BLACK RIVER TECHNICAL COLLEGE

2024-2025
College Catalog

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Facts About Black River Technical College

Type

Founded as Black River Vocational Technical School in 1972, the school is now a public, two-year college with an open admissions policy 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 has 23 buildings located on 100 acres. All facilities are ADA accessible. It is comprised of two locations:

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

The **Armory @ BRTC** is located at 715 East Main Street in Piggott, Arkansas. This is a satellite location for the BRTC Career & Technical Center (started in August of 2023).

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

Pocahontas Campus	**Paragould Location**
P.O. Box 468	P.O. Box 1565
1410 Highway 304 East	1 Black River Drive
Pocahontas, AR 72455	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 small student-faculty ratio permits students to have a productive learning relationship with their instructors. BRTC annually enrolls approximately 2,500 students from its service area.

Accreditation

BRTC is accredited by the Higher Learning Commission, an institutional accreditor that accredits degree-granting postsecondary educational institutions in the United States. BRTC's most recent reaffirmation of

accreditation occurred in June 2023. Additional information about HLC and BRTC's accreditation status can be found at www.hlcommission.org. Some academic programs are also accredited through other, specialized agencies. Information about these accreditors is located in the College section.

Degrees and Programs

BRTC offers Associate of Applied Science, Associate of Science, Associate of Arts, and Associate of General Studies degrees, technical certificates, certificates of proficiency, and adult and continuing education courses.

Library

The library contains approximately 18,000 volumes of in-house materials and provides access to thousands of periodicals through the Internet and subscription databases. BRTC identification cards are also used as library cards.

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 student's learning experiences.

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 for Paragould followed by the appropriate extension.

Purpose	Office	Phone Number
General Information	Office of Student Affairs	(870) 248-4000
Academic Program Information	Office of Academics	(870) 248-4092
Admissions	Office of Admissions	(870) 248-4000
Financial Aid	Office of Financial Aid	(870) 248-4017
Finances and Fees	Office of Finance	(870) 248-4033
Transcripts	Registrar's Office	(870) 248-4013
Campus Facility Scheduling	Office of the President	(870) 248-4070

Board of Trustees

BRTC is governed by a 7-member Board of Trustees, each serving a 7-year term.

Carolyn J. Collins	June 30, 2029
David Coker	June 30, 2030
Daniel Moore	June 30, 2024
Robert Olvey	June 30, 2025
Sue McGowan	June 30, 2026
Jeremy Baltz	June 30, 2027
Vacant	June 30, 2028

Officers of the Board

Carolyn J. Collins	Chair
David Coker	Vice-Chair
Robert Olvey	Secretary

President of the College

Dr. Martin Eggensperger, Ph.D.   President
   B.S., University of Central Arkansas; Ph.D., University of Arkansas at Little Rock

President's Cabinet

Dr. Brad Baine ....Vice President of Academics
   B.S.E., Williams Baptist University; M.S.E., Arkansas State University; Ph.D., University of Arkansas

Dr. Karen P. Liebhaber..Vice President of Institutional Advancement
   B.A., M.A., Arkansas State University; Ed.D., University of Arkansas

Jason Smith, J.D .... Vice President of Student Affairs
   B.S., Arkansas State University; J.D., University of Arkansas Little Rock William H. Bowen School of Law

Rhonda Stone, CPA..Vice President of Finance and Administration
   B.S., M.S., S.C.C.T., Arkansas State University

Julie Edington .... Executive Director of Human Resources
   B.S., Williams Baptist College

Sissy Gray ....Executive Director of Institutional Effectiveness
   B.A., Harding University; M.S., Missouri State University; SCCT, Arkansas State University

Priscilla Stillwell. .... Executive Director of Paragould Operations
   B.S.E., M.A., M.S.E., Arkansas State University

Academic Calendar

*Please note the following academic calendars are subject to change.

Fall 2024   August 19– December 20, 2024
   Classes Begin (1st 8-wk & 16-wk) .... August 19 (M)

   Last Day to Add a Class(es) .... August 21 (W)

   Labor Day Holiday (Campus Closed) .... September 2 (M)

   Last Day to drop 1st 8-wk .... October 3 (R)

   Mid Term Exams .... October 7-13 (M-S)

   Intent to Graduate Form Due .... October 7 (M)

   1st 8-wk Finals .... October 9-13 (W-Su)

   8-wk Classes Begin .... October 14 (M)

   Last Day to Add 8-wk Trad Class .... October 14 (M)

   Registration for Returning Students .... November 11 (M)

   Last Day to Drop a Class .... November 15 (F)

   Thanksgiving Holiday: (No Classes) .... November 25-29 (M-F)

   Last Day to Drop 8-wk Class .... December 5 (T)

   Final Exams .... December 10-16 (T-M)

   Commencement .... December 19 (R)

   Holiday Break: (Campus Closed) .... December 24 - January 1 (T-W)

Winter-Session 2024-25   December 20—January 19, 2024
   Last Day to Add Online Class .... December 20 (F)

   Classes Begin .... December 20 (F)

   Last Day to Drop a Class .... January 9 (R)

   Final Exams .... January 15-19 (W-Su)

Spring 2025   January 13—May 16, 2025
   Faculty Report Back .... January 6 (M)

   Classes Begin (16wk, 1st 8-wk) .... January 13 (M)

   Last Day to Add a Class(es) .... January 15 (W)

   Martin Luther King Day: No Classes, Offices Open .... January 20 (M)

Last Day to drop (1st 8-wk) ....February 20 (R)

Midterm Exams ....March 3-9 (M-Su)

1st 8-wk Finals ....March 5-9 (W-Su)

Intent to Graduate Form Due.. March 3 (M)

2nd 8-wk Classes Begin .... March 10 (M)

Spring Break: No Classes – Admin Offices Open ....March 24-28 (M-F)

Last Day to Drop a Class ....April 4 (F)

Registration for Returning Students .... April 7 (F)

Last Day to Drop 2nd 8-week Class..April 24 (T)

Final Exams .... May 6-12 (T-M)

Commencement... May 15 (R)

Inter-Session 2025   May 20-30, 2025

Last Day to Add/Drop a Class(es) .... May 19 (M)

Classes Begin, M-R (8:00 a.m. - 2:30 p.m.). .... May 19(M)

Memorial Day Holiday: Campus Closed...May 26 (M))

Final Exams .... May 30 (R)

Summer I 2025   June 2 - 29, 2025

Classes Begin ....June 2 (M)

Last Day to Add a Class(es) ....June 3 (T)

Last Day to Drop a Class(es) ....June 19 (R)

Final Exams ....June 26 (R)

Last Day of Classes (Online only)...June 25-29 (W-Su)

Summer II 2025   July 7-August 3, 2025

Classes Begin .... July 7 (M)

Last Day to Add a Class(es) .... July 7 (M)

Last Day to Drop a Class(es) ....July 24 (R)

Final Exams ....July 31 (R)

Last Day of Classes (Online only)...July 30-August 3 (W-Su)

Facts About the College

Mission Statement

Black River Technical College transforms lives through quality academic and career education to enhance the community we serve.

Vision

Black River Technical College will lead our community in learning and economic development.

Values

- **Students** – Student needs are the foundation of our academic, co-curricular, and financial planning.
- **Quality** – At Black River, we strive to provide our students with excellent academic programs, encouraging support services, and administrative support to meet students' goals.
- **Learning** – We provide degree programs, professional training, enrichment experiences, and collaborative opportunities to foster career and personal improvement.
- **Community Relationships** – The strengths and challenges of our community shape us. We collaborate with our community to share strengths and resources, learn together, and address the needs of our region.

Inclusivity and Diversity

In the wake of civil and social unrest, it is critical to step back, face challenging subjects, and reflect. At BRTC, we aspire to enhance the community we serve. We recognize that by interacting with and listening to a diversity of people we can better understand and appreciate one another.

At the heart of our mission is community and the phrase the community we serve is intentionally broadly inclusive. Inherent in our mission is a commitment to equip every student for success regardless of socioeconomic status, age, race, religion, gender, and/or neuro-difference.

Because Students are one of our four core values, every employee at BRTC is responsible for treating each student equitably – for listening to, acknowledging, and attending to the at-risk and vulnerable. Community is another of our four core values. We examine our data and listen to our community to gain an understanding of how to better fulfill our mission.

Guiding Statements

To be successful, our efforts must be deliberate and integrated. The following statements hold true to our vision, shape how we carry out our mission, and guide how we are expected to treat one another:

- We take the broadest possible view of diversity, including seen and unseen values.
- We acknowledge life experiences that make individuals unique.
- We encourage all employees to use their unique perspectives to help advance our mission.
- We require fair treatment, accessibility, and opportunity for all students and employees
- We expect our workplace to be an inclusive environment built upon mutual trust, respect, and dignity.
- We commit to building a workplace where students and employees feel a sense of belonging.
- We strive to identify and eliminate barriers to equal opportunity.

College History

Black River Technical College was founded in 1971 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 2,500 students in 27 certificate programs and 16 associate degree programs. Many students also participate in continuing education courses offered by the college. The original 46,775 square footage, situated on 44 acres, has grown to 362,750 square feet and a total of 35 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 Commission, 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 18,000, seeks to provide ready access to information in a variety of formats in order to strengthen the information literacy skills of the library's clientele. Through excellence in customer service, the staff strives to make the library an effective team member that contributes to students successfully meeting their academic, vocational, and personal development goals.

The Library of Congress classification system is used for the arrangement of books, and an online catalog provides access to the collection. Reserve items are available at the circulation desk, and a coin-operated copy machine is available for use. The library's Internet and databases give full-text accessibility to thousands of magazines and journals and provide abstracts for many more. Students can also log on to the library's home page at https://blackrivertech.org/black-river-technical- college-library 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. Laptops are available for loan as needed while supplies last. Usernames and passwords for online services are provided, and students are encouraged to contact the library for assistance with research questions.

The library is open 40+ hours a week with reference services available continuously to provide users with assistance in locating information and resources. 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 institutionally accredited by the Higher Learning Commission. https://www.hlcommission.org/. Its programs have been approved by the Arkansas Division of Higher Education. Eight of the college's programs are also accredited or approved by different agencies, as reflected in the program descriptions. They are as follows.

Accredited Programs

- **Auto Service Technician** – Automotive Service Excellence Education Foundation
- **Nutrition and Foodservice Management** – Association of Nutrition and Foodservice Professionals
- **Paramedic**--Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).
- **Respiratory Care** – Commission on Accreditation for Respiratory Care

Approved Programs

- **Concurrent Enrollment** – Arkansas Department of Higher Education
- **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

> **Note**: Successful program completion of the following programs does not guarantee eligibility for licensure, certification, or employment. Please see the respective program for additional information below, on the website, or contact the program director

- EMT
- Nursing Assistant
- Paramedic (Inactive)
- Practical Nursing
- Registered Nursing
- Respiratory Care

Assessment Program

Black River Technical College is committed to providing students with a high-quality education and college experience. To ensure the College has established a student-centered environment where faculty and staff work deliberately to help students learn and achieve their goals, BRTC has implemented a comprehensive assessment program.

The overall objective of the assessment program is to continuously improve the College's academic, co-curricular, and support programs through outcomes-based assessment practices. By routinely measuring students' attainment of learning outcomes and the College's performance on other objectives, BRTC is able to gauge the success of its efforts and to continuously strive for improvement.

