233 Introduction to Anthropology .....	3
~SOC 2213 Principles of Sociology .....	3
~GEOG 2613 Introduction to Geography .....	3
~POSC 2103 U. S. Government .....	3
~HIST 2083 Arkansas History .....	3
~ECON 2313 Principles of Macroeconomics .....	3
ECON 2333 Economic Issues and .....	3

Courses taken to satisfy the U.S. History/ Government, World Civilizations, Fine Arts/Humanities, and Directed Electives Requirements cannot fulfill this requirement.

**Institutional Requirements – 8/9 Hours Required***Six hours required from the following:*

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

**Physical Education – 2/3 Hours Required***One course required from the following:*

NRS 2203 Basic Human Nutrition <b>OR</b> .....	3
PE 1002 Concepts of Fitness .....	2

**Directed Electives – 17 Hours Required**

~ACCT 2003 Introduction to Financial Accounting .....	3
~ADMS 2563 Business Communications .....	3

~ANTH 2233 Intro to Cultural Anthropology .....	3
ART 1013 Design I .....	3
ART 1033 Drawing I .....	3
ART 1043 Drawing II .....	3
ART 1063 Elective Painting for Non-Majors .....	3
ART 2413 Graphic Design I .....	3
~BIOL 1004 Biological Science with Lab .....	4
~BIOL 2104 Microbiology & Lab .....	4
~BUAD 1013 Introduction to Business .....	3
~CA 1903 Introduction to Computer Concepts .....	3
CHEM 1011 Lab for Gen Chemistry I .....	1
CHEM 1013 General Chemistry I .....	3
~CHEM 1004 General Chemistry I & Lab .....	4
CHEM 1021 Lab for Gen Chemistry II .....	1
CHEM 1023 General Chemistry II .....	3
~CRIM 1023 Introduction to Criminal Justice .....	3
ECH 2013 Survey of Early Childhood .....	3
ECH 2173 Child Development .....	3
~ECON 2313 Introduction to Macroeconomics .....	3
~ECON 2323 Principles of Microeconomics .....	3
ECON 2333 Economic Issues & Concepts .....	3
EDU 2013 Introduction to Education .....	3
~ENG 1023 Technical Writing .....	3
~ENG 1033 Creative Writing .....	3
~ENG 2003 Intro to World Literature I .....	3
~ENG 2013 Introduction to World Literature II .....	3
ENG 2103 Introduction to Poetry and Drama .....	3
ENG 2113 Introduction to Fiction .....	3
ENG 2153 Intro to American Literature .....	3
~FAM 2503 Fine Arts Musical .....	3
~FAT 2203 Fine Arts Theatre .....	3
~FAV 2503 Fine Arts Visual .....	3
~GEOG 2613 Introduction to Geography .....	3
GEOL 1004 Introduction to Geology .....	4
~GER 1013 Elementary German I .....	3
~GER 1023 Elementary German II .....	3
GER 2023 Intermediate German I .....	3
GER 2123 Intermediate German II .....	3
~GSP1004 Physical Science with Lab .....	4
~HIST 1013 World Civilization to 1660 .....	3
~HIST1023 World Civilization Since 1660 .....	3

~HIST 2763 U.S. History to 1876 .....	3
~HIST 2773 U.S. History Since 1876 .....	3
~HIST 2083 Arkansas History.....	3
HIST 2783 History of the Vietnam War.....	3
HIST 2793 United States Women's History.....	3
HUM 1003 International Travel .....	3
HUM 1013 The Holocaust.....	3
HUM 1033 Local Community Heritage .....	3
HUM 2003 Women in the Humanities .....	3
HUM 2013 Literature in Modern Popular Culture .....	3
JOUR 1003/RTV Mass Communication in Modern Society .....	3
POSC 1003 Introduction to Politics.....	3
~POSC 2103 U.S. Government .....	3
~MATH 1033 Plane Trigonometry .....	3
MATH 1043 Numeracy Acquisition .....	3
~MATH 1054 Pre-Calculus .....	4
MATH 2113 Mathematics for Elementary Teachers I .....	3
MATH 2123 Mathematics for Elementary Teachers II.....	3
~MATH 2204 Calculus I .....	4
~MATH 2214 Calculus II.....	4
MUS 1021 Concert Choir I.....	1
MUS 1031 Concert Choir II .....	1
MUS 1041 Concert Choir III .....	1
MUS 1051 Concert Choir IV .....	1
MUS 1061 Kimbrough Singers I.....	1
MUS 1071 Kimbrough Singers II.....	1
MUS 1081 Kimbrough Singers III .....	1
MUS 1091 Kimbrough Singers IV .....	1
NRS 2203 Basic Human Nutrition .....	3
PE 1002 Concepts of Fitness .....	2
PE 1111 Physical Conditioning .....	1
PE 1471 Bowling .....	1
PE 1481 Tennis .....	1
PE 1491 Badminton .....	1
PE 1621 Volleyball .....	1
~PHIL 1103 Introduction to Philosophy.....	3
PHYS 2034 University Physics I.....	4
PHYS 2044 University Physics II .....	4
~PHYS 2054 General Physics I.....	4
~PHYS 2064 General Physics II.....	4
PHYS 2133 Survey of Physics for the Health Profession .....	3

POSC 1003 Introduction to Politics.....	3
~POSC 2103 United States Government.....	3
~PSY 2003 Human Growth and Development.....	3
~PSY 2513 Introduction to Psychology .....	3
~SOC 2213 Principles of Sociology .....	3
~SPAN 1013 Elementary Spanish I.....	3
~SPAN 1023 Elementary Spanish II .....	3
~SW 2203 Introduction to Social Work .....	3
SW 2213 Interviewing Skill for Social Work Practice.....	3
SW 2223 Human Behavior in the Social Environment .....	3
THEA 2251 Theatre Workshop.....	1
~ZOOL 2004 Human Anatomy and Physiology I and Lab .....	4
~ZOOL 2414 Human Anatomy and Physiology II and Lab.....	4

Courses taken to satisfy State Minimum General Education Core and Institutional Requirements cannot fulfill the Directed Elective Requirements.

## Associate of Science Degrees

### Associate of Science in Business

The Associate of Science (AS) Business degree provides a course of study and a degree for student who intend to transfer to a four-year institution as Business majors. All public four-year institutions in Arkansas (with the exception of University of Arkansas at Fayetteville) will accept this degree as satisfaction for all basic and core business course requirements. For this degree, 62 credit hours are required. Course substitutions are not allowed.

#### First Year

##### First Semester Credits

~ENG 1003 Freshman English I.....	3
~MATH 1023 College Algebra .....	3
~FAM 2503 Fine Arts Musical <b>OR</b>	
~FAT 2203 Fine Arts Theatre <b>OR</b>	
~FAV 2503 Fine Arts Visual.....	3
~SCOM 1203 Oral Communications.....	3
~CA 1903 Introduction to Computer Concepts .....	3

##### Second Semester

~ENG 1013 Freshman English II .....	3
~ENG 2003 Introduction to World Literature I <b>OR</b>	
~ENG 2013 Introduction to World Literature II.....	3
~SOC 2213 Principles of Sociology .....	3
~ACCT 2003 Financial Accounting .....	3
~ECON 2313 Principles of Macroeconomics.....	3

#### Second Year

##### First Semester

~ACCT 2013 Introduction to Managerial Accounting.....	3
~ECON 2323 Principles of Microeconomics .....	3
~BIOL 1004 Biological Science & Lab.....	4
~QM 2113 Business Statistics .....	3
~HIST 1013 World Civilization to 1660 <b>OR</b>	
~HIST 1023 World Civilization since 1660 .....	3

##### Second Semester

~GSP 1004 Physical Science & Lab.....	4
~HIST 2763 The United States To 1876 <b>OR</b>	
~HIST 2773 The United States since 1876 <b>OR</b>	
~POSC 2103 United States Government .....	3
~LAW 2023 Legal Environment of Business.....	3



MATH 2143 Business Calculus.....	3
<b>*Directed Elective</b>	
(See Business Advisor regarding ACTS)	
~ADMS 2563 Business Communication.....	3
(If transferring to ASU, HSU, UCA, or UAFS)	
<b>OR</b>	
~BUAD 1013 Introduction to Business.....	3
(If transferring to ATU, UALR, UAM, UAPB, or SAU)	

## Associate of Science in Fire Science Administration

The A.S. in Fire Service Management is designed to provide upper level management skills to firefighters who wish to promote to the officer ranks in the fire service. It is also a viable pathway for those who are not yet in the emergency services but who may want to enter into the Emergency Management or Emergency Mitigation field. This program is one hundred percent online which allows the student to take these classes at their own pace and on their own time. This makes it a perfect situation for personnel already employed at a fire department who need a degree to promote to the officer level, but don't have the time to attend face-to-face college classes.

### First Year

#### First Semester

#### Credits

~ENG 1003 Freshman English 1*	3
~CA 1903 Introduction to Computer Concepts	3
~FAM 2503 Fine Arts Musical* <b>OR</b>	
~FAT 2203 Fine Arts Theater* <b>OR</b>	
~FAV 2503 Fine Arts Visual*	3
FS 1093 Principals of Emergency Services	3
FS 2163 Fire Protection Systems	3

#### Second Semester

~BIOL 1004 Biological Science & Lab*	4
~ENG 2003 Introduction to World Literature I*	3
~MATH 1023 College Algebra*	3
FS 2133 Fire Prevention	3
FS 2183 Fire Officer I	3

### Second Year

#### First Semester

~GSP 1004 Physical Science and Lab*	4
~ENG 1013 Freshman Eng. II*	3
~HIST 1013 World Civilization to 1660* <b>OR</b>	
~HIST 1023 World Civilization since 1660*	3
FS 2193 Fire Officer II	3
FS 2063 Fire Strategy and Tactics	3

#### Second Semester

~PSY 2513 Introduction to Psychology*	3
~POSC 1003 Introduction to Politics*	3
~HIST 2763 U.S. History to 1876* <b>OR</b>	
~HIST 2773 U.S. History since 1876* <b>OR</b>	
~POSC 2103 United States Government*	3

FS 1221 Firefighter Safety and Survival: Company Officer's Resp. ....	1
FS 2043 Special Problems in Fire Science – Capstone project .....	3

\*See General Education Requirements course descriptions.

Sixty hours are required for this degree.

## Associate of Science in Liberal Arts and Sciences, Communication Sciences and Disorders

The Associate of Science degree in Liberal Arts and Sciences will be awarded to students who successfully complete a program of collegiate level work of which all of the courses are transferable toward a specified baccalaureate degree. The degree must include the 35-hour state minimum general education core that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences. The remaining 25 credit hours would be taken in the field the student plans to major in at the four-year institution.

The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in specific areas or disciplines. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The range of hours is 60 semester credit hours.

### Curriculum

#### General Education Core – 35 Hours Required

##### English/Communications

##### Credits

*Nine hours required.*

~ENG 1003 Freshman English I.....	3
~ENG 1013 Freshman English II .....	3
~SCOM 1203 Oral Communications.....	3

##### Math

*Three hours required.*

~MATH 1023 College Algebra (or equivalent).....	3
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##### Lab Sciences

*Eight hours required from the following:*

~BIOL 1004 Biological Science & Lab <b>AND</b> .....	4
~PHYS 2054 General Physics I <b>OR</b>	
~CHEM 1013 General Chemistry I <b>AND</b>	
~CHEM 1011 Laboratory for General Chemistry I.....	4

##### Fine Arts/Humanities

*Six hours required from the following:*

~FAM 2503 Fine Arts Musical <b>OR</b>	
~FAT 2203 Fine Arts Theatre <b>OR</b>	
~FAV 2503 Fine Arts Visual .....	3
~ENG 2003 Intro to World Literature I <b>OR</b>	
~ENG 2013 Introduction to World Literature II.....	3

**Social Sciences***Six hours required from the following:*

- ~HIST 2763 U. S. History to 1876 **OR**
- ~HIST 2773 U. S. History since 1876 **OR**
- ~POSC 2103 U. S. Government .....3
- ~HIST 1013 World Civilization to 1660 **OR**
- ~HIST 1023 World Civilization Since 1660 .....3

**Social Science Elective***Three hours required from the following:*

- ~PSY 2513 Introduction to Psychology **OR**
- ~SOC 2213 Principles of Sociology .....3
- ~GEOG 2613 Introduction to Geography **OR**
- ~POSC 2103 U. S. Government **OR**
- ~ECON 2313 Principles of Macroeconomics .....3

**Major Technical Discipline (25 credit hours)**

- CSD 2300 Introduction to Communication Sciences and Disorders .....3
- CSD 2306 Neuroscience for Communication .....3
- CSD 2322 Applied Phonetics .....3
- CSD 2104 Anatomy and Physiology for Communication Sciences and Disorders .....3
- ~PSY 2513 Introduction to Psychology **OR**
- ~SOC 2213 Principles of Sociology .....3

**General Electives – 4 Hours Required**

- ~ACCT 2003 Introduction to Financial Accounting .....3
- ~ADMS 2563 Business Communications .....3
- ~ANTH 2233 Intro to Cultural Anthropology .....3
- ART 1013 Design I .....3
- ART 1033 Drawing I .....3
- ART 1043 Drawing II .....3
- ART 1063 Elective Painting for Non-Majors .....3
- ART 2413 Graphic Design I .....3
- ~BIOL 2104 Microbiology & Lab .....4
- ~BUAD 1013 Introduction to Business .....3
- ~CA 1903 Introduction to Computer Concepts .....3
- CHEM 1011 Lab for Gen Chemistry I .....1
- CHEM 1013 General Chemistry I .....3
- ~CHEM 1004 General Chemistry I & Lab .....4
- CHEM 1021 Lab for Gen Chemistry II .....1
- CHEM 1023 General Chemistry II .....3
- ~CRIM 1023 Introduction to Criminal Justice .....3

ECH 2013 Survey of Early Childhood .....	3
ECH 2173 Child Development .....	3
~ECON 2313 Introduction to Macroeconomics .....	3
~ECON 2323 Principles of Microeconomics .....	3
ECON 2333 Economic Issues & Concepts .....	3
~ENG 1023 Technical Writing .....	3
~ENG 1033 Creative Writing .....	3
~ENG 2003 Intro to World Literature I .....	3
~ENG 2013 Introduction to World Literature II .....	3
ENG 2103 Introduction to Poetry and Drama .....	3
ENG 2113 Introduction to Fiction .....	3
ENG 2153 Intro to American Literature .....	3
~FAM 2503 Fine Arts Musical .....	3
~FAT 2203 Fine Arts Theatre .....	3
~FAV 2503 Fine Arts Visual .....	3
~GEOG 2613 Introduction to Geography .....	3
GEOL 1004 Introduction to Geology .....	4
~GER 1013 Elementary German I .....	3
~GER 1023 Elementary German II .....	3
GER 2023 Intermediate German I .....	3
GER 2123 Intermediate German II .....	3
~GSP 1004 Physical Science with Lab .....	4
~HIST 2763 U.S. History to 1876 .....	3
~HIST 2773 U.S. History Since 1876 .....	3
~HIST 2083 Arkansas History .....	3
HIST 2783 History of the Vietnam War .....	3
HIST 2793 United States Women's History .....	3
HUM 1003 International Travel .....	3
HUM 1013 The Holocaust .....	3
HUM 1033 Local Community Heritage .....	3
HUM 2003 Women in the Humanities .....	3
HUM 2013 Literature in Modern Popular Culture .....	3
JOUR 1003/RTV Mass Communication in Modern Society .....	3
POSC 1003 Introduction to Politics .....	3
~POSC 2103 U.S. Government .....	3
~MATH 1033 Plane Trigonometry .....	3
MATH 1043 Numeracy Acquisition .....	3
~MATH 1054 Precalculus .....	4
~MATH 2204 Calculus I .....	4
~MATH 2214 Calculus II .....	4
MUS 1021 Concert Choir I .....	1

MUS 1031 Concert Choir II .....	1
MUS 1041 Concert Choir III .....	1
MUS 1051 Concert Choir IV .....	1
MUS 1061 Kimbrough Singers I .....	1
MUS 1071 Kimbrough Singers II .....	1
MUS 1081 Kimbrough Singers III .....	1
MUS 1091 Kimbrough Singers IV .....	1
NRS 2203 Basic Human Nutrition .....	3
PE 1002 Concepts of Fitness .....	2
PE 1111 Physical Conditioning .....	1
PE 1471 Bowling .....	1
PE 1481 Tennis .....	1
PE 1491 Badminton .....	1
PE 1621 Volleyball .....	1
~PHIL 1103 Introduction to Philosophy .....	3
PHYS 2034 University Physics I .....	4
PHYS 2044 University Physics II .....	4
~PHYS 2054 General Physics I .....	4
~PHYS 2064 General Physics II .....	4
PHYS 2133 Survey of Physics for the Health Profession .....	3
POSC 1003 Introduction to Politics .....	3
~POSC 2103 United States Government .....	3
~PSY 2003 Human Growth and Development .....	3
~PSY 2513 Introduction to Psychology .....	3
~SOC 2213 Principles of Sociology .....	3
~SPAN 1013 Elementary Spanish I .....	3
~SPAN 1023 Elementary Spanish II .....	3
~SW 2203 Introduction to Social Work .....	3
SW 2213 Interviewing Skill for Social Work Practice .....	3
SW 2223 Human Behavior in the Social Environment .....	3
THEA 2251 Theatre Workshop .....	1
~ZOOL 2004 Human Anatomy and Physiology I and Lab .....	4
~ZOOL 2414 Human Anatomy and Physiology II and Lab .....	4

Courses taken to satisfy State Minimum General Education Core and Institutional Requirements cannot fulfill the General Elective Requirements.

# Associate of Applied Science Degrees

## Associate of Applied Science in Accounting

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

### First Year

#### First Semester

#### Credits

~ACCT 2003 Introduction to Financial Accounting .....	3
BUAD 1043 Personal Financial Planning .....	3
~CA 1903 Introduction to Computer Concepts* .....	3
~ENG 1003 Freshman English I* .....	3
~MATH 1003 Technical Math for Business (or higher) .....	3

#### Second Semester

~ACCT 2013 Introduction to Managerial Accounting .....	3
~ADMS 2563 Business Communications .....	3
BSYS 2583 Spreadsheets for Managerial Decisions .....	3
CIS 1073 Computerized Accounting .....	3
~ECON 2313 Principles of Macroeconomics* .....	3

### Second Year

#### First Semester

ACCT 2033 Payroll Accounting (Spring) .....	3
ADMS 2073 Professional Development.....	3
CIS 2043 Database Management (Spring) .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3
Social Science Elective* .....	3

#### Second Semester

ACCT 2043 Introduction to Cost Accounting (Fall) .....	3
ACCT 2053 Introduction to Taxes (Fall).....	3
BSYS 2003 Business and Professional Presentation Techniques.....	3
BUAD 1033 Business Ethics .....	3
ACCT 2063 Applied Accounting Concepts .....	3

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



## Associate of Applied Science in Administrative Services

### Legal Emphasis

This program is designed to equip the student with a broad knowledge of the increasingly important area of administrative services. Designed to prepare students for work in a wide variety of today's electronic office settings. General office and word processing training are the emphasis of this field.

#### First Year

##### First Semester

##### Credits

ACCT 1003 Accounting I **OR**

~ACCT 2003 Introduction to Financial Accounting .....3

ADMS 1103 Legal Terminology (Fall) .....3

BSYS 1023 Business Office Machines (Fall).....3

~CA 1903 Introduction to Computer Concepts .....3

~ENG 1003 Freshman English I\* .....3

##### Second Semester

ADMS 1203 Legal Transcription (Spring) .....3

ADMS 2413 Word/Information Processing .....3

~ADMS 2563 Business Communications .....3

MATH 1003 Technical Math for Business (or higher) .....3

~BUAD 1013 Introduction to Business .....3

#### Second Year

##### First Semester

ADMS 2073 Professional Development.....3

BSYS 2003 Business and Professional Presentation Techniques.....3

~CRIM 1023 Introduction to Criminal Justice .....3

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

~ENG 1023 Technical Writing\* .....3

~LAW 2023 Legal Environment of Business.....3

##### Second Semester

BSYS 2583 Spreadsheets for Managerial Decisions .....3

BUAD 1033 Business Ethics .....3

CIS 2073 Desktop Publishing.....3

~POSC 2103 United States Government .....3

Criminal Justice Elective (as approved by Academic Advisor) .....3

\*See General Education Requirements course descriptions.

## Associate of Applied Science in Business Administration

The Associate of Applied Science in Business Administration is designed for students interested in specialized management techniques. This degree prepares students for careers in a wide range of private, public, and academic institutions. Sixty hours are required for this degree. Students will develop skills in management, leadership, and decision-making through a broad program which includes core management courses as well as accounting, marketing, and business law.

### First Year

First Semester	Credits
~ACCT 2003 Introduction to Financial Accounting .....	3
~BUAD 1013 Introduction to Business <b>OR</b> .....	
BUAD 1043 Personal Financial Planning .....	3
~CA 1903 Introduction to Computer Concepts* .....	3
~ENG 1003 Freshman English I* .....	3
MATH 1003 Technical Math for Business (or higher) .....	3

### Second Semester

~ACCT 2013 Introduction to Managerial Accounting .....	3
ADMS 2413 Word/Information Processing .....	3
~ADMS 2563 Business Communications .....	3
~ECON 2313 Principles of Macroeconomics* .....	3
~LAW 2023 Legal Environment of Business.....	3

### Second Year

#### First Semester

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

#### Second Semester

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

\*See General Education Requirements course descriptions.

## Associate of Applied Science in Health Information

Emphasizes medical and business fields to fulfill students' career goals to work in a medical profession while utilizing business skills. Health information individuals may work in medical clinics where they have to perform office duties, such as inputting and editing correspondence, scheduling appointments, filing medical records, processing mail, assisting the billing department.

### First Year

#### First Semester

#### Credits

BSYS 1023 Business Office Machines.....	3
~CA 1903 Introduction to Computer Concepts* .....	3
~ENG 1003 Freshman English I* .....	3
MATH 1003 Technical Math for Business (or higher) .....	3
MEDL 1001 Introduction to Healthcare .....	1
~ZOOL 2004 Human Anatomy and Physiology and Lab I.....	4

#### Second Semester

ADMS 2413 Introduction to Word/Information Processing .....	3
~ADMS 2563 Business Communications .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3
MEDL1003 Medical Terminology .....	3
~ZOOL 2414 Human Anatomy and Physiology and Lab II.....	4

### Second Year

#### First Semester

ACCT 1003 Accounting I <b>OR</b>	
~ACCT 2003 Financial Accounting .....	3
ADMS 1213 Medical Transcription .....	3
ADMS 2073 Professional Development.....	3
BUAD 1033 Business Ethics .....	3
MEDL 1043 Medical Coding I (Fall) .....	3

#### Second Semester

MEDL 1063 Medical Coding II (Spring) .....	3
BSYS 2583 Spreadsheets for Managerial Decision Making <b>OR</b>	
CIS 2043 Database Management Systems (Spring) .....	3
CIS 1073 Computerized Accounting .....	3
Social Science Elective* (~SOC 2213 or ~PSY 2513 strongly recommended).....	3
Elective (approved by advisor) .....	3

\*See General Education Requirements course descriptions.

## Associate of Applied Science in Microcomputer Business Applications

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

### First Year

#### First Semester

#### Credits

ACCT 1003 Accounting I <b>OR</b>	
~ACCT 2003 Introduction to Financial Accounting .....	3
BSYS 2533 Internet, Intranet, & Email Applications for Business (Fall) <b>OR</b>	
CIS 1013 Introduction to Computer Information Systems (Spring).....	3
~BUAD 1013 Introduction to Business .....	3
~CA 1903 Introduction to Computer Concepts* .....	3
~ENG 1003 Freshman English I* .....	3

#### Second Semester

ADMS 2073 Professional Development.....	3
ADMS 2413 Word/Information Processing .....	3
~ADMS 2563 Business Communications .....	3
CIS 1073 Computerized Accounting .....	3
~MATH 1003 Technical Math for Business (or higher)* .....	3

### Second Year

#### First Semester

BSYS 2003 Business and Professional Presentation Techniques.....	3
BSYS 2013 Web Page Design.....	3
BSYS 2583 Spreadsheets for Managerial Decisions .....	3
CIS 1044 PC Troubleshooting and Repair I .....	4
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3

#### Second Semester

CIS 2043 Database Management Systems (Spring) .....	3
CIS 2053 Microsoft Windows (Fall) .....	3
CIS 2073 Desktop Publishing .....	3
Elective (approved by an advisor) .....	3
Social Science Elective* .....	3

\*See General Education Requirements course descriptions.

## Associate of Applied Science in Computer Information Technology

Prepares students to help successfully implement technology in business settings, and prepare them to sit for several national certification exams, including but not limited to, the Comp TIA A+, Net+, Microsoft certifications including MCP, MCTS. Among their skills are knowledge of all of the five components of an information system: hardware, software, people, data, and procedures. They are prepared to develop, maintain, repair, customize and supervise the networking capabilities of their organization's information system, and computer system.

### First Year

#### First Semester

#### Credits

CIS 1044 PC Troubleshooting Repair I.....	4
CIS 2204 Networking Concepts .....	4
~ENG 1003 Freshman English I.....	3
~MATH 1003 Technical Math for Business .....	3
CA 1903 Introduction to Computer Concepts .....	3

#### Second Semester

~ADMS 2563 Business Communications** .....	3
CIS 2004 Networking Operating System Technology .....	4
CIS 2044 PC Troubleshooting Repair II.....	4
CIS 2303 Network Applications <b>OR</b>	
BSYS 2013 Web Page Design.....	3
**Prerequisite ~ENG 1003	

### Second Year

#### First Semester

CIS 2014 LAN Administration.....	4
CIS 1024 Network Server Technology.....	4
~ENG 1013 Freshman English II <b>OR</b>	
~ENG 1023 Technical Writing* .....	3
MGMT 2633 IT Project Management .....	3
Social Science Elective .....	3

#### Second Semester

CIS 2424 Advanced LAN Administration.....	4
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#### Directed Electives

##### Choose 3 courses

BSYS 2013 Web Page Design.....	3
BSYS 2583 Spreadsheets for Managerial Decisions .....	3

BUAD 1033 Business Ethics .....	3
BUAD 1043 Personal Financial Planning .....	3
CIS 1023 Network Media Structure .....	3
CIS 1034 Introduction to Computer Programming .....	3
CIS 1054 Computer Forensics .....	3
CIS 2043 Database Management Systems .....	3
CIS 2103 Internship in Networking.....	3
CIS 2303 Networking Applications.....	3
ENTR 1003 Introduction to Entrepreneurship.....	3
MGMT 2603 Leadership Issues.....	3
MGMT 2613 Principles of Supervision.....	3
MGMT 2623 Small Business Management.....	3

\*See General Education Requirements course descriptions.

## Associate of Applied Science in Entrepreneurship

The AAS in Entrepreneurship is a two-year associate degree designed to inspire critical thinking in students, develop positive approaches to problem solving, build attributes of creativity, and foster and enhance entrepreneurial traits in individuals. The Entrepreneurship Degree objectives assist people looking to start a new venture or those currently in school by providing them with the knowledge, skills and abilities to make their business successful.

### First Year

First Semester	Credits
~ACCT 2003 Financial Accounting .....	3
~BUAD 1013 Intro to Business .....	3
~ENG 1003 Freshman English I .....	3
~CA 1903 Intro to Computer Concepts .....	3
MATH 1003 Technical Math for Business (or higher) .....	3
<b>Second Semester</b>	
ENTR 1003 Intro to Entrepreneurship.....	3
~ACCT 2013 Managerial Accounting.....	3
~BUAD 1023 Introduction to Marketing .....	3
~ENG 1013 Freshman English II .....	3
~LAW 2023 Legal Environment of Business.....	3

### Second Year

<b>First Semester</b>	
ADMS 2413 Intro to Word Processing.....	3
~SCOM 1203 Oral Communications** .....	3
ECON 2323 Principles of Microeconomics .....	3
BUAD 1033 Business Ethics .....	3
MGMT 2613 Principles of Supervision.....	3
<b>Second Semester</b>	
~ADMS 2563 Business Communications .....	
MGMT 2623 Small Business Management.....	3
ENTR 2033 Feasibility and Funding Analysis .....	3
ENTR 2003 Professional Selling/Advertising .....	3
~PSY 2513 Introduction to Psychology <b>OR</b>	
SOCS 2213 Principles of Sociology .....	3

\*See General Education Requirements course descriptions.

\*\*Prerequisite ~ENG 1003

## Associate of Applied Science in Crime Scene Investigation

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

### Criminal Justice Institute

#### 36 to 39 credit hours required

#### Credits

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

### Required General Education Courses

*Nine hours required.*

~CA 1903 Introduction to Computers * + .....	3
~ENG 1003 Freshman English I* .....	3
~MATH 1023 College Algebra (or equivalent)* .....	3

### Additional General Education

*15-18 hours required.*

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

\*See General Education Requirements for course descriptions.

+May substitute with Computer Applications offered by CJI. Degree requires 62 credit hours.

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



## Associate of Applied Science in Criminal Justice

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

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

### Required General Education Courses

### Credits

*Fifteen hours required.*

~CA 1903 Introduction to Computer Concepts*	3
~ENG 1003 Freshman English I*	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing*	3
~MATH 1023 College Algebra (or equivalent)*	3
~SCOM 1203 Oral Communications* <b>OR</b>	
CRIM 2203 Law Enforcement Instructor Development	3

### Technical Courses

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

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

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

### Specialty Courses Requirements

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

**Specialty Courses****Credits**

~CRIM 1023 Introduction to Criminal Justice .....	3
CRIM 1033 Introduction to Crime Scene Techniques .....	3
CRIM 1043 Law Enforcement Ethics.....	3
CRIM 1053 Principles of Patrol .....	3
CRIM 2013 Survey of Corrections .....	3
CRIM 2043 Community Relations in the Administration of Justice.....	3
CRIM 2053 Independent Studies.....	3
CRIM 2063 Police Administration and Management .....	3
CRIM 2133 Juvenile Delinquency & Law .....	3
CRIM 2143 Criminal Law .....	3
CRIM 2153 Traffic Law .....	3
CRIM 2253 Criminal Investigation .....	3
CRIM 2263 Criminal Evidence and Procedure .....	3
CRIM 2303 Advanced Criminal Investigation .....	3
HLTH 2523 First Aid & Safety* .....	3

**Related Electives**

~ANTH 2233 Introduction to Cultural Anthropology* .....	3
CRIM 1001 Criminal Justice Workshop I .....	1
CRIM 1002 Criminal Justice Workshop II.....	2
CRIM 1003 Criminal Justice Workshop III.....	3
CRIM 1013 Police Cyclist.....	3
CRIM 1063 Terrorism & Homeland Security .....	3
CRIM 2001 Intoximeter Operator .....	1
CRIM 2003 Drug Recognition Expert Instructor Dev.....	3
CRIM 2006 Law Enforcement Drug Recognition Expert .....	6
CRIM 2011 Senior Intoximeter Operator .....	1
CRIM 2021 Background Investigation of Police Applicants .....	1
CRIM 2031 Conflict Resolution for Supervisors .....	1
CRIM 2041 Interviews & Interrogations.....	1
CRIM 2051 Drug Investigations.....	1
CRIM 2073 At Scene Traffic Crash Investigation .....	3
CRIM 2083 Advanced Traffic Crash Investigation.....	3
CRIM 2093 Traffic Crash Reconstruction.....	3
CRIM 2103 Police Internal Affairs.....	3
CRIM 2113 DWI Standardized Field Sobriety Test Instruct.....	3
CRIM 2123 Inspection & Investigation of Commercial Vehicle Crashes .....	3
CRIM 2163 Emergency Vehicle Operation.....	3
CRIM 2201 DWI Standardized Field Sobriety Testing.....	1
CRIM 2202 Defensive Tactics Instructor .....	2

CRIM 2203 Law Enforcement Instructor Development .....	3
CRIM 2212 Law Enforcement Firearms Instructor .....	2
CRIM 2213 Law Enforcement Refresher .....	3
CRIM 2221 Radar/Lidar Operator .....	1
CRIM 2222 Law Enforcement Field Training Officer .....	2
CRIM 2223 Jailers .....	3
CRIM 2233 Law Enforcement Auxiliary Officer .....	3
CRIM 2241 Tactical Skills for Law Enforcement .....	1
CRIM 2242 Advanced Law Enforcement Firearms Instructor .....	2
CRIM 2243 Basic Tactical Team Skills .....	3
CRIM 2283 Emergency Vehicle Operation Instructor .....	3
CRIM 2293 Hostage Negotiations .....	3
ECH 2073 Child Abuse and Neglect .....	3
FS 1103 Emergency Medical First Responder .....	3
FS 1471 Haz-Mat Awareness .....	1
~HLTH 2513 Principles of Personal Health* .....	3
HLTH 2523 First Aid & Safety* .....	3
PE 1002 Concepts of Fitness* .....	2
PE 1111 Physical Conditioning* .....	1
~SPAN 1002 Basic Spanish for Law Enforcement * .....	2
ECH 2073 Child Abuse/Neglect .....	3

\*See General Education Requirements course descriptions.

## **Associate of Applied Science in Nutrition and Dietetics**

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

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

Prospective students must meet all admission requirements of BRTC and complete the Nutrition and Foodservice Management program with a 2.8 GPA or higher. Fees for liability insurance, uniforms, and student membership also apply. Students must successfully complete all college requirements and program requirements with a 2.00 GPA to be eligible for graduation.

All students enrolled in Field Experience will be required to submit to and pass a criminal background check in order to be allowed to attend clinical. The cost of the background check is approximately \$60.00 and is the responsibility of the student.

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

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

### **Program Mission**

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

### **Program Goals**

- The AAS in Nutrition and Dietetics will prepare graduates to be successfully employed as entry-level dietetic technicians and/or to continue their educational pursuits in a Didactic (DPD) or Coordinated Undergraduate Program (CP).

- The Dietetic Technician Program will assist students who seek to further their education at the DPD or CP level to foster a seamless education experience to meet varied learning styles of students.
- The Dietetic Technician program will prepare dietetic technicians who represent the diversity found in Black River Technical College's service area.