BRTC's assessment processes are overseen by the Executive Director of Institutional Effectiveness in collaboration with the College's Assessment Committee. Academic assessment includes assessment of course learning outcomes, program learning outcomes, and general education outcomes. Co-curricular events and activities that support the College's general education curriculum are also an important component of academic assessment. College operations are assessed through the Administrative and Support Unit Review process. The College also engages in institutional assessment of key performance indicators on an annual basis.

Curriculum Mapping

BRTC's assessment framework requires curriculum mapping which allows the College to identify core skills and content taught in each course. Skills and content are then linked to learning outcomes at the programmatic and/or general education level. Curriculum mapping also aids in the identification of gaps or misalignments within the programmatic and general education curriculum.

Course-Level Learning Outcomes

To measure student success at the course-level, course learning outcomes have been established for each course taught at BRTC. Subsequently, instructors measure student attainment of these outcomes as students' progress through individual courses.

Program-Level Outcomes

Instructors assess program-level outcomes, reflecting the knowledge and skills students should attain as a result of completing a program. For students enrolled in one of BRTC's technical programs, programmatic assessment often includes students' taking state and/or national certification exams at program completion.

General Education Outcomes

BRTC has adopted a formal set of general education outcomes that identify the knowledge, skills, and abilities that should be acquired by students completing the general education curriculum.

Students completing an associate's degree or certificate with a general education component should demonstrate competency in the following areas:

- Critical Thinking
- Global Learning
- Information Literacy
- Quantitative Literacy
- Communication

Because of the multi-level approach to assessment, BRTC students can expect to participate in various assessment activities ranging from brief informal classroom assessments to more formal, standardized assessments such as exams or capstone projects. While some assessments may overlap with traditional classroom activities and assignments, others may occur as independent activities or exams that must be completed in addition to traditional coursework and can be within or outside the classroom. Regardless of the nature of the assessment, student participation is required.

Degrees and Certificates Offered

Black River Technical College offers an Associate of Arts degree, Associate of Science degrees, Associate of Applied Science degrees, technical certificates, certificates of proficiency, basic certificates, and adult education courses. Specifically designed for employment purposes are the certificate of proficiency programs, technical certificate programs, and Associate of Applied Science degrees.

Adult Education

- Adult Basic Education
- College Preparatory/Pre-Employment
- English as a Second Language (ESL)
- General Adult Education (GED)
- Work-Based/Workplace Education

Associate of Arts Degree

Associate of General Studies Degree

Associate of Science Degree

- Agriculture
- Business
- Criminal Justice
- Education, K-6 Elementary Education
- Fire Service Administration

Associate of Applied Science Degree

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.

Associate of Applied Science in Transfer Disclaimer

The Associate of Applied Science degree (AAS) is designed for employment purposes and should not be assumed to be transferable to another institution. While some institutions accept some courses in AAS programs, generally courses in this degree do not 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.

- Accounting
- Business Administration
- Computer Information Technology
- Emergency Medical Technician-Paramedic (*Currently Inactive*)
- Fire Science
- Gunsmithing Technology
- Health Sciences
- Industrial Maintenance Technology
- Medical Office Administration
- Registered Nursing, LPN to RN Transition Pathway
- Registered Nursing, Traditional Pathway
- Respiratory Care

Technical Certificates

- Accounting Assistant
- Agriculture
- Auto Collision Repair Technology
- Automotive Service Technology
- Business Administration
- Criminal Justice
- Education
- Emergency Services Response
- Firefighter Essentials
- Gunsmithing Technology
- Health Sciences

- Industrial Automation
- Industrial Electricity/Electronics
- Law Enforcement Training (*LETA*)
- Machine Tool Technology
- Medical Coding
- Microcomputer Repair Technician
- Nutrition and Foodservice Management
- Paramedic (*Currently Inactive*)
- Practical Nursing
- Welding

Certificate of General Studies

Certificates of Proficiency

- Accounting
- Agriculture
- Criminal Justice
- Education
- Emergency Medical Technician
- Firefighter Essentials
- General Education
- Industrial Electricity
- Machinist
- Medical Coding
- Microcomputer Repair Technician

- Nursing Assistant
- Nutrition and Foodservice Management
- Patient Care Technician
- Phlebotomy
- Pistolsmithing
- Riflesmithing
- Robotics Operation
- Shotgunsmithing
- Troop School/Law Enforcement
- Welding

Basic Certificates of Proficiency

BRTC is also approved to offer additional certificates, called Basic Certificates of Proficiency, that represent micro-credentials. Additional information and a list of these certificates is found as identified by the label *Basic Certificates of Proficiency* in the Table of Contents.

Academic Information and Policies

NOTICE TO STUDENTS

Student Responsibility: Because students are responsible for knowing and will be held accountable to the policies and procedures stated in this catalog, Black River Technical College recommends students become familiar with them.

> **Catalog Provision**: Policies and procedures printed herein reflect those in existence at the time this document was printed; however, policies and procedures require frequent review and revision and are subject to change without notice.

Academic Clemency

Act 1000 of the 1991 General Assembly of the State of Arkansas requires 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 Black River Technical 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 Integrity Policy

Academic integrity is the adherence to an ethical code of conduct within academic culture that emphasizes honesty in all scholarly work and includes the avoidance of plagiarism and cheating. Academic integrity promotes the ethical use of research material, protects the intellectual property of the scholars who produce the material, and avoids legal liability associated with copyright violation. Furthermore, students who adhere to academically honest practices maintain their personal integrity by holding themselves responsible for engaging with their assignments, which helps promote their own learning in their coursework.

Students are expected to do their own work on all examinations and assignments. They are also expected at all times to uphold high standards of integrity. Plagiarism, cheating, any other form of theft of intellectual property, allowing another individual to complete part or all coursework for a student, or assisting another student in doing any of these acts are all examples of academic dishonesty and are prohibited. These rules apply to concurrent, traditional, hybrid, and online students.

Violations of the Academic Integrity Policy are academic offenses. As such, faculty are charged with appropriately administering academic sanctions for each violation. If a student wishes to appeal an Academic

Integrity sanction, the faculty member should direct all Academic Integrity appeals to the respective dean. This includes Academic Integrity violations occurring throughout all learning modalities.

Cheating/Dishonesty/Lack of Integrity

Includes but is not limited to the following:

- Copying from another student's test paper.
- Using any unauthorized assistance in taking quizzes, tests, or examinations.
- Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes."
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments.
- Falsely claiming to represent the College or a registered student organization of the College.
- The acquisition, without permission, of tests or other academic material belonging to a member of the Black River Technical College faculty or staff.
- Providing false documentation or information to a college official, staff, faculty or campus police officer acting in performance of their duties.
- Failure to comply with the directions or request of a college official, staff, faculty or campus police officer acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so (within limits of not violating the student's rights).

Plagiarism

- Offering the work of another as one's own without proper acknowledgment.
- Aiding and abetting another person in committing any form of academic dishonesty.
- Making, possessing, or using any falsified college documents or records; altering any college document or record, including identification cards.
- Knowingly providing false information or documents to a college official, including disciplinary hearing bodies.
- Self-plagiarism (defined as the use of one's work from a previous class without explicit approval from an instructor) is also prohibited.

Academic Rules

Refers to specialized rules and regulations specific to an individual classroom setting, where students are held to a standard expected by instructor(s) when a student is enrolled in their class and/or program, which is different from the campus community at large. These rules and regulations are developed and administered by program directors and/or faculty.

Academic Probation

Students whose cumulative GPA falls below 2.0 will be placed on Academic Probation. Students who are on Academic Probation may be continued on probation if they maintain a semester GPA of 2.0 or above on

courses taken during the probationary period and their cumulative GPA remains below 2.0. The probationary status will be removed when the cumulative grade point average is 2.0 or above.

The Tutoring Center

Tutoring is a key resource that helps strengthen comprehension, boost confidence, and build important learning skills. The BRTC Tutoring Center offers free tutoring for enrolled students with the goal of giving students the tools to complete coursework independently and successfully.

Tutoring is offered in three formats: walk-in tutoring, Zoom sessions, and online tutoring.

- Walk-in tutoring sessions feature traditional one on one tutoring with a professional or student tutor. Tutors will also with small groups of students.
- Zoom tutoring sessions can be arranged to fit students' schedules.
- Online tutoring is available through Brainfuse. With Brainfuse, students experience online tutoring that is simple, fast, and always available. Students connect to live educators from any computer that has internet access, with no special software installation or equipment required
- An online request form is also available through a link in the Moodle Student Lounge for students to schedule tutoring sessions.

Academic Suspension

Students who fail to attain a 2.0-semester grade average during the semester of the Academic Probation will be suspended for a minimum of one semester. Students may re-enter after the suspension period has lapsed, under conditions of academic probation for one semester. Should a student fail to maintain a 2.0 average during the second probationary period, a one-year suspension will ensue. A student who is dismissed twice for unsatisfactory academic progress will be suspended for one year. Students who transfer from another college on academic suspension must sit out one semester before attending BRTC.

Adult Education

The Adult Education program offers a variety of classes available to all adults age 18 or older. Sixteen- and 17-year-olds who meet academic qualifications and provide appropriate documentation releasing them from high school attendance may enroll in the program. Students enrolled in Adult Education classes are enriched through a wide range of available studies and have the opportunity to review or learn skills necessary for career or educational improvement

Adult Basic Education—Offers basic skills instruction in reading, language, writing, and math. Each person may do individualized work at their own pace. Enrollment is open allowing students to enter and exit the program as needed. Managed classes are offered and encouraged for students who can attend classes regularly.

College Preparatory/Pre-employment— High school graduates wishing to refresh their academic skills and prepare for further education, college entrance exams, or employment may also enroll in adult education classes.

English as a Second Language (ESL) —Designed to provide English language instruction to adult speakers of other languages. ESL classes concentrate on speaking and listening at the beginning level and progress to include reading and writing skills.

General Adult Education—Designed to help students earn a high school equivalency diploma (GED). Students receive instruction in the four subject areas tested on the GED exam: language arts, science, social studies, and math.

Work-based Education— Basic skills training instruction designed to meet the specific education needs of industries is available through the adult education services of BRTC.

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 ACTS courses listed as "No Comparable Course"
- 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

For further information, the ACTS website link can be reached at
https://editor.engagelively.com/lively.freezer/frozenParts/rick/Crosswalks/index.html.

Transfer Credit Policy

The Transfer Credit Policy is as follows.

- Transfer credit of similar content may be accepted from any two- or four-year regionally accredited college in the United States. Students from non-US colleges or universities should provide BRTC with a translated copy of their official transcript.
- Official college transcripts are evaluated when they are received and typically are completed within 1-2 weeks of being received.
- Credits that are not acceptable for transfer include courses that are remedial, noncredit, or career coursework. Please refer to BRTC Prior Learning Credit Policy for career and training credits.
- College level non-remedial courses with an exact equivalent to BRTC will transfer with the designated TR on the transcript. All courses that are not included on the ACTS program through the state of Arkansas will be individually evaluated to verify equivalent curriculum standards.
- The Office of the Registrar evaluates all undergraduate transfer coursework through a long-standing collaborative effort with departmental faculty, department heads. This process assures that transfer courses cover the same content and require the same learning outcomes at BRTC coursework.
- Credit will be granted only for college-level non-remedial courses in which a grade of D- or better was earned. Credit in which a grade of F was earned is not applicable and will not count toward a degree. Many BRTC programs require a grade of C or higher in courses in the major and the student bears the ultimate responsibility for educational planning, selecting courses, meeting program requirements, and adhering to policies and procedures.

- All courses attempted and grades earned, including repeated course work, in college-level and non-remedial courses are considered in holistic review. This information will be used in making decisions about admission, course placement, and other academic decisions. *The official grade point average for any BRTC student does not include transfer grades.*
- If a student disagrees with a transfer credit evaluation, the student may appeal the decision by providing additional course information that includes a course syllabus, course outline, required textbook, and instructor information. The Office of the Registrar will contact the appropriate department for a review of the submitted information.

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 in transferring from one college to another.

Students planning to transfer to a four-year college or university are advised to visit the four- year college or university's 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 following colleges/universities.

Associate of Science in Agriculture

- Arkansas State University
- Central Methodist University
- Southern Arkansas University

Associate of Science in Business

- University of Central Arkansas

Associate of Science in Criminal Justice

- Arkansas State University
- Arkansas Tech University
- University of Arkansas Fort Smith
- Williams Baptist University

Associate of Science in Education (K-6)

- Arkansas Tech University
- Harding University
- University of Central Arkansas

Associate of Science in Fire Service Administration

- Arkansas Tech University

- Eastern Oregon University

Associate of Applied Science in Accounting

- John Brown University

Associate of General Studies (Nutrition and Dietetics Focus)

- Arkansas State University
- Central Methodist University (BS in Health Sciences)
- Williams Baptist University

Associate of Applied Science in Registered Nursing

- Arkansas Tech University
- Aspen University
- Central Methodist University
- Henderson State University
- 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 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.

Courses

Adding Courses

Students may add courses by Wednesday of the first week of a regular semester or the first day of a summer session or the first day of short duration (4-, 8-, and 10-week) classes. Adding courses after these days requires the approval of the faculty member and the Vice President of Academics.

Administrative Withdrawal

Administrative withdrawals are only granted after the student-initiated drop date has passed.

The Administrative withdrawal can 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 the 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.

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.

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 the following.

- Availability of competent instructors
- Adequate facilities
- 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 drop courses in the myBRTC portal or complete a drop form online or in the Student Affairs office.
- 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 which 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 of Student Affairs or the Vice President of Academics.

Credit for Previous Training (PLA)

Black River Technical College recognizes students may have gained college-level knowledge through learning outside the college. BRTC recognizes nationally standardized exams such as College-Level Examination Program (CLEP), College Board Advanced Placement Program (AP), as well as military credit through the American Council on Education (ACE), high school Articulated Credit, State and National Licensures, Nationally recognized professional certifications, and BRTC Prior Learning Credit.

Prior Credit Policy

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution's duration in the course will be shortened proportionately, and the Veteran's Administration and the student will be notified. VA credit will be given prior training for Veterans and eligible programs. Authority 38 CFR 21.4253.

> **Note**: Any credit awarded through this policy may not be transferable to another institution of higher learning. Students will need to check with the receiving institution for final approval. A student may not complete more than 75% of their required credit hours for any certificate program, or more than 50% of their required credit hours for any diploma through prior learning credit.

Eligibility for ACE, AP, CLEP, and CLEST Course Credit

- Students may be awarded course credit for BRTC eligible courses with required AP or CLEP scores.
- Students may be eligible to receive college credit based on their military training by providing their ACE transcript for evaluation.
- Students must contact the Registrar's Office no later than the end of their first semester to request AP or articulated credit to the student's transcript.
- Students holding state licensures or professional certifications should contact the Registrar's Office during their college application process to request a review of these documents.
- Students will be assessed the appropriate fee(s) based on the assessment they are requesting for ACE, AP, CLEP, or CLEST credit.
- Students may be limited in the number of attempts allowed for certain challenge assessments, students should contact the Registrar's Office
- Students must follow all graduation requirements stipulated by the current BRTC catalog at the time a request is made.

Eligibility for Articulated Credit

- Students may be eligible to apply for college credit for specific high school courses which are included in the articulation agreement between BRTC and the respective high school.
- There are no fees required for articulated credit.

Eligibility for Custom Course Challenge Examination, Prior Learning Assessment Portfolio, or Industry Certification and Licensures Credit

- Students should contact the appropriate dean or instructor to determine course eligibility for their degree program.

Custom Course Challenge Examination, Prior Learning Assessment Portfolio, or Industry Certification and Licensures.

General Information

- Students must submit a request for and successful completion of credit by examination or portfolio along with all proper fees prior to credit being assigned to a student's transcript.
- Students seeking credit for Professional Industry Certification and Licensures must hold valid/non-expired certification or licenses prior to BRTC credit being applied to the student's transcript.
- Financial Aid does NOT cover the cost of Custom Course Challenge Examination, Prior Learning Assessment Portfolio/Final Exam, or Industry Certification and Licensure credit requests.
- **Non-refundable fees** for each Custom Course Challenge Examination, Prior Learning Assessment Portfolio/Final Exam, or Industry Certification and Licensure requests are payable through the BRTC's Finance Office and payment is required prior to credit being applied to a student's transcript.

Additional Information for Custom Course Challenge Examinations

- Student must achieve a passing score on the custom course challenge exam in order to earn credit for the course toward the student's program of study
- Custom Course Challenge Examinations are NOT offered if a comparable CLEP examination is available
- Custom Course Challenge Examinations for any BRTC course may be attempted only once.

National & State Licensures

Licenses must be valid with no restrictions and include but are not limited to the following:

- Licensed Registered Nurse
- Licensed Practical Nurse
- National Board for Respiratory Care (NBRC) Registered or Certified Respiratory Therapist
- National Phlebotomy Certification
- National Registry of Emergency Medical Technician – EMT & Paramedic
- National Restaurant Association (ServSafe)
- State of Arkansas Nursing Assistant Certification

Professional Certifications

Professional certifications must be valid and current at the time of application and include but are not limited to the following:

- American Welding Society Certification
- Automotive Service Excellence (ASE) certification
- Arkansas Commission on Law Enforcement Standards and Training
- Arkansas Fire Training Academy
- CompTIA
- International Fire Service Accreditation Congress
- Law Enforcement Certifications
- Microsoft Professional IT certifications
- Microsoft Office Specialist certifications
- National Center for Construction Education and Research

- National Fire Academy Certifications

Non-Credit Training/On the Job Training (OJT)/ Military DD214, NGB-22, or Certificate of Completion Basic Training

- Students completing approved non-credit classroom training through BRTC Corporate & Community education must provide valid course completion certificates along with application and appropriate fee(s) for credit review. Other non-credit classroom training may potentially be accepted after formal review.
- Students completing approved OJT hours can apply for potential credit toward BRTC degrees and certificates. These OJT opportunities must be reviewed and approved by the appropriate Dean and Vice President of Academics prior to credit being awarded to a student's transcript. Industry supervisors for OJT must be verified and approved to meet all ADHE and HLC credentialing requirements.
- OJT (directly supervised and documentable training) credit hours will be assigned based on ADHE approved hour(s) requirements as follows:
  - A formal lecture course with extensive assigned reading or other out-of-class preparation is awarded one semester credit for a minimum of 750 minutes or 12.5 hours of classroom instruction.
  - A laboratory class with moderate out-of-class preparation is awarded one semester credit for a minimum of 1500 minutes or 25 hours of laboratory instruction
  - Clinical, practicum, internship, shop instruction or other self-paced learning activities involving work-related experience with little or no out-of-class preparation is awarded one semester credit for a minimum of 2250 minutes or 37.5 hours of work- related instruction.
- DD214 Military Documentation: Applicant must have been honorably discharged.
- NGB-22 Military Documentation: Applicant must have been honorably discharged
- Certificate of Completion for Basic Training

Course Overrides

Overrides will be granted if the student requesting the override is graduating in the current semester and/or extenuating hardship has occurred requiring a student to be enrolled in a certain class. Permission from the Vice President of Academics is required for all overrides.

Repeating Courses

Students may repeat a course. Both courses will appear on the transcript. The highest grade will be used to compute GPA.

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 four formats:

- video conferencing (CVN),

- hybrid,
- remote learning, 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 HLC-accredited institutions.

Online

Students complete all aspects of coursework via Moodle from the convenience of their own home. Students' complete coursework following a schedule created by their instructor and may never physically see their instructor. Though online 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, they will have a certain number of online coursework hours 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 class in order to complete homework, assigned reading, and other study. Students who have never taken an online course are encouraged to complete the "Are Online Classes for Me?" quiz and the Online Student Orientation on the Distance Education and Instructional Technology page of the website.

Video Conferencing (CVN)

CVN courses offered through live-streamed video which is delivered at another campus location. Students are required to attend the class on the campus location that they choose. Course assignments will be administered using Moodle–the college's course management system, course instructor and/or assigned course proctor.

Remote Learning

Remote learning courses are presented via Zoom at the same as the traditional course meetings in a classroom. Remote learning students must be present in the Zoom classroom during each class meeting. Coursework and exams will be submitted via Moodle, the college's course management system.

Hybrid

Hybrid courses are courses where the course material is delivered at least 50% or more online. The other portion of the course is taught in a traditional face-to-face setting in which student attendance is required.

Enrolling in Distance Education Classes

Distance education 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 distance education courses, but additional distance education fees will also be assessed.

Requirements of Distance Education

Distance education is NOT for everyone.

- 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.
- Students must have daily access to a computer with an active internet connection and be aware that slower internet connections may pose certain technological difficulties.
- Students must have access to their BRTC student email account.
- Students must access online and hybrid courses multiple times each week.
- Students must have basic computer skills to be successful in a DE course. Basic computer skills include:
  - sending and receiving email
  - knowing how to navigate the internet
  - knowing how to type
  - having minimal knowledge of a basic word processing program such as Microsoft Word.

Minimum Computer Specifications for Moodle

Moodle is compatible with most standards-compliant web browsers. Moodle has been tested with the following browsers:

Desktop

- Chrome
- Edge
- Firefox
- Safari

Mobile

- Mobile Safari
- Google Chrome

For the best experience and optimum security, it is recommended that students keep their web browsers up-to-date

Technical Requirements for Respondus Lockdown Browser

LockDown Browser is a locked browser for use with quizzes in Moodle. It prevents students from printing, copying, going to another URL, or accessing other applications during an assessment. If a Moodle quiz requires that LockDown Browser be used, you will not be able to take the quiz with a standard web browser.

The following are the minimum requirements needed by your computer to run the LockDown browser:

Computer Operating System (OS)

- Windows: 11 and 10
- Mac: macOS 10.14 to 14.0+
- iOS: 12.0+ (iPad only)

- ChromeOS: Lockdown Browser for Chromebook minimally requires the version of ChromeOS that Google makes available via the Long-Term Support (LTS) channel.

Memory

- Windows: 2 GB RAM (A minimum 4 GB of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.)
- Mac: 2 GB RAM (A minimum 4 GB of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.)

Hard Disk Space

- Windows: 200 MB of free hard disk space
- Mac: 200 MB of free hard disk space

If you are a Chromebook user, the LockDown Browser installation link will direct students to the Chrome web store, at which point they should select "Add to Chrome" to install the LockDown Browser Extension.