### First Year

#### First Semester

#### Credits

~CA 1903 Introduction to Computer Concepts*	3
HEC 1001 Field Experience I	1
HEC 1003 Food Science	3
HEC 1101 Orientation to Healthcare	1
HEC 1102 Sanitation and Safety	2
HEC 1103 Food Systems Management	3
NRS 2203 Basic Human Nutrition	3

#### Second Semester

HEC 1002 Field Experience II	2
HEC 1005 Introduction to Nutrition and Menu Planning	5
HEC 1303 Quantity Food Production	3
~MATH 1023 College Algebra (or equivalent)*	3
~SCOM 1203 Oral Communications*	3

### Second Year

#### First Semester

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

#### Second Semester

~ENG 1013 Freshman English II * <b>OR</b>	
~ENG 1023 Technical Writing*	3
HEC 2201 Dietetic Technician Seminar	1
HEC 2202 Community Nutrition	2
HEC 2203 Nutrition in the Life Cycle	3
HEC 2223 Field Experience IV	3

\*See for General Education Requirements course descriptions.  
A final grade of "C" or higher is required in all core courses.

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

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

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

- be 18 years of age by the application deadline and provide a copy of birth certificate
- meet all requirements for admission to Black River Technical College
- meet all requirements of the Arkansas Department of Health, Division of Emergency Services
- provide proof of current American Heart Association, Healthcare Provider, CPR certification
- Arkansas State EMT Certification
- submit three letters of recommendation
- complete physical exam documenting good physical and mental health
- be interviewed by the EMT-Paramedic program admissions committee
- pass a drug screen once enrolled in the EMT-Paramedic program
- pass a criminal background check (CBC) at the student's expense

### First Semester (Fall) Credits

~ENG 1003 Freshman English I*	3
EMS 2009 Emergency Medical Technician	9

### Second Semester (Spring)

~CA 1903 Introduction to Computer Concepts*	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing	3
~MATH 1213 Math for Healthcare Professionals*	3
*Social Science Elective	3

Students must successfully complete the Emergency Medical Technician class (EMS 2009) and pass the National Registry of Emergency Technicians (NREMT) basic test. Students are required to provide a copy of their EMT-basic card (State or NREMT) before enrolling in the

paramedic core classes. In the event that they have not received their EMT-B cards, students are required to contact the instructor for further instruction.

**Third Semester (Fall)**

EMS 1203 Paramedic Practicum One.....	3
EMS 1213 Paramedic One.....	13

**Fourth Semester (Spring)**

EMS 1304 Paramedic Practicum Two.....	4
EMS 1313 Paramedic Two.....	13

**Fifth Semester (Interession and Summer I)**

EMS 2103 Paramedic Practicum Three.....	3
EMS 2105 Paramedic Three .....	5

**Sixth Semester (Summer II)**

EMS 2203 Practicum Four.....	3
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\*See General Education Requirements course descriptions.

Clinical observation will be scheduled in the following areas:

- Emergency Department
- Intensive Care
- Surgery Department
- OB/Newborn Nursery
- Pediatrics
- Mental Health

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

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

## Associate of Applied Science in Fire Science

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

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

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

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

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

Sixty credit hours are required for this degree.

<b>Required Courses</b>	<b>Credits</b>
~CA 1903 Introduction to Computer Concepts .....	3
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* .....	3
EMS 2009 Emergency Medical Technician .....	9
FS 1002 Hazardous Materials for Fire fighters.....	2
FS 1023 Firefighter I.....	3
FS 1033 Firefighter I-A .....	3
FS 1093 Principles of Emergency Service.....	3
FS 1111 Auto Extrication .....	1
FS 1153 Fire Arson Detection .....	3
FS 1221 Firefighter Safety and Survival .....	1
FS 1661 Exterior Fires .....	1
FS 1013 Fire Apparatus, Hydraulics, and Water Supply.....	3
FS 2013 Firefighter II .....	3
FS 2133 Fire Prevention .....	3
FS 2031 Building Construction for Firefighters .....	1
FS 2163 Fire Protection Systems .....	3



FS 2183 Fire Officer I.....	3
~MATH 1023 College Algebra (or equivalent)* .....	3
PE 1002 Concepts of Physical Education* .....	2
PE 1111 Physical Conditioning* .....	1
Social Science Elective* .....	3

\*See General Education Requirements course descriptions.

## Associate of Applied Science in General Technology

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

The curriculum will consist of the following:

<b>I. General Education Courses (15 credit hours)</b>	<b>Credits</b>
~CA 1903 Introduction to Computer Concepts* .....	3
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3
~MATH 1023 College Algebra (or equivalent)* <b>OR</b>	
MATH 1013 Technical Math for Trades and Industry .....	3
Social Science Elective* .....	3

\*See General Education Requirements course descriptions.

### II. Major Technical Discipline (21 credit hours)

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

- Administrative Services Technology
- Auto Collision Technology
- Automotive Service Technology
- Nutrition and Foodservice Management
- Fire Science
- Industrial Electricity/Electronics
- Industrial Maintenance Technology
- Machine Tool Technology
- Microcomputer Business Applications
- Welding
- Web Design

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

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

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

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

## Associate of Applied Science in General Technology

### Option for Licensed Practical Nurses Only

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

<b>I. General Education Courses (15 credit hours)</b>	<b>Credits</b>
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing .....	3
~CA 1903 Introduction to Computer Concepts* .....	3
MTH 1213 Math for Healthcare Professionals .....	3
~PSY 2003 Human Growth and Development* .....	3
<b>II. Major Technical Discipline (24 credit hours)</b>	
Practical Nursing Certificate	
<b>III. Minor/Related/Support Courses (25 credit hours)</b>	
~ZOOL 2004 Human Anatomy and Physiology I with Lab* .....	4
~ZOOL 2414 Human Anatomy and Physiology II with Lab* .....	4
~BIOL 2104 Microbiology with Lab* .....	4
NRS 2203 Basic Human Nutrition* .....	3
PSY 2013 General Psychology* <b>OR</b>	
~PSY 2513 Intro to Psychology .....	3
~Math 1023 College Algebra (or equivalent) .....	3
CHEM 1011 General Chemistry I Lab .....	1
CHEM 1013 General Chemistry .....	3

\*See General Education Requirements course descriptions.

## Associate of Applied Science in General Technology

### Health Profession Nursing Emphasis Option

Sixty credit hours required for the Health Profession Nursing Emphasis Option. The curriculum will consist of the following:

<b>I. General Education Courses (15 credit hours)</b>	<b>Credits</b>
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing .....	3
~CA 1903 Introduction to Computer Concepts* .....	3
~PSY 2513 Introduction to Psychology* .....	3
MTH 1213 Math for Healthcare Professionals .....	3
<b>II. Major Technical Discipline (21 credit hours)</b>	
~BIOL 2104 Microbiology with Lab* .....	4
MEDL 1003 Medical Terminology .....	3
NRS 2203 Basic Human Nutrition* .....	3
~PSY 2003 Human Growth and Development* .....	3
~ZOOL 2004 Human Anatomy and Physiology I with Lab* .....	4
~ZOOL 2414 Human Anatomy and Physiology II with Lab* .....	4
<b>III. Minor/Related/Support Courses (24 credit hours)</b>	
Students may choose from following with approval from advisor:	
~ANTH 2233 Introduction to Anthropology*	
BIOL 1013/1021 Biology of Cell & Lab*	
~BIOL 1004 Biological Science & Lab*	
Certificate of Proficiency Medical Coding (7-10 credit hours)	
Certificate of Proficiency Medical Transcription (6-9 credit hours)	
Certificate of Proficiency Nursing Assistant (5 credit hours)	
Certificate of Proficiency Phlebotomy (7-10 credit hours)	
CHEM 1013/1011 Gen Chemistry I/Lab*	
CHEM 1023/1021 Gen Chemistry II/Lab*	
CHEM 1033 Intro to Organic & Biochemistry*	
EMS 2009 Emergency Medical Technician (9 credit hours)	
~GSP 1004 Physical Science & Lab*	
~HLTH 2513 Principles of Personal Health*	
HLTH 2523 First Aid & Safety*	
~MATH 1023 College Algebra (or equivalent)*	

~SCOM 1203 Oral Communications\*

~SOC 2213 Principles of Sociology\*

\*See General Education Requirements course descriptions.

## Associate of Applied Science in General Technology

### Health Profession Respiratory Emphasis Option

Sixty credit hours required for the Health Profession Respiratory Emphasis Option. The curriculum will consist of the following:

<b>I. General Education Courses (15 credit hours)</b>	<b>Credits</b>
~ENG 1003 Freshman English I*	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing	3
~CA 1903 Introduction to Computer Concepts*	3
MTH 1213 Math for Healthcare Professionals	3
~PSY 2513 Introduction to Psychology* <b>OR</b>	
~SOC 2213 Principles of Sociology <b>OR</b>	
~PSY 2003 Human Growth and Development	3
<b>II. Major Technical Discipline (20 credit hours)</b>	
~BIOL 2104 Microbiology with Lab*	4
CHEM 1003 Introduction to Chemistry	3
MEDL 1003 Medical Terminology	3
~ZOOL 2004 Human Anatomy and Physiology I with Lab*	4
~ZOOL 2414 Human Anatomy and Physiology II with Lab*	4
COLL 1002 Student Success for Health Professionals	2
<b>III. Minor/Related/Support Courses (25 credit hours)</b>	
Students may choose from following with approval from advisor:	
Certificate of Proficiency Nursing Assistant (5 credit hours)	
Certificate of Proficiency Medical Transcription (6-9 credit hours)	
Certificate of Proficiency Medical Coding (7-10 credit hours)	
Certificate of Proficiency Phlebotomy (7-10 credit hours)	
BIOL 1013/1021 Biology of Cell/Lab*	
~BIOL 1004 Biological Science & Lab*	
CHEM 1013/1011 Gen Chemistry I/Lab*	
CHEM 1023/1021 Gen Chemistry II/Lab*	
CHEM 1033 Introduction to Organic & Biochemistry*	
EMS 2009 Emergency Medical Technician (9 credit hours)	
~HLTH 2513 Principles of Personal Health*	
HLTH 2523 First Aid & Safety*	
MATH 1013 College Algebra (or equivalent)*	

NRS 2203 Basic Human Nutrition

~PSY 2003 Human Growth & Dev.\*

~SCOM 1203 Oral Communication

\*See General Education Requirements course descriptions.

~ANTH 2233 Introduction to Anthropology

~SOCS 2213 Principles of Sociology

## Associate of Applied Science in Industrial Maintenance Technology

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

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

### General Education courses- 18 hours

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

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

\*See General Education Requirements course descriptions.

Required Courses	Credits
~CA 1903 Introduction to Computer Concepts* .....	3
COLL 1001 Student Success .....	1
IMT 1703 Hydraulics.....	3
ELT 1103 Basic Electricity/Electronics.....	3
ELT 1304 Motors and Motor Controls .....	4
ELT 1406 Industrial Electrical Systems .....	6
ELT 1506 Electronic Circuits .....	6
ELT 1604 Programmable Logic Control Technology .....	4
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3
~MATH 1013 Technical Math for Trades and Industry (or higher) .....	3
MEH 1103 Introduction to Machine Process.....	3
MEH 1203 Basic Blueprint Reading <b>OR</b>	
TECH 1803 Computer Aided Drafting and Design I .....	3
MEH 1503 Fundamentals of CNC.....	3
MGMT 2603 Leadership Issues <b>OR</b>	
MGMT 2613 Principles of Supervision.....	3
WLD 1003 Gas Shield Arc Welding .....	3
WLD 1023 MIG Welding.....	3
Social Science Elective* .....	3



## Associate of Applied Science in Law Enforcement Administration

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

### Criminal Justice Institute

### Credits

*Thirty-six credit hours.*

School of Law Enforcement Supervision .....	9
Law Enforcement Administration & Management.....	3
Integrity in Law Enforcement.....	3
Legal Aspects of Law Enforcement.....	3
Varied Principles of Law Enforcement.....	3
DWI Detection and Field Tests.....	3
Law Enforcement Communications .....	3
Crisis Negotiations.....	3
Law Enforcement Training Academy+ .....	6
(Arkansas Law Enforcement Training Academy)	

### Required General Education Courses

*Twelve hours required.*

~CA 1903 Introduction to Computers* .....	3
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3
~MATH 1023 College Algebra (or equivalent)* .....	3

### Additional General Education

*Fifteen hours required.*

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

\*See General Education Requirements course descriptions.

Sixty-three hours are required for this program.

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

## **Associate of Applied Science in Registered Nursing**

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

Note: There is a special application and deadline for this program. The application process is online at [www.arnec.org](http://www.arnec.org) and will be accepted beginning January 1st until August 31st for the next academic year. This program is a 12-month program that combines classroom instruction with clinical experiences. Eight LPN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a non-traditional delivery format of nursing theory by interactive video. The following institutions are members of the ARNEC program:

- Arkansas State University (ASU-N) – Newport,
- Black River Technical College (BRTC) – Pocahontas,
- Cossatot Community College of the University of Arkansas (CCCUA) – DeQueen,
- Ozarka College (OC) – Melbourne,
- South Arkansas Community College (SACC) – El Dorado,
- University of Arkansas Community College (UACCM) – Morrilton,
- University of Arkansas Community College (UACCH) - Hope,
- Rich Mountain Community College (RMCC) - Mena

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

"All students admitted to the Arkansas Rural Nursing Education Consortium LPN/LVN to RN program must read the Arkansas Nurse Practice Act, ACA §17-87-312, (provided in course syllabi each semester) and submit a signed statement indicating that they understand that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing's approval to take the licensure examination." After graduation, students are eligible to apply to take the NCLEX national examination administered by the Arkansas State Board of Nursing for licensure as a Registered Nurse. All students will be mandated by state law to be fingerprinted, and have a criminal background check by the Arkansas State Police and the FBI, at the student's expense. Persons convicted of crimes may not be eligible to write state board examinations. See the Arkansas State Board of Nursing website, Nurse Practice Act, Subchapter 3, Annotated Code 17-87-312, regarding Criminal Background Checks; [www.arsbn.arkansas.gov/forms/Documents/NURSEPRACTICEACT 2013.1.2014.pdf](http://www.arsbn.arkansas.gov/forms/Documents/NURSEPRACTICEACT%2013.1.2014.pdf) pages 13-15.

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

and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

## Entrance Requirements

Applicants must show proof of:

- Completion of an ARNEC program application packet during the application time frame of January 1st-August 31st for the next academic year.
- Graduation from a State Board approved technical/practical nursing program
- Possess a valid, unencumbered LPN/LPTN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of “C” or better
- A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall required general education courses.
- An official high school transcript (or GED completion transcript)
- Official transcripts from all colleges attended
- All classes are taught in the English language, making it necessary that students are able to read, speak, write, and comprehend the English language proficiently. All international students and students who speak English as a second language must show proficiency in English skills through the Compass or ACT.
- Completion of the required entrance exam.
- Drug screen (per admitting institution protocol)

Students will be ranked and selected based on required general education course GPA and nursing entrance exam score. Students must comply with the admission requirements set forth by BRTC in addition to the ARNEC requirements.

## Acceptance

Applicants that are selected for admission must notify the ARNEC institution that they will be attending to verify and accept placement. Upon acceptance into the program, the student must provide the following:

- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
- Current PPD Skin Test or Chest X-Ray
- Verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed.
- Applicants may lack one of the required general education courses by August
- Please note: All required general education courses must be completed by the time nursing courses begin the following January. **Due to the academic rigor of the coursework within the nursing program, no additional classes may be taken concurrently with nursing classes unless approved by the Program Chair.**
- The selected applicant must complete and pass the background check. An instruction sheet will be provided to the applicant (approximately a \$60.00 cost). Once selected, student, top 5 alternates included, will be required to show proof of immunity to (titer) or

record of immunization against the following communicable illnesses: Varicella (chicken pox); Influenza A & B (Flu); MMR; Tetanus, Diphtheria, and Pertussis (TdaP).

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

### **Academic Progression**

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

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

### **Re-admission Candidates**

Re-admission into the program will be considered on a space available basis only. Readmission will be decided by the admitting institution. A student who fails or leaves the program for any reason in the first semester of the program, will be required to apply for readmission. If a student fails or leaves the program in the second or third semester they will be permitted one opportunity to re-enroll. The student has the right to appeal to the administration of the admitting institution and should follow that institution’s appeal procedures.

### **Transfers**

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

### **Advanced Placement of Students**

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

### **Note to All Applicants**

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

## Graduation Policy

Students must have successfully completed all general education courses and all nursing courses with a grade of “C” or better. Upon completion, the student’s status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

Students MUST achieve a score at or above the current national passing average on the final comprehensive exit exam to complete the requirements for the NCLEX-RN Preparation course. The student will be allowed to take the final comprehensive exit exam a total of three times. Students cannot sit for each exam attempt more than once per day. Should the student not achieve the required score after the third attempt, then it will be recommended for the student to attend an NCLEX-RN Review course. If the student fails the final comprehensive exit exam after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be recommended to sit for the NCLEX-RN. An “I” (incomplete) grade will be temporarily given. The student must also comply with their attending college's grading policies (see college catalog). The student must complete the online ATI NCLEX review with a tutor. All reports must be given to the program chair in order for the “I” to become a passing grade and be recommended to sit for the NCLEX-RN exam. This will be at the student’s expense. An allotted time for completion must be arranged with the program chair. If the student passes (achieves a score at or above the national average), then the student will have completed the requirement for completion of the NCLEX-RN Preparation course, and be awarded the AAS in Nursing degree, which allows them to apply to sit for the NCLEX-RN licensing examination. If the student is unsuccessful (does not achieve a grade at or above the national passing average) on their three additional attempts on the final comprehensive exit exam, then their “I” (incomplete) grade will be converted to a failing grade.

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

Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LPTN to RN Transition program does NOT automatically enable the student to sit for the NCLEX-RN. This is determined by the Arkansas State Board of Nursing. See the Arkansas State Board of Nursing website regarding the Nurse Practice Act, Subchapter 3, Annotated Code 17-87-312 regarding Criminal Background Checks; [www.arsbn.arkansas.gov/forms/Documents/NURSEPRACTICEACT 2013.1.2014.pdf](http://www.arsbn.arkansas.gov/forms/Documents/NURSEPRACTICEACT%2013.1.2014.pdf) pages 13-15.

### General Education Requirements (36 hours)

### Credits

~ZOOL 2004 Human Anatomy & Physiology I with lab.....	4
~ZOOL 2414 Human Anatomy & Physiology II with lab .....	4
~BIOL 2104 Microbiology with lab .....	4
~ENG 1003 Freshman English I.....	3
~ENG 1013 Freshman English II .....	3
MTH 1213 Math for Healthcare Professionals .....	3
NRS 2203 Basic Human Nutrition .....	3
PSY 2013 General Psychology <b>OR</b>	
~PSY 2513 Introduction to Psychology .....	3

~PSY 2003 Human Growth & Development .....	3
~CA 1903 Intro to Computer Concepts <b>OR</b>	
CIS 1013 Intro to Computer Information Systems .....	3
+To be eligible for Math for Healthcare Professionals, eligibility is based on ACT or Compass scores.	

**Prerequisite:** Each student must meet the criteria under either (a), (b), or (c) as follows:  
**(a) score 19 or above on the mathematics section of the ACT, SAT score of 430 or greater, or score 41-100 on the COMPASS Algebra Test; (b) the student must have earned a grade of “C” or higher in MATH 0033 Intermediate Algebra; or (c) transfer in to BRTC and be eligible to register for College Algebra.**

### **Nursing Course Curriculum:**

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

- \$86 per credit hour for Arkansas Residents
- \$189 per credit hour for Out-of-State Residents

<b>Spring Semester (16 weeks)</b>	<b>Lecture/Wk</b>	<b>Lab/Wk</b>
RNSG 2119 Nursing Process I .....	9	0
RNSG 2123 Nursing Practicum I .....	0	9

**Total Theory Hours: 144**

Total Practicum Hours: 144

<b>Summer Semester (12 weeks)</b>	<b>Lecture/Wk</b>	<b>Lab/Wk</b>
RNSG 2216 Nursing Process II .....	8	0
RNSG 2223 Nursing Practicum II .....	0	9

**Total Theory Hours: 96**

Total Practicum Hours: 144

<b>Fall Semester (16 weeks):</b>	<b>Lecture/Wk</b>	<b>Lab/Wk</b>
RNSG 2318 Nursing Process III.....	8	0
RNSG 2311 NCLEX-RN Preparation .....	1	0
RNSG 2323 Nursing Practicum III.....	0	9

**Total Theory Hours: 144**

Total Practicum Hours: 144

Total General Education Requirement Hours: 33 Hours

Total Nursing Course Requirement Hours: 33 Hours

**Total Completion Hours for AAS in Nursing: 66 Hours**

## Associate of Applied Science in Respiratory Care

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

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

This program requires application and acceptance to be enrolled. Please see applicant requirements on the webpage.

Students who are accepted and enrolled in Clinical Practice I will be assessed a \$16.00 fee for liability insurance. Students enrolled in Clinical Practice II will be assessed a \$45.00 fee for the first required HESI self-assessment exam. Students enrolled in Clinical Practice II will be assessed a \$345 fee for a review course, their second semester liability insurance (\$16.00), the second required HESI self-assessment exam (\$45.00), and their written board exam fee (\$190.00). The previously mentioned fees will be included in each student's tuition/fees, and will be collected as such by the College at the beginning of each respective semester. Students will also be required to become members of the American Association of Respiratory Care, which has dues of \$50.00 per year. These dues will be collected at the beginning of each Fall Semester that students are enrolled in the program.

Students are required to attend the Arkansas Society for Respiratory Care Annual Education meeting in Hot Springs, Arkansas. This requires a two-night stay and registration fee of \$65.00 (in tuition, fees). Students are required to attend a 2-day/2-night rotation in Memphis, TN or Little Rock, AR in the Neonatal Intensive Care Unit. Students will be responsible for any and all overnight expenses. Uniforms are required for clinical practice. A complete list of books and supplies are available to students. Students are required to take a TB skin test before enrollment and to submit all proof of immunization requested by the college. Arkansas Children's Hospital (a required clinical site) requires proof of chickenpox vaccine or titer (~\$75.00). This will be obtained at the student's expense prior to the Summer II semester. Flu shots are required before Fall semester due to close interactions with patients in the clinical setting.

Students will be required to achieve a passing score on their self-assessment exam before the end of Clinical Practicum II. Prospective students must have a high school diploma or equivalent (GED). **If a passing score is not made the student will be required to take a four-week remediation course. After the four-week time period a third self-assessment examination**



**must be purchased at the student's expense. The student must pass this exam to graduate.**

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

**Prerequisite testing scores:** ACT scores of 17 or better or completion of Introductory Algebra with a "C" or better. The Associate of Applied Science in Respiratory Care degree prepares students to advance on the registry level.

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

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

Students successfully completing the program requirements are awarded an Associate of Applied Science degree and will make application to the NBRC for Entry Level Examination. This will be submitted along with their exam fee and certificate of completion "Via NBRCEED". Graduates will be responsible for scheduling the date and time to sit for their board exams according to the deadline provided by the program. Upon passing the Entry-Level Exam, graduates are awarded the Certified Respiratory Therapist credential (CRT) and are eligible to sit for written registry and clinical simulation exams.

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

- complete all the pre-professional curricula,
- complete an application for admittance into the professional curriculum by August 1 including essay following guidelines on application,
- submit all official transcripts,
- attend RRT meet & greet, and
- pass HESI exam.

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

The selection process will begin in October. This allows students to take pre-professional courses in the Fall sessions. Further information about the selection process is listed on the BRTC website.

### **Pre-professional Courses**

### **Credits**

~BIOL 2104 Microbiology with Lab.....	4
~CA 1903 Introduction to Computer Concepts* .....	3
CHEM 1003 Introduction to Chemistry* .....	3
~ENG 1003 Freshman English .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing .....	3
MTH 1213 Math for Healthcare Professionals .....	3
MEDL 1003 Medical Terminology .....	3

~PSY 2513 Introduction to Psychology <b>OR</b>	
~SOC 2213 Principles of Sociology <b>OR</b>	
~PSY 2003 Human Growth and Development.....	3
~ZOOL 2004 Human Anatomy and Physiology I with Lab* .....	4
~ZOOL 2414 Human Anatomy and Physiology II with Lab* .....	4
COLL 1002 Student Success for Health Professionals.....	2

\*See General Education Requirements course descriptions.

A final grade of “C” or higher is required in all the pre-professional courses.

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

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

### Professional Courses

#### Spring Semester

#### Credits

RES 1001 Beginning Pharmacology .....	1
RES 1005 Respiratory Care Sciences .....	5
RES 1105 Non-Critical Care .....	5
RES 1501 Respiratory Equipment Lab I .....	1
RES 1002 Clinical Practicum I .....	2
RES 2003 Cardiopulmonary Anatomy and Physiology .....	3

#### Intercession/Summer I Semester

RES 2002 Clinical Practicum II.....	2
RES 1302 Internal Medicine I .....	2
RES 2401 Respiratory Care Lab II .....	1

#### Summer II Semester

RES 2103 Mechanical Ventilation I .....	3
RES 2503 Neonatal and Pediatric Respiratory Care.....	3

#### Fall Semester

RES 2303 Mechanical Ventilation II.....	3
RES 2203 Respiratory Critical Care .....	3
RES 2107 Clinical Practicum III .....	7
RES 2102 Advanced Cardiopulmonary Evaluation .....	2
RES 2502 Internal Medicine II.....	2

All individuals who enroll in accredited respiratory care education programs as of January 1, 2010, will be required to graduate from an advanced level education program with a minimum of an associate degree to qualify for the CRT Examination..

# Technical Certificate Programs

## Accounting Assistant

### One-Year Certificate

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

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

\*See General Education Requirements course descriptions.

## Administrative Services Technology

### One-Year Certificate

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

First Semester	Credits
ACCT 1003 Accounting I <b>OR</b>	
~ACCT 2003 Introduction to Financial Accounting .....	3
BSYS 1023 Business Office Machines (Fall).....	3
~BUAD 1013 Introduction to Business .....	3
~CA 1903 Introduction to Computer Concepts* .....	3
~ENG 1003 Freshman English I* .....	3
<b>Second Semester</b>	
ADMS 1203 Legal Transcription (Spring) <b>OR</b>	
ADMS 1213 Medical Transcription .....	3
ADMS 2073 Professional Development.....	3

ADMS 2413 Word/Information Processing .....	3
~ADMS 2563 Business Communications .....	3
MATH 0023 Introductory Algebra (or higher)* .....	3

\*See General Education Requirements course descriptions.

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

## Auto Collision Repair Technology

### Two-Year Certificate

The Auto Collision Repair Technology program is designed to give students knowledge in the fast-growing field of automobile body repair and construction as recommended by the National I-Car Foundation. The students have the option to complete one or both technical certificates in Cosmetic Repair or Structural Repair.

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

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

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

### Auto Collision Cosmetic Repair Technology

#### First Semester

#### Credits

AB 1003 Welding and Cutting .....	3
AB 1004 Non-structural Repair .....	4
AB 1014 Preparation and Refinish .....	4
AB 1024 Estimation.....	4
~ENG 1003 Freshman English I* <b>OR</b>	
~SCOM 1203 Oral Communications* <b>OR</b>	
COM 1013 Career Communications* .....	3

#### Second Semester

AB 1013 Mechanical and Electrical Repair.....	3
AB 1034 Complete Auto Refinishing.....	4
AB 1044 Design Based Repair .....	4
AB 1054 Plastic Repair.....	4
MATH 1013 Technical Math for Trades and Industry .....	3

\*See General Education Requirement course descriptions.

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

### **Auto Collision Structural Repair Technology**

<b>First Semester</b>	<b>Credits</b>
AB 1023 Resistance Spot-Welding .....	3
AB 1064 Body Panels .....	4
AB 1074 Materials and Equipment.....	4
AB 1084 Collision Electronics .....	4
CA 1903 Introduction to Computer Concepts ** .....	3
~ENG 1003 Freshman English I* <b>OR</b>	
~SCOM 1203 Oral Communications* <b>OR</b>	
COM 1013 Career Communications .....	3
<b>Second Semester</b>	
AB 1033 Restraint Systems .....	3
AB 1094 Waterborne Systems.....	4
AB 1104 Structural Repair Methods.....	4
AB 1204 Fiberglass Repair .....	4
MATH 1013 Technical Math for Trades and Industry .....	3

\*\*Required for Master Collision Technician Certificate ONLY

\*See General Education Requirement course descriptions.

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

### **Automotive Service Technology**

#### **Two One-Year Certificates**

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

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

#### **Electrical-Engine Specialty Certificate**

<b>First Semester</b>	<b>Credits</b>
AST 1023 Automotive Electrical Accessories .....	3
AST 1045 Automotive Electrical Systems .....	5
AST 1056 Automotive Engines .....	6
MATH 1013 Technical Math for Trades and Industry (or higher).....	3

**Second Semester**

AST 1033 Automotive Fuel Systems .....	3
AST 1075 Automotive Ignition Systems .....	5
AST 1086 Automotive Emissions Systems .....	6
COM 1013 Career Communications* <b>OR</b>	
~ENG 1003 Freshman English I * <b>OR</b>	
~SCOM 1203 Oral Communications* .....	3

**Powertrain-Systems Specialty Certificate****First Semester**

AST 1006 Auto Transmissions and Transaxles .....	6
AST 1015 Automotive Manual Drive Trains .....	5
AST 1043 Automotive Drive Axles .....	3
MATH 1013 Technical Math for Trades and Industry (or higher) .....	3

**Second Semester**

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

**Master Technician Certificate****First Semester**

AST 1023 Automotive Electrical Accessories .....	3
AST 1045 Automotive Electrical Systems .....	5
AST 1056 Automotive Engines .....	6
MATH 1013 Technical Math for Trades and Industry (or higher) .....	3

**Second Semester**

AST 1033 Automotive Fuel Systems .....	3
AST 1075 Automotive Ignition Systems .....	5
AST 1086 Automotive Emissions Systems .....	6
COM 1013 Career Communications* <b>OR</b>	
~ENG 1003 Freshman English I * <b>OR</b>	
~SCOM 1203 Oral Communications* .....	3

**Third Semester**

AST 1006 Auto Transmissions and Transaxles .....	6
AST 1015 Automotive Manual Drive Trains .....	5
AST 1043 Automotive Drive Axles .....	3

~CA 1903 Introduction to Computer Concepts* .....	3
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#### **Fourth Semester**

AST 1003 Auto Heating and Air Conditioning .....	3
AST 1026 Auto Suspension and Steering .....	6
AST 1065 Automotive Brakes .....	5

\*See General Education requirement course descriptions.

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

## **Business Technology Applications**

### **One-Year Certificate**

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

#### **First Semester**

#### **Credits**

ACCT 1003 Accounting I <b>OR</b>	
~ACCT 2003 Introduction to Financial Accounting .....	3
CIS 1013 Introduction to Computer Information Systems (Spring) <b>OR</b>	
BSYS 2533 Internet, Intranet and Email Applications (Fall) .....	3
~CA 1903 Introduction to Computer Concepts* .....	3
~ENG 1003 Freshman English I* .....	3
~BUAD 1013 Introduction to Business .....	3

#### **Second Semester**

ADMS 2073 Professional Development .....	3
ADMS 2413 Word/Information Processing .....	3
~ADMS 2563 Business Communications .....	3
CIS 1073 Computerized Accounting .....	3
MATH 0023 Introductory Algebra (or higher) * .....	3

\* See General Education Requirements course descriptions.

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

## **Crime Scene Investigation**

### **Technical Certificate**

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

**Criminal Justice Institute****Credits**

*Twenty-seven to thirty credit hours required.*

Crime Scene Investigation Certificate of Proficiency .....	15
Recovery of Human Remains .....	2
Bloodstain Pattern Analysis .....	3
Management of Evidence & Recovery Property .....	1
Computer Crime.....	1
Crime Scene Digital Photography & Imaging .....	2
Fingerprint Comparison & Identification .....	1
Using Forensic Light Sources .....	1
Crime Scene Courtroom Testimony .....	1
Computer Applications .....	3

**General Education Courses**

*Six-nine hours required.*

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

\*See General Education course descriptions.

36 hours are required for this program.

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

**Emergency Medical Technician - Paramedic****Five-Semester Certificate**

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

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

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

- be 18 years of age by the application deadline and provide a copy of birth certificate
- meet all requirements for admission to Black River Technical College



- meet all requirements of the Arkansas Department of Health, Division of Emergency Services
- provide proof of current American Heart Association, Healthcare Provider, CPR certification
- Arkansas State EMT Certification
- submit three letters of recommendation
- complete physical exam documenting good physical and mental health
- be interviewed by the EMT-Paramedic program admissions committee
- pass a urine drug screen once enrolled in the EMT-Paramedic program
- pass a criminal background check (CBC) at the student's expense

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

Students are required to purchase malpractice insurance before entering Paramedic Practicum. This insurance is available through a group policy at BRTC.

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

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

<b>First Semester (Fall)</b>	<b>Credits</b>
EMS 1203 Paramedic Practicum One.....	3
EMS 1213 Paramedic One.....	13
<b>Second Semester (Spring)</b>	
EMS 1304 Paramedic Practicum Two.....	4
EMS 1313 Paramedic Two .....	13
<b>Third Semester (Intersession &amp; Summer I)</b>	
EMS 2103 Paramedic Practicum Three.....	3
EMS 2105 Paramedic Three .....	5
MTH 1213 Math for Healthcare Professionals .....	3
<b>Fourth Semester (Summer II)</b>	
EMS 2203 Paramedic Practicum Four.....	3
~ENG 1003 Freshman English I * .....	3

\*General Education requirements course descriptions.

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

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

- Emergency Department
- Intensive Care
- Surgery Department

- OB/Newborn Nursery
- Pediatrics
- Mental Health

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

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

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

## Entrepreneurship

### One-Year Certificate

This program is designed to assist people looking to start a new venture or those currently in school by providing them with the knowledge, skills and abilities to make their business successful.

First Semester	Credits
ENTR 1003 Intro to Entrepreneurship.....	3
MGMT 2623 Small Business Management.....	3
~BUAD 1023 Introduction to Marketing .....	3
~ENG 1003 Freshman English I.....	3
~ACCT 2003 Financial Accounting .....	3
~LAW 2023 Legal Environment of Business.....	3
MGMT 2613 Principles of Supervision.....	3
<b>Second Semester</b>	
~ENG 1013 Freshman English II .....	3
~ADMS 2563 Business Communications** .....	3
~ACCT 2013 Managerial Accounting.....	3
BUAD 1033 Business Ethics .....	3
ENTR 2003 Professional Selling/Advertising .....	3
ENTR 2033 Feasibility Funding and Analysis .....	3
MATH 0033 Intermediate Algebra or higher .....	3

\*See General Education Requirements course descriptions.

\*\*Prerequisite ~ENG 1003

## Fire Science

### One-Year Certificate

The Fire Science program is designed to provide the students with the knowledge of modern municipal and rural fire protection and the skills to apply that knowledge effectively. Students are introduced to the various aspects of fire science through classroom and laboratory exercises. Part of the instruction takes place at area fire departments on a flexible schedule using nights and weekends to allow those already in firefighting, as well as those desiring to enter the field, maximum participation. This program is a career-laddering process with the first year graduate receiving a one-year certificate. Graduates should be prepared to enter the fire service at an entry firefighter level and to have met the qualifications of NFPA 1023 and 2013, Level I and II (Firefighter).

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

\*See General Education Requirements course descriptions.

Thirty credit hours are required for the certificate. This certificate program will count towards an A.A.S. degree in General Technology.

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

Fire Science courses offered by correspondence are:

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

## Health Professions

### One-Year Certificate

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

<b>Common Educational Requirements</b>	<b>Credits</b>
~CA 1903 Introduction to Computer Concepts .....	3
~ENG 1003 Freshman English I.....	3
~ZOOL 2004 Human Anatomy and Physiology I with Lab.....	4
~ZOOL 2414 Human Anatomy and Physiology II with Lab .....	4
MEDL 1003 Medical Terminology .....	3
~BIOL 2104 Microbiology with Lab.....	4
~ENG 1013 Freshman English II <b>OR</b>	
~ENG 1023 Technical Writing .....	3
MTH 1213 Math for Healthcare Professionals* .....	3

### One emphasis area required:

#### Nursing Emphasis Requirements

NRS 2203 Basic Human Nutrition .....	3
~PSY 2003 Human Growth and Development.....	3
~PSY 2513 Introduction to Psychology .....	3

#### Respiratory Emphasis Requirements

CHEM 1003 Introduction to Chemistry .....	3
~COLL 1002 Student Success for Health Professionals .....	2
~PSY 2513 Introduction to Psychology <b>OR</b>	
~SOC 2213 Principles of Sociology <b>OR</b>	
~PSY 2003 Human Growth and Development.....	3

\*Students must test into College Algebra or complete the required Developmental Courses based on ACT or COMPASS scores prior to enrolling in Math for Healthcare Professionals

## Industrial Electricity/Electronics

### One-Year Certificate

The Industrial Electricity/Electronics program is designed to prepare students for jobs in the use and maintenance of common electrical and electronic devices and instruments. Upon completion of the program, a Certificate of Competency in the field of Industrial Electricity/Electronics is awarded the student. With this certificate, the door is opened to many different types of employment in the field of electricity. Factory and plant maintenance, electrical and electronic installations for industrial and shipboard applications, appliance repair, electric power line work, and electronic circuit assembly and troubleshooting are typical fields of work for the graduate. In

addition to the non-licensed fields of work, the graduate is afforded a thorough background in the electrical wiring rules and procedures for both industry and residential applications as required by licensed electricians. All rules and practices are in accordance with the National Electrical Code. This knowledge gives those who choose to enter the Electrician's Apprenticeship Program a large advantage.

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

\*\* Co-Requisite Course

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

\*See General Education Requirements course descriptions.

## Law Enforcement Administration

### Technical Certificate

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

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

### Required General Education Courses

*Fifteen hours required.*

~CA 1903 Introduction to Computers* .....	3
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3

MATH 0013 Pre-Algebra (or higher)* .....	3
Social Science Elective* .....	3

\*See General Education Requirements course descriptions.

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

## Machine Tool Technology

### One-Year Certificate

The Machine Tool Technology program provides training in techniques and mechanics of the machine trade and develops skills and abilities to an acceptable employment level as an apprentice tool and die-maker or machinist.

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

First Semester	Credits
MEH 1103 Introduction to Machine Processes .....	3
MEH 1203 Basic Blueprint Reading .....	3
MEH 1206 Basic Lathe Operations .....	6
MATH 1013 Technical Math for Trades and Industry .....	3

### Second Semester

~ENG 1003 Freshman English I * <b>OR</b>	
~SCOM 1203 Oral Communications * <b>OR</b>	
COM 1013 Career Communications* .....	3
MEH 1303 Metals and Alloys/Basic Die-making .....	3
MEH 1406 Basic Mill Operation .....	6
MEH 1503 Fundamentals of CNC.....	3

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

\*See General Education Requirements course descriptions.

## Micro-Computer Repair Technician

### One-Year Certificate

This program is designed to prepare students for the managing, maintaining, and repairing of the microcomputer system. Designed to provide students with a solid base in computer repair knowledge. Students train to build, customize, manage, maintain, service and support personal computers and their peripheral equipment. Professional certifications include, CompTIA A+ and CompTIA Net+. Graduates are capable of filling positions in entry level IT support positions.

**First Semester****Credits**

CIS 1044 PC Troubleshooting & Repair I.....	4
CIS 2204 Networking Concepts .....	4
~ENG 1003 Freshmen English I.....	3
MATH 0033 Intermediate Algebra (or higher) .....	3

**Second Semester**

BSYS 2013 Web Page Design <b>OR</b>	
CIS 2303 Network Applications .....	3
CIS 2044 PC Troubleshooting & Repair II.....	4
CIS 2004 Network Operating System Technology .....	4
~ADMS 2563 Business Communications** .....	3

**Directed Elective (Choose 1 course)**

BSYS 2013 Web Page Design.....	3
BSYS 2583 Spreadsheets for Managerial Decisions .....	3
BUAD 1033 Business Ethics .....	3
BUAD 1043 Personal Financial Planning .....	3
~CA 1903 Introduction to Computer Concepts .....	3
CIS 1023 Network Media Structure .....	3
CIS 1034 Introduction to Computer Programming .....	4
CIS 1054 Computer Forensics .....	4
CIS 2043 Database Management Systems .....	3
CIS 2103 Internship in Networking .....	3
CIS 2303 Networking Applications.....	3
ENTR 1003 Introduction to Entrepreneurship.....	3
MGMT 2603 Leadership Issues.....	3
MGMT 2613 Principles of Supervision.....	3
MGMT 2623 Small Business Management.....	3/4

\*See General Education Requirements course descriptions.

\*\*Prerequisite ~ENG 1003

## Nutrition and Foodservice Management

### One-Year Certificate

The Nutrition and Foodservice Management program is a course of study containing classroom and clinical experience as outlined by the Association of Nutrition and Foodservice Professionals (ANFP). The program prepares selected students to manage food service operations. Students receive instruction regarding management of Healthcare facilities. Students complete a minimum of 150 hours of clinical experience under the supervision of a registered dietitian, as required by Association of Nutrition and Foodservice Professionals (ANFP).

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

Students are required to purchase liability insurance each semester (approximately \$16.00), the purchase of uniforms (approximately \$35.00), and textbooks (price varies with class schedule). Students are also required to become student members of the Association of Nutrition and Foodservice Professionals (ANFP) for a fee of \$35.00. The cost of the certification exam (\$399) is included as a fee. Students are also responsible for transportation costs associated with travel to clinical sites. Students are required to take a TB skin test or chest x-ray before enrollment and a flu shot must be obtained prior to Field Experience. Prospective students must have a high school diploma or equivalent (GED).

All students enrolled in Field Experience will be required to submit to and pass a criminal background check in order to be allowed to attend clinical. The cost of the background check is approximately \$60.00 and is the responsibility of the student.

The Nutrition and Foodservice Management program is approved by the Association of Nutrition and Foodservice Professionals (ANFP), 406 Surrey Woods Drive, St. Charles, IL 60174 (800) 323-1908. Upon completion of course requirements, students are eligible to take the credentialing exam given by ANFP. The cost of the exam is included in the program fees. Students who pass the exam become Certified Dietary Managers (CDM) and Certified Food Protection Professionals (CFPP).

### First Semester

### Credits

~ENG 1003 Freshman English I* <b>OR</b>	
~SCOM 1203 Oral Communications* .....	3
HEC 1001 Field Experience I .....	1
HEC 1003 Food Science .....	3
HEC 1101 Orientation to Healthcare .....	1
HEC 1102 Sanitation and Safety .....	2
HEC 1103 Food Systems Management .....	3
NRS 2203 Basic Human Nutrition .....	3

### Second Semester

~CA 1903 Introduction to Computer Concepts* .....	3
HEC 1002 Field Experience II .....	2
HEC 1005 Introduction to Nutrition and Menu Planning .....	5
HEC 1303 Quantity Food Production .....	3
MATH 0023 Introductory Algebra (or higher)* .....	3

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

\*See General Education Requirements course descriptions.

A final grade of “C” or higher is required on all core courses.



## Practical Nursing

### Three-Semester Certificate

**Note: There is a special application and deadline for this program.** Applications are available online at <http://www.blackrivertech.org/prospective-students/academic-programs/nursing-programs> and will be open for application between the dates of February 1st – April 1st for the following Fall semester enrollment and September 1st – October 31st for the following Spring semester enrollment.

The Practical Nursing (PN) program meets the minimum requirements for approval by the Arkansas State Board of Nursing, (ASBN) and the Arkansas Department of Higher Education (ADHE). The program was first approved in 1974 by the ASBN and graduated its first PN class in 1975. The program provides an excellent education, preparing the graduate for the NCLEX-PN national examination.

Graduates of the program receive a Technical Certificate in Practical Nursing and upon graduation, students are eligible to apply to take the NCLEX-PN national examination required by the Arkansas State Board of Nursing for licensure as a practical nurse (LPN).

The Arkansas State Board of Nursing (ASBN) required 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 of 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 offences 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/nurseProacticeAct.aspx>.

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

- possess physical and mental abilities essential for safe and effective client care
- have a GPA of 2.0 or higher in prerequisite courses
- pass a drug screen once enrolled and throughout the PN program
- complete an application for the nursing program
- complete all pre-professional curricula (must have taken no longer than 5 years from application date with the exception of Introduction to Computer Concepts and Freshman English I)
- attend orientation on scheduled date
- complete nursing entrance exam on scheduled date (approximate cost of exam is \$50.00 and is the responsibility of the applicant)

Once selected, students, top 5 alternates included, will be required to submit to and pass a criminal background check in order to be accepted into the program and attend clinical. The cost of this background check is approximately \$60.00 and is the responsibility of the student.

Once selected, student, top 5 alternates included, will be required to show proof of immunity (titer) or record of immunization against the following communicable illnesses: varicella

(chicken pox); Influenza (Flu); MMR; & Tetanus, Diphtheria, and Pertussis (TdaP). Students must also provide a record of a recent (within 1 month of program start date) negative Tuberculosis Skin Test (PPD) or Chest X-ray. Hepatitis B: Students must either provide dates of vaccination, titer of immunity, or sign a waiver that they are declining the vaccine and understand the risk.

Applicants must complete all enrollment requirements and submit all documents to the Director of Admissions/Counseling before the student selection for each class is made. Students are required to purchase liability insurance prior to beginning Clinical Practicum. This insurance is available through a group policy at an approximate cost of \$16.00/semester. Additionally, an online testing fee of approximately \$150.00 will be required each semester of the professional courses. These fees will be attached to your tuition each semester.

### Pre-professional Courses

### Credits

~CA 1903 Introduction to Computer Concepts* .....	3
~ENG 1003 Freshman English I* .....	3
NRS 2203 Basic Human Nutrition* .....	3
~PSY 2003 Human Growth and Development* .....	3
~ZOOL 2004 Human Anatomy and Physiology I & Lab* .....	4
~ZOOL 2414 Human Anatomy and Physiology II & Lab* .....	4
MTH 1213 Math for Healthcare Professionals .....	3

**Each student must meet the criteria under either (a), (b), or (c) as follows: (a) score 19 or above on the mathematics section of the ACT, SAT score of 430 or greater, or score 41-100 on the COMPASS Algebra Test; (b) the student must have earned a grade of “C” or higher in MATH 0033 Intermediate Algebra; or (c) transfer in to BRTC and be eligible to register for College Algebra.**

Students who speak English as a second language must exhibit English competency as assessed by the Compass or ACT.

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

Please note: All required general education courses must be completed by the time nursing courses begin the following semester. **Due to the academic rigor of the coursework within the nursing program, no additional classes may be taken concurrently with nursing classes.**

### Professional Courses

#### First Semester

#### Credits

#### Fundamental Nursing

PN 1006 Clinical Practicum I .....	6
PN 1007 Nursing Fundamentals .....	7
PN 1002 Fundamental Pharmacology .....	2

#### Second Semester

#### Credits

**Medical/Surgical Nursing**

PN 1106 Clinical Practicum II.....	6
PN 1310 Medical-Surgical Nursing.....	10

**Third Semester****Credits****Nursing Specialty**

PN 1206 Clinical Practicum III.....	6
PN 1329 Nursing Specialty.....	9

\*See General Education Requirements course descriptions.

A final grade of “C”, or higher, is required in each nursing course. A “C” or higher is also required in ALL Pre-professional courses.

**Practical Nursing MTH 1213 Math for Healthcare Professionals      3 credits (3 lec.)**

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

- a) Each student must meet the criteria under either (a), (b), or (c) as follows: (a) score 21 or above on the mathematics section of the ACT, SAT score of 430 or greater or score 50-100 on the COMPASS Algebra Test; (b) the student must have earned a grade of “C” or higher in MATH 0033 Intermediate Algebra; or (c) transfer in to BRTC and be eligible to register for College Algebra.
- b) The student must have earned a grade of “C” or higher in MATH 0033 Intermediate Algebra.

**Web Design****One-Year Certificate**

The purpose of the Web Design technical certificate program is to prepare students for entry-level web design, web development, software development or mobile development careers. The program’s intended outcomes align with those set by the Business Department.

- **Communication** – All graduates of the Web Design technical certificate program will be able to effectively communicate visually, orally and interpersonally, assessed by visual design critique, group projects, and presentation assignments.
- **Technology** – All graduates of the Web Design technical certificate program will demonstrate effective technological skills, assessed by creating websites which incorporate modern technologies such as HTML, CSS and JavaScript.
- **Behavior** – All graduates of the Web Design technical certificate program will exhibit professional and appropriate behavior assessed by presentations, peer- review, and class discussions.

The following are competencies that students should possess after completing the Web Design technical certificate:

- Create websites and applications that adhere to good design, accessibility and usability principles

- Apply problem solving and troubleshooting knowledge to diagnose problems for front-end web applications and websites
- Understand the concepts of web design and how it relates to software development and computing in general
- Understand the difference between flawed and good design in web interfaces
- Know how to approach developing and managing a web project

**First Semester****Credits**

~ENG 1003 Freshman English I* .....	3
~MATH 1003 Technical Math for Business* .....	3
BSYS 2543 Web Page Design .....	3
CIS 1034 Intro to Computer Programming .....	4

**Second Semester**

~ADMS 2563 Business Communications** .....	3
CIS 1053 Introduction to Visual Communication .....	3
CIS 1063 Advanced Web Design .....	3
CIS 1013 Introduction to Computer Information Systems .....	3
Social Science Elective .....	3

\*See General Education Requirements course descriptions.

\*\*Prerequisite ~ENG 1003

This certificate will count toward an AAS degree in General Technology.

## Welding

### One-Year Certificate

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

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

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

**First Semester****Credits**

MTH 1023 Blueprint Reading .....	3
WLD 1002 Applied Welding.....	2
WLD 1004 Welding Theory I.....	4
WLD 1013 Arc Welding.....	3
WLD 1023 MIG Welding.....	3

**Second Semester**

~ENG 1003 Freshman English I\* **OR**

~SCOM 1203 Oral Communications\* **OR**

COM 1013 Career Communications\* .....3

WLD 1003 Gas Shielded Arc Welding .....3

WLD 1034 Welding Theory II .....4

WLD 1043 Position Welding.....3

WLD 1053 Certification Lab .....3

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

\*See General Education Requirements for course descriptions.

# Certificate of Proficiency Programs

## Basic Police Training Certification/Law Enforcement

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

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

Upon successful completion of this intensive program, students are eligible to receive up to 29 credit hours, of which 18 of the credit hours are applicable towards the Associate of Applied Science degree in Criminal Justice.

<b>Specialty Course Credit</b>	<b>Credits</b>
CRIM 1003 Criminal Justice Workshop III <b>OR</b>	
CRIM 1043 Law Enforcement Ethics.....	3
~CRIM 1023 Introduction to Criminal Justice .....	3
CRIM 1053 Principles of Police Patrol .....	3
CRIM 2043 Community Relations & Administration of Justice .....	3
CRIM 2263 Criminal Evidence and Procedures.....	3
<b>Related Elective Courses</b>	
CRIM 2001 Intoximeter Operator .....	1
CRIM 2201 DWI Standardized Field Sobriety Testing.....	1
CRIM 2241 Tactical Skills for Law Enforcement.....	1
PE 1002 Concepts of Fitness* .....	2
PE 1111 Physical Conditioning* .....	1

\*See General Education Requirements course descriptions

## Professional Training Credits

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

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

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

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

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

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

## Crime Scene Investigation

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

### Criminal Justice Institute

*Fifteen credit hours Credits*

Crime Scene Technical Certificate .....	9
Law Enforcement Training Academy Certificate of Completion (ACLEST Certified)+ .....	6

### General Education Courses

*Three credit hours required.*

~ENG 1003 Freshman English I\* **OR**

~ENG 1023 Technical Writing\* .....3

\*See General Education Requirement course descriptions.

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

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

## Entrepreneurship

This program is designed to assist people looking to start a new venture in the business world.

Required Courses	Credits
ENTR 1003 Intro to Entrepreneurship.....	3
MGMT 2623 Small Business Management.....	3
~BUAD 1023 Introduction to Marketing .....	3

## Emergency Medical Technician

Students who complete the nine credit hour emergency medical technician course are eligible for a certificate of proficiency at the EMT basic level. Upon completion of this certificate the student will demonstrate the ability to comprehend, apply and evaluate the clinical information relative to their role as an entry-level EMT-basic; demonstrate the technical proficiency in all skills necessary to fulfill the role of an entry-level EMT-basic and be able to follow protocols consistent with state and national standards. Students are required to purchase liability insurance through the college for the practicum hours related to this course. Students will also be required to pass a drug screen to remain in the program.

Students will be eligible to take the NREMT exam for EMT's upon successful completion of course. Employment standards require this certification (EMT-basic card) for entry into the profession.

Required Courses	Credits
EMS 2009 Emergency Medical Technician .....	9

**This Certificate of Proficiency is not eligible for financial aid.**

## Homeland Security/Emergency Preparedness

The Certificate of Proficiency in Homeland Security/Emergency Preparedness is appropriate for law enforcement officers, firefighters, emergency medical responders, city and county officials, and for those entering the field of emergency management. It is intended to enhance the knowledge of individuals who are likely to find themselves in situations managed by the Incident Command System (ICS).



<b>Required Courses</b>	<b>Credits</b>
HSEP 1003 Introduction to NIMS & NRF .....	3
HSEP 1013 Living in a Hazardous Environment .....	3
HSEP 1043 Aim and Scope of Emergency Preparedness .....	3
HSEP 2033 Citizen and Community Disaster Preparedness .....	3

**This program is ineligible for financial aid**

## Law Enforcement Administration

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

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

### Required General Education Courses

*Three credit hours.*

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

\*See for General Education Requirements course descriptions.

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

## Medical Insurance Coding

Medical Coding is a sixteen credit hour certificate of proficiency offering training in the review of medical documents for the assignment of ICD-10-CM and CPT codes used for medical billing and insurance purposes. These skills are necessary to prepare individuals for successful employment opportunities in hospital business office, physician office or other medical office setting.

<b>Required Courses</b>	<b>Credits</b>
ADMS 1213 Medical Transcription .....	3
~CA 1903 Introduction to Computer Concepts .....	3
MEDL 1003 Medical Terminology .....	3

MEDL 1001 Introduction to Healthcare .....	1
MEDL 1043 Medical Coding (Fall) .....	3
MEDL 1033 Foundations of Human Anatomy & Physiology <b>OR</b>	
~ZOOL 2004 & 2414 Human A&P I w/ Lab & Human A&P II w/ Lab .....	3/8

**This program is ineligible for financial aid**

## Medical Transcription

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

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

Required Courses	Credits
ADMS 1213 Medical Transcription .....	3
ADMS 2413 Introduction to Word Processing .....	3
MEDL 1003 Medical Terminology .....	3
~CA 1903 Introduction to Computer Concepts .....	3
MEDL 1033 Foundations of Human Anatomy and Physiology <b>OR</b>	
~ZOOL 2004 & 2414 Human A&P I w/ Lab & Human A&P II w/ Lab .....	3/8

**This program is ineligible for financial aid**

## Micro-Computer Repair Technician

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

Required Courses	Credits
CIS 1044 PC Troubleshooting & Repair I .....	4
CIS 2204 Networking Concepts .....	4
CIS 2044 PC Troubleshooting & Repair II .....	4

**This program is ineligible for financial aid**

## Nursing Assistant

The five-week Nursing Assistant certificate program, approved by the Department of Human Services, Office of Long-Term Care, Post Office Box 8059, Little Rock, AR 72203, (501) 682-6177, combines classroom instruction with clinical experience. Successful completion of the program will prepare the student for the state certification exam required for Nursing Assistant

certification. Students can apply for employment in a hospital, nursing home, or as a home health nursing assistant.

Students are required to purchase liability insurance upon admission into the program. This is available through a group policy. At completion of this program each student will be required to take the NOCTI Nursing Assisting Exam as a 3rd Party Assessment for this program. Students must pass this exam in order to complete the program successfully.

All tuition and fees will be the responsibility of the students in the event that the organizational sponsorship does not fulfill the tuition obligation.

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

**This program is ineligible for financial aid**

## Phlebotomy

This program is offered in the fall semester only. There is a selection process for this program. Applications for this program are due by April 1st, in the spring semester prior to the fall classes.

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

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

<b>Required Courses</b>	<b>Credits</b>
MEDL 1001 Introduction to Healthcare Issues .....	1
MEDL 1003 Medical Terminology .....	3
MEDL 1022 Phlebotomy Practicum (Fall only).....	2
MEDL 1024 Phlebotomy (Fall only).....	4
MEDL 1033 Foundations of Human Anatomy and Physiology <b>OR</b>	
~ZOOL 2004 Human A&P I w/ Lab AND ZOOL 2414 Human A&P II w/ Lab .....	3/8

A final grade of "C" or higher is required in all core courses.

**This program is ineligible for financial aid**

## Course Descriptions

**AB 1003 Welding and Cutting****3 credits (1 lec., 4 lab)**

Theory and operation of the MIG welding process and its equipment are covered. Applications of MIG welding procedures are practiced on steel plates and various sheet metal. Cutting and heating processes with oxyacetylene equipment and plasma arc cutters are included. Weld joints used in professional sectioning and replacement panels, as recommended by the national I-Car Foundation, are also included.

**AB 1004 Non-Structural Repair****4 credits (2 lec., 4 lab)**

Offers instruction in professional metal work and dent removal and procedures used with the application of plastic filler, removal and replacement of auto body parts, replacement and removal of non-structural parts, and professional windshield replacement process, along with repair and safety.

**AB 1013 Mechanical/ Electrical Repair****3 credits (1 lec., 4 lab)**

Includes diagnosing and servicing of driver's side and passenger's side air bags restraint systems. Instruction in removing and protecting open lines and wiring, removal and replacement of stationary glass, electrical wiring, removal and replacement of engine components, along with industrial shop safety.

**AB 1014 Preparation and Refinishing****4 credits (2 lec., 4 lab)****Co-Requisite: AB 1004 Non-Structural Repair/AB 1024 Estimating**

Teaches skills and technical knowledge needed in the preparation of metal and plastics for modern basecoat, clearcoat paint systems. Students are taught the use of materials involved in preparation, along with the use and maintenance of spray painting equipment. Costume stripping, color combinations, detailing, applying the finish, and shop safety are presented.

**AB 1023 Resistance Spot Welding and Bonding****3 credits (1 Lec, 4 Lab)**

Theory and operation of resistance spot welder processes and the equipment used for these repairs are covered. Applications of the resistance spot welding processes are practiced on various sheet metals and automobiles. Adhesive bonding is also taught as well as applications along with the plasma cutting process.

**AB 1024 Estimating****4 credits (2 lec., 4 lab)****Co-Requisite: AB 1004 Non-Structural Repair and AB 1014 Preparation and Refinishing**

Instruction in analyzing damage, estimating labor times, paint times, and part cost used nationwide by professional repair shops and major insurance companies. Creating manual and computerized damage reports, and the use of crash estimating guides are included.

**AB 1034 Complete Auto Refinishing****4 credits (2 lec., 4 lab)**

Includes the technical knowledge necessary in the mixing and spraying of paints, primers, and the reduction and identification of paints and other materials used in professional automobile refinishing. The use of the computerized Cromavision matching system is taught; also paint blending, tinting procedures, and safety in the paint shop are included.

**AB 1044 Designed Based Repair****4 credits (2 lec., 4 lab)**

Includes gauging equipment used in unitized and conventional frame repair and methods of analyzing damage. Instruction is given in the use of frame equipment, frame and body construction, and straightening. The use of the computer 'Genesis' laser body alignment system is taught. Unibody sectioning procedures, as recommended by the I-Car Foundation, and safety are also presented.

**AB 1054 Plastic Repair****4 credits (3 lec., 2 lab)**

Offers instruction in the repair and replacement of plastic parts and components; also, plastic welding procedures, adhesive bonding repairs and surface preparation. When feasible, near completion of the program, a field trip may be scheduled to the Corvette plant in Bowling Green, Kentucky, and the Saturn plant in Springhill, Tennessee, to help students gain more knowledge of vehicles made of fiberglass and plastics.

**AB 1064 Body Panels****4 credits (2 Lec, 4 Lab)**

Removal and replacement of Auto Body parts is taught along with the removal and replacement of non-structural parts, as well as the process used to replace laminated and tempered glass. Also taught is panel alignment and paintless dent removal. Shop safety is also included.

**AB 1074 Materials and Equipment****4 credits (2 lec., 4 lab)**

The use and maintenance of professional equipment and materials are taught including basecoats, body materials, topcoats, and prime coats. Custom striping, color combinations, as well as body detailing and buffing systems are included. Shop safety is also presented.

**AB 1084 Collision Electronics****4 Credits (2 lec, 4 Lab)**

Skills and knowledge needed in the use of Computerized Estimating and appraising are taught as well the study of the Colornet Refinish System used in color matching and the use of the Advanced measuring systems used in Structural repair are also included.

**AB 1104 Structural Repair Methods****4 credits (2 lec, 4 Lab)**

Includes the repair and anchoring methods used in body over frame, Unitized and space frame body designs. The use of body alignment systems, anchoring equipment, and pulling and holding techniques are also taught on the vehicle.

**AB 1033 Restraint Systems****3 credits (1 lec, 4 Lab)**

Includes diagnosing and servicing of driver side, passenger side air bags, as well as curtain and seat restraints systems. Seat belt operations removal and installation is included as well as the understanding of how each reacts in a collision. Vehicle and personal safety are taught.

**AB 1204 Fiberglass Repair****4 credits (2 lec, 4 Lab)**

Panel repairs and procedures that contain fiberglass are taught along with SMC panels. Included are fiberglass sectioning procedures, fiberglass materials and the professional method of refinishing automobiles and other transportation vehicles that contain fiberglass. Shop safety is included.

**AB 1094 Waterborne Paint Systems****4 Credits (2 lec, 4 Lab)**

Includes surface preparation and procedures necessary used in application of waterborne paints. Blending applications, special equipment and materials involved in waterborne application is

covered as well as shop safety and environmental issues in the Collision Refinish Industry. Safety is also included.

**ACCT 1003 Accounting I****3 credits (3 lec.)**

Covers the fundamental accounting concepts and procedures for sole proprietorship. The accounting cycle includes journalizing and posting transactions, preparing trial balances, worksheets, and financial statements. Emphasis is given to cash, banking, payroll procedures, purchases, accounts receivable/accounts payable, and prepaid expenses. Simulated accounting activities offer decision making opportunities encountered in the business world.

**~ACCT 2003 Introduction Financial Accounting****3 credits (3 lec.)**

Covers the accounting cycles for merchandising and service-oriented business organizations. Primary emphasis is on generally accepted accounting principles applicable to measuring assets, liabilities, capital, revenues, expenses, and drawing. The owner's equity section is demonstrated by using either the sole proprietorship or corporation business entity. Students journalize and post transactions and prepare financial statements.

**~ACCT 2013 Introduction to Managerial Accounting****3 credits (3 lec.)**

*Prerequisite: ~ACCT 2003 Introduction Financial Accounting (with a grade of "C" or higher)*

Introduction to managerial accounting with emphasis on accounting and reporting for manufacturing entities. The course is devoted to special reports and managerial uses of accounting data, including job order cost accounting, process cost accounting, and budgeting, for the decision-making function.

**ACCT 2023 Fundamental Accounting Concepts****3 credits (3 lec.)**

Primary emphasis will be in developing an understanding of the fundamental accounting concepts, with secondary emphasis on procedural mechanics. In addition, the student should develop an awareness of the language and environment of American business, an appreciation of accounting methodology, and skill in problem solving. Open to students not majoring in the College of Business. Fall Semester.

**ACCT 2033 Payroll Accounting****3 credits (3 lec.)**

*Prerequisite: ~ACCT 2003 Financial Accounting.*

The federal rules and regulations governing employment, compensation, and payroll taxes are studied. Students will experience hands-on activities of calculating payroll, payroll taxes, and preparations of payroll tax reports and records. The student will be taken through the entire payroll process from timekeeping, computation of gross earnings, determining federal income tax and other payroll withholdings to recording or accounting for wages, tax liabilities, and payments or deposits. Spring Semester.

**ACCT 2043 Introduction to Cost Accounting****3 credits (3 lec.)**

*Prerequisite or Co-requisite: ~ACCT 2013 Introduction to Managerial Accounting.*

This is an introductory course designed to provide students with a general understanding of the role that cost accounting plays in a business and how cost accounting affects companies every day. The student will study different costing methods and systems, and overhead allocations. Fall Semester.

**ACCT 2053 Introduction to Taxes****3 credits (3 lec.)***Prerequisite: ~ACCT 2003 Financial Accounting.*

Students will study how tax laws, regulations, and judicial opinions are developed. Through taxation problems of individuals and corporations, the student will develop an understanding of how taxes affect business decision making. Fall Semester.

**ACCT 2063 Applied Accounting Concepts****3 credits (3 lec.)***Prerequisite: BSYS 2583 Spreadsheets for Managerial Decision Making**Co-requisite: ~ACCT 2013 Introduction to Managerial Accounting*

The coursework will include discussions of accounting concepts and the application of those concepts utilizing an electronic spreadsheet as a problem-solving and decision-making tool. Students will create their own accounting models to solve accounting problems associated with the concepts learned in Financial Accounting and Introduction to Managerial Accounting. Microsoft Excel 2013 is required for this course.

**ADMS 1103 Legal Terminology****3 Credits (3 lec.)**

Teaches an understanding of legal terminology involved with common legal documents. Emphasis is placed on developing an understanding of legal terminology through the study of law itself and on using legal terminology in many different ways rather than relying solely on rote memory. Students must use Office 2013 or higher for any written assignments. Fall Semester.

**ADMS 1203 Legal Transcription****3 credits (3 lec.)***Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ~ADMS 1513 Keyboarding I*

Teaches beginning legal transcription and legal terminology. This course is designed to provide students with a working knowledge of the transcription of various types of legal documents and formatting skills of documents from tape into reportable format. Spring Semester.

**ADMS 1213 Medical Transcription****3 credits (3 lec.)***Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ~ADMS 1513 Keyboarding I**Prerequisite or Co-requisite: MEDL 1003 Medical Terminology*

Teaches beginning medical transcription and medical terminology. This course is designed to provide students with a working knowledge of the transcription of various types of medical reports and formatting skills of documents from tape into reportable format.

**~ADMS 1513 Keyboarding I****3 credits (3 lec.)**

Provides training in the touch operation of the alphabetic and numeric keyboards. Basic skill development through drills for speed and accuracy control, centering, tabulation, and formatting of basic business documents is included. Provides basic skills necessary to operate computer terminals and information processors.

**ADMS 1523 Keyboarding II****3 credits (3 lec.)**

*Prerequisite: Student must be able to key 35 wpm with less than 5 errors or have taken ~ADMS 1513 Keyboarding I*

Provides production training in the refinement of the operation of alphabetic and numeric keyboards. Production work includes letters, memos, reports, business forms, resumé and tabulation. Skill development through drills for speed and accuracy control continues as an integral part of Keyboarding II.

**ADMS 2073 Professional Development****3 credits (3 lec.)**

This course focuses on human relations skills necessary to be well-rounded and thoroughly prepared for the job world. Topics covered include the inner self, personal appearance, positive attitude, motivation, conflict and stress, and communications. Microsoft Word 2013 required.

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

*Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ~ADMS 1513 Keyboarding I or CA1903 Computer Concepts or have working knowledge of Office Software Application.*

An introduction to Microsoft Word 2013. Topics include creating, saving, and printing documents. Projects include creating an announcement, creating a research paper, and creating a business letter and resumé. Microsoft Word 2013 required for online course.

**~ADMS 2563 Business Communications****3 credits (3 lec.)**

*Prerequisites: ~ENG 1003 Freshman English I, Ability to keyboard.*

Emphasizes administrative practices and procedures used in a business office. Topics include verbal/non-verbal skills, writing skills, reading skills, listening skills, psychological principles, the job campaign, and employment skills involved in effective business communications. Microsoft Word 2013 required.

**~ANTH 2233 Introduction to Cultural Anthropology****3 credits (3 lec.)**

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 or above (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

A study of the nature of man and human culture. Cultural anthropology will provide the tools necessary to begin to understand the different forms which behavior takes in different cultures, even though there are basic universals or similarities to human behavior. It also provides techniques for field work in the study of culture and basic anthropological kinship charting. Anthropological linguistics is viewed, as well as religions, the arts, and cultural change.