Other Hardware

- Web camera (internal or external) & microphone
- A broadband internet connection

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
AW	Administrative Withdrawal	0

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

Grade Dispute

Students are encouraged to first attempt to resolve a grade dispute with the faculty. If unresolved, students should speak to the departmental Dean or Director of the faculty in an effort to resolve the matter. If the student wishes to appeal the grade dispute, the student has the following option for a formal appeal:

- The appeal shall be presented, when possible, within five (5) working days after the occurrence of the situation. The request must state their request in writing and submit the request to the Office of the Registrar.
- The Registrar will submit the appeal to the Appeals Committee for the committee's consideration. The Appeals Committee will consist of three of the following individuals:
  o   Director of the Career Pathways Program
  o   Dean of Business and Technical Education
  o   Dean of General Studies
  o   Dean of Nursing and Allied Health
  o   Executive Director of Paragould Operations
- The Appeals Committee will arrive at a conclusion and will submit the decision. The student will be notified in writing of the decision rendered within five (5) working days.
- In the event a student is dissatisfied with the decision, they may submit a written petition to the Administrative Appeals Committee. This committee consists of the following individuals:
  o   Vice President of Academics
  o   Vice President of Student Affairs
  o   Vice President of Finance & Administration
  o   Vice President of Institutional Advancement
- The Administrative Appeals Committee will arrive at a conclusion and will submit the decision, in writing, to the student five (5) working days of the decision rendered.
- Grade disputes do not include administrative withdrawals

Honor Roll

The honor roll includes the President's List and the Deans' 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 Deans' 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 their 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 their 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.

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.
- Consistent with College Policy 7135, students must successfully complete a minimum of 25% of a program's credit hours at Black River Technical College in order to be eligible to graduate with a certificate or degree.

myBRTC Portal

myBRTC is a password-protected student portal through which students access information specific to them. It also houses information specific to a student's progress and academic record including student grades, links directly to students' classes, their transcript, and other academic information. Students may also access their financial information as well as their financial aid information in myBRTC.

Name/Address Changes

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

No-Shows

It is each student's responsibility to add and drop courses including courses the student does not plan on attending. Courses not dropped but not attended will still generate a bill and a transcript for that semester.

BRTC has processes in place to drop students who do not attend or access their course before census reporting each semester. Students must check their schedules and class enrollments on myBRTC. Questions and concerns should be directed to admissions or the registrar's office.

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.

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 and the Student Success Coordinator are actively involved in advising students to help students with this transition.

Most colleges will only accept transfer of course with a grade of "C" or better, but those colleges with whom BRTC has an articulation agreement 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 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 transferable 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 https://www.adhe.edu/.

Admissions, Placement, and Enrollment Status

Black River Technical College admissions' guidelines reflect the College's mission of providing varied educational pathways for the communities it serves. Admission to the College does not guarantee admission 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.

All communications concerning admissions should be addressed to the following:

> **Black River Technical College**
> Office of Admissions
> P.O. Box 468
> Pocahontas, AR 72455
> (870) 248-4000

The Office of Admissions of Black River Technical College is responsible for evaluating and processing applications and required admissions documents to determine the admissions status of all first-time freshmen, transfers, readmits, and transients who are degree-seeking students.

The Office of Admissions complies with the Higher Learning Commission's Policy Number: CRRT.C.10.010. The complete policy can be accessed at https://www.hlcommission.org/Policies/recruiting-admissions-and-related-institutional- [practices.html](https://www.hlcommission.org/Policies/recruiting-admissions-and-related-institutional-practices.html).

First-Time Entering Freshmen

The following documents are required:

- A completed Application for Admissions and Scholarships.
- An official high school transcript or GED scores.
- ACT, SAT, or Accuplacer scores.
- Immunization requirements for all enrollees at Arkansas Colleges and Universities Arkansas State Law, Act 141 of 1987 requires college students born after 1/1/57 to provide proof of 2 MMR immunizations or immunity against measles, mumps, and rubella within 30 calendar days of enrollment. Exemptions can be granted only by the Department of Health and must be applied for each academic year. Forms can be obtained by email only at https://www.healthy.arkansas.gov/programs-services/topics/immunizations after July 1.
- If applicable, official college transcripts from all college courses previously enrolled or attempted, other than any courses with Black River Technical College.

Admission Statuses for First-Time Entering Freshmen

Unconditional Admission

Applicants for unconditional admission must meet ONE of the following requirements:

- Graduated from a public high school, and completed the core curriculum. Note: Act 1290 of 1997, as amended by Act 520 of 1999, requires any public-school student who graduates from a public high school after May 1, 2002, to have successfully completed the core curriculum as recommended by the State Board of Education in order to be unconditionally admitted to Arkansas public colleges and universities.
- Graduated through homeschooling, private high school, or received a GED and must submit an ACT composite score of 19 or equivalent SAT or Accuplacer score.

Conditional Admission

Students who fail to meet the requirements for unconditional admission will be conditionally admitted to BRTC. BRTC adheres to the requirements for conditionally admitted students set forth in A.C.A. §6-60-208.

During the first 30 credit hours of enrollment, conditionally admitted students must maintain a 2.00 cumulative GPA, complete all developmental course work required, and complete the 12 credit hour requirements for the degree or certificate program in which they are enrolled. Failure to comply with one of these three criteria that are applicable to the student's program will result in the student being placed on academic probation the following semester.

All full-time conditionally admitted students will be required to register for a minimum of 15 semester credit hours during their first semester at BRTC. Conditionally admitted students who have substantial extenuating circumstances may petition the Vice President of Academic Affairs and Vice President of Student Affairs for a waiver to the 15-semester credit hour requirement.

Conditional students must complete the following courses for the following degrees or certificates during the first 30 hours:

Associate of Arts or Associate of General Studies

Any 12 credit hours of academic core courses.

Technical Certificate

~MATH 1053 Math Reasoning/Quantitative Literacy **OR** ~MATH 1023 College Algebra **OR**

~MTH 1213 Math for Healthcare **OR** PN 1009 Nursing Fundamentals

~ENG 1003 Freshman English I **OR** ~SCOM 1203 Oral Communications **OR** COM 1013 Career Communications **OR** PN 1009 Nursing Fundamentals

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

Associate of Applied Science degree:

~ENG 1003 Freshman English I

~ENG 1013 Freshman English II **OR** ~ENG 1023 Technical Writing

~MATH 1053 Math Reasoning/Quantitative Literacy **OR** ~MATH 1023 College Algebra **OR**

MTH 1213 Math for Healthcare

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

Transfer Students

A student previously enrolled in another post-secondary institution must provide the following:

- A completed Application for Admissions and Scholarships.
- ALL official transcript(s) from previous colleges courses enrolled or attempted.
- A high school transcript or GED scores if a transfer student has less than 15 hours of college credit, excluding concurrent credit.
- ACT, SAT, or ACCUPLACER placement scores may be required for placement or state- funded scholarship purposes.
- Immunization requirements for all enrollees at Arkansas Colleges and Universities Arkansas State Law, Act 141 of 1987 requires college students born after 1/1/57 to provide proof of 2 MMR immunizations or immunity against measles, mumps, and rubella within 30 calendar days of enrollment. Exemptions can be granted only by the Department of Health and must be applied for each academic year. Forms can be obtained by email only at https://www.healthy.arkansas.gov/programs-services/topics/immunizations after July 1.
- A student with an outstanding balance at a previous institution, which would prevent the student from providing an official college transcript, may be admitted, but will not be enrolled until the balance is satisfied and an official transcript is submitted.

Readmits

Previous Black River Technical College students not enrolled for at least one full academic year must provide the following documents:

- A completed Application for Admissions and Scholarships.
- If applicable, submit official transcripts from all colleges attended since BRTC enrollment.
- Other documents may be required based on the student's previous enrollment status or scholarship requirements.
- Readmit students with the only previous enrollment being in Certified Nursing Assistant, Law Enforcement Training Academy, or Early Childhood Development programs must register through the Office of Admissions for the subsequent term.

> **Note on placement and placement scores**: All first-time entering students must have ACT, SAT, or Accuplacer placement scores. All transfer and readmit students, regardless of number of credit hours earned, must have proof of placement in desired courses, either with placement scores or satisfactory completion of prerequisite.
>
> **Note on GED scores**: Any student, regardless of admit type, indicating high school completion with a GED, must provide GED scores.

Admission Statuses for Transfer or Readmit Students

Unconditional Admission

Transfer and readmit students enrolling at BRTC with a 2.00 or higher cumulative college GPA will enter under unconditional admission status.

Conditional Admission

Transfer and readmit students enrolling at BRTC with less than a 2.00 cumulative GPA will enter under conditional admission status. Full-time conditionally admitted transfer and readmit students must register for a minimum of 15 semester credit hours during their first semester at BRTC. Conditionally admitted students who have substantial extenuating circumstances may petition the Vice President of Academic Affairs and Vice President of Student Affairs for a waiver to the 15-semester credit hour requirement.

Students who transfer from another college or university on academic suspension must sit out one semester before attending BRTC.

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 the transfer student admissions procedures:

- A completed Application for Admissions.
- Letter of good standing or proof of clear registration from the student's home college.
- Depending on the course the student wishes to complete, a transcript may be needed indicating the course prerequisite has been completed.
- Immunization requirements for all enrollees at Arkansas Colleges and Universities Arkansas State Law, Act 141 of 1987 requires college students born after 1/1/57 to provide proof of 2 MMR immunizations or immunity against measles, mumps, and rubella within 30 calendar days of enrollment. Exemptions can be granted only by the Department of Health and must be applied for each academic year. Forms can be obtained by email only at https://www.healthy.arkansas.gov/programs-services/topics/immunizations after July 1.

Non-Degree Students

Students who wish to take courses of special interest without submitting academic credentials may do so as a part-time student. Once a non-degree seeking student cumulates 18 credit hours of undergraduate work, students must comply with college admissions 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 2nd week of class for the fall and spring semesters and by the end of the 3rd day in summer terms. Students must activate this procedure by submitting appropriate documents to the Registrar's Office.

Ability to Benefit

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. Concurrent and Career & Technical Center students are exempt from this requirement.

Next-Generation Accuplacer Test

The Next-Generation Accuplacer placement exam is offered, free of charge, for students enrolling in Black River Technical College. Students needing to retake the entire exam or a specific section of the exam must wait one week before retesting can occur.

Admissions Policy for Applicants with Prior

Criminal History

BRTC is committed to equal opportunity in its enrollment procedures and educational programs. The College also seeks to ensure a safe campus and learning environment. The College reserves the right to refuse or limit enrollment to the College or to a specific program if the applicant would be ineligible for employment or certification in that program or the College determines that an applicant presents a safety risk to College students, employees, or property.

As a part of that effort, BRTC will inquire into an applicant's prior criminal history including whether the applicant is required to register as a sex offender. When an applicant has been arrested convicted or found guilty of a felony, or is required to register as a sex offender, BRTC reserves the right to place that student's application on hold, pending further review by the Criminal History Committee. This committee is charged with reviewing applications for admission and readmission.

Until the Criminal History Committee approves the applicant, the college shall not act on the application. The Criminal History Committee only determines whether the student's past behavior should render him/her ineligible for admission consideration.

Criminal History Committee Structure

The Vice President of Student Affairs (or their designee) shall chair the committee and serve as a non-voting member. Other representatives, including legal counsel, may be added at the chair's discretion in order to make an appropriate decision.

- Director of Admissions
- Director of Adult Education
- Director of Student Development
- Public Safety Officer Supervisor
- Staff Member At-large

Procedures

If the felony and/or sex offender question on the application form is checked yes, the applicant will be sent an email detailing the additional information needed for the application process.

All applicants that check yes will be required to submit the following:

- Police Report of Incident(s);
- Court Paperwork from Court decision(s) or status;
- Letter explaining the incident and why the applicant would like to attend BRTC;
- Criminal History Check from Arkansas and/or the state(s) in which the felonies occurred (Fees may be required to complete this check), and;
- Reference letters (optional).