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

An introductory class in the principles and theories of design and color. Students will develop the ability to discover design in any object, to produce multiple designs in projects, to understand the full scope of the color wheel and the necessity of color in nature. Upon completion of the course, students will be equipped to recognize and produce positive and negative spaces, value determinations, balanced compositions, grid transformations, and textural pieces. Various materials, such as markers, acrylic paints, ink, feathers, cloth, wire, twigs, etc. are used to



develop the student's awareness of design elements. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

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

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

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

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

A continuation of Drawing I in which students become more skilled with visual elements and drawing principles. A broader range of materials and techniques will be used with emphasis on individual expressionism and choice of subject matter. Various media, such as pencil, colored pencil, charcoal, pastels, watercolor, and ink will be used. The choice of subject matter will range from live models, landscape, perspective sites, still life, wildlife, to abstract entities. When feasible, outdoor drawing sessions and a field trip to the Brooks Art Museum in Memphis, Tennessee, are scheduled activities outside the normal in-class participation. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

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

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

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

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

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

as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**AST 1003 Automotive Heating and Air Conditioning** **3 credits (1 lec., 4 lab)**

The theory, construction, operation and repair procedures of the automotive climate control systems. It includes the refrigeration cycle, automatic temperature control systems, heating, ventilation, and as well as R12 and R134 recovery and recycling. Special emphasis is placed on safety, general shop procedures, and use of shop and flat rate manuals. Spring Semester. Even Year

**AST 1006 Auto Transmissions and Transaxles** **6 credits (3 lec., 6 lab)**

The theory, construction, operation, trouble diagnosis, and repair procedures of the automatic transmission and transaxle, including the hydraulic system; also, special emphasis on the planetary gearset and power flow through the various units including the torque converter. General shop procedures, safety, and use of shop and flat rate manuals are covered. Fall Semester. Odd Year

**AST 1015 Automotive Manual Drive Trains** **5 credits (2 lec., 6 lab)**

Theory, construction, operation and repair procedures of the drive train for manual transmission automobiles. It begins with the flywheel and clutch, through the manual transmission, universal joints and drive shaft. Major emphasis is on the principles of gear and reduction and the repair of failures. Also, four-wheel drive systems, including transfer cases, are covered and general shop procedures, safety, and use of shop and flat rate manuals. Fall Semester. Odd Year

**AST 1023 Automotive Electrical Accessories** **3 credits (1 lec., 4 lab)**

The theory and operation of all automotive electrical components that are operated by 12 volts. This includes gauges, warning devices, wiper/washers, power accessories, and all lights. The course will teach testing and repair of these electrical accessories. General shop procedures, safety, and use of shop and flat rate manuals are covered. Fall Semester. Even Year

**AST 1026 Automotive Suspension and Steering** **6 credits (3 lec., 6 lab)**

Theory, construction, and operation of the automotive suspension including power steering, springs, shocks and turning items. It continues with instruction in wheel alignment with the latest camera equipment. Wheel and tire balancing, including computer balancing, is covered as are general shop procedures, safety, and use of shop and flat rate manuals. Spring Semester. Odd Year

**AST 1033 Automotive Fuel Systems** **3 credits (1 lec., 4 lab)**

Covers the fuel system of the automotive engine performance or tune-up, including fuel injection. The theory of operation through testing and repair procedures will be covered. General shop procedures, safety and use of shop and flat rate manuals are covered. Spring Semester. Even Year

**AST 1043 Automotive Drive Axles** **3 credits (1 lec., 4 lab)**

The theory, construction, operation and repair procedures of the differential for all automobiles including rear, front, or all-wheel drive vehicles. It begins with how the differential works and

ends with the proper setup of a gear set. It includes general shop procedures, safety, and use of shop and flat rate manuals. Fall Semester. Odd Year

**AST 1045 Automotive Electrical Systems****5 credits (2 lec., 6 lab)**

Covers basic electrical theory, circuits, Ohm's Law test equipment, circuit testing, and other electrical items. This course is rounded out with an in-depth study of the theory and operation of electronics and electronic components including the microprocessor; also, general shop procedures, safety, and use of shop and flat rate manuals. Fall Semester. Even Year

**AST 1056 Automotive Engines****6 credits (3 lec., 6 lab)**

Includes the history, construction, and theory of operation of the automotive engine. Complete rebuilding of the engine including a valve job with removal, disassembly, and installation are covered. Failure analysis is discussed along with specific repair procedures as compared to manufacturer's specifications. The cooling and lubrication systems of the automotive engine are covered, as well as preventive maintenance, general shop procedures, safety, and use of shop and flat rate manuals. Fall Semester. Even Year

**AST 1065 Automotive Brakes****5 credits (2 lec., 6 lab)**

Covers the theory, construction, operation and repair procedures of the automotive disc or drum brake system. Power brakes, including vacuum and hydraulic systems with electronic anti-lock systems, drum and disc machining both on-vehicle and stationary brake lathes, general shop procedures, safety, and use of shop and flat rate manuals are covered. Spring Semester. Even Year

**AST 1075 Automotive Ignition Systems****5 credits (2 lec., 6 lab)**

This part of automotive engine performance or tune-up includes the ignition system of the automobile from the theory of operation through the testing and repair procedures. General shop procedures, with emphasis on test equipment such as generic and manufactures scan tools, along with safety and use of shop and flat rate manuals are covered. Spring Semester. Odd Year

**AST 1086 Automotive Emission Control Systems****6 credits (3 lec., 6 lab)**

Covers the environmental and evaporative emission control systems of the modern computer controlled automotive engine. The theory of operation, testing and repairing will be covered. General shop procedures, safety, and use of shop and flat rate manuals are covered. Spring Semester. Odd Year

**~BIOL 1004 Biological Science & Lab****4 credits (3 lec., 1 lab)**

An introduction of the major areas of study within the broader category of the biological sciences. The course will survey the hierarchical structures present in biological systems, introduce the currently identified concepts that govern studies within the various sub-disciplines, and examine the position of man within the biological world.

**BIOL 1013 Biology of the Cell****3 credits (3 lec.)**

Credit for this course as a laboratory science to meet core and degree requirements is contingent upon completion of BIOL 1021 Lab for Biology of the Cell.

An introduction to structures and processes in cells, including cellular phylogenetics, biologically important molecules, organelle structure and function, and cellular energy pathways.

**BIOL 1021 Laboratory for Biology of the Cell/ 1 credit (2 lab)**

*Prerequisite or Co-requisite: Enrollment in this course is contingent upon earlier, or simultaneous, completion of BIOL 1013 Biology of the Cell.*

An introductory experience in working in a laboratory environment with emphasis placed on cellular, biochemical, and molecular processes. This course will supplement the material covered in BIOL 1013 Biology of the Cell.

**~BIOL 2104 Microbiology & Lab****4 credits (3 lec., 1 lab)**

*Prerequisite: Enrollment in this course is contingent upon earlier completion of ~ZOO 2004 Human Anatomy and Physiology I & Lab or MEDL 1033 Foundations of Human Anatomy and Physiology or ~BIOL 1004 Biological Science & Lab.*

The study of bacteria, viruses, molds, yeasts, and protozoans as they are related to human health are addressed.

**BSYS 1023 Business Office Machines****3 credits (3 lec.)**

*Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ~ADMS 1513 Keyboarding I and completed or enrolled in Introduction to Computer Concepts.*

The main focus in this course includes instruction of transcription equipment/procedures as students prepare various types of office correspondence, as well as, operation of the 10-key calculator through practical business math calculations. Students are also introduced to the operation of a multiline phone system and a copy machine. Electronic file management is presented through the use of a removable storage device and setup of folders and subfolders. Fall Semester only.

**BSYS 2003 Business and Professional Presentation Techniques****3 credits (3 lec.)**

*Prerequisite: ~CA 1903 Introduction to Computer Concepts or working knowledge of required office software application.*

Introduces the student to various means of presenting information through the use of presentation software including Microsoft PowerPoint. The student will also learn the fundamentals of oral presentations and basic design concepts. PowerPoint 2013 is required for online course.

**BSYS 2013 Web Page Design****3 credits (3 lec.)**

Students learn how to create a web page using Dream Weaver, format the page, and create forms with highly visual step-by-step instructions. Students will also learn how to enhance web pages and create their own designs.

**BSYS 2533 Internet, Intranet and Email Applications****3 credits (3 lec.)**

Students develop technology skills and research strategies for management marketing, and business systems using the Internet, Intranet and Email. Microsoft Word 2013 required for online course. Internet and access to email are required. Fall Semester.

**BSYS 2583 Spreadsheets for Managerial Decisions****3 credits (3 lec.)**

*Prerequisite: ~CA 1903 Introduction to Computer Concepts or working knowledge of required office software application.*

Theory and concepts of spreadsheets are introduced. Students receive instruction and practice in creating, formatting and editing spreadsheets using personal computers. Simulated business problems involve using “IF” statements, =NOW and =PMT functions. Advanced graphic features are added to charts. Students also learn to manipulate data used in the what- if decision-making process. Students create templates and consolidate data from multiple sheets. Microsoft Excel 2013 required for online course.

**~BUAD 1013 Introduction to Business** **3 credits (3 lec.)**

Survey course to acquaint beginning students with the major institutions and practices in the business world, to provide elementary concepts of business, and to serve as an orientation course for selection of a specific business major. Microsoft Word 2013 is required for on-line course.

**~BUAD 1023 Introduction to Marketing** **3 credits (3 lec.)**

Students will be introduced to all aspects of marketing, including promotion, advertising, product awareness, distribution and pricing. Students will also learn about consumer behavior and be assigned projects involving personal selling, advertising, promotion, and other general marketing aspects. Microsoft Word 2013 is required for online courses.

**BUAD 1033 Business Ethics** **3 credits (3 lec.)**

This course will be an online course with many case studies and situation analysis completed by the students. Students will be faced with real business dilemmas and will be responsible for deciding on the ethical decision to make. Students will discover the very gray areas of business ethics that employees and employers face in today’s work place. Microsoft Word 2013 required for online course.

**BUAD 1043 Personal Financial Planning** **3 credits (3 lec.)**

The coursework will include real-life financial planning dilemmas that individuals and families face. All the major personal financial planning problems will be addressed: understanding the financial planning process, managing taxes, managing credit, using consumer loans, managing insurance needs; managing investments, and planning for retirement.

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

*Prerequisite: Student must be able to key 25 words per minute with less than 5 errors. All Computer Concepts students will be tested on the first day of class to determine words per minute. If the student cannot key 25 wpm with less than 5 errors, it is recommended that the student enroll in ~ADMS 1513 Keyboarding I.*

Gives the student hands-on experience with popular word processing, database, presentation and spreadsheet software. Online students must use Microsoft Office 2013 for this course.

**CHEM 1003 Introduction to Chemistry** **3 credits (3 lec.)**

*Prerequisite: MATH 0033 Intermediate Algebra or higher, or ACT Math score of 19 or higher or Compass Algebra score of 41 or higher.*

Fundamentals of chemical terms and applications to laboratory studies. Students will achieve an understanding of the foundations of chemistry, chemical formulas, chemical reactions, balancing equations, stiochiometry, and gas laws. Extensive drills on calculations and use of hand-held

calculator in problem solving will be included. Recommended for those with no prior study of chemistry.

**~CHEM 1004 General Chemistry I and Lab****4 credits**

*Prerequisite: MATH 0033 Intermediate Algebra, ACT mathematics score of 17, or an COMPASS score of 37 on Algebra test, and Introduction to Chemistry, or high school Chemistry, or a score of 75 on the Introduction to Chemistry Final Examination.*

Study of chemical reactions and equations, periodic relationships, the gaseous state, and the fundamentals of atomic theory, quantum theory, electronic structure, chemical bonding, stoichiometry and thermochemistry. Students will learn skills in balancing equations using gas rules and solubility. Lab will include introduction to basic principles, theories, and practices of general chemistry laboratory. Upon successful completion of this course the student will have gained the following competencies: use safety practices in the laboratory; draw graphs using correct techniques; determine the relationship between mass and volume of an object; acquire knowledge about relationships in the gas laws; perform titrations; write chemical equations; develop laboratory techniques using volumetric glassware; analyze a given situation; determine methods to perform test to identify unknown substances.

**CHEM 1011 Laboratory for General Chemistry I****1 credit (3 lab)**

*Prerequisite or Co-requisite: Enrollment in this course is contingent upon earlier, or simultaneous, completion of CHEM 1013 General Chemistry I.*

Introduction to basic principles, theories, and practices of general chemistry laboratory. Upon successful completion of this course the student will have gained the following competencies: use safety practices in the laboratory; draw graphs using correct techniques; determine the relationship between mass and volume of an object; acquire knowledge about relationships in the gas laws; perform titrations; write chemical equations; develop laboratory techniques using volumetric glassware; analyze a given situation; determine methods to perform test to identify unknown substances.

**CHEM 1013 General Chemistry I****3 credits (3 lec.)**

*Prerequisite: MATH 0033 Intermediate Algebra, ACT mathematics score of 19, or an COMPASS score of 41 on Algebra test, and Introduction to Chemistry, or high school Chemistry, or a score of 75 on the Introduction to Chemistry Final Examination.*

Study of chemical reactions and equations, periodic relationships, the gaseous state, and the fundamentals of atomic theory, quantum theory, electronic structure, chemical bonding, stoichiometry and thermochemistry. Students will learn skills in balancing equations using gas rules and solubility.

**CHEM 1021 Laboratory for General Chemistry II****1 credit (3 lab)**

*Prerequisite: CHEM 1011 Lab for General Chemistry I. Prerequisite or Co-requisite: CHEM 1023 General Chemistry II.*

Continuation of principles, theories, and practices utilized in the general chemistry laboratory. Upon successful completion of this course, the student will have gained the following competencies: use safety practices in the laboratory; practice titration; evaluate dissociation constants; estimate solubility product constants; perform titrations; synthesize compounds;

compare buffered and unbuffered solutions; develop knowledge of chemical equilibria; determine molar mass from freezing point; determine stoichiometry of reactions; estimate elemental content in a compound; analyze a given situation; determine methods to perform tests to identify unknown substances.

**CHEM 1023 General Chemistry II****3 credits (3 lec.)**

*Prerequisite: CHEM 1011 Lab for General Chemistry I, CHEM 1013 General Chemistry I.*

Study of liquids, solids, solutions, and the fundamentals of chemical kinetics, chemical equilibria, acids and bases, thermodynamics, and electrochemistry.

**CHEM 1031 Laboratory for Introduction to Organic & Biochemistry****1 credit (3 lab)**

*Prerequisite: CHEM 1011 Lab for Chemistry I, CHEM 1013 General Chemistry I. Prerequisite or Co-requisite: CHEM 1033 Introduction to Organic and Biochemistry, or instructor approval.*

Enhance lecture material through cooperative hands-on experiences in the laboratory. Upon successful completion of this course, the student will have gained the following competencies: use safety practices in the laboratory; conduct a variety of organic and biochemical experiments; analysis of procedures relevant to body functions.

**CHEM 1033 Introduction to Organic and Biochemistry****3 credits (3 lec.)**

*Prerequisite: CHEM 1011 Lab for General Chemistry I, CHEM 1013 General Chemistry I, or instructor approval.*

Emphasis on applications to body functions. The student will gain an understanding and study applications to living organisms in the areas of radioactivity, hydrocarbons, organic compounds containing oxygen and nitrogen, carbohydrates, proteins, lipids and pathways of metabolism, and enzymes, vitamins, and hormones.

**CIS 1003 Digital Photography****3 credits (3 lec.)**

This course introduces students to the fundamentals of digital photography. Students must master the technical aspects of taking, transferring to storage media, and manipulation of digital photographs. Students will develop or enhance their skills of composing good photos. Students must have access to a digital camera that allows for manual adjustment of the aperture value and shutter speed. Experience using personal computers is recommended for this class.

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

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

**CIS 1023 Network Media Infrastructure****3 credits (3 lec.)**

A study of network cabling systems. Topics include the study of structured cabling systems, physical layer connectivity, LAN media fundamentals, broadband transmission media, wireless transmission systems, Cat5 media and fiber optic termination. Fall Semester.

**CIS 1024 Network Server Technology****4 credits (4 lec.)***Prerequisite: CIS 1044 Troubleshooting & Repair I or instructor approval.*

A study of the hardware and software required to provide network services on a local area network (LAN). Topics will include server components and configuration, RAID technology, SCSI technology, data backup and restoration, network operating systems, disaster recovery, and network security technologies and practices.

**CIS 1034 Computer Programming****4 credits (4 lec.)***Prerequisite: Each student must meet the criteria under either (a) or (b) as follows: (a) score 19 or above on the mathematics section of the ACT or score 41 or above on the COMPASS Algebra Test; or (b) the student must have earned a grade of "C" or higher in MATH 0033 Intermediate Algebra.*

This course introduces basic computer programming concepts and applications. No prior experience in programming is assumed. Working within a programming environment, the course covers language syntax, data types operators, expressions, statements, loops, input/output, functional programming, and object-oriented programming.

**CIS 1044 PC Troubleshooting and Repair I****4 credits (3 lec., 1 lab)**

An active exploration into the operation, construction, and Troubleshooting of personal computers. Emphasis will be placed on learning hardware functions, diagnostic and Troubleshooting techniques, and safety. This course will help prepare the student for the COMPTIA A+ certification test 220-801. (Fall Only)

**CIS 1053 Introduction to Visual Communication**

This course will explore the principles, theories, and language of visual communication to help students analyze, interpret, and apply visual content to communicate more effectively.

**CIS 1054 Computer Forensics I****4 credits (3 lec. 1 lab)**

This is an introductory course designed to expose students to the ever-changing and rapidly evolving world of cyber-crime prevention. During this class students will develop skills that will help them begin their journey to becoming a computer forensics professional. They will learn the basics of computer forensics and how to conduct forensically sound computer examinations. The course will teach students how data is stored, located, and how to recover all types of data. They will also learn how to explain, interpret, and draw the appropriate conclusions based on what data has been found and what the data could mean to the forensics case.

**CIS 1063 Advanced Web Design****3 credits (3 lec.)**

This course expands on the knowledge obtained in Web Page Design. This course will cover implementing client-side scripting languages to create interactive web pages and web application interfaces. Topics covered include advanced uses of HTML and CSS, using JavaScript and popular libraries to create interactive elements, CSS preprocessors, frameworks, content management systems, and evaluation of designs for the Web.

**CIS 1073 Computerized Accounting****3 credits (3 lec.)**

Provides an integrated approach to solving accounting applications and learning automated accounting functions. Applications include the major computerized accounting systems: general



ledger, accounts receivable/accounts payable, payroll, depreciation, and inventory. Simulated accounting activities on the computer offer decision-making opportunities encountered in the business world.

**CIS 2004 Network Operating System Technology****4 credits (3 lec., 1 lab)**

Students will be introduced to Network Operating System Technology networking environment. In this course, students will learn to implement Network Operating System and conduct administration of resources; implement, manage, and trouble-shoot hardware devices and drivers; monitor and optimize system performance and reliability, configure and troubleshoot the desktop environment; implement, manage, and troubleshoot network protocols and services; and implement, monitor and troubleshoot security. Fall Semester.

**CIS 2014 LAN Administration****4 credits (3 lec., 1 lab )**

*Prerequisite: CIS 2004 Network Operating System Technology or approval of instructor.*

Students will perform a server installation; install, configure, and troubleshoot access to resources; configure and troubleshoot hardware devices and drivers; manage, monitor and optimize system performance, reliability, and availability; manage, configure, and troubleshoot storage use; configure and troubleshoot DNS for active directory; install, configure, manage, monitor, optimize, and troubleshoot change and configuration management; manage, monitor, and optimize the components of active directory and security.

**CIS 2043 Database Management Systems****3 credits (3 lec.)**

*Prerequisite: ~CA 1903 Introduction to Computer Concepts or working knowledge of required office software application.*

Designed to give students practical experience and proficiency in database management using Access through lecture and business simulated lab exercises. Students design and modify database structure, create and run queries, and create forms and reports. Students also design switchboards, join tables, and create forms with combo boxes. Microsoft Access 2013 required for online course. Spring Semester.

**CIS 2044 P C Troubleshooting and Repair II****4 credits (3 lec., 1 lab)**

An active exploration into the operation, construction, and Troubleshooting of personal computers. Emphasis will be placed on learning operating system and software installation, software functions, and diagnostics. This course will help prepare the student for the COMPTIA A+ certification test 220-802. (Spring Only)

**CIS 2053 Microsoft Windows****3 credits (3 lec.)**

*Prerequisite: Ability to keyboard.*

Designed to teach students to use the Microsoft Windows, a system software program. Topics include control panel, my computer, Windows Explorer, accessory and advanced accessory applications, multimedia, data sharing, and mobile computing. Fall Semester.

**CIS 2073 Desktop Publishing****3 credits (3 lec.)**

*Prerequisite: Ability to keyboard.*

Covers the fundamental concepts of using desktop publishing software. Emphasis is placed on creating documents which include graphics, various type styles and formats. Students create flyers, letterhead, business cards, advertisements, magazine covers, and prepare a business marketing campaign using Adobe Indesign.

**CIS 2103 Internship for Networking****3 credits (3 lab)**

*Prerequisite: Approval of application by Networking faculty.*

This course will provide students with an opportunity to gain practical experience in applying their occupational skills and/or develop specific skills in a practical work setting. The instructor will work with the student to select an appropriate work site, establishing learning objectives and to coordinate learning activities with the employer or work site supervisor. Students will be required to spend a minimum of 120 hours with the internship sponsor. The student will be evaluated by the sponsor and faculty member based upon attendance, attitude, work habits, work ethics and leadership development. Students must have completed 30 hours of computer networking courses toward the AAS Business Technology Networking Option and make application for this internship and be approved prior to enrolling.

**CIS 2204 Networking Concepts****4 credits (3 lec., 1 lab)**

Study of the concepts of Local Area Network (LAN) technology from a vendor-neutral perspective. Topics will include hardware, software, protocols, media, configuration, and implementation. This course will prepare students to sit the CompTIA Network + professional certification. Fall Semester.

**CIS 2303 Networking Applications****3 credits (3 lec. , 1 lab)**

An active exploration into alternative operating systems that are in use in today's IT environment. Students will be introduced to systems such as Linux, VMWare workstations, VMWare server, Microsoft Virtual PC...

**CIS 2424 Advanced LAN Administration****4 credits (3 lec., 1 lab)**

*Prerequisite: CIS 2014 LAN Administration. Instructor approval required for prerequisite*

A study of the methods of managing a LAN. Topics will include network administration, managing networking hardware and software, managing group policies, administering file and print resources, administering web and remote access services.

**COLL 1001 Student Success****1 credit (1 lec.)**

This course is designed to assist students in developing strategies that will aid them in meeting the demands of college life. The course's focus is on the development of practical knowledge and skills that will assist students in identifying and reaching academic goals. Among the topics included in the course are time management, test taking, communication skills, memory skills, study techniques, critical thinking skills, community and campus resources, and managing relationships.

**COLL 1002 Student Success for Health Professionals****2 credits (2 lec.)**

This course prepares the student entering a healthcare field for the challenges they will encounter during the development of the rigorous routine of their desired profession. Any student, whether Certified Nursing Assistant, Dietetics, EMT/Paramedic, Nursing, Phlebotomy, or Respiratory

Care will benefit as the course outlines the necessary skills to be successful. Concentration will be on the development of effective communication, study and test-taking skills, critical thinking, problem-solving, and decision-making.

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

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

**CRIM 1001 Criminal Justice Workshop I** **1 credit (1 lec.)**

Designed to address specific topics to meet the needs of criminal justice personnel.

**CRIM 1002 Criminal Justice Workshop II** **2 credit (2 lec.)**

Designed to address specific topics to meet the needs of criminal justice personnel.

**CRIM 1003 Criminal Justice Workshop III** **3 credits (3 lec.)**

Designed to address specific topics to meet the needs of criminal justice personnel.

**CRIM 1013 Police Cyclist** **3 credits (3 lec.)**

Course is designed to meet instructional objectives recommended by the International Police Mountain Bike Association for law enforcement officer cyclist. Course will provide students with working knowledge of principles of effective cycling; identify and explain food sources; different types of exercises; necessary equipment for bicycle patrol; recognize road hazards; participate in practical riding maneuvers and exercises; conduct pre-ride safety checks; perform basic bicycle maintenance and repairs; appropriate techniques to contact suspect to effect arrest or field interrogation situations; learn riding techniques of curb ascending and descending, climbing hills, ascending and descending stairs, track standing and slow maneuvering. The student will further be trained in applicable traffic and vehicle stops from a bicycle, effective vehicle pursuits, person stops, suspect take downs and practical firing range related exercises.

**~CRIM 1023 Introduction to Criminal Justice** **3 credits (3 lec.)**

Introductory survey course in criminology, dealing with the main components of the criminal justice system including the police, courts, and corrections, as well as issues and procedures pertinent to the operation of these components.

**CRIM 1033 Introduction to Crime Scene Techniques** **3 credits (3 lec.)**

Introduces the student, or practitioner, to an understanding of the varieties and possibilities of the forensic sciences as they are applied to the criminal and civil investigation processes.

Discussions and exercises cover crime scene photography, latent prints, impression and trace evidence, crime scene sketching, note taking, report writing, bloodstain evidence, and forensic entomology.

**CRIM 1043 Law Enforcement Ethics** **3 credits (3 lec.)**

Students, or practitioners, are introduced to the fundamentals of ethical theory, doctrines, and controversies, and rules of moral judgment. Classes are exposed to the ways and means of

making moral judgment, but not in specific situations. Difficult moral choices would include whether to arrest, to use deadly force, to prosecute, to participate in plea bargaining, to impose punishment, and from an organizational standpoint, whether to adhere to policy, to cooperate with supervisors, or to treat the public equitably.

**CRIM 1053 Principles of Police Patrol****3 credits (3 lec.)**

Provides an overview of the problems most frequently encountered by patrol officers, some general principles for the solution of these problems, and some proven and specific practices and techniques involving perplexing hazardous patrol incidents. Fundamental guidelines included to alert the practitioner and pre-police student to common mistakes which plague law enforcement officers. Major emphasis is placed upon the more complex patrol activities, the techniques that

**CRIM 1063 Terrorism and Homeland Security****3 credits (3 lec.)**

Provides a historical account of the roots of terrorism from Sun Tzu to modern Jihadists. Classes explore the differences in domestic and international terrorism. Students research various issues in Homeland Security including how terrorism affects Northeast Arkansas.

**CRIM 2001 Intoximeter Operator****1 credit (1 lec.)**

This course is designed to provide Arkansas law enforcement personnel (employed at least 20 hours per week) with the training necessary to operate the Intoximeter breath testing instrument for legal breath alcohol tests. The student will become familiar with the external components and operational principles of the instrument. The student will be able to understand status messages produced on the instrument for invalid tests, make adjustments where appropriate, and/or interact with a Senior Operator to resolve instrument problems. Proper documentation will be covered including state database information requirements, evidence tickets, logbooks, and certification procedures. The student will be trained in Arkansas law as it relates to alcohol testing and traffic. The student will participate in a mock courtroom scenario to assist them in preparing to testify in court about the test procedure.

**CRIM 2003 Drug Recognition Expert Instructor Development****3 credits (3 lec.)**

This course is designed to prepare law enforcement professionals to effectively administer and instruct in the National Highway Traffic Safety Administration (NHTSA)/International Association of Chiefs of Police (IACP) Drug Recognition Expert (DRE) training program. This curriculum addresses the application of basic adult learning theory and the skills related to technical teaching. Participants learn effective teaching techniques from experienced instructor demonstration and their own in-class participation. They will learn how to deliver this specific training program and the basics on how to make effective presentations. Students must achieve a grade of at least 80% on the written test.

**CRIM 2006 Law Enforcement Drug Recognition Expert****6 credits (4 lec., 2 lab)**

Course is designed to meet certification requirements as a Drug Recognition Expert (DRE) involving a three-phase program of instruction for law enforcement officers certified by the National Highway Traffic Safety Administration (NHTSA) in the performance of Standardized Field Sobriety Testing (SFST). Once selected by their departments, candidate DRE's complete the following courses of instruction:

**Preliminary Classroom Training:** This is a two-day training event where candidates learn basic terminology and become familiar with the seven broad categories of drugs. Also learn about the clinical and psychophysical examinations that constitute the procedure, and they have opportunities to begin practicing the administration of those examinations.

**Classroom Training:** This is a seven-day class. Classes are led by approved DRE instructors provided by the National Highway Traffic Safety Administration, which also provides all student hand-out materials. The classroom training consists of 30 modules of instruction, including an overview of the development and validation of the DRE process; relevant legal issues, in-depth sessions on each drug category; case preparation and testimony. Students are required to pass a written examination in order to begin the next phase of training. The classroom phase consists of 72 clock hours.

**Certification Training:** This phase culminates in a student's certification as a DRE. Certification training begins immediately upon completion of the classroom training. NHTSA certified instructors will supervise field evaluations by the students at approved sites. These field evaluations are held every weekend until all students finish their training. During this phase students conduct complete drug recognition evaluations of persons actually arrested on suspicion of drug impairment. Certification requires that candidate DRE's participate in the administration of a minimum of twelve complete examinations under the supervision of an approved DRE instructor. In addition, the student must have examined persons under the influence of at least three of the seven drug categories before he or she completes certification training. This phase consists of 64 clock hours. Upon successful completion of all three phases of training and the successful completion of a comprehensive knowledge exam, the student will receive certification as a Drug Recognition Expert.

#### **CRIM 2009 121 Hour Law Enforcement Refresher Course**

**9 credits (9 lec.)**

*Prerequisite: Must be sponsored by a criminal justice agency.*

This course is designed to fulfill the requirements of the Commission on Law Enforcement Standards and Training (CLEST) for law enforcement officers who have transferred to the State of Arkansas and have not met the academy requirements for total number of hours of training, and for other circumstances as required by CLEST. Topics of instruction are to include Constitutional Law, Juvenile Code and Procedures, Arrest and Search Procedures, Principles of the Investigation Process, Patrol and Drug Interdiction, Basic Spanish, Domestic Violence, Counterterrorism and Weapons of Mass Destruction, and Internet Sexual Predator/Assault Investigation.

#### **CRIM 2011 Senior Intoximeter Operator**

**1 credit (1 lec.)**

This course is designed to provide Arkansas law enforcement personnel (employed at least 20 hours per week) with the training necessary to operate the Intoximeter breath testing instrument for legal breath alcohol tests. The student will learn how to run monthly proficiency samples using simulators to maintain instrument certification, and change simulator calibration check solutions. The student will be able to understand status messages produced on the instrument for invalid tests, make adjustments where appropriate, and/or interact with the Department of Health, Office of Alcohol Testing, to arrange for instrument repairs. Proper documentation will be covered including state database information requirements, evidence tickets, and logbooks. The student will also become familiar with the Arkansas Regulations for Alcohol Testing

published by the Arkansas Department of Health as required by Arkansas Code 5-65-201, including certification procedures, training requirements, sample collection and handling, methods of analysis, and records and reporting. This training will include detailed instruction on state requirements for submission of blood alcohol samples. The student will be trained in Arkansas law as it relates to alcohol testing and traffic, as well as the effects of alcohol on the human body. The student will participate in a mock courtroom scenario to assist them in preparing to testify in court about the test procedure.

**CRIM 2013 Survey of Corrections****3 credits (3 lec.)**

Introduces the student to the history and development of programs and theories at the federal, state, and local levels. Includes the study of contemporary programs and individuals before, during, and after incarceration.

**CRIM 2021 Background Investigations of Police Applicants****1 credit (1 lec.)**

Course is designed to prepare the law enforcement official to produce a verifiable, chronological history of an applicant's life. Mechanisms are then introduced that use this information with other pre-employment screening devices in determining suitability for employment. Students will learn to document facts and events in a similar manner for each applicant to ensure consistency and ease of retrieval.

**CRIM 2031 Conflict Resolution for Supervisors****1 credit (1 lec.)**

Course is designed to instruct the student in ways to diffuse the conflicts that law enforcement supervisors find themselves in as they perform administrative functions. By employing proper communication skills, the supervisor can knock down the barriers caused by their personnel being in turmoil and conflict.

**CRIM 2041 Interviews and Interrogations****1 credit (1 lec.)**

Course is designed for the management of the interview and interrogation process. It will examine the basic principles behind the psychology of interviewing, behavioral information, identifying rejection, nonverbal indicators, gestures and movements indicative of deception, and statement analysis. The factors that undermine a successful interview and interrogation will be critically explored. Theme development, reasons why people do not confess, and the Reid Nine Steps of Interrogation will be addressed.

**CRIM 2043 Community Relations in the Administration of Justice****3 credits (3 lec.)**

Provides an understanding of the complex factors in human relations. The philosophy of law enforcement is examined with the emphasis on the social forces which create social change and disturbance. In addition, community policing concepts will be introduced and discussed.

**CRIM 2051 Drug Investigations****1 credit (1 lec.)**

Course will provide specific solutions for managing the operational aspects of methamphetamine and other relevant drug investigations.

**CRIM 2053 Independent Studies****3 credits (3 lec.)**

*Prerequisite: Approval of Department Chair.*

Provides practical experience in various areas of the criminal justice system. Each individual student will be supervised by an instructor of criminal justice. Only one independent study will be allowed and must be approved by the department chair.

**CRIM 2063 Police Administration and Management****3 credits (3 lec.)**

*Prerequisite: ~CRIM 1023 Introduction to Criminal Justice.*

Principles of administration and management in their application to law enforcement; a study of the police organizational structure. Responsibilities and interrelationships of administrative, line, and staff services.

**CRIM 2073 At Scene Traffic Crash Investigation****3 credits (3 lec.)**

This course will acquaint the student with an awareness and the necessary skills required to conduct a traffic crash investigation. The course will provide the students with a working knowledge of what evidence and information are needed upon arriving at the scene of a traffic crash and how to safely obtain that needed information without further endangering the safety of themselves, the victims or the community for which they work. Students will be taught how to measure, photograph, document physical evidence and other data from the crash scene; proper interview techniques; understand basic mathematical equations used in crash investigations; make reliable speed estimates through skid marks and critical speed scuff marks; understand basic skills involved in sketching and drawing; understand principles of use of a traffic template; draw accurate diagrams depicting the crash scene; using the traffic template as a nomograph; develop and understand basic human emotions and factors that may occur prior to, during and after a crash; and cite court cases that affect police officers and other government actions concerning traffic crashes and citizen safety. The student will further be trained in how to transfer the evidence and information from the traffic crash scene to reports and diagrams, as well as be instructed how to present this information in both civil and criminal courts.