The Arkansas Criminal History Background State Check can be completed online at the following website: https://www.ark.org/asp/arch/index.php/search

Please make sure all the requested information is mailed in as one packet or emailed to the Director of Student Development. Completed prior criminal history packets may also be mailed to

> **Black River Technical College**
> Director of Student Development
> P.O. Box 468
> Pocahontas, AR 72455

Once all of the information is received by the Director of Student Development, the Criminal History Committee will meet to review the information provided. Only complete applications will be reviewed. The Criminal History Committee will determine if the applicant is eligible for admission to BRTC. The committee may also recommend the applicant be admitted with or without special conditions related to degree selection, course scheduling, involvement in campus activities. The decision of the review committee may be appealed. Applicants will be notified in writing of the decision.

Appeals Process

Applicants that are denied admission due to prior criminal history shall have the right to appeal, in writing, within 10 business days to the Vice President of Student Affairs. The appeal will be reviewed and a final decision rendered by the BRTC's President's Cabinet. The Vice President of Student Affairs will serve as a non-voting member during the appeals process in the President's Cabinet. The President's Cabinet's decision will be final.

Applicants may not reapply for admission in the same academic year that they were denied by the Criminal History Committee unless there has been a change in their information.

Honesty in the Admission Process

Withholding information, lying, or submission of false information to the Criminal History Committee will result in automatic denial of admission to BRTC.

Corporate and Community 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.

Career & Technical Center

The BRTC Career & Technical Center (located at Pocahontas, Paragould, and Piggott) serves juniors and seniors enrolled in area high schools. This is a grant funded program made possible by the Office of Skills Development. Students can apply for the program each semester. It is required that the student have a 2.0 GPA, be recommended by their high school counselor or principal, and submit all required enrollment documentation (test scores, transcript, immunization record, FERPA). Students enrolling in the Allied Health programs will also be required to pass a drug screen. Transportation to and from BRTC is the responsibility of the high school and/or student. Textbooks and required materials will be provided to the student by BRTC. There is no cost to the students enrolled in this program. Students can graduate with their high school diploma as well as with a BRTC certificate, ready to go right into the workforce.

Concurrent Enrollment

Concurrent classes are college-level classes taught at high schools by qualified high school instructors. Concurrent enrollment is designed to prepare high school students for the collegiate experience. High school students may enroll in concurrent education when the student's combined high school and concurrent enrollment do not exceed a normal academic load. Some concurrent classes are available via distance education.

Student Eligibility

High school students eligible to enroll in concurrent education must

- have completed the 8th grade,
- be enrolled in an Arkansas school, and
- be recommended by their high school principal, superintendent, or school counselor.

For the most up-to-date information about concurrent enrollment at BRTC, please visit http://www.blackrivertech.org/concurrent-enrollment.

Tuition Discounts

Classes that meet the standards identified in the **Quality and Rigor of Program** section below will be charged the discounted concurrent rate of tuition during the fall and spring semesters. High school students taking classes during summer terms will be charged full tuition.

Quality and Rigor of Program

BRTC follows state guidelines to determine student and instructor eligibility. Each student must meet the following criteria adopted by the State Board of Higher Education as stated under Items I, II, III, IV, and V:

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. Any general education courses offered for concurrent credit must be listed in the Arkansas Course Transfer System, found at http://acts.adhe.edu.

II.   The course will use the same syllabus and textbook as approved by the college or university and adopt the same learning outcomes as those developed for the course on the campus.

III.   All students must meet the following testing requirements as defined by the ADHE:

Scores Required				
Course Type	Math	English	Reading	Total
General Education Math Course	Yes	No	Yes	2
General Education English Course	No	Yes	Yes	2
General Education Course	No	No	Yes	1
Career & Technical Education Course	No	No	No	0

Concurrent High School Students High School Student Level = 13/14 or Enroll Status = 13/16			
Test	Math	English	Reading
ACT	19	19	19
SAT	460	450	470
PSAT	46	45	47
Accuplacer – Classic	77	83	78
Accuplacer-NG	251	251	251
Aspire – 9th or 10th Grade	432	428	428

High School SENIORS Enrolling in Remedial Classes High School Student Level = 14			
Test	Math	English	Reading
ACT	17	17	17
SAT	420	420	430
Asset	34	44	41
Compass	26	67	77
PSAT	42	42	43
Accuplacer – Classic	74	79	74
Accuplacer – Next Generation	QAS: 237+ or AAF: 200 +	249+	249+
Aspire – 10th Grade	426	421	422
Redesigned SAT	460		

IV.   To be considered under this program, a student must submit the following paperwork:
- Completed application
- Complete set of acceptable (meeting the required levels for placement in concurrent classes) test scores
- Current immunization (shot) record
- Copy of high school transcript.
- Full payment or a payment plan
- Completed FERPA form

Concurrent Student Admission, Registration, and Withdrawal Process

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

Registration

BRTC's Director of Career, Technical, and Concurrent Education 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 Director of Career, Technical, and Concurrent Education. Dates are published on the concurrent credit webpage at http://www.blackrivertech.org/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 Director of Career, Technical, and Concurrent Education.

This form must be signed by the student and the counselor or principal. The form is located under the **Student and Parent Information** section of the concurrent credit webpage at http://www.blackrivertech.org/concurrent-enrollment.

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 highlighted on the concurrent credit application and under the **Tuition Rates** section of the concurrent credit webpage at http://www.blackrivertech.org/concurrent-enrollment. 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.

ACT 1118 of 2017

High school students who are eligible for free or reduced lunch, based on eligibility under the National School Lunch Act, shall not be required to pay any of the costs up to a maximum of six credit hours of endorsed concurrent enrollment courses for the courses that are taught: (i) on the grounds of the public school district in which the student is enrolled; and (ii) by a teacher employed by the public school district in which the student is enrolled. The costs of the endorsed concurrent enrollment courses will be shared between the college and the public-school district in which the student is enrolled. BRTC discounts regular tuition and mandatory fees by 70%. The public school pays the balance, which is equivalent to the concurrent rate.

ACT 456: AR Concurrent Challenge Scholarship

The lottery funded AR Concurrent Challenge Scholarship is available for high school sophomores, juniors, and seniors who are enrolled in endorsed concurrent enrollment courses or certificate programs. The student must be an AR resident and must have a student success plan on file with their high school counselor. The concurrent courses enrolled in must be relevant to the student's success plan. The scholarship will provide up to $500 per academic year. BRTC discounts tuition and mandatory fees by 70%. This allows the qualifying student to enroll in two 3 credit hours courses each semester at BRTC with no tuition cost.

The student must maintain a 2.5 GPA in order to continue eligibility for future semesters. If a student does not successfully complete a course paid by the scholarship, they will only be eligible for one concurrent course the following semester. If a student does not successfully complete a course paid for by the scholarship for a second time, they will be ineligible for any further AR Concurrent Challenge Scholarship funds. If a student is awarded this scholarship and drops the course(s) before the 11th day of class, they will no longer be eligible for the scholarship (that semester) and will be responsible for paying the account balance.

Immunization Requirements

The Arkansas Colleges and Universities Arkansas State Law, Act 141 of 1987, requires college students born after 1/1/57 to provide proof of 2 MMR immunizations or immunity against measles, mumps, and rubella within 30 calendar days of enrollment.

Exemptions can be granted only by the Department of Health and must be applied for each academic year. Forms can be obtained by email only at https://www.healthy.arkansas.gov/programs-services/topics/immunizations after July 1 each year.

Advanced Placement (AP)

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. Go to https://www.collegeboard.org/ for more information or to contact them directly.

To Receive AP Credit and No Grade

If a student took an AP course as part of their high school curricula but 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 at the semester's end.

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
Art History	3	FAV – 2503 Fine Arts Theater
Biology	3	BIOL – 1004 Biology and Lab
Calculus AB	3	MATH--2204 Calculus I
Chemistry	3	CHEM – 1004 Chemistry I and Lab
Computer Science A	3	CA – 1903 Computer Concepts
Computer Science Principles	3	CA – 1903 Computer Concepts
English Language and Composition	3	ENG – 1003 Freshman English I
English Language and Composition	4	ENG – 1013 Freshman English II
European History	3	HIST – 1013 World Civ to 1660
German Language and Culture	3	GERM – 2013 German
Environmental Science	3	GEOL – 1004 Introduction to Geology
Human Geography	3	GEOG – 2613 Introduction to Geography
Macroeconomics	3	ECON – 2313 Introduction to Macroeconomics
Microeconomics	3	ECON – 2323 Introduction to Microeconomics
Music Theory	3	FAM – 2503 Fine Arts Musical
Physics I	3	PHYS – 2054 General Physics I
Physics II	3	PHYS – 2064 General Physics II
Psychology	3	PSY – 2513 Introduction to Psychology
Spanish Language and Culture	3	SPAN – 1013 Elementary Spanish I
U.S. Government and Politics	3	POSC – 2103 US Government

AP Exam	Required Score	Credit Awarded
United States History	3	HIST – 2763 The United States to 1876
World History	3	HIST – 1013 World Civ to 1660
AP European History, AP World History and AP US History will automatically default to the given courses above. For other approved ADHE courses for these tests, please contact the Registrar.		

CLEP (College Board Test)

Students taking a CLEP test through the College Board to satisfy coursework on the BRTC campus must refer to the Prior Learning Credit information in the catalog. If the student is eligible for CLEP credit a grade will not be noted on the transcript. A notation of CR for credit will be made in the student's file. The CLEP courses do NOT receive a college grade. The student earns college-level credit when an appropriate score is earned on the CLEP exam based on completion of the Prior Learning Credit requirements.

CLEP credit granted at other institutions is not automatically transferable to Black River Technical College. Students who wish to transfer CLEP credit must submit official documentation of earned scores and meet the Prior Learning Credit Requirements

Exam Name	Minimum Score	Credit Hours	Course ID
Financial Accounting	50	3	ACCT-2003
Introductory Business Law	47	3	LAW-2023
Principles of Marketing	50	3	BUAD-1023
College Composition	62	6	ENG-1003 **and** ENG-1013
American Government	51	3	POSC-2103
History of the United States I: Early Colonization to 1877	58	3	HIST-2763
History of the United States II: 1865 to the Present	51	3	HIST-2773
Introductory Psychology	53	3	PSY-2513
Introductory Sociology	53	3	SOC-2213
Principles of Macroeconomics	55	3	ECON-2313
Principles of Microeconomics	55	3	ECON-2323

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, SAT, and ACCUPLACER scores will be accepted from other accredited institutions. The Next-Generation ACCUPLACER test is offered free of charge to students enrolling in Black River Technical College. Testing is offered at Pocahontas and Paragould. To schedule an appointment, call 870-248-4000. A free ACCUPLACER study app can be downloaded by going to https://accuplacer.collegeboard.org/or to receive a printed copy of sample ACCUPLACER study questions call (870) 248-4000.