**CRIM 2083 Advanced Traffic Crash Investigation****3 credits (3 lec.)**

Course is designed to provide the student the training necessary to complete a technical crash investigation. At this advanced level of training, the student will be able to recognize, interpret, and prepare physical evidence for further use in the reconstruction of the crash. At the conclusion of the course, the student will be able to examine vehicle lamps to determine if the lamps were illuminated at the time of collision; explain formulas used for speed estimates from skid marks, kinetic energy, airborne situations, scuff marks, conservation of linear momentum; explain physical evidence, vehicle dynamics, Newton's Laws of Motion, basic physics and mathematical concepts in their relationship to the crash investigation; gain knowledge to the concept of time, distance and motion; examine vehicle tires to determine if they contributed to the crash; explain the concept of hydroplaning as it applies to vehicle movement; use the latest photography, video recording and computer imaging concepts in their presentations and evidence in court; understand the proper use of geometry and trigonometry in crash investigations; understand uses of airborne equations in crash investigations; understand vehicle damage analysis and its use in determining collision movements and forces involved; use conservation of linear momentum and vectors and how they apply to traffic investigations.

**CRIM 2093 Traffic Crash Reconstruction****3 credits (3 lec.)**

This course will provide the student skills necessary to complete a crash investigation to such a level of proficiency that reconstruction and analysis of the collision will be possible. This course will assist and prepare the student to testify in court at the expert level. Upon completion of this course, the student will be able to explain and demonstrate minimum speed equations, kinetic energy equations, airborne speed equations, radius equations, critical speed equation, and conservation of momentum equations, explain Newton's Laws of Motion, what kinetic energy is, what potential energy is and how these energies relate to minimum speed. The student will be able to complete a time, distance and motion analysis and relate to a particular crash investigation and reconstruction; evaluate and interpret information from the initial investigation, follow-up reports and diagrams; understand the necessity of geometry, algebra and trigonometry and their application in crash investigation; understand basic applications to be used in reconstructing motorcycle and commercial motor vehicle crash investigations; taught special situation and use of equations involving lane change and critical turn away; application of the theory and use of vector analysis; and students will be involved with field exercises and application to show that they have participated in and can conduct their own imperial study in the areas of pedestrian walking studies and motor vehicle acceleration and deceleration testing.

**CRIM 2103 Police Internal Affairs****3 credits (3 lec.)**

This course is designed for the newly assigned Internal Affairs Officer, the experienced Internal Affairs Officer who wants to update his/her skills, or the administrator/manager who wants to understand how Internal Affairs should work. It is further designed to take into account the needs of the small and medium size police agencies as well as the larger ones. At the conclusion of the course, the student will be able to define discipline and its relationship to organizational effectiveness; identify types of misconduct most likely to occur in police departments; understand the process involved in receiving and assigning the complaint for investigation; understand the steps involved in preparing a plan for the investigation of a personnel complaint; understand the steps involved in investigating a personnel complaint; identify activities required for properly preparing a plan for an interview; understand the steps involved in conducting an interview; and understand how constitutional law relates to the Internal Affairs process. Students will also be required to complete practical exercises.

**CRIM 2113 DWI Standardized Field Sobriety Test Instructor****3 credits (3 lec.)**

Course is designed to prepare students to be trainers of law enforcement officers in the use of DWI Standardized Field Sobriety Testing (SFST) to meet training certification requirements recognized by the National Highway Traffic and Safety Agency (NHTSA). Course covers teaching methods, identification of domains of learning in the context of DWI enforcement; documents that make up the standard curriculum packages for the SFST School; content and format of the lesson plans for the SFST School, four-step process of teaching and learning; characteristics of a good SFST instructor; instructor preparation tasks for any session of the SFST School; appropriate questioning techniques to enhance students' involvement in presentations; and the use of visual aids to improve effectiveness of presentations.

**CRIM 2123 Inspection and Investigation of Commercial Vehicle Crashes****3 credits (3 lec.)**

Course will give the student awareness and the necessary skills to conduct an investigation of a commercial vehicle crash at the scene, with emphasis on evidence gathering techniques and the importance of physical evidence in crash reconstruction litigation.



**CRIM 2133 Juvenile Delinquency and Law****3 credits (3 lec.)**

Course is designed to be an objective presentation of the many diverse views and perspectives that characterize the study of juvenile delinquency reflecting its interdisciplinary nature. The course maintains a balance of theory, law, policy, and practice.

**CRIM 2143 Criminal Law****3 credits (3 lec.)**

Course is designed to provide students in criminology, criminal justice, pre-law, political science, and paralegal studies a concise yet comprehensive introduction to substantive criminal law. This course is appropriate for the criminal justice professional who needs to better understand the legal environment in which they must function.

**CRIM 2153 Traffic Law****3 credits (3 lec.)**

Course is designed to provide students an understanding of the basic purposes of traffic enforcement, functional areas of police traffic services, selective enforcement concepts, problems associated with traffic enforcement, implied consent, DWI enforcement, issues regarding pursuit policies, responsibilities of officers responding to the scene of an accident, ancillary services, and practical enforcement application of current traffic laws.

**CRIM 2163 Emergency Vehicle Operation****3 credits (3 lec.)**

Course is designed to enable students to develop emergency vehicle driving skills. This course includes legal aspects of law enforcement driving, non-emergency driving, emergency response driving, pursuit driving, and related civil liability issues.

**CRIM 2201 DWI Standardized Field Sobriety Testing****1 credit (1 lec.)**

Course is designed to meet DWI detection and Standardized Field Sobriety Testing (SFST) training certification requirements established by the National Highway Traffic and Safety Agency (NHTSA). Course covers detection and general deterrence, legal environment, note taking and testimony, vehicles in motion, personal contact, pre-arrest screening, concepts and principles of Standardized Field Sobriety Tests, test battery demonstrations, "dry run" practice sessions, testing subjects, processing arrested suspect and preparation for trial, report writing exercises and moot court, and written proficiency examinations.

**CRIM 2202 Defensive Tactics Instructor Course****2 credits (2 lec.)**

Course provides training to the student in accepted methods of physically controlling combative subjects and essentials to instruct a class. Course consists of legal issues, documentation/articulation of the use of force, physical techniques, matt stress drills, practice instruction, instruction qualification drills, and written exam.

**CRIM 2203 Law Enforcement Instructor Development****3 credits (3 lec.)**

Course is designed to provide students with basic methods of instructing law enforcement classes with an emphasis on developing lesson plans. Students will prepare and deliver a short class to other students and will learn required Commission on Law Enforcement Training and Standards (CLEST), course approval request, regulations, and documentation requirements. Course meets CLEST requirements to be eligible for certification as a Law Enforcement Instructor.

**CRIM 2212 Law Enforcement Firearms Instructor****2 credit (2 lec.)***Prerequisite: CRIM 2203 Law Enforcement Instructor Development or equivalent course.*

Course is designed for law enforcement officers to obtain certification as a Law Enforcement Firearms Instructor through the Commission on Law Enforcement Standards and Training (CLEST). Course topics include firearms liability, handgun transition, care and maintenance, malfunction drills, tactical procedures, range procedures, range officer training, night fire, scoring and documentation, and range observation. Students must maintain an academic grade of 70% or better and qualify on the handgun speed and accuracy course with a minimum score of 86%.

**CRIM 2213 40-Hour Law Enforcement Refresher Course****3 credits (3 lec.)***Prerequisite: Must be sponsored by criminal justice agency.*

This course is designed to fulfill requirements of the Arkansas Commission on Law Enforcement Standards and Training (CLEST) for law enforcement officers who have been out of active law enforcement for three to four years, or for other special situations as determined by CLEST. Topics include juvenile code, child abuse, traffic laws, domestic violence, crimes against persons and property, drug interdiction and vehicle stops, ethics, firearms, gangs and extremist groups, interrogations, confessions after arrest, and jurisdiction of agencies.

**CRIM 2221 Radar/Lidar Operator Course****1 credit (1 lec.)**

Course is designed to meet training requirements for police traffic radar operators required by the Commission on Law Enforcement Standards and Training (CLEST). Course has an emphasis on speed offenses and enforcement, basic principles of Radar, speed measurement, legal and general operational considerations, operation of specific Radar/Lidar devices, moot court, and same direction moving Radar.

**CRIM 2222 Law Enforcement Field Training Officer****2 credits (2 lec.)**

Course is designed to fulfill requirements of the Commission on Law Enforcement Standards and Training (CLEST) for certification as a Field Training Officer. Course includes counseling and motivation techniques, documenting deficiencies, contemporary issues such as workplace sexual harassment, civil liability, cultural diversity, use of force, interpersonal communications, recruit remediation, ethics and functions of the Field Training Officer.

**CRIM 2223 Jailers Course****3 credits (3 lec.)**

Course meets Arkansas Criminal Detention Facilities Review Commission requirements for certification of personnel employed as detention officers in county and municipal detention facilities. Topics include constitutional rights, communication skills, cell and area search, courtroom testimony, escape prevention, ethics, fingerprinting, facility rules and regulations, and state jail standards.

**CRIM 2233 Law Enforcement Auxiliary Officer Course****3 credits (3 lec.)***Prerequisite: Must be sponsored by criminal justice agency.*

This 110-hour course is required by the Commission of Law Enforcement Standards and Training (CLEST) for certification of auxiliary and part-time law enforcement officers. Course

extensively covers constitutional law, civil rights, civil liability, probable cause, search and seizure, laws of arrest, report writing, law enforcement standards, ethics, first responder First Aid, court organization and testifying, patrol procedures, traffic enforcement, investigations, defensive tactics, and firearms qualification.

**CRIM 2241 Tactical Skills for Law Enforcement****1 credit (1 lec.)**

Course is designed for law enforcement officer students who need skills to function successfully by taking an interdisciplinary approach. The course examines aspects of safety, physical, legal, professional, and psychological issues confronting students in law enforcement today, providing insightful and tactically correct responses to the common problems law enforcement officers face. Course includes practical training exercises.

**CRIM 2242 Advanced Law Enforcement Firearm Instructor****2 credits (2 lec.)**

*Prerequisite: CRIM 2211 Law Enforcement Firearm Instructor, or equivalent course.*

Course is designed to provide Certified Law Enforcement Firearms Instructors with the skills necessary to advance their Firearms Instructor capabilities. At this advanced level of training, the instructor will expand skills to correct student shooting deficiencies; interpret and teach Firing Range fundamentals; learn, analyze and teach unconventional shooting stances; analyze and teach various tactical shooting courses; teach the fundamentals of malfunction clearance drills; analyze and teach the fundamentals of shooting a shotgun; develop and present several firearms courses. The student will also be able to develop skills in range presentation. Course includes interactive technology and concepts used in firearms training courses.

**CRIM 2243 Basic Tactical Team Skills****3 credits (3 lec.)**

Course is designed to introduce students to basic law enforcement team tactics and techniques. Course includes scouting and planning operations, team movement, dynamic and stealth entries, clearing and searching, use of inner and outer perimeters, various types of SWAT operations, and containment.

**CRIM 2253 Criminal Investigation****3 credits (3 lec.)**

Includes fundamentals and theory of an investigation, conduct at crime scenes, collection and presentation of physical evidence, and methods used in the police service laboratory.

**CRIM 2263 Criminal Evidence and Procedure****3 credits (3 lec.)**

The Rules of Evidence of import at the operational level in law enforcement and criminal procedures, personal conduct of the officer as a witness, examination of safeguarding personal constitutional liberties.

**CRIM 2273 Criminal Justice Internship****3 credits (3 lec.)**

*Prerequisite: Approval of the instructor.*

Course is designed to enable students to work in law enforcement agencies, municipal courts, juvenile courts, delinquency control programs, and correctional institutions. Provides the opportunity to apply theoretical knowledge in a professional setting and develop specific skills. Students must develop a work and study plan, will be closely supervised, and must submit written reports on the work experience.

**CRIM 2283 Emergency Vehicle Operation Instructor 3 credits (3 lec.)**

Course is designed to enable students to develop or refine emergency vehicle driving standards and programs. This course includes components which address training guidelines for legal aspects of law enforcement driving, non-emergency driving, emergency response driving, and pursuit driving. Students will be introduced to technology in developing driving skills, methods, and vehicle information which allows them to instruct safe driving behaviors and safe driving habits.

**CRIM 2293 Hostage Negotiations 3 credits (3 lec.)**

Course is designed to provide students with the necessary skills to handle crisis/hostage negotiations, from a first responder situation to a prolonged crisis situation. Course will provide the communication skills necessary to carry on a dialogue with the subject(s), enable the negotiator to provide input to the onscene commander regarding the status of negotiations, and to provide input into whether a tactical resolution may be necessary. Topics covered are: fundamentals of negotiations, protocol and situation boards, use of third party intermediaries, abnormal psychology, suicide intervention techniques, active listening techniques, review of specific cases, and extensive practical exercises.

**CRIM 2303 Advanced Criminal Investigation 3 credits (3 lec.)**

*Prerequisite: CRIM 2253 Criminal Investigation or equivalent.*

Course is designed for personnel who have prior experience in criminal investigations. Course includes advanced fundamentals and techniques, crime scene kits, resource material, current fingerprint techniques, blood spatter analysis, advanced crime scene photography techniques, crime scene procedures and current computer related crimes.

**CRIM 2312 Defensive Tactics Instructor Recertification Course 2 credits (2 lec.)**

Course provides training to the student in accepted methods of physically controlling combative subjects and essentials to instruct a class. Course consists of legal issues, documentation/articulation of the use of force, physical techniques, matt stress drills, practice instruction, instruction qualification drills, and written exam.

**CRIM 2322 Defensive Tactics Instructor Course 2 credits (2 lec.)**

Re-Certification Course SEE Advisor.

**CRIM 2332 Defensive Tactics Instructor Course 2 credits (2 lec.)**

Re-Certification Course SEE Advisor.

**CRIM 2342 Defensive Tactics Instructor Course 2 credits (2 lec.)**

Re-Certification Course SEE Advisor.

**CRIM 2352 Defensive Tactics Instructor Course 2 credits (2 lec.)**

Re-Certification Course SEE Advisor.

**CRIM 2362 Defensive Tactics Instructor Course 2 credits (2 lec.)**

Re-Certification Course SEE Advisor.

**CSD 2104 Anatomy & Physiology for Communication Sciences & Disorders 3 credits (3 lec.)**

A study of anatomy, physiology, and related pathophysiology of the vocal mechanism and other body structures involved in motor and sensory aspects of speech production.

**CSD 2300 Introduction to Communication Sciences and Disorders 3 credits (3 lec.)**

This course was designed to provide undergraduate students with an introduction to the professions of audiology and speech-language pathology, including the variety of disorders treated, settings, and scope of practice. Symptomology and etiology of disorders will be addressed, as will, broadly, assessment and intervention. Students will be introduced to the current and future trends in communication sciences and disorders.

**CSD 2306 Neuroscience for Communication 3 credits (3 lec.)**

This course will provide you with opportunities to develop a basic understanding of the organization (neuroanatomy) and function (neurophysiology) of the central and peripheral nervous system in relation to cognition, speech, and language.

**ASHA Knowledge and Skills Acquisition (KASA) Standards to be achieved:** This course is designed to provide a “knowledge and skills acquisition (KASA)” experience for students who are preparing to apply for the Certificate of Clinical Competence (CCC) in Speech Language Pathology from the American Speech- Language-Hearing Association (ASHA).

**Standard II-B:** The applicant must demonstrate knowledge of basic human communication and swallowing processes, including their biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases.

1. Students will be able to identify specific neurological landmarks and systems specific to cognition, speech, language, hearing or related functions. (KASA Standard II-B)
2. Students will understand how damage to specific neurologic and other anatomic landmarks and/or systems may impair specific cognition, speech, language, hearing, or related functions. (KASA Standard II-B)

**CSD 2322 Applied Phonetics 3 credits (3 lec.)**

Introductory study of the principles of phonetic science with practical application. Lecture and laboratory practice in phonetic transcription. This course, when completed at a satisfactory level, supports students meeting national certification standards from the American Speech Language Hearing Association-Knowledge And Skills Acquisition (KASA).

**Knowledge and Skill Acquisition (KASA) summary Form for certification in Speech Language Pathology**

**Standard III-B:** The applicant must demonstrate knowledge of basic human communication and swallowing processes, including their biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases.

**ECH 1003 Foundations of Early Childhood Education 3 credits (3 lec.)**

The course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories early childhood education is based upon and learn how to develop an effective program designed uniquely for children from birth to age 5. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course content is based upon guidelines established by

the Council for Early Childhood Professional Recognition and covers functional areas 11, 12, and 13.

**ECH 1013 Child Growth and Development****3 credits (3 lec.)**

The course focuses on children from birth to age eight and covers all aspects of a child's physical and cognitive growth and socio-emotional development. The students will be introduced to ways to observe and evaluate development and recognize possible delays in development. The course content is based upon guidelines established by the Council for Early Childhood Professional Recognition and covers functional areas seven and eight.

**ECH 1023 Environment for Young Children****3 credits (3 lec.)**

The course is designed to provide the student with a broad knowledge base of how to design a program for children and how to develop it both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. The student will plan and implement activities that are age, skills, and culturally appropriate for children from birth to 5.

**ECH 2003 Practicum****3 credits**

*Prerequisite: Successful completion of Early Childhood Training: ECH 1009*

Foundations of Early Childhood Education, Child Growth and Development, and Environments for Young Children, or successful completion of an accredited Childhood Development Associate program. Because this course focuses on an on-site assessment of student application methods of early childhood education and use of early childhood education materials, students demonstrate application of the 6 competency goals and the 13 functional areas of childhood development. Students must be currently working in the child care field. This provides practical knowledge for the student in the working arena. This experience broadens the students' understanding of the early childhood training and the necessary tools and creative thinking process of development necessary to incorporate a positive early childhood curriculum.

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

This course is designed to provide students with an overview of the historical and philosophical foundations, current and legal issues, and program models of early childhood education programs. Seven clock hours of classroom observation required.

**ECH 2033 Literacy for Children/Families****3 credits (3 lec.)**

Examines the importance of reading in the home and its impact on young children. Emphasis is on the assessment of literacy in the home setting. Also examined are literacy training programs and their application, along with practical assistance for parents or other care-givers of young children to enhance their skills and resources for use with their children.

**ECH 2043 Art, Music, and Creative Movement****3 credits (3 lec.)**

Students receive training in age-appropriate areas of the visual arts, movement, and music, exposing class participants to activities in these areas which can be effectively utilized in work with young children. Upon successful completion, students will have at their command a repertoire of activities in drawing and painting and other constructive art, in song, and in dance/movement, along with an understanding of their value in working with young children.

**ECH 2053 P. E. for Young Children****3 credits (3 lec.)**

Age-appropriate activities in physical education will frame the work in this class, along with basic emphasis on physical development of the young child. One goal of this class is to train teachers to better understand the role of learning and physical activity in the young child, and to foster a lifelong participation in physical activity.

**ECH 2063 The Family****3 credits (3 lec.)**

Students gain an awareness of how the family life cycle influences the socio-cultural experiences of young children, and of today's family and its role in society.

**ECH 2073 Child Abuse/Neglect****3 credits (3 lec.)**

Survey of theory and research of child abuse and neglect with emphasis on assessment and treatment of these problems.

**ECH 2123 Literature for the Young Child****3 credits (3 lec.)**

Acquaint students with children's literature and the utilization of library materials and provides training in the utilization of library materials. Students will plan and implement a variety of activities utilizing literature to encourage children's physical, social, emotional, aesthetic, and cognitive development. (Six hours of direct contact with children utilizing varied teaching strategies required.)

**ECH 2143 Program Development for Preschoolers****3 credits (3 lec.)**

Prepares students to understand and implement developmentally appropriate learning environments for children from 3 years to school-age. Emphasis is given to guidance techniques, nurturing responses, communication skills, and developmentally appropriate materials for cognitive, affective, and physical development of preschoolers.

**ECH 2163 Parenting and Community****3 credits (3 lec.)**

This is a one-semester college level mixed media mode distance education course in early childhood education that employs 6 classroom meetings, video viewing, assigned observations in a child care center, one extended project with an individual presentation component reflecting on childcare, parenting, and community concerns, a midterm, and final assessment report. Parenting and Community focuses on the study of the developing child within the family structure as well as within the protective structure of the childcare center as well as the larger community. Several of the video modules explore variations on caregiving across geographical lines. Each style illuminates the others as well as itself and this juxtaposition of traditions and theories allows for better understanding of various approaches, clearer contrasts among the different ways of taking care of children, and a greater understanding of underlying similarities within all.

**ECH 2173 Child Development****3 credits (3 lec.)**

This course is designed to provide students with a comprehensive study of development from conception through the middle childhood years. Five clock hours of experience with children required.

**ECH 2183 Science and the Young Child****3 credits (3 lec.)**

Students will gain an awareness of the role and importance of science and scientific method in daily life and the need to teach these concepts to children from the very beginning of their

learning process. This course presents a hands-on approach with methods and materials to teaching science to the young child including the topic areas of environmental concerns, ecology, biology, chemistry, and physical science. Emphasis is placed on the learning level of the pre-school to mid-level child. Students completing this course will receive the following nationally recognized certificates: Project Learning Tree, Project Wet, and Project Wild. Fall Semester.

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

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 or above (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

Covers how economic systems operate, with much emphasis placed on the law of supply and demand, the creation of money, the banking system, fiscal management, and national income. This course is designed to increase awareness of current economic problems and encourage the student to analyze alternative solutions.

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

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 or above (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

Emphasis is placed on value, prices, distribution, international economics and current problems. (Fall Semester)

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

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 or above (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

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

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

This course is designed to provide students with an overview of the purposes and functions of education. The complex role and responsibilities of a teacher begin to be examined within the school setting. Thirty clock hours of classroom observation required.

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

Students in this course will examine and explore technology integration strategies with K-12 educational environments. Content will include an examination of technology integration techniques using various application tools, instructional software, productivity software, and the Internet. Participants will also identify relative advantages for choosing technology integration strategies and resources for teachers to draw upon in developing their own technology integration activities; including lesson plans, and curriculum integration.

**ELT 1103 Basic Electricity/Electronics** **3 credits (3 lec.)**

The course is designed to provide understanding of the basic concepts of electrical and electronic circuits. Atomic structure, valence electrons, electron current flow, voltage, and power are the



prelude to the study of resistance, capacitance, inductance, and electronic circuit behavior. Included is the physical identification, schematic symbols, and understanding of the behavior of common electronic parts. The study of Ohm's Law and capacitive and inductive reactance is implemented. This course is required the first semester of attendance.

**ELT 1204 AC/DC Fundamentals****4 credits (2 lec., 4 lab)**

*Prerequisite or Co-requisite: ELT 1103 Basic Electricity/Electronics.*

The study of magnetism, induction, generation of electricity, the wide array of field devices used by industry and manufacturers, single and three-phase electrical service and their waveforms are studied both as theory and in practical applications. An intense study of Ohm's Law as it applies to series and parallel circuits is thoroughly studied.

**ELT 1304 Motors and Motor Controls****4 credits (2 lec., 4 lab)**

*Prerequisite or Co-requisite: ELT 1103 Basic Electricity/Electronics.*

An industrial oriented course providing hands-on wiring of single and three-phase motors and various control circuits. Stop-start-run, jog, reduced voltage starting, magnetic brake, plugging, sequential-start, and other control circuits are examined and tested. The ability to produce professional quality schematic diagrams of all control systems is required, as is the ability to trouble-shoot the systems built in the lab.

**ELT 1406 Industrial Electrical Systems****6 credits (3 lec., 6 lab)**

*Prerequisite or Co-requisite: ELT 1103 Basic Electricity/Electronics.*

This is a course designed to teach the student correct industrial and residential wiring practices as set forth in the current edition of the National Electrical Code. The first two weeks of this course are spent solely on electrical safety practices. Service entrance requirements, breaker box wiring, proper grounding, feeder and branch circuit requirements, over current protection, device installation, conduit fill and bending, and ampacities of all conductors are the high points of this universally useful course. Common wiring practices and accepted procedures are included.

**ELT 1506 Electronic Circuits****6 credits (3 lec., 6 lab)**

*Prerequisite or Co-requisite: ELT 1103 Basic Electricity/Electronics.*

In this class, the student learns the difference between electrical and electronic circuits. The natures of analog and digital circuits are compared and the extreme sensitivity and reliability of modern solid-state circuitry is studied. The course includes a study of the P-N junction diode and its application to power supplies, the Zener diode and regulator circuits, the transistor in both switching and amplifying circuits, and other common semiconductor devices. Various electronic circuits are built by each student in the lab and Troubleshooting techniques are developed employing state-of-the-art test equipment.

**ELT 1604 Programmable Logic Control Technology****4 credits (2 lec., 4 lab)**

*Prerequisite or Co-requisite: ELT 1103 Basic Electricity/Electronics.*

Both Allen-Bradley PLC-2 and Allen-Bradley SLC-500 systems in the laboratory are used to teach the student the basic concepts and programming skills necessary to maintain a working PLC system. Internal organization and system requirements are studied and compared to

traditional relay-logic control. Troubleshooting and maintenance procedures are considered. The study of different number systems and the basics of computer logic circuits are examined as well.

**EMS 1001 CPR Certification****1 credit (1 lec.)**

CPR certification class using the American Heart Association curriculum. Course will meet the Basic Rescuer level. Some physical restrictions will apply.

**EMS 1203 Paramedic Practicum One****3 credits (3 lec.)**

This class replaces Clinical I EMS 1054

This class represents 4 credit hours.

Students will be required to do a rotation of 80 hours of Emergency Department during this the student will have a requirement of 10 Iv starts or venous blood draws. This is to acquaint the student with real life IV Therapy. Students will be required to give 10 IV Med and 10 IM med administrations to acquaint the student with medication administration in real life situations. Students will be required to do a rotation of approximately 40 hours in the Operating Room. This rotation will require the student to do at least 5 endotracheal intubations. This is to acquaint the student with real life (on live Patient) advanced airway control as well as principles of ventilation management. Students will be required to complete 72 hours in a field setting which they will be required to document at least 10 advanced life support transports. This is to orientate the student in the field setting and to acquaint the student with the challenges of the prehospital setting.

**EMS 1213 Paramedics One****13 credits (10 lec., 144 lab)**

This class will replace all of the classes for paramedics during the fall semester except A&P. These include EMS 1023 Pre-Hospital Environment, EMS -1033 Pharmacology, EMS 1043 Preparatory, One hour of the EMS-1084 Cardiology Emergencies will be included in this semester. All of the EMS-1072 Medical Emergencies 1 will be moved to the spring semester. Currently these classes represent 11 hours if you add the Cardiology class this would be 12. Under this class there would be 10 hours. Note students still have Practicum hours that will be four. If the students still takes A&P the total for this semester would be 17 hours.

This class will acquaint the student with the prehospital environment including advanced skills of medication administration, advanced airway procedures and cardiac electrical monitoring. This course will provide an overview of Professionalism, Roles and Responsibility of the paramedic, and medical legal considerations along with the ethical aspects of Emergency Medical Systems which includes malpractice, consent, stress management, and contracts are covered. Ems communications (including communicating with the patient), and emergency rescue techniques are taught. Students will be instructed in a general overview of patient assessment, airway and ventilation management, and shock. Understanding and management of the body systems reaction to decreased cellular oxygenation are discussed. Body fluids, osmosis, and pathophysiology of inadequate tissue perfusion, combined with evaluation and management are emphasized for these patients. Clinical pharmacology, classification and use of medication with the emphasis on proper indications, precautions, dosages and methods of administration are covered. Use of medical mathematics and math for busy paramedics this includes dosage calculations and metric conversions. Cardiac electrical Monitoring will be taught with the

emphasis on interpretation of cardiac dysrhythmias and electrical cardiac therapy. This includes defibrillation and synchronized cardioversion.

**EMS 1304 Paramedic Practicum Two****4 credits (192 lab)**

This class replaces Clinical Rotation II EMS 1074 and Field Internship I EMS 1011

Represents 4 credit hours

This class is a continuation of Paramedics Practicum one. During this class Students will be scheduled 52 hour in the Emergency Room and 24 hours in the Intensive Care Unit for the purpose of hands on real life experience of the cardiac and severely traumatized patient. Students will be scheduled 20 hours in an obstetrical unit and 12 hours in a pediatric unit for experience with the obstetrical and pediatric patient. All students will be required to have at least 10 IV starts or IV sticks give at least 10 IV med administrations and 10 IM med administrations. Students will also be required to write patient assessments on at least 10 obstetrical patients and 10 pediatric patients. Students will be required to complete a 12 hour shift in the psychiatric unit and required to write assessments on at least 10 psychiatric patients. Students will be required to complete 72 hours of Field Internship and required to complete and document a minimum of 10 ALS transports to gain real life experience in the prehospital setting.

**EMS 1313 Paramedics Two****13 credits (10 lec., 3 lab)**

This class will replace the current classes in the Spring Semester of; Trauma EMS 1064, Medical Emergencies One and Two EMS 1072 and EMS 2002, Part of Cardiac Emergencies EMS 1084(Three hours one hour in Paramedics One), OB/GYN/Neonatal EMS 1103. Currently these classes represent 14 hours of credit adding the Practicum class which will be 4 hours total for the semester would be 18 hours.

This course will provide an overview of Medical, Traumatic, and Obstetrical Emergencies. The medical emergencies will include recognition, management and pathophysiology of cardiac (includes ACLS), respiratory, diabetic, nervous system, non-traumatic abdominal pain, hepatic disorders, allergic reactions, toxicology, infectious diseases, environmental, geriatrics, pediatrics (includes PALS), and behavioral emergencies. The Trauma emergencies will include assessment, management, and pathophysiology of traumatic human injuries. Included is burns and multi systems trauma. The obstetrical emergencies will include patients with a variety of acute obstetrical emergencies. Childbirth and the management of neonatal also will be included. There will be emphasis on recognizing and management of complications of childbirth.

**EMS 2009 Emergency Medical Technician****9 credits (8 lec., 2 lab)**

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher. No student will be exempt from this requirement. Advanced course to provide individuals with the skills necessary to assess and care for patients at the scene of an injury or illness. Students will also become familiar with the advanced stabilization and care of injured patient(s), as well as advanced rescue procedures. Prepares the student to take the Arkansas State Emergency Technician examination as well as the National Registry examination.*

Students are required to have a complete physical, documenting good physical and mental health, to provide proof of current American Heart Association CPR Healthcare Provider

certification, and to purchase malpractice insurance. Insurance is available through a group policy at BRTC.

**EMS 2013 Emergency Medical Technician Instructor** **3 credits (3 lec.)**

*Prerequisite: Must be an EMT-Ambulance or Paramedic to enroll in the course.*

EMT-Instructor course approved by the Arkansas State Department of Health following the Department of Transportation curriculum.

**EMS 2022 Emergency Medical Technician-Ambulance Review** **2 credits (2 lec.)**

*Prerequisite: Must be an EMT-Ambulance to enroll in the course.*

EMT-Ambulance refresher course approved by the Arkansas State Department of Health following the Department of Transportation curriculum.

**EMS 2023 Emergency Medical Technician-Paramedic Review** **3 credits (3 lec.)**

*Prerequisite: Must be an EMT-Paramedic to enroll in the course.*

An EMT-Paramedic refresher course approved by the Arkansas State Department of Health which follows the Department of Transportation curriculum.

**EMS 2103 Paramedic Practicum Three** **3 credits (144 lab)**

This class replaces Field Internship II EMS 2003

This class represents 3 credit hours.

This is a continuation of Practicum One and Two Purpose of this class is to help students progress to the role of paramedic and assume leadership in the prehospital patient care setting. Students will be required to ride third party on an ALS ambulance progressing into a leadership role with the assistance of the preceptor. Requirements will include documentation of at least 25 ALS transports and at least 144 hours. Students will also be required to document all ambulance transports made during this period regardless of patient complaint.

**EMS 2105 Paramedics Three** **5 credits (2 lec., 144 lab)**

This class will consist of Intersession and Summer I. It will take the place of Special Operations EMS 2033 and Lab I & II EMS 2001 & EMS 2011.

This class represents 5 Credit hours of instruction.

This class covers recognition, management, and pathophysiology of patients who require special considerations. Included topics covered geriatric emergencies, abuse and assault, the challenged patient, and acute interventions for chronic care patients. This class includes an overview of ambulance operations, medical incident command, rescue operations, crime scene awareness, hazardous-material incidents, and rural EMS considerations. Lab portion of this class is to prepare the students for the practical portion of the National Registry Exam.

**EMS 2203 Paramedic Practicum Four** **3 credits (144 lab)**

This class replaces Field Internship III EMS 2053

This class represents 3 credit hours

This class is a continuation and conclusion of the Practicum classes. The purpose of this class is for the student to assume the leadership role and to become proficient as a leader in the prehospital setting. During this class the student should assume the role of leader under the supervision of the preceptor. Student will be required to document at least 25 ALS transports and required to document all ambulance transports and at least 144 hours.

**ENG 0023 Writing Fundamentals****no credit**

In order to improve student learning, English 0023 (ENG 0023) will include a review of grammar and sentence structure, with emphasis on paragraph development and the fundamentals of essay writing. As the students progress, the writing process will be introduced. Writing Fundamentals will also serve to enhance the student's reading and analytical skills. The purpose of this class is to develop the student's writing abilities in order to help him or her in other disciplines, the workplace, and the community.

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

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT English score of 19 or above or COMPASS English score of 80 or above (b) Completion of Writing Fundamentals ENG 0023 with a grade of "C" or higher.*

Students write effective essays which demonstrate their ability to organize and communicate ideas with acceptable grammar, usage, mechanics, and punctuation.

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

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

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

**~ENG 1023 Technical Writing****3 credits (3 lec.)**

*Prerequisite: ~ENG 1003 Freshman English I, with a "C" or higher.*

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

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

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

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

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

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

Introduction to the analysis and interpretation of global literary works from several historical periods ranging from the ancient texts of early civilizations through 1650.

**~ENG 2013 Introduction to World Literature II**

**3 credits (3 lec.)**

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

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

**ENG 2103 Introduction to Poetry and Drama**

**3 credits (3 lec.)**

*Prerequisite: ~ENG 1003 Freshman English I, with grade "C" or higher, or with special permission from Department Head.*

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

**ENG 2113 Introduction to Fiction**

**3 credits (3 lec.)**

*Prerequisite: ~ENG 1003 Freshman English I, with a grade of "C" or higher, or with special permission from Department Head.*

Introduces students to short fiction and the novel, focusing on works which represent the diversity of the human experience. Emphasis on reading, interpreting, and writing about fiction.