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 Title
24+	MATH 2143	Business Calculus
	MATH 2204	Calculus I
21+	MATH 1023	College Algebra
21-23	MATH 1054	Pre-Calculus
19+	~MATH 1053	Mathematical Reasoning/Quantitative Literacy
18-20	MATH 1023	College Algebra **and** MATH 0001
	MATH 1054	Pre-Calculus **and** MATH 0001
0-18	~MATH 1053	Mathematical Reasoning/Quantitative Literacy **and** MATH 0001
0-17	MATH 0044	Foundations for College Algebra (Only to be taken by students who plan to take College Algebra)
16+	MTH 1213	Math for Healthcare Professionals
0-15	MTH 1213	Math for Healthcare Professionals and MATH 0001

Next Gen Accuplacer QAS Test		
Score	Course Number	Course Title
281+	MATH 2143	Business Calculus
	MATH 2204	Calculus I
265+	MATH 1023	College Algebra
265-280	MATH 1054	Pre-Calculus
260+	~MATH 1053	Mathematical Reasoning/Quantitative Literacy
251-264	MATH 1023	College Algebra and MATH 0001
	MATH 1054	Pre-Calculus and MATH 0001
248+	MTH 1213	Math for Healthcare Professionals
0-259	~MATH 1053	Mathematical Reasoning/Quantitative Literacy **and** MATH 0001
0-250	MATH 0044	Foundations for College Algebra (Only to be taken by students who plan to take College Algebra)
0-247	MTH 1213	Math for Healthcare Professionals **and** MATH 0001

SAT Math		
Score	Course Number	Course Title
1180+	MATH 2143 MATH 2204	Business Calculus Calculus I
1060+	MATH 1023	College Algebra
1060-1179	MATH 1054	Pre-Calculus
980+	~MATH 1053	Mathematical Reasoning/Quantitative Literacy
950-1059	MATH 1023 MATH 1054	College Algebra and MATH 0001 Pre-Calculus and MATH 0001
0-979	~MATH 1053	Mathematical Reasoning/Quantitative Literacy **and** MATH 0001
0-949	MATH 0044	Foundations for College Algebra (Only to be taken by students who plan to take College Algebra)
860+	MTH 1213	Math for Healthcare Professionals
0-859	MTH 1213 AND MATH 0001	Math for Healthcare Professionals **and** MATH 0001

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 Title
19+	~ENG 1003	Freshman English I
0-18	ENG 0023	Writing Fundamentals*

Next Gen Accuplacer Writing Test		
Score	Course Number	Course Title
261+	~ENG 1003	Freshman English I
0-260	ENG 0023	Writing Fundamentals*

SAT English		
Score	Course Number	Course Title
470+	~ENG 1003	Freshman English I
360-469	ENG 0023	Writing Fundamentals*

*If placed in ENG 0023, students must successfully complete ENG 0023 Writing Fundamentals with a "C" or higher in order to pass the co-requisite course ~ENG 1003 Freshman English I.

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 253 on the Next Gen Accuplacer Reading Test.

ACT Reading		
Score	Course Number	Course Title
19+	Exempt	
0-18	READ 0033	Reading*

Next Gen Accuplacer Reading Test		
Score	Course Number	Course Title
253+	Exempt	
0-252	READ 0033	Reading*

SAT Reading		
Score	Course Number	Course Title
420+	Exempt	
0-419	READ 0033	Reading*

Student Success Course

First-time entering and transfer students with test scores that require them to complete one remedial class must pass COLL 0001 (Student Success) during the first college semester attended.

Academic Transition Courses

These courses are non-transferable. The Academic Transition Courses are as follows:

- READ 0033   Reading
- ENG 0023   Writing Fundamentals
- MATH 0044   Foundations for College Algebra

Students whose scores require these development courses are required to complete the Student Success course.

Students whose scores require enrollment in Reading (READ 0033) are required to complete the course before enrolling in the following reading-intensive courses:

- Arkansas History

- Basic Human Nutrition
- Biological Science & Lab
- Biology for Majors & Lab
- Business Communications
- Developmental Psychology
- Earth Science & Lab
- Economic Issues and Concepts
- Freshman English I
- History of the Vietnam War
- Human Anatomy and Physiology I & Lab
- Introduction to Cultural Anthropology
- Introduction to Geography
- Introduction to Geology
- Introduction to Philosophy
- Introduction to Politics

- Introduction to Psychology
- Leadership Issues
- Legal Environment of Business
- Principles of Macroeconomics
- Principles of Microeconomics
- Principles of Sociology
- Principles of Supervision
- Technical Writing
- The United States Since 1876
- The United States to 1876
- U.S. Government
- U.S. Women's History
- World Civilization Since 1660
- World Civilization to 1660

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

Financial Information

Tuition Information

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.

In-State Residents   Tuition per credit hour

$107.00..Example for 15 credit hours: $1,605.00

In-State Phlebotomy.. $117.00 per credit hour

In-State Respiratory .... $127.00 per credit hour

In-State Paramedic... $127.00 per credit hour

In-State Practical Nursing... $137.00 per credit hour

In-State Registered Nursing.. $137.00 per credit hour

Out-of-State Residents   Tuition per credit hour

$214.00..Example for 15 credit hours: $3,210.00

Out-of-State Phlebotomy .... $224.00 per credit hour

Out-of-State Respiratory... $234.00 per credit hour

Out-of-State Paramedic... $234.00 per credit hour

Out-of-State Practical Nursing.. $244.00 per credit hour

Out-of-State Registered Nursing... $244.00 per credit hour

Arkansas Residents

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 registration, students will be charged out-of- state tuition.

Out-of-State Residents

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.

In addition, individuals who meet one or more of the following criteria are eligible for in-state tuition:

Veteran who received an honorable discharge from a period of not less than ninety (90) days of active duty in the United States Armed Forces within three (3) years before the date of enrollment in a program of study;

- Dependent of a veteran as described above;
- Member of the United States Armed Forces;
- Spouse of a member of the United States Armed Forces; or
- Reserve Officers' Training Corps cadet who has an executed United States Armed Forces service contract.

Students in Missouri Border Counties

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.

Students from Outside the United States

Individuals who are not U.S. citizens will be charged out-of-state tuition and fees. 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 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

Individuals who meet any of the following criteria are eligible to have tuition and mandatory fees waived on credit courses. However, students are responsible for paying program fees as well as course fees and will not be admitted into a class until all paying seats have been filled.

- Students aged 60 years or older with proof of age;
- Children whose parents were police officers and firefighters killed or permanently disabled in the line of duty in Arkansas and are either under the age of 25 or have used the waiver for no more than 4 years
- Students who declare a major/degree/certificate and do not meet the above criteria will not be entitled to waivers for firefighter and fire service courses.

Validation of Enrollment

Students must validate their enrollment by paying tuition and fees. All tuition and fees will be the responsibility of the students in the event that the organizational sponsorship does not fulfill the tuition obligation.

Tuition and fees must be paid in full by the following timelines:

Fall and Spring semesters .... Friday before classes begin

Summer, Intercession, and Winter-Session ....Last business day before classes begin

Payment Options

Payment options are available to students through the myBRTC portal, and clicking on **Account Summary**.

Drops for Non-Payment

Students who fail to make payment in full or make payment arrangements through https://mybrtc.blackrivertech.org, or do not have available financial aid in place may be dropped from all classes.

Students dropped for lack of payment may enroll/reinstate during the first week of classes during the fall and spring and on the first day of summer or short duration terms. After the semester starts, the student may be required to pay a $50.00 enrollment fee plus all tuition and fees.

Payment for Late Registration Period

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 if available financial aid is not in place.

Fees

Technology and Infrastructure Fee ....$25.00 per credit hour

Student Activity Fee ....$3.00 per credit hour

Student Assessment Fee ....$4.00 per credit hour

Student Success Fee ....$2.00 per credit hour

Facilities Maintenance Fee ....$12.00 per credit hour

Distance Education Fee (Online, video, and hybrid classes only) ....$20.00 per credit hour

*Select courses and programs have additional fees assessed. Refer to https://blackrivertech.org/ for a complete listing.
**Fees are subject to change.

Bookstore

The campus bookstore offers books for either purchase or rental according to the course requirement. Books to be purchased through the campus bookstore will be new only. Financial aid may be used to purchase as well as rent.

Book Charges to Financial Aid

Financial aid is generally open for book charging according to the following schedule:

Fall ....August 1

Spring..December 1

Winter-Session ....December 1

Inter-Session .... May 1

Summer I.. May 1

Summer II .... June 15

Book Rental Program

The BRTC Book Rental Program is based on a $60 per course charge, which includes all required texts for the course. Please refer to the BRTC Book Rental Program Handbook for complete details.

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: 16-weeks

Before and including the first week the semester begins 100%

Second week of semester...70%

Third week of semester..50%

Fourth week of semester and beyond 0%

Winter-Session, Summer Semesters, 4-, 6-, and 8-Week Classes

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

Fourth day of class 50%

Fifth day of class and beyond 0%

Refund for Inter-Session, 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 and beyond 0%

Refund for Non-Credit Courses

Before first class meeting..100%

After first class meeting 0%

Bookstore Refunds and Returns

> **NOTE**: A receipt is required for all bookstore returns, including financial aid returns.

Cash/Check/Credit Card

Returns may only be made within 2 weeks of the receipt date. Receipts must be present.

eBook Refund Policy

Most eBooks are refundable under certain circumstances:

- Student purchased the subscription to this eBook no more than 2 weeks ago.
- Student has not viewed or printed any more than 10% of the text.

> **NOTE**: Pearson E-Books are non-refundable once they have been redeemed.

Financial Aid Returns: On-Campus Only

Bookstore refunds will be made only during the following schedule:

Fall	first 10 days of class
Winter-Session	first week of class
Spring	first 10 days of class
Inter-Session	first 2 days of class
Summer	first week of class

Fee Refunds

All fees are non-refundable after the 100% tuition refund period has ended.

Other Refunds

Canceled Classes

Students enrolled in classes that are canceled may request a 100% tuition refund.

Deployment

Military members unable to attend classes due to orders transferring them out of the area for prolonged periods of time may request a full tuition refund at any time in the semester. Students must present an original set of military orders to the Registrar for confirmation.

Title IV Financial Aid Recipients

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

Liability/Malpractice Insurance

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

- EMT
- Nursing Assistant
- Nutrition and Foodservice Management
- Paramedic (Inactive)
- Phlebotomy
- Practical Nursing
- Registered Nursing
- Respiratory Care

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 any of the following:

- college employment opportunities,
- loans,
- scholarships,
- grants,
- federal and state financial aid programs,
- or a combination of these types of aid.

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.

How to Apply for Financial Aid

To apply for federal student aid programs, complete the FAFSA application (Free Application for Federal Student Aid) online at www.studentaid.gov. Your application will be processed by the U.S. Department of Education and results will be sent electronically to BRTC within 1-3 business days. All applicants are encouraged to apply as early as possible. Applications for the following academic year area always accessible by October 1 of the preceding year. The Title IV institutional code for BRTC is 011948. Federal Direct Loan applications are available from the Financial Aid Office.

After the Financial Aid Office has determined eligibility, the student will be notified by email to view available awards on MyBRTC student portal and will also be mailed an award letter.

Federal Financial Aid Programs

The Free Application for Federal Student Aid (FAFSA) must be processed to determine eligibility for all federal financial aid programs and may be accessed at www.studentaid.gov. This FAFSA application link is also accessible on the BRTC Financial Aid homepage http://finaid.blackrivertech.edu. Other application forms and information about other financial aid resources may be accessed through https://www.blackrivertech.org/financial-aid.

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 Grant Fund Disbursement

Federal Pell Grant funds will be disbursed one time each semester, with the exception of enrollment that includes 4-week or 8-week courses in which the Pell Grant is disbursed incrementally as a student begins attendance in a course. For eligible students, institutional charges for tuition, fees and books will be paid from the Pell Grant funds

Remaining Pell Funds

If there are Pell funds remaining in the student's account after all institutional 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. For Fall/Spring semesters, refunds are usually issued within the 4th-5th week of classes. For Summer terms, refunds are issued once per Summer term in mid-June & mid-July, respectively.

Federal Direct Student 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.

Subsidized Federal Loans

- The federal government pays the interest that accrues on a subsidized loan while the student is in school.
- Subsidized loan eligibility is based on financial need determined by the FAFSA.

Unsubsidized Federal Loans

- 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.

- Students who are not eligible for a subsidized loan based on financial need that is determined by the FAFSA are still eligible to borrow an unsubsidized loan.

Loan Repayment

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.

Eligibility

Students must complete the Free Application for Federal Student Aid in order to determine eligibility for the Federal Stafford Loan.

Eligible students must complete the following before the Financial Aid Office may approve a loan:

- Entrance Loan Counseling https://studentaid.gov/,
- Master Promissory Note at https://studentaid.gov/
- BRTC Student Loan Packet. https://blackrivertech.edu/financial-aid/forms

Students will receive instructions via mail regarding BRTC's student loan application process after the FAFSA application is received by the Financial Aid Office.

Loan Disbursement

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. The tentative disbursement dates are posted on the Financial Aid Office section of MyBRTC and institutional website.   www.blackrivertech.edu

Federal Work-Study

Federal Work Study provides part-time jobs for BRTC students with unmet financial needs, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. The Federal Work Study program also provides part-time employment while you are enrolled in school. It is available to full-time or part-time students. Work-study students earn at least the current federal per/hour minimum wage.

- Your total work-study award depends on your level of financial need, as determined by the FAFSA & your school's funding level.
- The school must pay you at least once a month.
- The school must pay you directly unless you request that the school use the money to pay for your education-related charges (e.g., tuition, fees, food, and housing).

BRTC students are allowed to work up to a maximum of 20 hours per week, depending on each individual student's eligibility. If interested in working as a Federal Work-Study student, you must:

- Complete a FAFSA https://studentaid.gov/
- Complete a work-study application found on the BRTC website and submit to the BRTC Financial Aid Office. https://blackrivertech.edu/financial-aid/federal-work-study
- You will be contacted by a BRTC work-study supervisor if requested to work.

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. The application may be accessed at this link https://blackrivertech.edu/financial-aid/forms.

Veterans' Affairs

Individuals who may be eligible to receive benefits from Veterans' Affairs or through a program approved by the Arkansas State legislature include the following:

- Military service veterans
- Children of military service veterans
- Wives and husbands of military service veteran
- Widows and widowers of deceased of military service veterans
- 100% disabled veterans

In advance of registering in a program, students should supply and secure proper certification documents, including copies of military discharge papers. Students can apply for VA Education Benefits online at https://www.benefits.va.gov/gibill/. Students should contact Michelle Wooldridge at (870) 248-5015, the VA Representative in the Office of Student Affairs on-Paragould Campus for more information.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679(c), Black River Technical College (BRTC) adopts the following additional provisions for any students using the U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Veteran Readiness & Employment (Ch. 31) benefits, while payment to the institution is pending from VA.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

BRTC will not

- Prevent the student's enrollment,
- Assess a late penalty fee to the student,
- Require the student to secure alternative or additional funding, or
- Deny the student access to any resource (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such student may be required to

- Produce the VA Certification of Eligibility (COE) by the first day of class,
- Provide a written request to be certified, and/or
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

DoD Tuition Assistance

Black River Technical College complies with requirements of the Department of Defense Voluntary Education Partnership Memorandum of Understanding. With the guidelines for use of Military Tuition Assistance (TA) managed by each individual military service branch, students wishing to use Military TA should contact their military unit first to determine both eligibility and availability of Military TA funds. Once approved by your unit, contact the BRTC Financial Aid Office for assistance in submitting the proper documents to the university.

Per DOD TA requirements, Military TA must be requested and approved prior to the start date of each term. Service members can register for classes prior to securing Military TA but they will be solely responsible for all tuition costs until approval is obtained from their military service branch and the proper documents are submitted to the university. Only courses listed in the service member's evaluated education plan will be approved for Military TA. Additional information is available at https://blackrivertech.edu/financial-aid.

Articulation Agreements and Transfer Credits

Service members may refer to https://blackrivertech.org/brtcstudents/articulation-with-other- colleges find out which institutions with whom BRTC has an active articulation agreement.

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 ACTS courses listed as "No Comparable Course"
- 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

Additional information may be accessed from the ACTS website link at https://editor.engagelively.com/lively.freezer/frozenParts/rick/Crosswalks/index.html.

For questions regarding transferring of credits from institutions outside the state of AR, please contact the BRTC Registrar's Office at (870) 248-4000 or registrar@blackrivertech.edu.

Tuition Rate and Deployment

Individuals who meet one or more of the following criteria are eligible for in-state tuition:

- Veteran who received an honorable discharge from a period of not less than ninety (90) days of active duty in the United States Armed Forces within three (3) years before the date of enrollment in a program of study;
- Dependent of a veteran as described above;
- Member of the United States Armed Forces;
- Spouse of a member of the United States Armed Forces; or
- Reserve Officers' Training Corps cadet who has an executed United States Armed Forces service contract.

Deployment

Military members unable to attend classes due to orders transferring them out of the area for prolonged periods of time may request a full tuition refund at any time in the semester. Students must present an original set of military orders to the Registrar for confirmation.

Any student whose plan of study is interrupted due to military service obligations while enrolled in an allied health program will be guaranteed readmission upon return. The student will be required to meet the readmission standards set by the program.

For more information on this program, contact Brandi Chester, Director of Financial Aid at (870) 248-4020 or brandic@blackrivertech.edu.

Workforce Innovation and Opportunities Act (WIOA)

The Workforce Innovation and Opportunities Act (WIOA), formerly known as Workforce Investment Opportunities Act, was signed on July 22, 2014. BRTC works with the Northeast Arkansas Local Workforce Development Board (NEAWDB) in placing students, in the Northeast Arkansas Workforce Development Area (NEAWDA), in programs under WIOA. The NEAWDA is comprised of seven counties: Clay, Craighead, Greene, Lawrence, Mississippi, Poinsett, and Randolph. Generally, this program pays for tuition and fees for students certified and approved for training for up to 2 years but only after all other aid has been exhausted toward the Tuition/Fees/Books. WIOA looks at grants and scholarships, loans are not considered, before they will assist students in paying for Tuition/Fees/Books/Program specific supplies. Assistance may be available to students who meet the eligibility criteria under the WIOA program. WIOA funds are limited. Interested students should contact the local workforce office, which is located at the Paragould campus or they may contact the Financial Aid Office for further information regarding the application process. The Workforce WIOA representative will be at the Workforce BRTC Paragould Location. An application can be completed online at www.neaworks.com/application.html. To view the BRTC programs approved for WIOA funding visit www.arjoblink.arkansas.gov.

The Workforce center offices can be reached at:

Local Workforce Services Office at BRTC
1 Black River Drive
Paragould, Arkansas 72450
Room: PAC 136
870-236-8512

Northeast Arkansas Workforce Center
2311 East Nettleton
Jonesboro, Arkansas 72401
870-935-5594

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, Federal Work Study 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.

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% 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 or accessed at https://blackrivertech.edu/financial-aid/refunds-and-the-return-of-title-iv-funds-policy.

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 go to https://sams.adhe.edu to apply or may contact ADHE 501.371.2000 at if they have questions.

Scholarship Requirements

Students must meet the following requirements:

1. Have proof of their academic progression status by having either
   a) graduated from an Arkansas public school,
   b) graduated from a private school,
   c) graduated from a home school, or
   d) received high school equivalency diploma approved by the Department of Career Education;
      OR
   e) Verify that he or she has resided within the state for the three (3) years immediately preceding the application and has either:
      i. Graduated from an out-of-state high school,
      ii. Graduated from a private school,
      iii. Graduated from a home school, or
      iv. Received a high school equivalency diploma approved by another state.

2. Be enrolled part-time or full-time at an approved institution of higher education in a program of study that leads to an associate degree or a certification in a STEM or regional high-demand field.
3. Complete the Free Application for Federal Student Aid (FAFSA).

Arkansas Academic Challenge Scholarship

The Arkansas Academic Challenge Scholarship program is a college scholarship that promotes academic achievement and encourages 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. Students must score a minimum of 19 on the ACT and must also file a FAFSA for the year of application. Renewal of the scholarship each year is automatic if the student meets the renewal criteria, GPA & completed credits.

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. The scholarship is available to first-time entering students following graduation from high school and nontraditional students. More information can be found at https://sams.adhe.edu.

Arkansas Workforce Challenge

The Workforce Challenge Scholarship was created in the 2017 legislative session and is funded by lottery revenue. The purpose of the scholarship is for workforce training in high demand areas of healthcare, information technology, and industry. Classes are not limited to credit-bearing programs. Non-credit, workforce-training classes that fit into the three above categories may also qualify.

Applicants must be all of the following:

-   an Arkansas resident,
-   a high school graduate or have received a high school equivalency,
-   be accepted for admission to BRTC, and
-   not be a recipient of the Academic Challenge scholarship.

Arkansas Rehabilitation Services

BRTC cooperates with the Arkansas Rehabilitation Services in placing students in approved training programs. Arkansas Rehabilitation Services provides opportunities for Arkansans with disabilities to lead productive and independent lives and determines the amount of aid received. The Arkansas Rehabilitation Services has a scholarship program. The Arkansas Governor's Commission on People with Disabilities (AGCPD) Scholarship. This scholarship is a one-time award for Arkansans with disabilities who are seeking higher education and/or vocational training. No student can apply to it if they have already been awarded it previously. For more information on the scholarship go to: https://dws.arkansas.gov/ar-rehabilitation-services/access-accommodations/arkansas-governors-commission-on-people-with-disabilities/scholarship/

Additional information regarding eligibility criteria is available in the Financial Aid Office or the office may be contacted directly at (870) 972-0025 or accessed by their website https://dws.arkansas.gov/ar-rehabilitation-services/.

Arkansas Career Pathways (CPI)

The Arkansas Career Pathways Initiative (CPI) seeks to help modest-income parents gain workplace skills leading to economic self-sufficiency and reduced reliance on public assistance. CPI seeks to provide employers in key Arkansas industries with skilled workers. The initiative accomplishes these goals by improving the level of engagement among educators and employers to generate work opportunities for students and service private sector workforce needs.

Eligibility

Career Pathways applicants may be eligible if they:

1. are a parent or adult caretaker of a child that is under age 21. This includes custodial and noncustodial parents

AND

2. you receive services under the following programs: TEA (Transitional Employment Assistance); SNAP (Supplemental Nutrition Assistance Program); Medicaid, or ArKids

OR

- if you do not qualify for these programs but have a household income of less than 250% of the federal poverty level.

Assistance Benefits

Educational Expense Assistance

- Tuition
- Books
- Fees
- Course Required Materials
- Certification Fees
- and more

Student Support

- Childcare
- Transportation reimbursement
- Success Incentives
- and more

Guidance and Counseling

- Mentoring and Career Guidance
- Connection to Community Resources
- Tutoring and Academic Advising
- Work Study Opportunities
- and more

Military Dependents Scholarship

The Missing in Action/Killed in Action (MIA/KIA) Dependents Scholarship program provides free tuition and fees at any public college, university, or technical college in Arkansas for the dependents or spouses of Arkansas citizens who were prisoners of war, missing in action, killed in action during active military service, or totally and permanently disabled. 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 https://scholarships.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 of the following:

1. Arkansas law enforcement officer,
2. Full Time or volunteer municipal firefighter,
3. Arkansas Highway and Transportation Department (AHTD) employee,
4. state forestry employee,
5. state correction employee,
6. state park employee, or
7. 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 https://sams.adhe.edu/.