**ENG 2153 Introduction to American Literature**

**3 credits (3 lec.)**

*Prerequisite: ~ENG 1003 Freshman English I, with a grade of "C" or higher.*

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

**ENTR 1003 Introduction to Entrepreneurship**

**3 credits (3 lec.)**

An introduction to the role of entrepreneurship businesses in the U. S., the impact of entrepreneurial business on the U. S. and global economy, how ideas becomes businesses, how entrepreneurial operate within a company and the general precepts of entrepreneurial businesses. This course presents an overview of the entrepreneurial process, both successful and unsuccessful entrepreneurial business and prepares students to engage in the entrepreneurial process.

**ENTR 2003 Professional Selling/Advertising**

**3 credits (3 lec.)**

*Prerequisites: Intro to Marketing, Freshman English I, Introduction to Entrepreneurship.*

A course specifically designed to teach the tools of professional selling and advertising methods to students. Students will learn successful sales techniques for retail and nonretail customers. Students will also learn to develop an advertising program for products and services and the appropriate medium to use.

**ENTR 2023 Funding Acquisitions for Entrepreneurs****3 credits (3lec.)***Prerequisites: Financial Accounting, Managerial Accounting, Legal Environment of Business.*

A course designed to teach the students the various types of funding mechanisms available to the entrepreneurial company and the importance of selecting the proper funding method.

**ENTR 2033 Feasibility and Funding Analysis****3 credits (3 lec.)***Prerequisites: Freshman English I, Financial Accounting, Introduction to Entrepreneurship.*

This course will develop the student's knowledge of exploiting, evaluating, funding, and implementing strategies for potential entrepreneurial opportunities in the marketplace and analyzing the feasibility of those opportunities.

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

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

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

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

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

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

**FS 1002 Hazardous Materials for Firefighters****2 credits (2 lec.)**

A course that will provide the student with the background for recognizing, identifying, handling, and using firefighting practices in hazardous materials incidents as safely as possible with the available resources. Students will be exposed to some advanced hazardous materials principles.

**FS 1011 Basic Rappelling****1 credit (1 lec.)**

Allows students to learn how to use proper rescue principles and techniques required in elevated rescue.

**FS 1013 Fire Apparatus, Hydraulics, and Water Supply****3 credits (2 lec., 2 lab)**

Deals with the various formulas and principles for fireground hydraulics and pump operations as well as maintenance and operation of emergency vehicles. Students will become familiar with the various types of water supplies for fire protection. Practical exercises are conducted involving emergency vehicles, driving and pump operations, as well as tanker shuttle operation.

**FS 1023 Firefighter I****3 credits (2 lec., 2 lab)**

Enables the beginning student to describe and use the knowledge and basic skills in Firefighter Orientation and Safety, Fire Behavior, Building Construction, Firefighting Personal Protective Equipment, Portable Extinguishers, Ropes and Knots, Rescue and Extrication, Forcible Entry, Ground Ladders, Ventilation, Water Supply, and Fire Hose.

**FS 1031 Flammable Liquids****1 credit (1 lec.)**

Provides individuals with the knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in a flammable liquids fire. Practical exercises are utilized to ensure student understanding of the proper method of flammable liquids firefighting.

**FS 1033 Firefighter I-A****3 credits (2 lec., 2 lab)**

*Prerequisite: Firefighter I.*

Enables the student to describe and use the knowledge and basic skills in Fire Streams, Fire Control, Fire Detection, Alarm and Suppression Systems, Loss Control, Providing Evidence for Fire Cause Determination, Fire Department Communications, and Fire Prevention and Public Education. Upon satisfactory completion of this course and Firefighter I, the student will be allowed to challenge the written and practical test to meet the Standards of Fire Fighter Professional Qualifications for Firefighter I, according to National Fire Protection Association 1901.

**FS 1053 Basic Telecommunicator****3 credits (3 lec.)**

Course is designed to prepare the public safety telecommunicator receiving emergency calls via 911, and by other means, for their role in processing and dispatching of public safety responders to respond to emergency calls. Course will provide the public safety telecommunicator with the skills to render this service in a professional manner that fulfills the needs and expectations of the public and agencies involved. Upon completion of the course, student will receive a certification that meets the standards of APCO Project Series; Project 33 from APCO Institute as a Basic Telecommunicator.

**FS 1063 Fire Behavior and Combustion****3 credits (3 lec.)**

This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.

**FS 1093 Principles of Emergency Services****3 credits (3 lec.)**

This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

**FS 1101 Introduction to Fire Protection****1 credit (1 lec.)**

Students study the history and philosophy of fire protection, introduction to fire protection agencies, current technological developments, and career possibilities. Discusses fire behavior, use of protective clothing, and firefighting equipment.



**FS 1103 Emergency Medical First Responder 3 credits (3 lec.)**

Provides individuals with the skills necessary to begin assessing and caring for patients at the scene of an injury or illness. The student will also become familiar with the stabilization and care of the injured patients as well as rescue procedures.

**FS 1111 Auto Extrication 1 credit (1 lec.)**

Students learn how to use patient care, packaging, and removal of patient(s) in an automobile extrication using the principles and techniques of advanced auto rescue technology.

**FS 1153 Fire Arson Detection 3 credits (3 lec.)**

Fire officers and firefighters improve their skills in determining fire causes at the fire scene. Begins with the study of the motivation of the arsonist and progresses to the prosecution of the crime of arson.

**FS 1161 Emergency Response to Terrorism: Basic Concepts 1 credit (1 lec.)**

Basic concepts in responding to a terrorism incident using the appropriate strategy and tactics.

**FS 1201 Leadership I 1 credit (1 lec.)**

Provides participants with basic skills and tools needed to perform effectively as a leader in the fire service environment. Also addresses ethics, use and abuse of power at the company officer level, creativity in the fire service environment, and managing the multiple roles of a company officer.

**FS 1211 Aircraft Rescue Firefighting 1 credit (1 lec.)**

Students learn how to use proper rescue principles and techniques in an aircraft rescue.

**FS 1221 Firefighter Safety and Survival: The Company Officer's Responsibility 1 credit (1 lec.)**

Gives students an appreciation of the seriousness of firefighter injury and death and appreciation of their responsibilities for reducing such incidents by improving safety considerations.

**FS 1261 Leadership II 1 credit (1 lec.)**

Provides students with basic skills and tools needed to perform effectively as a leader in the fire service at the company level. The course addresses decision making styles, identifying needs and problems, solving problems, and conducting a meeting.

**FS 1271 Leadership III 1 credit (1 lec.)**

Provides the company officer with the basic leadership skills and tools to perform effectively in the fire service environment. Course covers when and how to do the following: delegate to subordinates, assess personal leadership styles through situational leadership, discipline subordinates, and apply coaching and motivating techniques for the company officer.

**FS 1281 Managing Company Tactical Operations I 1 credit (1 lec.)**

Develops the company officer's supervisory and management capabilities in structural fire operations. Key content includes: rescue and ventilation, confinement and extinguishment, water supply, exposures and defensive operations, salvage, overhaul, and support. This course concludes with a major fire simulation activity.

**FS 1291 Managing Company Tactical Operations II** **1 credit (1 lec.)**

Provides the company officer with an effective approach to command decision making and organization in structural firefighting. Key content includes: the command sequence, size-up, developing an action plan, implementing the action plan, and introduction to the incident command system. Course concludes with a major fire simulation activity.

**FS 1301 Managing Company Tactical Operations III** **1 credit (1 lec.)**

Provides the company officer with an effective approach for managing the operations of one or more companies in structural firefighting operations. Key content includes: ventilation and rescue, fire confinement and extinguishment, water supply and exposure protection, salvage, overhaul, and support activities, and private dwelling simulations.

**FS 1311 Confined Space Rescue** **1 credit (1 lec.)**

Students learn the inherent hazards associated with confined space. Proper identification of hazards, air sampling techniques, equipment requirements, and special rigging techniques are covered.

**FS 1341 Engine Company Operations** **1 credit (1 lec.)**

Provides the firefighter with the basic knowledge and operation of an engine company. Topics covered include hydraulics, ventilation, and operation of hose lines and fire streams. Practical exercises are utilized to ensure understanding of engine company operations.

**FS 1351 Fire Attack** **1 credit (1 lec.)**

Basic course designed to provide firefighters with an understanding of fire behavior, command, ventilation, above ground fire attack, commercial fire attack, and below ground fire attack.

**FS 1371 Urban and Wildland Search and Rescue** **1 credit (1 lec.)**

Course is designed to teach emergency response personnel proper search and rescue techniques for a person, or persons, lost or missing in an urban or wildland environment.

**FS 1381 Incident Safety Officer** **1 credit (1 lec.)**

Provides students with the skills to function as a safety officer at an emergency incident response.

**FS 1391 School Bus Rescue** **1 credit (1 lec.)**

Provides students with the fundamental principles and tasks involved in performing disentanglement, subsequent rescue, and patient care of a person(s) entrapped in a school bus incident.

**FS 1401 Farm Emergencies** **1 credit (1 lec.)**

Teaches students how to assess a farm accident scene for hazards, how to stabilize the patient, and how to call for help.

**FS 1411 First Responder Review** **1 credit (1 lec.)**

*Prerequisite: FS 1103 Emergency Medical First Responder.*

Continuation of FS 1103 Emergency Medical First Responder. To update individuals who have completed FS 1103 in the skills necessary to assess and care for patients at the scene of an injury

or illness. The student will utilize these skills in practical exercises using stabilization and care of injured patients as well as rescue procedures.

**FS 1421 Breathing Apparatus and Personal Safety** **1 credit (1 lec.)**

Students study the use of protective clothing and equipment. Basic firefighting practical skills are used in a lab with protective equipment.

**FS 1431 Structure Fires I** **1 credit (1 lec.)**

Provides individuals with knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in a basic structure fire. Practical exercises are used to ensure understanding of the proper method of structural firefighting.

**FS 1441 Structure Fires II** **1 credit (1 lec.)**

*Prerequisite: FS 1431 Structure Fires I.*

Provides students with the knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in a basic structure fire. Exercises are used to ensure understanding of structural firefighting.

**FS 1451 Structure Fires III** **1 credit (1 lec.)**

*Prerequisite: FS 1431 Structure Fires I, FS 1441 Structure Fires II.*

Advanced course which provides firefighters with knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in an advanced structure fire. Practical exercises are utilized to ensure understanding of proper methods of structural firefighting.

**FS 1471 Haz-Mat Awareness** **1 credit (1 lec.)**

Gives students an understanding of the basic concepts and techniques of hazardous material first response. Instruction is based on 29 CFR 1910.120 (OSHA) and 40 CFR 311 (EPA), but does not include hands-on applications or exercises.

**FS 1481 Haz-Mat Operations** **1 credit (1 lec.)**

*Prerequisite: FS 1471 Haz-Mat Awareness*

Reinforces and expands upon information presented in FS 1241 Initial Response to Hazardous Materials Incidents I course. More detail and new concepts are provided on procedures, usage, and related considerations following the chronology of a hazardous materials incident.

**FS 1491 Driver Operator I** **1 credit (1 lec.)**

This course introduces participants to the knowledge and skills called for in NFPA 1002 in the subject areas of Driving and Operating Fire Apparatus, Operating Fire Pumps, Fire Apparatus, and Operating Emergency Vehicles. There will be both classroom and "hands on" application. Students will practice spotting emergency vehicle apparatus and operating fire pumps in this course.

**FS 1501 Driver Operator II** **1 credit (1 lec.)**

This course introduces participants to the knowledge and skills called for in NFPA 1002 in the subject areas of Positioning and Spotting Fire Apparatus, Water Supplies, Static Water Sources,

Fire Pump Theory, and Foam. There will be both classroom and “hands on” application. Students will practice positioning and spotting emergency vehicle apparatus and producing foam streams from fire apparatus.

**FS 1511 Driver Operator III****1 credit (1 lec.)**

This course introduces participants to the knowledge and skills called for in NFPA 1002 in the subject areas of Fire Hose Nozzles, Pressure Calculations, and Flow Rate Calculations. There will be both classroom and “hand-on” application. Student will practice calculating and applying fire flow formulas.

**FS 1521 Driver Operator IV****1 credit (1 lec.)**

This course introduces participants to the knowledge and skills called for in NFPA 1002 in the subject areas of Operating Pumps, Relay Pumping, and Apparatus Testing. There will be both classroom and “hands-on” application. Student will practice various pumping evolutions and testing fire apparatus.

**FS 1531 Driver Operator V****1 credit (1 lec.)**

This course introduces participants to the knowledge and skills called for in NFPA 1002 in the subject area of Water Shuttles Operations. There will be both classroom and “hand-on” application. Student will practice water shuttle operations, dumping water into a dump tank, and pumping the apparatus during water shuttle operations.

**FS 1541 Driver Operator VI****1 credit (1 lec.)**

This course evaluates the participants on their knowledge and skills pertaining to emergency vehicle operations and pump operations as called for in NFPS 1002. All candidates must participate in both the written and skill evaluations. Candidates must score 70% or greater on the written exam and pass the skills exam to become Arkansas Driver Operator Certified.

**FS 1551 Basic Fire Instructor I****1 credit (1 lec.)**

*Prerequisite: Firefighter I Certification.*

This course introduces participants to the knowledge and skills called for in NFPA 1041, Chapter 4, in the subject areas of Instructional Challenges, Instructional Delivery, Psychology of Learning, the Lesson Plan, Instructional Media Aids, and Presentations. There will be both classroom and “hands-on” application. Students will learn how to use a lesson plan for instructional deliveries. Short presentations and record-keeping practices will also be part of the class. Note: There will be a written exam covering the material presented in this class at the end of the training. This course replaces the old ITCO course and meets the criteria for individuals seeking Certified Training Officer Status. Individuals with CTO status or having previously completed the ITCO training successfully need not retake the class.

**FS 1561 Basic Fire Instructor II****1 credit (1 lec.)**

*Prerequisite : 1551 Basic Fire Instructor I or ITCO course*

The course introduces participants to the knowledge and skills called for in NFPA 1041, Chapter 4, in the subject areas of Safety in Training, Testing and Evaluation, and Legal consideration. There will be both classroom and “hands-on” application. Students will know how to use testing and evaluation results to enhance student learning. Safety and Legal issues will also be

discussed. For individuals with CTO or ITCO seeking to complete the “Bridge” program, the Basic Fire Instructor II is where you begin. Note: A written exam will be administered at the conclusion of the training session covering the material discussed in the course.

**FS 1571 Basic Fire Instructor III****1 credit (1 lec.)**

This course allows participants to apply their knowledge and skills called for in NFPA 1041, Chapter 4, by preparing and delivering a prepared fire service lesson plan. Students will be evaluated on the delivery of the presentation.

**FS 1581 Incident Command System****1 credit (1 lec.)**

This course introduces Incident Command System to fire service officers and their emergency manners, which use, deploy, implement, and/or function within an incident command organization. Note: It is recommended for certified firefighters, company level officers, training officers, and others operating at the emergency scene.

**FS 1591 Managing in a Changing Environment****1 credit (1 lec.)**

Covers the skills and techniques mid-level managers need. Gives an overview of various influences affecting fire service operations. Note: Recommended for company-level officers, administrative officers, and chief officers.

**FS 1601 Fire Hose****1 credit (1 lec.)**

Provides the student with the knowledge and skills called for in NFPA 1001 in the subject area of Fire Hose. This course will involve both lecture and practical exercises. Students will practice hose rolls, carries, and fire loads. Student will also learn how to inspect, maintain, and test fire hose.

**FS 1611 Ladders****1 credit (1 lec.)**

Provides the student with the knowledge and skills called for in NFPA 1001 in the subject area of Fire Service Ladders. There will be both classroom and “hands-on” application. Students will practice using the various fire service ladders found on fire apparatus. Students will also learn how to inspect, maintain, and test ladders.

**FS 1621 Ventilation, forcible Entry and Loss Control****1 credit (1 lec.)**

Provides the students with the knowledge and skills called for in NFPA 1001 in the subject area of Ventilation, Forcible Entry. There will be both classroom and “hands-on” application. Various applications of ventilation practices, forcible entry techniques, and property preservation using loss control methods will be conducted.

**FS 1631 Water Supply, Fire Streams, and Portable Extinguishers****1 credit (1 lec.)**

Provides the students with the knowledge and skills called for in NFPA 1001 in the subject areas of Water Supply, Fire Streams, and Portable Extinguishers. There will be both classroom and “hands-on” application. Students will learn how to measure their water supply, apply different types of fire streams, and use portable extinguishers.

**FS 1641 Fire Dept. Communications and Basic Search & Rescue****1 credit (1 lec.)**

Introduces the students to the knowledge and skills called for in NFPA 1001 in the subject of Fire Department communications and Basic Search & Rescue. It also introduces participants to

the National Fire Incident Reporting System (NFIRS) and the State of Arkansas' requirements. There will be both classroom and "hands-on" application. Various applications of search and rescue will be applied as well as participants completing an NFIRS report on an incident.

**FS 1651 Structure Fires IV****1 credit (1 hour)**

*Prerequisite : FS 1451 Structure Fires III*

Advanced course which provides firefighters with knowledge and skills to function safely and effectively as an integral member of a firefighting team in an advanced structure fire called for in NFPA 1001. Practical exercises are utilized to ensure understanding of proper methods of structural firefighting in advanced scenarios.

**FS 1661 Exterior Fires****1 credit (1 lec.)**

Students are introduced to the knowledge and skills called for in NFPA 1001 in the subject area of Fire Control. Course will include both lecture and practical application of the skills retained.

**FS 1671 Basic Rope/ 1 credit (1 lec.)**

Provides the student with the knowledge and skills called for in NFPA 1001 in the subject area of Fire Service Ropes and Knots. The class will consist of both lecture and practical exercises. Students will learn to tie knots, inspect and clean ropes, and learn to hoist tools and equipment.

**FS 1681 Fire Protection Systems, Building Construction and Fire Prevention 1 credit (1 lec.)**

This class introduces students to the knowledge and skills called for in NFPA 1001 in the subject area of Fire Protection Systems, Building Construction and Fire Prevention. The class will consist of classroom and "hands-on" application. Students will learn about the different types of fire protections systems they may have in their responsive areas, building construction features and hazards to watch for, and about fire prevention. Students will also practice delivering a Public Fire Education Message to a simulated audience.

**FS 2001 Fire Prevention and Education****1 credit (1 lec.)**

The prevention and education aspects of the fire science system. Subjects include: code enforcement, identifying the fire problem, home fire safety, and school fire programs; also, examines the role of public relations in the fire service. Public relations topics include press interviews, press releases and organizational image building.

**FS 2011 Fire Officer I, Module I: Introduction to Fire Officer****1 credit (1 lec.)**

This class introduces participants to the knowledge and skills called for in NFPA 1021-I, Chapter 4, in subject areas of Introduction to Fire Officer, Fire Department Structure, Company Officer Level Training, Company Officer Legal Considerations, the Company as a Group, Elements of Supervision and Management, and Labor Relations. There will be both classroom and "hands-on" applications. Student will practice the theories and concepts learned in the classroom through in-class scenarios and homework assignments. Hours 16

**FS 2013 Firefighter II****3 credits (3 lec.)**

*Prerequisite: FS 1023 Firefighter I, FS 1033 Firefighter I-A.*

Course designed to enable the fire student to describe and use the advanced knowledge and skills learned in Firefighter I and Firefighter IA.

**FS 2031 Building Construction for Firefighters****1 credit (1 lec.)**

Students study basic building construction as it is related to fire science. Emphasis is on recognition of different types, fire characteristics, safety factors, and specific strategy of structures.

**FS 2043 Special Problems in Fire Science /3 credits (3 lec.)**

An individually designed research paper relative to the fire science field, fire science seminars, and/or field service assignments.

**FS 2063 Fire Strategy and Tactics****3 credits (3 lec.)**

Basic foundation in tactical concepts relative to extinguishing all classes of fire. Focus on the facts that affect strategic fireground operations such as preplanning, mutual aid and company operations. Various factors of fire-ground command are formed in a working action plan for dealing with an incident. Incident command systems will be discussed and examined. This course will meet NFPA 1561.

**FS 2082 Fire Prevention Codes and Ordinances****2 credits (2 lec.)**

An in-depth look at the codes and standards that affect the fire protection system. Discussion centers on the NFPA Standards and local building codes. Acquaints the students with building and fire codes. The course will meet NFPA 1021 Level I and II (Inspection, Investigation, and Public Education) requirements.

**FS 2092 Fire Cause Determination****2 credits (2 lec.)**

The investigation of fires in order to determine origin and cause. Topics will include legal issues, arson, juvenile fire setters, preservation of evidence, and investigative techniques. The students conduct investigations of fires by determining the origin and cause of a given fire and prepares the necessary forms, sketches, and reports to record the facts determined in an investigation. Students will identify common motives and identify, collect, and preserve evidence of a given fire. The course will meet NFPA 1021 Level I and II (Inspection, Investigation, Public Education) requirements.

**FS 2103 Managing Company Tactical Operations IV****3 credits (3 lec.)**

Class is designed to develop the company officer's supervisory and management capabilities in structural fire operations utilizing segments of FS 1281 Managing Company Tactical Operations I, FS 1291 Managing Company Tactical Operations II, and FS 1301 Managing Company Tactical Operations III. Key content includes: rescue and ventilation, confinement and extinguishment, water supply, exposures and defensive operations, salvage, overhaul, and support. This course concludes with a major fire simulation activity.

**FS 2133 Fire Prevention****3 credits (3 lec.)**

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

**FS 2163 Fire Protection Systems****3 credits (3 lec.)**

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

**FS 2173 Fire Service Instructor I****3 credits (3 lec.)**

Provides students with the basic methods of instructing fire service classes. Emphasis is placed on developing lesson plans. Students will prepare and deliver a short class to other students.

**FS 2183 Fire Officer I/ 3 credits (3 lec.)**

A basic management course addressing the unique problems associated with the fire service. Emphasis will be on developing an awareness of what is needed to be an effective fire service manager. The course will meet NFPA 1021 Level I and II (Human Resource Management, Budget, Government Structure, and Information Management Planning) requirements.

**FS 2193 Fire Officer II****3 credits (3 lec.)**

This is a comprehensive course designed to introduce the knowledge and skills necessary for fire service personnel to function at the Fire Officer II level. The knowledge and skills required to function at this level are identified in NFPA 1021-I. Fire Officers at this level are expected to function at the supervisory and managerial level within the department. Topics covered in the course are general knowledge and skills; human resource management; community and government relations; administration; inspection and investigations; emergency services delivery; and health and safety.

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

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 or above (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

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

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

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 or above (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

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

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

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



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

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

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

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

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

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

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

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

Continuation of GER 2013 Intermediate German I.

**~GSP 1004 Physical Science & Lab** **4 credits (3 lec., 1 lab)**

*Prerequisite: MATH 0033 Intermediate Algebra, or ACT mathematics score of 19 or above or Compass Algebra test of 41 or above.*

The relationship of man to his physical world. Content of the course is centered on the development of our modern concepts about matter and energy and how this development is related to the social order of which man is a part. This course does not satisfy science certification for secondary school teachers. It is not accepted as a course requirement for any natural science field.

**HEC 1001 Field Experience I** **1 credit (60 lab)**

Sixty hours of hands-on supervised experience in commercial food service. Designed to complement/reinforce lecture and lab experiences. Fall Semester.

**HEC 1002 Field Experience II** **2 credits (112 lab)**

Supervised experience of 112 hours of hands-on to include patient care and food service department management. Designed to complement/reinforce lecture and lab experiences. Spring Semester.

**HEC 1003 Food Science** **3 credits (2 lec., 3 lab)**

Principles underlying the selection and preparation of foods. Study of food components, market standards for products, grades and labeling. Laboratory experiences provide application of scientific principles to food preparation and service. Fall Semester.

**HEC 1101 Orientation to Healthcare** **1 credit (1 lec.)**

Emphasis is on exploring the roles of the dietary manager and the dietetic technician as members of the Healthcare team. Ethical and medico- legal dimensions of Healthcare are presented. Medical terminology and communications are also covered in detail. Fall Semester.

**HEC 1102 Sanitation and Safety** **2 credits (2 lec.)**

Principles of sanitation and safety as related to the foodservice industry are emphasized. Quality control and assurance as well as food and health regulations are covered. Emphasis is placed on prevention of hazards which may occur in institutional food service. Students must successfully complete a final examination from the Educational Foundation of the National Restaurant Association to receive a final grade in the course. Students will receive a certificate from the Education Foundation after successful completion of the exam. Fall Semester.

**HEC 1103 Food Systems Management** **3 credits (2 lec., 3 lab)**

Study of the organization and management of foodservice systems. Principles of planning, organizing, directing, controlling, and evaluating food service systems, human resource management, and fiscal resource management included. Fall Semester.

**HEC 1205 Introduction to Nutrition and Menu Planning** **5 credits (4 lec., 3 lab)**

Practice in individual and institutional menu planning using principles of proper nutrition. Practice using a diet manual to plan basic modified diets for persons in Healthcare facilities for diabetic, sodium, protein and fat modifications. Practice in planning menus to meet federal requirements for the school lunch program; also includes merchandising techniques, and food, labor, and equipment utilization. Spring Semester.

**HEC 1303 Quantity Food Production** **3 credits (2 lec., 3 lab)**

Study of institutional food service systems, including menu planning, quality assurance, standardized recipes, volume food production, distribution and services. Spring Semester.

**HEC 2003 Field Experience III** **3 credits (150 lab)**

*Prerequisite: HEC 1001 Orientation to Healthcare, HEC 1002 Field Experience II.*

Supervised experience of 150 hours in a clinical setting which gives students the opportunity to practice material taught in coursework offered during the semester. Fall Semester.

**HEC 2103 Medical Nutrition Therapy** **3 credits (3 lec.)**

Nutrition intervention used when conditions require modifications of the normal diet for a part of the therapeutic management of the patient. Food-drug interactions are also discussed. Fall Semester.

**HEC 2201 Dietetic Technician Seminar** **1 credit (1 lec.)**

In-depth study of recent developments and areas of concern related to providing nutrition care including laws, regulations, and standards affecting dietetic practice. Includes a study of professional development, roles, ethics, and performance in nutrition practice. A written exam to assess knowledge obtained throughout the four-semester program will be administered. Should be taken concurrently with Field Experience IV. Spring Semester.

**HEC 2202 Community Nutrition** **2 credits (2 lec.)**

Study of fundamentals of nutrition care delivery in community programs. Includes cultural and scientific aspects of food and nutrition as applied to an individual and the community. Spring Semester. Online.

**HEC 2203 Nutrition in the Life Cycle****3 credits (3 lec.)**

Study of the nutrient needs of the various stages of the life cycle. Techniques of assessment and nutritional intervention strategies are stressed. Spring Semester.

**HEC 2223 Field Experience IV****3 credits (150 lab)**

*Prerequisite: HEC 1001 Orientation to Healthcare, HEC 1002 Field Experience II.*

Supervised experience of 150 hours in a clinical setting which gives students the opportunity to practice material taught in coursework offered during the semester. Spring Semester.

**~HIST 1013 World Civilization To 1660****3 credits (3 lec.)**

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 or above (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

Study of the great world civilizations from the dawn of time to the immediate pre-industrial era. Emphasis on the main historical and cross-cultural currents influencing modern societies.

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

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 or above (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

Study of the great world civilizations since 1660. Emphasis on the study of industrialization, urbanization, immigration, religious developments, and war and their impact on the human condition.

**~HIST 2083 Arkansas History****3 credits (3 lec.)**

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 or above (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

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

**~HIST 2763 The United States To 1876****3 credits (3 lec.)**

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

Social, economic, and political developments from colonization of the New World to the end of Reconstruction. This course focuses on regional development, immigration patterns, the impact of settlement on the indigenous people, religious diversity, reform movements, the institution of slavery, and the Civil War.

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

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

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

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

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

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

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

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

This course will examine the role of women in the history of the United States from 1600 to the present.

**~HLTH 2513 Principles of Personal Health****3 credits (3 lec.)**

Principles, problems, and practices in the development of positive health behavior.

**HLTH 2523 First Aid and Safety****3 credits (3 lec.)**

Fundamentals, techniques, and practices of Standard First Aid and CPR as prescribed by the American Red Cross. Emphasis on programs of accident prevention in schools, homes, and recreational areas, and traffic safety.

**HSEP 1003 Introduction to NIMS and NRF****3 credits (3 Lec.)**

This course introduces the National Incident Management System (NIMS) and the National Response Framework (NRF). In this course, students will be introduced to the ways in which government, private-sector, and nongovernmental organizations to work together during domestic incidents. Further, students will gain knowledge of the planning actions that support preparedness, the actions that support a national response, and the organizations employed in multiagency coordination. As part of the course requirements, students will be expected to complete certain EMI online courses pertaining to ICS.

**HSEP 1013 Living in a Hazardous Environment****3 credits (3 Lec.)**

This course is an overview of the natural hazards present in our world; including floods, earthquakes, tornadoes and others. Discussion and study center on the causes of such hazards and the role of emergency preparedness systems when such disasters occur.

**HSEP 1043 Aim and Scope of Emergency Preparedness****3 credits (3 Lec.)**

This course focuses on the philosophical and theoretical underpinnings of the emergency management profession and the principles that define effective practice. The starting points are current definitions of emergency management, the mission and vision of the profession, and the principles of emergency management. As part of the course requirements, students will be expected to complete certain EMI courses pertaining to relevant subject matter.

**HSEP 2033 Citizen and Community Disaster Preparedness****3 credits (3 Lec.)**

This course focuses on the principles and practices of citizen and community disaster preparedness. Emphasis is placed on the examination of programs and partnerships that foster disaster preparedness with the general public and with special needs or high-risk populations. As part of the course requirements, students will be expected to complete certain EMI online courses pertaining to ICS.

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

Students who participate in BRTC's International Tour may enroll for 3 hours of humanities credit within the following guidelines: student must register for the class during the normal registration period for the semester in which the trip takes place. Normal tuition fees apply. The student is responsible for all costs associated with the tour. Student must complete required readings and other assignments as contracted with the BRTC Humanities faculty tour group leader. This course serves as an elective for students completing the Associate of Arts degree program.

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

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

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

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

**HUM 2003 Women in the Humanities****3 credits (3 lec.)***Prerequisite: ~ENG 1003 Freshman English I, with a grade of "C" or higher.*

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

**HUM 2013 Literature in Modern Popular Culture****3 credits (3 lec.)***Prerequisite: ~ENG 1003 Freshman English I, with a grade of "C" or higher.*

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

**IMT 1703 Hydraulics****3 credits (2 lec., 2 lab)**

Offers instruction in the principles of operation and component parts as related to heavy-duty equipment. Disassembly, inspection and repair will allow for obtaining knowledge in this field. Hands-on will include the use of hydraulic training units for better understanding of the systems, and variations that exist within the hydraulic systems.

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

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

**~LAW 2023 Legal Environment of Business****3 credits (3 lec.)**

Introduction to the fundamental elements of the Anglo-American legal system and its common law origins. The scope of the course will include the application and operation of the legal system in the remedy of business disputes, the development and operation of the court system, and the regulation of American business and industry by the United States Government. Microsoft Word 2013 required for online course.

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

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

**MATH 0023 Introductory Algebra****no credit**

*Prerequisite: Student must meet criteria under either (a) or (b) as follows: (a) score 15 - 16 on the ACT math, score 30-36 on the COMPASS Algebra Test, or score 46 or above on the COMPASS Pre-Algebra Test; or (b) pass MATH 0013 Pre-Algebra with a grade of "C" or higher.*

Operations on real numbers, operations and applications on linear equations and inequalities, addition, and multiplication properties of equality, exponents, polynomials, graphing, equations and inequalities in two variables, factoring, and quadratic equations are covered.

**MATH 0033 Intermediate Algebra****no credit**

*Prerequisite: Student must meet the criteria under either (a) or (b) as follows: (a) score 17-18 on the ACT math; or (b) pass MATH 0023 Introductory Algebra with a grade of "C" or higher.*

Solving quadratic equations and applications of quadratics, rational expressions and equations, absolute values, inequalities and equations with multiple variables, operations on functions, radicals and rational exponents, and complex numbers are covered.

**MATH 1003 Technical Math for Business****3 credits (3 lec.)**

*Prerequisite: Student must meet criteria under either (a) or (b) as follows: (a) score 19 or above on the mathematics section of the ACT, or score 41 or above on the COMPASS Algebra Test; or (b) pass MATH 0033 Intermediate Algebra with a grade of "C" or higher.*

This course will develop and/or review mathematical skills with emphasis on problem solving related to the business fields. This course is modularized using computer software with lessons tailored to the math content needed for the business department. A study of quadratic equations and inequalities, complex numbers, roots, powers, functions and their graphs, polynomial, and rational functions, synthetic divisions, factor and remainder theorems, exponential and logarithmic functions, systems of equations, matrices and determinants.

Technical Math for Business is a self-paced computerized modular math course. Students are encouraged to work through the courses as quick as possible. In this course, the students will have the opportunity to apply technology relevant to their academic goals using the Mymathlab computerized program and all the resources available through that program (ILO1). Students will apply communication and critical thinking skills relevant to their academic goals in the use of email, online resources, on-on-one instruction/discussion, tutorials and computerized technology (ILO2).

**MATH 1013 Technical Math for Trades and Industry****3 credits (3 lec.)**

*Prerequisite: Student must meet criteria under either (a) or (b) as follows: (a) score 16 on the ACT or score 34 on the COMPASS Algebra Test; (b) pass MATH 0023 Intro-Algebra with a grade of "C" or higher.*

This course will develop and/or review mathematical skills with emphasis on problem solving related to the technical fields. This course is modularized using computer software with lessons tailored to the math content for the different technical fields offered.

Technical Math for Trades and Industry is a self-paced computerized modular math course. Students are encouraged to work through the courses as quick as possible. In this course, the students will have the opportunity to apply technology relevant to their academic goals using the Mymathlab computerized program and all the resources available through that program (ILO1). Students will apply communication and critical thinking skills relevant to their academic goals in the use of email, online resources, one-on-one instruction/discussion, tutorials and computerized technology (ILO2).

**~MATH 1023 College Algebra****3 credits (3 lec.)**

*Prerequisite:* Each student must meet the criteria under either (a) or (b) as follows: (a) score 19 or above on the mathematics section of the ACT or score 41 or above on the COMPASS Algebra Test; or (b) the student must have earned a grade of “C” or higher in MATH 0033 Intermediate Algebra.

Quadratic equations and inequalities, complex numbers, roots, powers, functions and their graphs, polynomial and rational functions, synthetic divisions, factor and remainder theorems, exponential and logarithmic functions, systems of equations, matrices and determinants are covered.

**~MATH 1033 Plane Trigonometry****3 credits (3 lec.)**

*Prerequisite:* ~MATH 1023 College Algebra with a grade of “C” or higher.

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

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

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

**~MATH 1054 Pre-calculus****4 credits (4 lec.)**

Offered during the Spring Semester of odd **years** on the Pocahontas Campus. Offered during the Spring Semester of even years on the Paragould Campus.

*Prerequisite:* Each student must meet the criteria under either (a) or (b) as follows: (a) score 19 or above on the mathematics section of the ACT or score 41 or above on the COMPASS Algebra Test; or (b) the student must have earned a grade of “C” or higher in MATH 0033 Intermediate Algebra.

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

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

*Suggested Prerequisite:* ~MATH 1023 College Algebra with a grade of “C” or higher.

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

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

*Prerequisite:* MATH 2113 Mathematics for Teachers I with a grade of “C” or higher.



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

**MATH 2143 Business Calculus**     **3 credits (3 lec.)** Offered during the Fall Semester on the Pocahontas Campus. Offered during the Spring Semester on the Paragould Campus.

*Prerequisite:* ~MATH 1023 College Algebra or ~MATH 1054 Pre-calculus or a mathematics ACT score of 24 or above.

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

**~MATH 2204 Calculus I**     **4 credits (4 lec.)** Offered when demand warrants.

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

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

**~MATH 2214 Calculus II**     **4 credits (4 lec.)** Offered when demand warrants.

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

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

**MEDL 1001 Introduction to Healthcare Issues**     **1 credit (16 lec.)**

This course introduces the student to the field of Healthcare with an emphasis on hospital and laboratory organization. This course includes professional ethics, communication skills, and OSHA requirements.

**MEDL 1022 Phlebotomy Practicum**     **2 credits (8 lab)**

This course consists of 120 contact hours of supervised practice in phlebotomy at an assigned clinical affiliation site. The practicum provides the student the opportunity to observe and gain proficiency in skin punctures, venipuncture, and special collection techniques.

**MEDL 1003 Medical Terminology** **3 credits (3 lec.)**

Designed to teach students basic physiological processes involved with common diseases and therapies available for such diseases.

**MEDL 1024 Phlebotomy** **4 credits (3 lec., 1 lab)**

This course provides an in-depth study of current phlebotomy techniques. Students will acquire the skills necessary to properly obtain blood specimens for laboratory testing. Units of study include safety precautions, collection equipment, venipuncture and skin puncture techniques, and special collection procedures.

**MEDL 1033 Foundations of Human Anatomy and Physiology** **3 credits (3 lec.)**

This course will familiarize students with fundamental concepts and basic terminology associated with anatomy and physiology. It will provide an understanding of root words as well as prefixes and suffixes commonly used in science. The course will include the following format to enhance student learning: lecture, discussion, demonstration, computer models, and library work. It is designed for students that do not have a strong background in science or need a refresher course prior to attempting ZOOL 2003 Human Anatomy and Physiology I. (This is a non-transferable course.)

**MEDL 1043 Medical Coding I** **3 credits (3 lec.)**

*Prerequisite: MEDL 1003 Medical Terminology; MEDL 1033 Foundations of Human Anatomy & Physiology (OR) ZOOL 2044 Human Anatomy and Physiology I with lab; ~ZOOL 2414 Human Anatomy and Physiology II with lab.*

This course is designed to give students a basic introduction to the coding of disease processes and surgical procedures performed in a hospital, clinic or office setting. (Fall Semester).

**MEDL 1063 Medical Coding II** **3 credits (3 lec.)**

*Prerequisite: MEDL 1043 Medical Coding I, ZOOL 2044 Human Anatomy and Physiology I with Lab and ~ZOOL 2414 Human Anatomy and Physiology II with Lab OR MEDL 1033 Foundations of Human Anatomy and Physiology.*

This course is a continuation of MEDL 1043 Medical Coding and the coding of disease processes and surgical procedures. (Spring Semester)

**MEH 1103 Introduction to Machine Processes** **3 credits (1 lec., 4 lab)**

The care and operation of basic machine tools, measuring instruments and shop safety. Students learn the use of hand tools, drills, lathe cutting tools, and study the methods of machining them. Shop projects are designed to reinforce the student's knowledge.

**MEH 1203 Basic Blueprint Reading** **3 credits (1 lec., 4 lab)**

Identifying simple three-view to six-view drawings and how they are related to each other. Instruction in symbols, geometric dimension and tolerance, as well as interpretation of actual prints.

**MEH 1206 Basic Lathe Operations** **6 credits (1 lec., 10 lab)**

Provides instruction and practice in the care and operation of a lathe. Tapers, knurling, threading, and form turning operations are taught as well as accuracy and speed.

**MEH 1303 Metals and Alloys/Basic Die making** **3 credits (1 lec., 4 lab)**

Covers the blanking and pierce dies, the types of strippers, pilots, and stock guides employed in these dies. Blank lengths and blank orientation stock strips are also taught, along with die sections, doweling, and types of die shoes, metals, and alloys that are used.

**MEH 1406 Basic Mill Operations** **6 credits (1 lec., 10 lab)**

Provides instruction in and practice of the milling machine and the indexing, turntable, and broaching head attachments. It also covers straight, form, tapering and boring attachments.

**MEH 1503 Fundamentals of CNC** **3 credits (3 lec.)**

Instructions on the CNC controlled lathe and milling machine. Students learn to write, program, and cut their initials. Students will use two different conversationally programmed machines.

**MGMT 1013 Introduction to Human Resource Management** **3 credits (3 lec.)**

Interactive workshop that focuses on developing specific knowledge of managing the human resources at work. Students are introduced to the Americans with Disabilities Act, Equal Employment, Fair Labor Standards Act, training skills for supervisors, effective hiring practices, managing conflict at work, and supervising difficult employees. Microsoft Word 2013 is required for online course. (Spring Semester)

**MGMT 1023 Foundations of Productivity Management** **3 credits (3 lec.)**

Interactive workshop that focuses on developing specific knowledge of improving personal and team productivity. Students are introduced to effective teamwork skills, empowerment, motivation, quality management, and safety awareness. Microsoft Word 2013 is required for online course.

**MGMT 2003 Entrepreneurial Ventures** **3 credits (3 lec.)**

*Prerequisites: ACCT 1003 Accounting I or ~ACCT 2003 Financial Accounting*

*Prerequisite or Co-requisite: Small Business Management*

This course will help student analyze new business venture opportunities, understand financial considerations for starting a new business, develop the marketing knowledge and skills to promote the product/service, understand the importance of the management team, and then develop a business plan containing the supporting materials for the business idea. Students and their business plan(s) will be entered in the Governor's Cup Business Plan Competition in February/March where startup funds could be won if their plan is selected. Students are selected for enrollment in this course by BRTC business instructor recommendations.

**MGMT 2603 Leadership Issues** **3 credits (3 lec.)**

Emphasizes leadership and its application to the process of building, maintaining, and leading work groups in an effective manner. Describes the roles of leaders and followers, and how the role of leader changes, and the characteristics of a leader. Explores why leaders want to be leaders and the sources of the leader's powers. Includes basic business etiquette and creative thinking. Spring Semester.

**MGMT 2613 Principles of Supervision****3 credits (3 lec.)**

Covers the responsibilities of the first line supervisor. Describes the four functions of the supervisor and the requisite skills. Includes discussions about planning and decision making, job interviewing as the applicant and as the employer, employee grievance resolution, employee training, the appraisal process, and discipline. Fall Semester.

**MGMT 2623 Small Business Management****3 credits (3 lec.)**

Includes application of management, marketing, and finance to small business. The course addresses practical aspects of planning and organization, product/service marketing, human resources, and financial control. Students research a product, or service industry, and prepare a mini business plan. Students will have the opportunity to develop a network of entrepreneurs by interviewing an entrepreneur and writing a short case study about his/her business, as well as hearing from several small business owners as guest speakers. (Offered online in Summer; Offered as CVN/Hybrid in Fall and Spring)

**MGMT 2633 Information Technology Project Management****3 credits (3 lec.)**

A study of management methods and techniques of importance to network administrators. Topics include managing network system resources, equipment, inventory, people, planning, and purchasing. Fall, Summer Semester.

**MTH 1023 Blueprint Reading - Welding****3 credits (3 lec.)**

Enhances the student's ability to fabricate structural shapes based on information contained in a blueprint. A step-by-step method guiding the student in visualizing from blueprints. Blueprints are carefully analyzed and explained in detail. Enables the student to see the relationship between the working drawings and the fabrication processes involved in making structural shapes. Included in the course are three view drawings, sketching and dimensioning, understanding supplementary information, conventional drafting symbology, and specialized welding symbols. Non-transferable.

**MTH 1043 Technical Math - Electrical****3 credits (3 lec.)**

*Prerequisite or Co-requisite: ELT 1103 Basic Electricity/Electronics.*

Develops the algebraic and trigonometric skills required for technicians in the solution of practical problems encountered in the fields of electricity and electronics. The study of ratios, powers of ten, multiple and sub-multiple unit conversions, manipulation of formulas and equations using algebra, and the construction and interpretation of electrical graphs are included. Non-transferable. A math placement score is required.

**MTH 1203 Technical Math - Machine Tool Technology Shop****3 credits (3 lec.)**

Instruction in fractions, decimals, powers and exponents, algebra, geometry, and right angle trigonometry are taught and how they relate to the machine trades. Non-transferable.

**MTH 1213 Math for Healthcare Professionals****3 credits (3 lec.)**

*Prerequisite: Each student must meet the criteria under either (a), (b), or (c) as follows: (a) score 19 or above on the mathematics section of the ACT or score 41 or above on the COMPASS Algebra Test; or (b) the student must have earned a grade of "C" or higher in MATH 0033 Intermediate Algebra; or (c) transfer into BRTC and be eligible to register for College Algebra.*

Course provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include: interpretation of drug labels, syringe types, conversions, Roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records (MARs), dispensing, and proper documentation of medications as well as the Six Rights of Medication Administration and military time.

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

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

**MUS 1031 Concert Choir II****1 credit**

Choral ensemble of mixed voice open to all students without audition for the study and performance of oratorios, cantatas, smaller choral works, standard anthem literature, and musicals. Students should be able to sing on pitch. Two one-hour rehearsals per week. In order to receive proper credit for Concert Choir II, III, or IV, courses must be taken sequentially.

**MUS 1041 Concert Choir III****1 credit**

Choral ensemble of mixed voice open to all students without audition for the study and performance of oratorios, cantatas, smaller choral works, standard anthem literature, and musicals. Students should be able to sing on pitch. Two one-hour rehearsals per week. In order to receive proper credit for Concert Choir II, III, or IV, courses must be taken sequentially.

**MUS 1051 Concert Choir IV****1 credit**

Choral ensemble of mixed voice open to all students without audition for the study and performance of oratorios, cantatas, smaller choral works, standard anthem literature, and musicals. Students should be able to sing on pitch. Two one-hour rehearsals per week. In order to receive proper credit for Concert Choir II, III, or IV, courses must be taken sequentially.

**MUS 1061 Kimbrough Singers I****1 credit**

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

**MUS 1071 Kimbrough Singers II****1 credit**

*Prerequisite: MUS 1061 Kimbrough Singers I.*

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

**MUS 1081 Kimbrough Singers III****1 credit**

*Prerequisite: MUS 1061 Kimbrough Singers I, MUS 1071 Kimbrough Singers II.*

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

**MUS 1091 Kimbrough Singers IV****1 credit**

*Prerequisite: MUS 1061 Kimbrough Singers I, MUS 1071 Kimbrough Singers II, MUS 1081 Kimbrough Singers III.*

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

**NA 1001 Introduction/Orientation, Ethics and Legal Aspects****1 credit (16 lec.)**

The Healthcare institution, detailed job description, communication skills, resident rights, safety procedures, and precautions, along with selected medical terms and abbreviations are covered.

**NA 1201 Clinical Practicum****1 credit (32 lab)**

Students are assigned to area nursing homes for a minimum of 40 contact hours of clinical experience.

**NA 1202 Nursing Arts****2 credits (32 lec.)**

Personal care skills and procedures needed to care for the nursing home resident are learned, e.g., bathing, grooming, bed making, feeding, etc.

**NA 1301 Restorative Care****1 credit (16 lec.)**

Covers rehabilitation needs of the elderly, the aging process, common medical problems of the elderly, terminal illness and care of the dying.

**NRS 2203 Basic Human Nutrition****3 credits (3 lec.)**

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

Basic concepts of nutrition, normal nutrition and metabolism as well as factors that have an impact upon nutritional practices. Special attention to age-related nutritional needs and the impact of nutrition on health status. Open to nursing and non-nursing majors. Course must be completed within five years if student desires to transfer credit for this course into BRTC from another institution. Must receive a grade of "C" or higher for Nursing or Dietetics majors. Fall and Spring Semesters. Online.

**PE 1002 Concepts of Fitness****2 credits (1 lec., 2 lab)**

Knowledge of wellness and physical fitness to encourage and appreciate the importance of physical activity and exercise for lifelong health, wellness, and a quality life; and to provide opportunities for psychomotor development in hopes to adapt these principles by incorporating the information into lifestyle changes. A variety of current issues related to health and fitness will be discussed.

**PE 1111 Physical Conditioning****1 credit (2 lab)**

\*Any entering student who has already completed IFSAC Firefighter 1 and 2 will not be required to take PE 1111. They will however be required to take another elective of their choosing. Proof of their Firefighter 1 and 2 will be required. Department of Defense Firefighter 1 and 2 will be accepted.

This course focuses on basic conditioning. The course includes weight training, circuit training, cardiovascular and respiratory activity.

**PE 1471 Bowling** **1 credit (2 lab)**

Introduction to the basic techniques of bowling.

**PE 1481 Tennis** **1 credit (2 lab)**

Introduction to the basic skills, rules, and strategy in tennis.

**PE 1491 Badminton** **1 credit (2 lab)**

Introduction to the basic skills, rules, and strategy in badminton.

**PE 1621 Volleyball** **1 credit (2 lab)**

Introduction to the basic skills, rules, and strategy of volleyball.

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

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

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

**PHYS 2034 University Physics I** **4 credits**

*Prerequisite or Co-requisite: Pre-Calculus, Co-requisite: ~MATH 2204 Calculus I*

Basic principles of mechanics, thermodynamics, materials and wave motion utilizing calculus with multimedia computers (at each station) in a unified lecture/lab format. 6 hours per week. This course may be substituted for ~PHYS 2054, General Physics I. This course will meet the General Education Requirements for Physical Science.

**PHYS 2044 University Physics II** **4 credits**

*Prerequisite: PHYS 2034 University Physics I, or ~PHYS 2054 General Physics I.*

Continuation of PHYS 2034 covering the basic principles of electricity, magnetism, waves, optics and topics from modern physics utilizing calculus with multimedia computers (at each station) in a unified lecture/lab format. 6 hours per week. This course may be substituted for ~PHYS 2064 General Physics II, for PHYS 2083 and PHYS 2081 Fundamental Physics II and Lab.

**~PHYS 2054 General Physics I** **4 credits (3 lec., 3 lab)**

*Prerequisite or Co-requisite: Pre-Calculus, Co-requisite: ~MATH 2204 Calculus I*

*Prerequisite or Co-requisite: ~MATH 1033 Plane Trigonometry.*

The essentials of mechanics, heat, materials and simple harmonic motion in unified lecture/laboratory format, utilizing multimedia computers at each student station. Six hours per week. This course will meet the General Education requirements for Physical Science.

**~PHYS 2064 General Physics II****4 credits (3 lec., 3 lab)***Prerequisite: ~PHYS 2054 General Physics I.*

The essentials of electricity, magnetism, wave motion, optics and topics from modern physics in a unified lecture/lab format, utilizing multimedia computers at each student station. Six hours per week.

**PHYS 2133 Survey of Physics for the Health Professions****3 credits (3 lec.)**

A survey for introductory mechanics, waves, electricity, magnetism, optics, and modern physics with applications for students of the health professions. This course will utilize multimedia methods.

**PN 1002 Fundamental Pharmacology****2 credits (2 lecture)**

Thirty-two hours of pharmacologic theory is presented in this course. The fundamental elements of pharmacology including basic math, systems of measurement, introduction to pharmacology, drug dosages, drug legislation and standards, medication administration, insulin, and injections are taught in this course. Successful completion of this course requires an 85% or higher on math final and successful completion of a hands-on medication administration check-off.

**PN 1006 Clinical Practicum I****6 credits (16 lab)**

This course includes 288 clock hours of Basic Nursing Skills either in the nursing lab or in the clinical setting. Students are assigned to long-term care facilities where they perform basic nursing care.. The focus of Nursing I Clinical Practicum is the care of the geriatric population. Before entering clinical assignments, each student is required to successfully complete American Heart Association First Aid and CPR. Multiple basic skills, including venipuncture and intravenous (IV) therapy are taught. The student must successfully perform return demonstration in order to proceed.

**PN 1007 Nursing Fundamentals****7 credits (7 lecture)**

This course serves as an introduction into fundamental nursing principles, including the Nurse Practice Act, nursing process, attitudes, skills and common procedures necessary for safe care. Legal, ethical and historical data and concepts are discussed. Microbiology and principles of asepsis are included. More complex nursing procedures are integrated as the semester progresses, such as fundamentals of intravenous therapy techniques, equipment precautions, complications, and nursing responsibilities.

**PN 1106 Clinical Practicum II****6 credits (24 lab)**

*Prerequisite: PN 1002 Fundamental Pharmacology, PN 1006 Clinical Practicum I, PN 1007 Nursing Fundamentals. Co-requisite: PN 1310 Medical-Surgical Nursing.*

Experience is obtained caring for medical-surgical in the acute care and hospital setting. Students are assigned the task of medication administration. Students are also rotated out to outpatient medical/surgical clinical sites for observation.

**PN 1206 Clinical Practicum III****6 credits (24 lab)**

*Prerequisite: PN 1002 Fundamental Pharmacology, PN 1006 Clinical Practicum I, PN 1007 Nursing Fundamentals, PN 1310 Medical- Surgical Nursing, and PN 1106 Clinical Practicum II. Co-requisite: PN 1329 Nursing Specialty.*



Experience is obtained with continued care of the medical-surgical client in the acute care and hospital setting as well as additional training focuses on Obstetrics, Pediatrics, and Mental Health. Students are assigned the task of medication administration and leadership and delegation skills. Students also spend the last part of the semester in a one-on-one preceptor at an assigned facility for additional training prior to graduation.

**PN 1310 Medical-Surgical Nursing****10 credits (10 lec.)**

*Prerequisite:* PN 1002 Fundamental Pharmacology, PN 1006 Clinical Practicum I, PN 1007 Nursing Fundamentals

*Co-requisite:* PN 1106 Clinical Practicum II.

This class covers medical and surgical conditions of the adult client. An emphasis is placed on the nursing, pharmacological, nutritional, spiritual and emotional care of the client as part of the holistic process of nursing care.

**PN 1329 Nursing Specialty****9 credits (9 lec.)**

*Prerequisite:* PN 1002 Fundamental Pharmacology, PN 1006 Clinical Practicum I, PN 1007 Nursing Fundamentals, PN 1310 Medical-Surgical Nursing, and PN 1106 Clinical Practicum II.

*Co-requisite:* PN 1206 Clinical Practicum III.

This class covers medical and surgical conditions of the obstetrical client, women's and men's reproductive health, the care of the pediatric client, and the client with mental health disorders. An emphasis is placed on the nursing, pharmacological, nutritional, spiritual and emotional care of the client as part of the holistic process of nursing care. Current and emerging infectious diseases, emergency preparedness, genetic research and cloning, principles of management in long term care, delegation, legal and ethical aspects of nursing including the Nurse Practice Act are included in this course.

**POSC 1003 Introduction to Politics****3 credits (3 lec.)**

*Prerequisite:* Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.

An introduction to the use of politics for the resolution of conflict in communities, nations, and the international system through the study of political concepts and relationships, with application to current problems.

**~POSC 2103 United States Government****3 credits (3 lec.)**

*Prerequisite:* Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.

Survey course which asks students to examine the fundamentals and functions of the United States Government and to discuss and debate basic public policy issues. Students gain a better understanding and perspective of the government, the obligations of citizens and their relationship to the government of the United States

**~PSY 2003 Human Growth and Development****3 credits (3 lec.)**

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

Survey of human development ranging from conception through late adulthood, with an emphasis on the physical, emotional, cognitive, moral and social growth of human beings. Educational and familial contexts are highlighted.

**~PSY 2513 Introduction to Psychology****3 credits (3 lec.)**

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

Study of the important scientific principles of individual human behavior from each contemporary perspective to improve the quality of life and understanding of individual and social behavior.

**~QM 2113 Business Statistics****3 credits (3 lec.)**

*Prerequisite: ~MATH 1023 College Algebra and working knowledge of Excel 2010.*

Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression and correlation. Microsoft Excel 2013 and Hawk's program are required for online course.

**READ 0003 Reading****no credit**

Students who score 0-18 on the ACT Reading or 0-84 on the COMPASS Reading Test must enroll in this class and pass with a grade of "C" or higher. The course will focus on specific reading strategies that will improve the reading skills needed in future reading intensive college courses.

**READ 0023 Technical Reading****no credit**

Technical students who score 0-18 on the ACT Reading or 0-84 on the COMPASS Reading Test must enroll in this class and pass with a grade of "C" or higher. This class meets the reading requirement for all technical programs and only admits technical students. Technical Reading will count the same as Reading.

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

**RES 1001 Beginning Pharmacology****1 credit (1 lec.)**

Instruction in the process of respiratory care medication administration including commonly used calculations, methods of delivery, routes of administration of respiratory drugs and their effects on the body with a special emphasis is on need for accuracy. Semester 1

**RES 1002 Respiratory Clinical Practicum I****2 credits (2 lab)****Co requisites: First semester Respiratory Care Core Curriculum**

This class is an introduction into the clinical setting. The first 6 weeks emphasis will be on standards of practice in Patient Data Evaluation. Review data in the patient record, collection and evaluation of data, and recommended procedures will be the emphasis. Also will reinforce laboratory techniques utilized in RES 1501 as students intermingle laboratory learning with experience in the clinical setting (This is 260 contact hours). Semester 1

**RES 1005 Respiratory Care Sciences****5 credits (5 lec.)**

This course focuses on the scientific foundations of patient care in Respiratory Therapy. There are 5 units:

**Math and Algebra**—this is a basic operations with an introduction to calculations used in Respiratory Care.

**Chemistry**—this is a presentation of fundamental chemical principles and biochemistry applicable to patient care.

**Physics**—basic health science physics, including gas laws and flow/volume measurements applied to patient care and equipment operation.

**Microbiology and Infection Control**—Overview of disease causing microorganisms with community and hospital-based precautions to prevent the spread of infection. Semester 1

**RES 1105 Non-Critical Care****5 credits (5 lec.)**

This course is a comprehensive study of the assessment and care of the patient at a sub-acute level through classroom instruction and laboratory experience preparing the student for the clinical setting. 5 Units include:

**General Patient Care**—introduces the student to patient psychology, communication skills, record keeping, and patient assessment.

**Respiratory Care Pharmacology**—this unit continues where Beginning Pharmacology leaves off. It covers respiratory care drugs and physiological interactions with body systems. Professionalism,

**Critical Thinking, and Medical Ethics**—this unit explores the importance of clear communication in the relationships between therapists and doctors, nurses, allied health personnel, and most importantly, the patient and their family.

**Medical Gas, Aerosol, and Humidity Therapy**—Students will learn proper techniques for use of oxygen delivery devices, aerosols, and humidity appliances.

**Time Management**—introduces the concept of managing a treatment load and making efficient use of time in the clinical setting. Semester 1

**RES 1302 Internal Medicine I****2 credits (2 lec.)**

The etiology, pathogenesis, manifestations, and management of common cardiopulmonary diseases are discussed. Focus of the course is on the respiratory care management of diseases. Students will have a basic understanding of radiological finds, therapeutic modalities and patient

interactions. Lectures by the program medical director will provide physician/student interaction and additional medical insight into cardiopulmonary diseases. Semester 4

**RES 1501 Respiratory Equipment Lab I****1 credit (1 lec./4 lab)**

Co requisite: First Semester Respiratory Core Classes.

Study of respiratory care equipment and procedures with emphasis placed on therapeutic gas administration, aerosol and humidity therapy, hyperinflation techniques and airway care, including artificial airways establishment and management. Students will be taught to address equipment issues such as: select, assemble, and troubleshoot equipment as well as perform quality control and calibration procedures. Semester I

**RES 2002 Respiratory Clinical Practicum II****2 credits (2 lab)**

*Prerequisites: First semester Respiratory Care core curriculum*

This is a continuation of Clinical Practicum I and involves students completing learning exercises and developing skills in the laboratory and clinical settings. Students will learn to initiate, conduct, and modify prescribed therapeutic procedures such as oxygen set-ups, medical gas cylinder care, arterial blood gas sampling and analysis, basic spirometry, and airway care. Reinforcing time management, professionalism, and medical ethics covered in 1st semester classes student learn the work ethic. (This is 120 contact hours). Semester 1

**RES 2003 Cardiopulmonary Anatomy and Physiology****3 credits**

*Prerequisites: ~ZOOL 2004, Human Anatomy & Physiology and Lab, and ~ZOOL 2414, Human A & P II and Lab.*

Study of anatomy and physiology of the respiratory and circulatory systems are explored in detail. Emphasis will be on the interaction of systems in gas exchange, acid-base balance and oxygen transport. The structure and function of the chest cage, mechanics of breathing, and control of respiration are also included. Semester 2

**RES 2102 Advanced Cardiopulmonary Evaluation**

*Prerequisites: First, Second, and Third semester Respiratory Care Core Classes*

Beginning with a comprehensive review of what we have already learned, we will help students integrate prior knowledge and sharpen abilities by practicing “real life” scenarios in the classroom and lab. We will practice test-taking skills as we emphasize the rationales behind the respiratory care we practice. Clinical simulations will be explored as we emphasize information gathering, decision-making, problem-solving and optimal patient outcomes. Semester 4

**RES 2103 Mechanical Ventilation I****3 credits (3 lecture/lab)**

*Prerequisites: First and Second Semester Respiratory Care Core Curriculum*

In this course we will review to concept of oxygen and carbon dioxide transport and explore the principles of ventilation including, negative pressure, positive pressure, noninvasive ventilation, BiPAP, CPAP, and positive pressure ventilation. Semester 3

**RES 2107 Clinical Practicum III****7 credits (7 lab and clinical)**

*Prerequisites RES 1002 Clinical Practicum I, RES 2002 Clinical Practicum II*

Advanced practice and development of efficient respiratory care protocols and techniques as well as observation and practice of Respiratory Care are covered. Students practice techniques necessary to carry out respiratory clinical care, floor care, and chronic care for adults, neonates, and pediatric patients. Rotation affords students an opportunity to plan, implement, and evaluate respiratory care therapeutic modalities in adult patients on continuous mechanical ventilation. Emphasis is placed on professionalism, critical thinking skills including decision making, problem solving, and consulting techniques. (This is 420 contact hours). Semester 4

**RES 2126 CRT to RRT Bridge      6 credits (3 lec., 3 lab; a minimum of 7 campus hrs. per week)**

*Prerequisites: Candidates must possess an Associate degree, CRT Credential by NBRC, and an active license in the state where they practice. This course is not eligible for financial aid.*

This is a hybrid course where some of the course will be in the online format and the rest will be on campus. Student will independently review the Comprehensive Review text for the advanced written and clinical simulations examination. The independent study can be completed prior to class time. Written Registry Examination practice tests and clinical simulations with rationales and explanations will be conducted online via Lindsey Jones University. Development of critical thinking will be fostered by completion RC Notes for pathologies. The student will complete a total of 20 clinical simulations in Adult (14), Pediatric (4), and Neonatal (2) areas to hone skills of information gathering, problem solving and decision making. Candidate will pass at least one HESI Self-Assessment Examination (\$45) prior to receiving a certificate of completion.

**RES 2203 Critical Respiratory Care      3 credits (3 lecture/lab)**

*Prerequisites: First and Second Semester Respiratory Care Core Curriculum*

In this class we explore classroom, laboratory, and clinical presentation of Advanced Cardiopulmonary Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Neonatal Resuscitation Program (NRP). Students will become certified in each of these age specific curricula. Critical Care Pharmacology will be addressed in each of the areas. Semester 3

**RES 2303 Mechanical Ventilation II      3 credits (3 lecture/lab)**

*Prerequisites: RES 2103 Mechanical Ventilation I; RES 2401 Respiratory Care Equipment Lab II*

Procedures for initiating mechanical ventilation, airway care, ventilator management, troubleshooting and testing are covered in classroom and laboratory. Students participate in supervised care of ventilated patients in hospital critical care units to include adult, pediatric, and neonatal intensive care units. Semester 4

**RES 2401 Respiratory Equipment Lab II      1 credit (3 lab)**

*Prerequisite: RES 1501 Respiratory Equipment Lab I.*

This course will outline selection, assembly, and troubleshooting equipment used in assessing and performing mechanical ventilation will be addressed as well as performing quality control and calibration procedures. Point of care and regular arterial blood gas equipment quality control, calibration and maintenance will be addressed.

**RES 2502 Internal Medicine II****2 credits (2 lecture)**

*Prerequisites: RES 1302 Internal Medicine I, Co-requisite: RES 2503 Neonatal/Pediatric Respiratory Care*

The etiology, pathogenesis, manifestations, and management of common neonatal and pediatric cardiopulmonary diseases are discussed. Focus of the course is on the respiratory care management of diseases. Students will have a basic understanding of radiological finds, therapeutic modalities and patient interactions. Lectures by the program medical director will provide physician/student interaction and additional medical insight into neonatal and pediatric cardiopulmonary diseases. Semester 4

**RES 2503 Neonatal/Pediatric Respiratory Care****3 credits (3 lecture)**

Respiratory Care protocols and therapeutic interventions applied to the care of premature infants, sick infants, and pediatric respiratory patients. Students participate in supervised care of these patients in critical care areas. Emphasis is placed on professionalism, critical thinking skills including decision-making, problem solving, and consulting techniques. Semester 4

**RNSG 2119 Nursing Process I****(9 hrs credit, 9 hrs/wk lecture)**

*Prerequisite: Admission to the ARNEC program; Co-requisite: RNSG 2123*

This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to ARNEC's goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the lifespan. The student's fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. This course also explores the legal, ethical, and social issues related to the Registered Nursing role. Basic pharmacology and fundamental nursing theory, skills, and medical math will be reviewed to prepare students for subsequent semesters. The second part of this course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness-illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the lifespan for clients in these areas.

**RNSG 2123 Nursing Practicum I****(3 hrs credit, 9 hrs/wk practicum)**

*Prerequisite: Admission to the ARNEC program; Co-requisite: RNSG 2119*

This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG 2119. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration, and medical/surgical client care. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention,

and evaluation of their clients. Curriculum concepts and comprehension are carried out per clinical application.

Summer Courses: (12-Week Course)

**RNSG 2216 Nursing Process II****(6 hrs credit, 8 hrs/wk lecture)**

*Prerequisite: RNSG 2119, RNSG 2123; Co-requisite: RNSG 2223*

This first part of this course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the childbearing family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, family planning, female cancers, and general women's Healthcare.. This course also provides lecture content for the age group involving the newborn through adolescence (pediatrics). The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive Healthcare guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content.

**RNSG 2223 Nursing Practicum II****(3 hrs credit, 12 hrs/wk practicum)**

*Prerequisite: RNSG 2119, RNSG 2123; Co-requisite: RNSG 2216*

This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the childbearing family, newborn, and women's health. Students also use their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to infants, toddlers, preschool age, school age and adolescent clients. Students will observe and participate in treatment modalities for common pediatric clients, including therapeutic communication and safety planning. Students will engage in the clinical application of concepts covered in RNSG 2216, demonstrating progressive mastery and independence in Registered Nursing practice.

Fall Courses: (16-Week Course)

**RNSG 2318 Nursing Process III****(8 hrs credit, 8 hrs/wk lecture)**

*Prerequisites: RNSG 2216, RNSG 2223; Co-requisite: RNSG 2311, RNSG 2323*

This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will learn basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, surgical care, and acute care and

long-term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the lifespan are incorporated.

**RNSG 2323 Nursing Practicum III****(3 hrs credit, 9 hrs/wk practicum)**

*Prerequisites: RNSG 2216, RNSG 2223: Co-requisite: RNSG 2318, RNSG 2311*

This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Team leading and care of critically-ill clients are major components of this course. Students will engage in the clinical application of concepts covered in RNSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse.

**RNSG 2311 NCLEX-RN Preparation****(1 hr credit, 1 hr/wk lecture)**

*Prerequisites: RNSG 2216, RNSG 2223: Co-requisite RNSG 2318, RNSG 2323*

This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review the student on what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nursing.

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

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

**~SOC 2213 Principles of Sociology****3 credits (3 lec.)**

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

Study of the basic principles of human society and social behavior. Emphasis is on concepts of culture, socialization, class relations, collective behavior, family, institutional organization, and ethnic and group interaction. A student whose placement score requires READ 0013 or READ 0033 is strongly advised against enrollment in this reading intensive course, prior to completion of READ 0013 College Reading Skills and READ 0033 Advanced Reading Techniques.

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

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



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

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

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

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

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

**SW 2203 Introduction to Social Work****3 credits (3 lec.)**

Students gain an insight into the development and organization of public and private welfare services.

**SW 2213 Interviewing Skill for Social Work Practice****3 credits (3 lec.)**

This course introduces the principles and processes of social work practice including interviewing and developing relationships. It permits integration, at the beginning level, of material from the social, behavioral and biological sciences to the value and knowledge bases of practice. It presents principles for skill development, especially with regard to communication and relationship skills. Students are required to complete in-class role-playing assignments demonstrating the concepts discussed. Leadership of, and participation in, class discussions is required.

**SW 2223 Human Behavior in the Social Environment****3 credits (3 lec.)**

Perspectives on human functioning from a range of theories with social work applications to individuals, families and groups; emphasis on developmental perspectives and human diversity across systems levels.

**TECH 1803 Computer Aided Drafting and Design I****3 credits (3 lec.)**

Beginning course for the technician, technologist, or engineer. CAD software is used to produce multi-view drawings with an emphasis on machine parts and architectural design. This course provides an overview of drawing and editing operations, including dimensions, sections, rectangular, and polar arrays and title blocks.

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

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

**WLD 1002 Applied Welding****2 credits (4 lab)**

Instruction and practice in the practical application of welds. Explanation of how practice welds relate to actual situations in industry. Basic welding practice, in the MIG welding process, along with the use of metal cutting torches is covered.

**WLD 1003 Gas Shielded Arc Welding****3 credits (6 lab)**

The course provides students with practice in the MIG and TIG welding processes. Instruction is given in the set-up and use of these two commonly used welding processes. Safety is taught in

the shop relating to machines and material used. Additional instruction is provided in the use of cutting torches, grinders, etc.

**WLD 1004 Welding Theory I****4 credits (4 lec.)**

Classroom study of some commonly used welding and cutting processes. The theory of equipment operation, material preparation, safety, various welding techniques, and filler metal selection are also covered. Material is presented with lectures, videos, and discussion.

**WLD 1013 Arc Welding****3 credits (6 lab)**

Welding practice of fillet and groove welds. Bend tests are given upon the completion of each position. Stick welding (Arc Welding), a commonly used process in the construction field, is taught using low hydrogen electrodes. The use of related equipment such as torches and grinders is also taught. A.W.S. certification available.

**WLD 1023 MIG Welding****3 credits (1 lec., 4 lab)**

The theory and operation of the MIG welding process and its equipment are covered. The application of MIG procedures is practiced on steel plate. Fillet and groove welds are performed in positions. Upon completion of each position, a bend test is given before a new position is begun. A.W. S. certification available.

**WLD 1034 Welding Theory II****4 credits (2 lec., 4 lab)**

A continuation of WLD 1004 Welding Theory I with a review for new students. Weld testing, certification welding, welding defects and the theory and operation of inert gas welding processes are some of the areas covered. Material is presented in lecture and discussion form. Review areas include safety, material preparation, and material fit up.

**WLD 1043 Position Welding****3 credits (6 lab)**

Structural procedures are covered with emphasis on the use of low hydrogen electrodes. Fillet and groove welds on steel plate are practiced. Bend tests are given following completion of each position. Instruction and practice is provided on metal cutting and preparation. A.W.S. certification available.

**WLD 1053 Certification Lab****3 credits (6 lab)**

A.W.S. procedures for certification are discussed and practiced. The reasons for certification and how companies determine their own certification requirements are presented. Practice is given in the commonly used certification procedures. Metal preparation and fit up, bead sequence, and possible weld defects are covered. A.W.S. certification available.

**~ZOOL 2004 Human Anatomy and Physiology I & Lab****4 credits (3 lec., 1 lab)**

*Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.*

Introduction to the biology of atoms, molecules, organelles and cellular functions, tissues, functional anatomy of integumentary, skeletal, muscular and central nervous systems, interaction with external environment. Must receive a grade of "C", or better, before enrolling in PN 1310.

**~ZOOL 2414 Human Anatomy and Physiology II & Lab****4 credits (3 lec., 1 lab)***Prerequisite: ~ZOOL 2004 Human Anatomy and Physiology I & Lab.*

This course will introduce students to the structures and physiology of the cardiovascular, respiratory, gastrointestinal, immune, endocrine, urinary, and reproductive systems.

# **Student Handbook and Information**

## **Accident or Illness**

Any student who has an accident or becomes ill and needs health services should inform his/her instructor immediately. The student will be excused to seek medical treatment. If the situation is an emergency 911 will be called immediately. The instructor will document any accident that has occurred.

Although the college does not provide student health insurance, company brochures are available in the Student Affairs Office which gives information about available health services.

## **American College Testing Program (ACT)**

BRTC is a designated regional testing center for the ACT program. Tests are administered on specified national testing dates. Students wishing to take the ACT test should contact Regina Moore, Director of Distance Education, at 870-248-4000, ext. 4049, for testing dates. Test dates are also listed in the ACT package available in the Office of Student Affairs.

## **Bookstore**

The college bookstore stocks all required textbooks and some required supplies for classes, as well as a variety of miscellaneous items. Graduation caps and gowns are also distributed through the bookstore.

Normal buy-back days are scheduled for the end of finals for both the Fall and Spring Semesters.

Bookstore hours are 8:00 a.m. to 4:30 p.m. during regular semesters. During the first week of each semester, the bookstore has extended hours.

## **Clubs and Organizations**

In order to give opportunity for many students to participate in an activity and in order to lend opportunity for students to select from a diversity of activities, the administration will encourage the development of clubs representing a variety of interests. Clubs and organizations shall be established and governed in accordance with the provisions and guidance of the advisor of the club or organization, and the approval of the recommendations by the administration.

## **Club Advisors**

Club advisors are full-time employees of BRTC and provide proper supervision at all college functions. They must have the approval of the college president to act in an advisory capacity.

Off-campus student activities may be permitted with the approval of the administration, and will be properly supervised by appropriate club advisors.

## **Community Group Activities**

The College encourages opportunities for students to participate in the activities of the communities in the area served by the college if they are educationally sound, and if they lead to a better understanding of community responsibility.

## **Contests for Students**

Some programs offered at BRTC afford the opportunity for the students to participate in state and national competition. BRTC realizes the particular values obtained from these competitions and encourages the involvement of the students.

## **Employment Assistance**

Career Planning personnel work closely with area business and industry to locate potential employment for BRTC graduates.

The Office of the Coordinator for Student Retention and Placement offers a wide range of services to current students and alumni in the career decision making and the job search process. Students are required to register with the Coordinator for Student Retention and Placement at the beginning of their last semester at Black River Technical College. Students will fill out an application which gives authorization by the student to release information to employers, recruiting representatives, and educational institutions. Services provided by the Office of Coordinator for Student Retention and Placement are:

- Referrals for part-time jobs on and off campus
- Referrals for full-time career jobs
- Referrals for summer jobs
- Job search strategies and interview skills
- Job posting and referral to all career jobs

Accurate and up-to-date job information including salaries, locations, qualifications, etc.

Job posting, resume preparation resources, and placement services are also available through BRTC Career Connections, an online employment resource.

## **Gift Giving**

Individual students are discouraged from giving gifts to faculty members. Staff members, particularly those in positions where decision making is a primary part of their duties, shall not accept personal gifts from those who would profit from such decisions.

## Inclement Weather Policy

The president may cancel classes in the event of severe weather. Announcements of cancellations will be aired on radio stations KPOC, Pocahontas; KFIN, Jonesboro; KTMO, Kennett, MO; and on the television station KAIT, Channel 8, Jonesboro. The RAVE alert system give students the college community the option of receiving text alerts in case of inclement weather or other class cancellations.

## Name/Address Changes

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

## Parking

All students must obtain a registration/parking permit for any vehicle driven on the college campus. New permits effective for one year are issued in the Fall Semester each year. There is no charge for the first parking permit, available at the STUDENT PAYMENT WINDOW. There will be a \$5.00 charge for each additional parking permit

Parking fines are \$5.00 for the first violation and increase by \$5.00 for each successive violation. A list of violations may be obtained at the cashier's window. Students are required to park in the YELLOW painted areas designated for student parking. WHITE painted parking areas are reserved for faculty and staff. Back-in parking is only allowed in Handicap Parking areas.

## Physical Examinations

Physical examinations may be required of students enrolled in some programs offered at BRTC. If an examination is required before enrolling in a class or program, it will be at the student's expense.

## Plagiarism Policy

**Academic Dishonesty**—Students are expected to do their own work on examinations and in preparation of all assignments. They are also expected at all times to uphold high standards of integrity. Plagiarism, cheating, and any other form of theft of intellectual property are all examples of academic dishonesty and are prohibited.

**Cheating**—is an attempt to deceive the instructor in his or her efforts to evaluate an academic exercise. Cheating includes copying another student's homework, class work, or a required project, whether in part or whole, and presenting this material to the instructor as the student's own work. It also includes giving, receiving, offering, selling, buying, and or/soliciting information on a quiz, test, or examination.

**Plagiarism**—is the intentional copying of any published work whether from a book, magazine, audiovisual program, electronic media, films, or manuscripts belonging to another student or another writer. It also includes purchasing written assignments from another person, company, or through an electronic paper-writing business. It will be deemed plagiarism when a student uses direct quotations without the proper usage of quotation marks and necessary attribution or when he or she uses the ideas of another without giving proper credit.

In fairness to all students, each instructor must enforce strict regulations to ensure honesty. Any student who violates the regulations may receive the letter grade of “F” in the specific assignment or examination. The instructor will also submit a written report of the incident to the appropriate Division Chair. The Division Chair will notify Student Affairs for documentation in the permanent record as well as inform the appropriate academic vice president.

In case of repeated infractions, other disciplinary sanctions will be imposed. Under the specific circumstances of multiple incidents, the student may be dropped from the class for academic dishonesty; and the circumstances leading to this removal from the class be entered in the student’s permanent record. Continued infractions of this policy will result in the student’s expulsion from the college and the reason for this expulsion will be entered on his or her permanent collegiate record.

If the student believes an erroneous accusation of academic misconduct has been made and the final course grade lowered as a result, the student may submit an appeal under the guidelines for Academic Appeals.

## School Hours

Classes meet at any time between the hours of 8 a.m. and 10 p.m., Monday through Saturday; specific class times will be set at registration.

### Social Security Number

Each student is required to have a Social Security number when registering for class(es).

## Student Advisor System

During registration, an advisor will be assigned to each student. The advisor will be a faculty member in the area most closely related to the student’s major, and will help the student choose appropriate courses before registration each semester, and will direct students to information on financial aid, testing, etc.

## Student Conduct

Students are expected to be mature and responsible in their general behavior. They are expected to attend all classes and to be punctual. After an unexpected absence due to illness or emergency, students are responsible for contacting instructors on their first day back to arrange to make up work. Excessive absenteeism may result in loss of course credit. Excessive is calculated as twice the number of times the class meets each week. Students are expected to

obey national, state, and local laws; respect the rights and privileges of others; be forthright and honest in all their social and academic conduct; and, in general, to conduct themselves in a manner which brings credit to themselves and to the college.

BRTC reserves the right to dismiss any student whose behavior is considered undesirable or harmful to the institution. The administration may dismiss, or suspend, students who have not upheld the social or academic standards of the college, following the due process guidelines. Students who are dismissed or suspended for disciplinary or academic reasons may apply for readmission after a stated period of time set by the administration. BRTC, at the discretion of the administration, may remove from classes any student who is convicted of a felony, or who is felt to be a threat to the campus community (student body/faculty/staff).

No student, employee, or guest may bring any intoxicant or harmful/illegal drug on to the campus, or appear on campus under the influence of such substances. BRTC will not tolerate use, possession, or sale of such substances on campus, or at institutional functions. All first-time and entering transfer students receive a copy of BRTC's Drug and Campus Security Policy when completing the application process.

## **Student Identification Cards**

Student identification cards are issued to new students in the fall, summer, and spring semesters. The cards can be used for discounts with various local merchants. Student ID cards are used as library cards and may also be required in conjunction with other school functions when identification as a BRTC student is necessary. Student ID cards are issued through the Student Affairs Office. Replacement ID's will cost \$5 each.

## **Student Organizations**

The college recognizes that students derive many values through participation in student activities associated with the college program. Therefore, the administration will direct efforts toward the promoting, supporting, and proper directing of such activities as an integral part of the education program.

Sufficient time will be provided by the administration to afford adequate sponsorship of the student government and proper direction and assistance to all student activities. The administration will assure that staff direction and assistance do not interfere with or curb the exercising of appropriate initiative, leadership, and responsibility of students.

Students may choose to become a member of the organization for which they qualify.

### **Art Club**

The BRTC Art Club is open to any student currently enrolled at Black River Technical College. The yearly dues are \$5.00. The club hosts fund raisers such as autumn decoration and starving artist sales. Members of the club enjoy field trips to nationally known museums, such as Crystal Bridges American Art Museum in Bentonville, Arkansas, and the St. Louis Art Museum in St.



Louis, Missouri. Members also enjoy attending meetings of cultural interaction and movie critiques.

### **English Club**

The English Club is open to any student currently enrolled at Black River Technical College. Faculty and staff are also welcome. Enrollment in the English Club is free.

### **BRTC Entrepreneurship Student Association (BESA)**

All persons interested in entrepreneurship shall be eligible for membership. Membership shall be by application and election upon such terms as the club shall provide in its by-laws.

### **Music Club**

The Music Club, America Choral Directors Student Chapter, is open to any student currently enrolled at Black River Technical College. The yearly dues are \$5.00. Faculty, staff and participating community members may also participate in the club. The members participate in music festivals, public performances and fund raising activities.

### **National Technical Honor Society**

The National technical Honor Society was established in 1984 to honor achievements and leadership in career and technical education, promote educational excellence, award scholarships and enhance career opportunities for the NTHS membership. The BRTC Chapter was chartered in January of 2012. Student membership is open to BRTC students who are enrolled in career and technical education programs. Each student must meet the qualifications set by the college. Qualified students receive a formal invitation by the BRTC Chapter of NTHS. Students must also be nominated by a BRTC instructor. Students must maintain a 3.0 GPA to retain membership in NTHS.

### **Professional Business Leaders**

Arkansas State Chapter of Phi Beta Lambda shall consist of members of chartered local chapters. These members shall hold membership in their respective local, state, and national chapters.

**Active Members** shall be students enrolled in business and/or business-related fields who accept the purpose of PBL and subscribe to its creed. Active members shall pay dues as established by PBL and may be eligible to participate in state competitive events, serve as voting delegates to the National and State Leadership Conference, hold national and state office, or to otherwise represent their state or local chapter as approved by their respective state or local advisers.

**Professional Members** shall be persons associated with or participating in the professional development of PBL as approved by local chapters. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisor of business and office education, employers or supervisors of cooperative work-training students, advisory council members, and other persons contributing to the growth and development of PBL.

Professional members shall pay dues as established by the National Office, but shall be ineligible to participate in events, serve as voting delegates, or hold office.

**Honorary Life Members** may be persons making significant contributions to the field of business and office education and to the growth and development of PBL. Honorary Life members may be recommended by local chapters and approved by the State Executive Council and by the State Board of Directors. These members shall not be eligible to vote or hold office and are not required to pay dues.

### **Rotaract Club**

Rotaract is a Rotary-sponsored club that fosters leadership and responsible citizenship, encourages ethical standards in business, and promotes international peace and understanding. Rotaract of Black River Technical College is a college-based club. Chapter meetings are held every week on the Pocahontas campus.

Rotaracters work on at least one community service project and at least one international project yearly. They also participate in professional development opportunities and interact with local Rotarians.

### **Student Government Association**

Membership in the SGA will consist of those students who are interested in furthering their social and professional development, as well as creating a liaison between the students and the administration. All students at BRTC are invited to become active members.

### **Phi Theta Kappa**

There is a Phi Theta Kappa National Honor Society chapter on the BRTC campus, and members are entitled to attend local, regional, and national meetings and events. Established in 1918, Phi Theta Kappa is the only internationally recognized honor society serving two-year colleges, and its purpose is to recognize and encourage scholarship, service, and leadership among associate degree students. Students must meet eligibility requirements based on hours earned and GPA before being invited to join. Induction ceremonies are held each semester.

### **Student Organizations Speakers**

Clubs and organizations on the campus may have off-campus speakers address their members. It shall be the responsibility of the appropriate faculty advisor to screen speakers in advance to ensure that reasonable standards of decency and morals will not be violated, and the speakers are not known to advocate illegal or unlawful activities.

### **Student Publications**

*Currents*, an in-house creative arts journal publication, is produced each spring semester by Black River Technical College and features fine art pieces from all of the studio art courses. All

students are eligible to submit their work; however, a faculty committee will choose the final pieces to be included.

## **Veterans**

BRTC is an approved school for veterans and their beneficiaries, and they are required to meet the same admission criteria as other students. Veterans, dependent children, and others entitled to educational assistance payments from the Veterans Administration should contact the Office of Financial Aid for detailed information and application forms.

## **Visits to the College Campus**

Residents of the college service area will be invited and encouraged to visit the college and to observe in any and all classrooms, provided that such visitors make arrangements in advance and conduct themselves in such a way that classroom work is not disrupted. Children are not allowed in the classroom.

Children under 18 years of age, who are not currently enrolled in classes, must be accompanied by an adult at all times.

The administration will arrange for campus tours for special groups.

# Administration

## Office of the President

**Dr. Eric Turner, President.** B.A. History & English, Williams Baptist College; M. A. History, Arkansas State University; Ed.D Higher Education Administration, Vanderbilt University.

**Vickie French,** Administrative Specialist III, Office of the President.

**Julie Edington,** Human Resources Director. B.S., Williams Baptist College.

**Amber Green,** Human Resources Assistant.

## Office of Institutional Advancement

**Karen Liebhaber,** Vice President for Institutional Advancement. B.A., M. A., Arkansas State University.

**Jessica Bailey,** Projects Coordinator. B.A., Ouachita Baptist University.

**Shawna Lepard.** A.A.S., Black River Technical College.

**Ann Savage,** Director of Public Relations and Marketing. B.B.A., University of Central Arkansas.

## Office of Administration

**Brenda Gillogly,** Vice President for Administration. B.S.A., University of Kansas; M.B.A., Baker University.

**Michael Greene,** Director of Computer Services. B.S., Arkansas State University; B.S., Northeast Louisiana University.

**Eric Sullinger,** Information Technology Manager. A.A., Black River Technical College; B.S., Arkansas State University.

**Steve Williams,** Computer Support Technician. B.A., Arkansas State University.

**Shana Akers,** Information Systems Analyst. A.A.S., A.A., Black River Technical College, M.Ed., B.A., University of Arkansas at Little Rock.

**Carl Hawkins,** Skilled Tradesman Telephone.

**Patricia Sanderson,** Computer Support Technician, Paragould. A.A.S. State Tech Institute of Memphis; B.S., John Brown University.

**Tony Saylors,** Public Safety Officer Supervisor. BRTC Law Enforcement Training Academy; A.A.S., Black River Technical College.

**Amber Richbourg,** Public Safety Officer. A.A.S., B.S., Arkansas State University.

**Thomas Bailey**, Public Safety Officer. BRTC Law Enforcement Training Academy.

**Thomas Nelson**, Public Safety Officer, Paragould Campus. A.A.S., Black River Technical College, BRTC Law Enforcement Training Academy.

## Office of Finance

**Rhonda Stone**, CPA, CGMA, Associate Vice President of Finance. B.S., M.S., S.C.C.T., Arkansas State University.

**Sherry Griggs**, Accountant I. A. A. S., A. A., Black River Technical College; B.S., Arkansas State University.

**Kim Johnson**, Fiscal Support Technician. Business Education Certificate, Black River Vocational Technical School; A.A., Black River Technical College.

**Sonya Walker**, Payroll Technician. A.A., Black River Technical College.

**Beverly Edington**, Fiscal Support Specialist. A.A., Three Rivers College.

**Bridgette Rose**, Fiscal Support Specialist. B.S., Arkansas State University.

**Glenda Hawkins**, Fiscal Support Specialist. A.A., Crowley's Ridge College; A.A., Black River Technical College; B.S., Arkansas State University.

## Office of Student Affairs

**Martha Nelson**, Vice President for Student Affairs. A.A., Junior College of Albany; B.A., Russell Sage College; M.A., M.S. Syracuse University

**Claudette Hackworth**, Administrative Specialist III, Office of Vice President for Student Affairs.

**Kim Bigger**, Registrar, B.S., M.S., Arkansas State University.

**Brandi Chester**, Director of Financial Aid. B.S., M.S.E., Arkansas State University.

**Misty Bradley**, Financial Aid Analyst. B.S., Williams Baptist College; M.B.A., Arkansas State University.

**Ashley Conrey**, Financial Aid Analyst, Student Affairs. C.P., A.A., Black River Technical College.

**Mary Anderson**, Academic Advisor. A.A., Black River Technical College; B.S., Arkansas State University; M.S., Arkansas Tech University.

**Bridget Guess**, Academic Advisor. A.S. Certificate, A.A.S., Black River Technical College; B.A.S., Arkansas State University.

**Sarah Waltermire**, Coordinator for Student Recruitment and Enrollment. B.S.E., M.A. English, M.A. Heritage Studies, Arkansas State University.

**Angie French**, Recruitment Specialist, BS, Arkansas State University.

**Debora Martin**, Administrative Specialist I, Student Affairs.

**Alanna Carol Mullins**, Administrative Specialist 1, AA Coastal Community College.

**Billie Fry**, Registrar's Assistant, Student Affairs. A.A., Black River Technical College.

**Tom Baker**, Director Career Pathways. B.S.A., M.S.E., Arkansas State University.

**Margo Veer**, Recruiter/Counselor, Career Pathways. B.S., Williams Baptist College.

**Helen Shipley**, Administrative Specialist II, Career Pathways. A.A.S., Black River Technical College; B.A.S., Arkansas State University.

**Rhonda Crabtree**, Community Outreach Coordinator, Career Pathways. B.A., Harding University; M.S., University of Central Arkansas.

**Elizabeth Tyler**, Administrative Specialist I, Student Affairs.

**Cynthia Rudi**, Administrative Specialist II, Student Affairs, Paragould.

**Jenny Weaver**, Program Coordinator, Financial Aid, Paragould. A.A., Three Rivers Community College; B.G.S., Southeast Missouri State University.

**Eugenia Israel**, Administrative Specialist 1, AA, Black River Technical College

**Drew Garland**, Default Prevention Specialist. B. A., University of Central Arkansas.

## Office of General Education

**Roger Johnson**, Vice President for General Education. B.S., Michigan State University; M.S., Southern Illinois University; Ph.D., University of Tennessee.

**Sharon Watson**, Administrative Specialist III, Office of the Vice President for General Education.

**Priscilla Stillwell**, Academic Site Coordinator, Paragould. B.S.E., M.A., M.S.E., Arkansas State University.

**Kathryn Warren**, Administrative Specialist II, Paragould.

**Regina Moore**, Director of Distance Education. A.A., Black River Technical College; B.A., University of Arkansas at Little Rock, M.S., Arkansas Tech University.

**Daniel Parker**, Distance Education Coordinator. B.A., Arkansas State University; M.S., City University London.

**Steve Shults**, Director of Law Enforcement Training. B.S.E., M.A., Arkansas State University.

**Judy Ballard**, Administrative Specialist III, Law Enforcement Training. A.A.S., Black River Technical College.

**Tammie Lemmons**, Director of Adult Education. B. S., M. S., Arkansas State University.

**Gail Dodd**, Administrative Specialist I, Adult Education.

**Donna Foster**, Learning Center Coordinator. B. S. E., Arkansas State University.

**Shawn Long**, Instructional Technology Support Technician. B. S., Arkansas State University.

## Office of Technical Education

**Angela Caldwell**, R.D., L.D., Vice President for Technical Education. A.A., Crowley's Ridge College; B.S. Dietetics, Harding University; S.C.C.T., M.S., Arkansas State University.

**Janna Guthrey**, Administrative Specialist III, Office of the Vice President for Technical Education.

**Patti Blaxton**, Director Corporate and Community Education, Pocahontas. B.S.E., M.S.E., Arkansas State University.

**Rhonda Swink**, Administrative Specialist II, Continuing Education and Business Outreach, Pocahontas. A.S., Arkansas State University.

**Zebulon Blansett**, Corporate and Community Program Specialist. A. A., Black River Technical College; B.P.S., Arkansas Tech University.

**Alan Decker**, Director of Corporate and Community Education, Paragould. A.A., Arkansas State University-Newport; B.S., Arkansas State University.

**Dana Bradford**, Corporate and Community Education Operations Coordinator. B.S., M.S.E., Arkansas State University.

**Katrina Bozarth**, Administrative Specialist II, Corporate and Community Education, Paragould. A.A.S. Black River Technical College.

**Crystal Clemmer**, Administrative Specialist II, Continuing Education and Business Outreach, Paragould.

**Dana Clay**, Administrative Specialist II, Nursing & Respiratory. A.A.S., Black River Technical College.

**Renee Davis**, Administrative Specialist I, Fire Science. A.A.S., Black River Technical College.

**Anne Simpson**, Librarian. B.S.E., Arkansas State University, M.A., University of Arkansas Little Rock, M.S., University of North Texas, A.M.I., Montessori Institute of Atlanta.

**Debbie Sorg**, Library Technician. Secretarial/Word Processing Certificate, Black River Technical College.

**Krystal Hendon**, Library Support Assistant. A.A., Black River Technical College; B.A., Arkansas State University.

**Mylea White**, Completion and Retention Specialist. A.A., A.A.S., Black River Technical College; B.A., University of Arkansas at Little Rock.

**Ramonda Housh**, Division Chair of Allied Health. B.S.N., RNP Certificate, Arkansas State University; M.N.Sc., University of Arkansas for Medical Sciences.

## Auxiliary Services

**Trisha Aube**, Cashier. Administrative Services, Medical Coding, and Medical Transcription Certificates, Black River Technical College.

**Janice Harvey**, Bookstore Manager. A.A., Black River Technical College.

**Darlene Crawford**, Fiscal Support Technician/Business Office Assistant, Bookstore, Paragould. A.A.S, Black River Technical College.

**Margaret Manning**, Food Preparation Specialist. A.A.S. Black River Technical College.

**Paige Bishop**, Food Preparation Coordinator. Dietary Manager Certificate, Black River Technical College, A.A.S., Black River Technical College.

**Brad Caffrey**, Cafeteria/Purchasing Assistant.

## Maintenance

**Ronnie Walker**, Construction Supervisor. A.A.S., Phillips Community College.

**Trent Ingram**, Director of Physical Plant.

**Douglas Steele**, Skilled Tradesman, Carpentry.

**Allen Stillwell**, Maintenance Assistant, Paragould.

**Charles Parker**, Maintenance Assistant.

**James Thielemier**, Skilled Tradesman-Electricity. Master Electrician Certificate.

**John Wren**, Skilled Tradesman/HVAC.

**David Dement**, Institutional Services Supervisor. Industrial Electricity/Electronics Certificate, Black River Technical College.

**Becky Brown**, Institutional Services Assistant.

**Amy Courter**, Institutional Services Assistant.

**James Holscher**, Institutional Services Assistant.

**Debbie Nolte**, Institutional Services Assistant.

**Jennifer Tubbs**, Institutional Services Assistant.

**Harold Sharp**, Institutional Services Assistant.

**Johnathan Wren**, Institutional Services Assistant.

**Veronica Denton**, Institutional Services Assistant, Paragould.

**Kelly Williams**, Institutional Services Assistant, Paragould.

## Faculty

**Jessica Alphin**, Director of Clinical Education/Respiratory. A.A., A.A.S., Black River Technical College; B.S., Grand Canyon University.

**Kim Adams**, Developmental Education Coordinator. B.S., M.S.E., Arkansas State University.

**Sandy Davis-Baltz**, Fine Arts. B.F.A., M.A., Heritage Studies, M.A., Ph.D., Arkansas State University.



- Jared Bassham**, Law Enforcement Training. B.S.E., M.A., Arkansas State University.
- Ashley Hall**, English and Philosophy. B.A., M.A., S.C.C.T., Arkansas State University.
- Kelsie Cagle**, R.N., Practical Nursing, B.S.N., Arkansas State University.
- Joseph Chappell**, Paramedics. Paramedic Certification, Delta Vocational Technical School; A.A.S., Black River Technical College; B.A., Bellevue University.
- Courtney Moore Clements**, English. B.A., M.A., M.S., S.C.C.T., Arkansas State University.
- Derek Clements**, History. B.S.E., M.A., M.A., S.C.C.T., Ph.D., Arkansas State University.
- Elizabeth Collins**, English. A.A., Black River Technical College; B.A., M.A., Arkansas State University.
- Larry Dail**, Auto Collision Cosmetic Repair Technology. A.S.E. & I-CAR Certifications, NOTCI; A.S., Arkansas State University; B.S., University of Arkansas.
- Travis DeClerk**, Automotive Service Technology. AST Certificate, Black River Vocational Technical School; A.S.E. Master Certified; A.A.S., Black River Technical College, B.S., Arkansas State University.
- Jack Deloach**, Industrial Electricity/Electronics. B.S. Technology, Arkansas State University.
- Christina Derbes**, Dietetics. Dietary Manager Certificate, A.A.S., Black River Technical College.
- Phillip Dickson**, Division Chair of Technical Education. A.A.S., A.A., Black River Technical College; B.S.E., M.S., Arkansas State University; Certified Novell Admin.; C.C.N.A.; CompTIA A+ Certified; MOUS Certified.
- Alfred Dixon**, Mathematics. B.S.E., M.S., Arkansas State University.
- Mack Downey**, Business. B.S., M.A., Bellevue University.
- Carl Dyer**, Law Enforcement Training. B.S., Arkansas State University.
- Nancy Felts**, RN, Practical Nursing. B. S.N., Arkansas State University; M.S.N, Capella University.
- Thomas Fielder**, Communications/Theatre. B.A., University of Michigan; M.F.A., Southern Mississippi University.
- Tahnee Green**, RN, Practical Nursing, B.S.N., Arkansas State University.
- Travis Harris**, Math. B.S., M.S., Arkansas State University.
- Rex Flag**, Science. B.S., M.S., Arkansas State University.
- Sissy Gray**, Social Science. B.A. Harding University; M.S., Missouri State University; SCCT + 30, Arkansas State University.
- Lynda Griffin**, Science. A.A.S., B.A., Arkansas State University; M.S., Midwestern State University.
- Kelly Grooms**, Communications/Theatre. B.S.E., M.A., Arkansas State University.
- Rickie Gunn**, Welding. B.S. E., M.S. Arkansas State University.

- Brook Hale**, Science. B.A., M.S., Arkansas State University.
- Chris Hankins**, Law Enforcement Training. B.S., Arkansas State University.
- Tonya Hankins**, RN Director of Practical Nursing. R. N., B.S.N., Arkansas State University.  
MSN Ed, Grand Canyon University.
- Kellee Hardage**, Business. B.S.E., M.S.E., Arkansas State University.
- Alan Haskins**, Fire Science, A.A.S., Black River Technical College. B.S. , M.S. Columbia  
Southern UniversityMark Herbstreit, Aviation. A&P Mechanics, Wayne Community  
College.
- Sandra Green**, APRN, Simulation Lab Coordinator. R.N., B.S.N., M.S.N., Arkansas State  
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- Jennifer Hibbard**, RN, Nursing. R. N., B.S.N., Arkansas State University.
- Suzette Hicks**, Respiratory Care Program Director. A.A.S., Chattanooga State Technical  
College; A.T., Christian Life School of Theology; B.Th., Christian Life School of  
Theology; R.R.T./C.P.F.T., M.A., Ashford University.
- John Huggins**, Science. B.S.E., M.S., Arkansas State University.
- Laddie Hunter**, English. B.A., Lyon College; M.A., University of Arkansas.
- Lisa Inman**, English. B.A., M.A., Arkansas State University
- Lisa Jackson**, Developmental Education Instructor. A.S., B.S., M.S.E., Arkansas State  
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- Christina Jeffery**, Physical Education/LETA Trainer. B.A., Kent State University.
- Bridgette Kasinger**, Nursing Clinical Site Coordinator. B.S.N., Arkansas State University.
- Darenda Kersey**, Business, B.S.E., M.S.E. Arkansas State University.
- Rachel Koons**, Social Sciences. A.A., Black River Technical College; M.A., New Mexico State  
University.
- Daniel Lee**, Social Science/History. A.A., Ozarka College, B.A., M.A., Arkansas State  
University.
- Joan Linnstaedter**, English. B.A., Arkansas State University; M.A., Texas A & M University.
- Angela Loveless**, Science, Paragould. M.S.E., Arkansas State University.
- Chris Lynch**, Science. B.S. University of Central Arkansas; M.S.E., Arkansas State University.
- Kara Malin**, RN, Nursing Assistant Director, Practical Nursing. A.A.S. C.N.A., A.S.N., R.N.,  
Black River Technical College.
- Karen Marlow**, Spanish. B.S.E., Williams Baptist College; M.S.E. from Arkansas State  
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- Gary Meier**, Machine Tool Technology. Machine Shop Certificate, Residential Carpentry  
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**Kathy Murdock**, Dietetics. A.A., Black River Technical College; B.A., University of Medicine and Dentistry of New Jersey; M.S., Kansas State University

**Shannon Ogden**, Business. B.S., M.B.A., Arkansas State University.

**Aja Osler**, Science. B.S., M.S., Arkansas State University.

**Daphne Perkins**, Math. B.S.E., M.S., Arkansas State University; M.S., Texas A & M University.

**Amy Plaster**, Criminal Justice. A.A.S., University of Arkansas Community College at Batesville; B.A., M.A., Arkansas State University.

**Darren Plaster**, Law Enforcement Training. B.S., University of Central Arkansas.

**Charlotte Power**, History. B.A., Beulah Heights Bible College; B.S.E., M.A., Arkansas State University; Ph.D., University of Memphis.

**Cindy Robinett**, Adult Education. B.S.E., M.S., Arkansas State University.

**Benjamin Runnels**, Law Enforcement Training. A.S., B.S., Arkansas State University, A.A., A.A.S., Black River Technical College.

**Ruth Schaa**, Business. B.S., M.B.A., University of Central Arkansas.

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**Donna Statler**, Division Chair of General Education. B.S.E., M.S.E., Arkansas State University.

**Priscilla Stillwell**, Academic Coordinator, Social Science. B.S.E., M.A., M.S.E., Arkansas State University.

**Jessica Stout**, Math. B.A. Lyon; M.A. University of Central Arkansas.

**Tina Stroud**, RN, Practical Nursing. B.S.N., Arkansas State University. M.S.N. Ed., Grand Canyon University

**Joniece Trammel**, Music. B.A., M.S., Arkansas State University.

**Sandra Williams**, Developmental Education Instructor, B.A. Buena Vista University, M.E. Liberty University.

**Jean Wilson**, Adult Education. Ad. Ed. Certificate, Arkansas State University; B.A., North Texas State University.