Arkansas Future Grant (ArFuture)

The purpose of the Arkansas Future (ArFuture) grant is to increase the education and skills of Arkansas's workforce in an affordable manner. The grant applies to students enrolled in Science, Technology, Engineering and Math (STEM) or regional high demand areas of study. The grant will cover tuition and fees for qualifying certificate and Associate degree programs at Arkansas' public institutions for eligible students. The grant is available on a first come, first serve basis. The grant is a last dollar award after other grants and scholarships. More information can be found at https://sams.adhe.edu/.

Minimum award amount will be $100 due to the acceptance of this award locking the student into community service, mentorship, and other state requirements for ARFuture listed on the ADHE website while also counting as a semester toward their five semesters of eligibility.

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.

Other privately funded scholarships and awards than the ones listed below are

available. Information about these scholarships as well as scholarship applications may be obtained by visiting BRTC's Financial Aid Office online at https://blackrivertech.org/financial-aid.

Academic Distinction Scholarship

The Academic Distinction Scholarship is awarded to first-time entering freshmen who are Arkansas residents or graduating from an accredited Arkansas high school who qualify by one of the two criteria:

1. ACT Composite score or super score of 24 OR
2. Top 10% of their graduating class with a 3.00 GPA (on a 4.00 scale).

The scholarship covers full tuition and is renewable for up to four semesters (excluding summers) provided the recipient successfully completes the following:

1. a minimum of 15 credit hours per semester (excluding developmental courses) each semester
2. **AND**
3. maintains a cumulative GPA of 3.00 each semester.

> **Note**: Scores may not be older than 5 years.

Academic Incentive Scholarship

The Academic Incentive Scholarship is awarded to first-time entering freshmen who are Arkansas residents or graduating from an accredited Arkansas High School with an ACT composite score of 19-23. The scholarship is in the amount of $250 per semester up to four consecutive semesters (excluding summers) provided the recipient successfully completes a minimum of 15 credit hours (excluding developmental courses) each semester and maintains a cumulative GPA of 2.0 each semester.

Hard Tech Scholarship

The Hard Tech Scholarship is awarded to first-time entering freshmen who are Arkansas residents or graduating from an accredited Arkansas high school with a high school cumulative GPA of 2.5 or the following scores:

	Accuplacer Classic	Accuplacer Next Generation
Math	77	257
English	83	261
Reading	78	253

The scholarship is in the amount of $250 per semester up to four consecutive semesters (excluding summer) provided the recipient maintains a cumulative GPA of 2.0 each semester and is successfully enrolled as a full-time student in a technical program.

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 3.00 (on a 4.00 scale). Recipients must be Arkansas residents graduating from an accredited high school. Completion of a minimum of 15 credit hours per semester is required.

BRTC Foundation Scholarships

The BRTC Foundation awards several scholarships annually to students in a variety of degrees and certificates. The number of awards is contingent upon available funds. Some scholarships are for full tuition, some are for supplies, and some fund other aspects of a student's education. Refer to https://blackrivertech.org/financial-aid/scholarship-opportunties for more information.

Scholarship Deadlines

Deadlines for BRTC scholarships are as follows:

Private Scholarships & Foundation Scholarships...March 1 for upcoming year

Foundation Scholarship March 1 for upcoming year Spring 2023...January 1, 2023

Other Scholarships

Additional scholarship information is available on the BRTC scholarship webpage https://blackrivertech.org/financial-aid/scholarship-opportunties includes, but is not limited to, those for transfer students, specialized majors, local/civic opportunities.

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 the Fall, Spring, and Summer semesters and will measure the following standards:

Qualitative Standards: In 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 of 67% of attempted credit hours for the term **AND** 67% cumulatively.

Definitions

The following definitions are commonly used in this section:

150% – The 150% timeframe of degree programs is, for example, 3 years for a 2-year degree and 6 years for a 4-year degree. In violating the 150% maximum timeframe restriction, a student is no longer eligible for federal student aid and often institutional college aid, as well.

67% pace term – The minimum pace each semester to achieve the program within the maximum timeframe.

Attempted credit, attempted hours – any courses that are on the transcript, whether withdrawn, passed, or failed.

Earned credit, earned hours – courses which the student passed with grades of A, B, C, or D.

Pace – The rate at which a student is progressing toward program completion. This is determined by taking the following formula:
# of hours completed/# of hours attempted

Satisfactory Academic Progress (SAP) – The basic progress a student must make in their degree in order to continue to be eligible for financial aid.

Timeframe

The maximum timeframe 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. The 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 from a program, the timeframe will restart for the new

program. However, the student is still held to the qualitative and quantitative standards, so students must still earn a 2.0 GPA term and cumulative as well as complete 67% pace term and cumulative.

In addition,

- BRTC does not grant students leave of absence.
- Noncredit developmental courses are considered attempted hours.
- Repeated courses are also considered as attempted hours and may only be repeated once.
- Financial aid *will not* pay for a class for a third time.
- Once a student graduates from a program, financial aid will not pay for the student to repeat that same program.

Transfer Students

Earned hours from other institutions accepted as transfer credit to BRTC will be reviewed for the timeframe component only regardless of whether financial aid was received for those semesters. Upon completion of the first semester at BRTC, a transfer student will be subject to the Satisfactory Academic Progress 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 an emailed letter of warning status. Students on warning may continue to receive financial aid during the warning period. Warning status exists for only 1 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 an emailed letter of suspension status.

A suspension status will remain until the student successfully completes a semester(s) at their 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, 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 satisfactory academic progress 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 the 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.

Academic Plan

Students whose appeals are granted approval based on having exceeding the **150% timeframe** will be reinstated their aid eligibility under the condition of an academic plan where the student meets the following conditions:

- Maintains a term GPA of 2.50 each semester,
- Maintains a cumulative GPA of 2.0 each semester,
- Completes 100% of enrolled courses,
- Enrolls only in courses necessary for completion of their current major, and
- Completes the program within 3 attempted semesters.

Failure to keep these terms will return the student to suspension status. Students returned back to a suspension status 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 further 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 or 67% cumulative pace standards within one semester. This plan would allow the student financial aid eligibility beyond the 1 semester that probation allows as long as the student meets the following requirements:

- Enrolls only in courses necessary for completion of appealed major,
- Completes 100% of enrolled courses,
- Achieves a term GPA of 2.50 each semester,
- Completes the program within 2 attempted semesters,
- Earns a cumulative 2.0 GPA at the end of the 2 attempted semesters, and
- Earns 67% cumulative pace of the program.

At that point, the probation plan would be lifted and the student would continue aid eligibility according to the satisfactory academic progress standards listed above. **Any deviation from the probation plan will result in a suspension status at BRTC and no other appeal option will be available.**

Satisfactory Academic Progress (SAP) Appeals Committee

Student appeals will be reviewed by a committee to evaluate academic records 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, a 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 Satisfactory Academic Progress Policy to continue to receive financial aid.

erAppeal applications may be picked up in the Financial Aid Office, on either Pocahontas or Paragould location, 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 the following to the Financial Aid office:

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

- Typed appeal essay- clearly identify 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 the student's advisor- The degree plan must be filled out in completion including the semester and year each course was completed (ex. Fall 2022) and the semester and year that the student plans to complete the remaining courses needed for graduation. Also, indicate the student's anticipated graduation date on the appeal. Degree plans can be printed from BRTC's website.
- Transcripts from all colleges attended including BRTC. These may be unofficial transcripts.
- Appeal application available at the Financial Aid office or on myBRTC. Submit an appeal to Financial Aid located on either the Pocahontas or Paragould location.

Checking the Status of an Appeal

The Financial Aid office will notify students of the decision by email. The financial aid staff will not give appeal results over the phone.

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 Financial Aid 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. It should be noted that it is the student's responsibility to verify with the Registrar's Office that their mailing address on file is correct to avoid delays in receiving funds.

Mandated Information

Mandated information may be accessed on the BRTC website at
https://blackrivertech.org/about/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.

Illegal Drugs/Alcohol

No employee, student, or guest may bring any intoxicant or harmful/illegal drug onto campus or appear on campus under the influence of such substances. It is illegal in the state of Arkansas to manufacture, distribute,

dispense, possess, or use any controlled substance in the school or workplace. Any employee violating this policy will be subject to discipline up to and including termination and any federal or state penalties applicable to the convicted offense.

This policy does not apply to those substances being used for educational purposes. Counseling and drug treatment referral programs are available for employees of Black River Technical College. Confidential information about various drug and alcohol referral programs may be obtained by contacting the Black River Technical College human resources office.

Equal Opportunity/Affirmative Action

Black River Technical College is an equal opportunity institution and will not discriminate based on 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**
>Office of the President
>P.O. Box 468
>Pocahontas, Arkansas, 72455
>(870) 248-4070

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' educational records. BRTC students have specific, protected rights regarding the release of such records, and FERPA requires that BRTC adhere strictly to these guidelines. Questions concerning the Family Education Rights and Privacy Act should be referred to the Registrar or the Vice President of Student Affairs.

When Do Student's FERPA Rights Begin?

At BRTC, a student is defined as someone currently or previously enrolled in an academic offering of the college. This does not include prospective students or applicants to any academic program of the college. For those students who are newly admitted to BRTC, FERPA becomes effective on the first day of classes for students who have enrolled in at least one course.

FERPA rights regarding students' educational records include the following.

1. The right to inspect and review the student's education records within 45 days of the day BRTC receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The BRTC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the BRTC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

BRTC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by BRTC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom BRTC has contracted as its agent to provide a service instead of using BRTC employees or officials (such as an attorney, auditor, or collection agent, or verification agencies such as the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for BRTC.

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

4. The right to request nondisclosure of public directory information.

BRTC may disclose public directory information upon inquiry unless the student requests nondisclosure. Public directory information includes name, address, phone number, email, photo, participation in officially recognized activities and sports, enrollment status, honors and awards, degrees obtained and dates conferred, and dates of attendance.

Once a student requests nondisclosure it remains effective until the student notifies the Registrar, in writing, that the request is to be voided.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by BRTC to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

> **Family Policy Compliance Office**
> U.S. Department of Education
> 400 Maryland Avenue, SW
> Washington, DC 20202-5901

Transcript Request

BRTC has contracted with the National Student Clearinghouse to process online transcript requests and electronic delivery of transcripts. Student requests for transcripts should be made at https://www.studentclearinghouse.org/.

GED Transcripts

All requests for GED transcripts are to be submitted via the following link: https://www.arcareereducation.org/services/adult-education/high-school-equivalency-ged/ged- record-request.

Electronic Delivery

Electronic transcripts can be sent to institutions and individuals (including yourself) via The National Student Clearinghouse (NSC), BRTC's third-party provider for a small fee, payable to NSC by credit card. A physical address and a valid email address are required.

U.S Mail Delivery

Official paper transcripts can be mailed to the address specified in the online request. There is a small fee per transcript request, payable by credit card. Once the request is received by the BRTC Registrar's Office, a transcript will be mailed in 3-5 business days. Please allow an additional 5-7 business days for delivery by the U.S. Postal Service.

Hold for Pickup

Official paper transcripts can be requested to be printed and held at the BRTC Registrar's office. There is a small fee per transcript request, payable by credit card. Once the request is received, the transcript will be available for pickup at the Registrar's office in the Administration Building on the Pocahontas campus. Office hours are posted on the BRTC website.

Official transcripts will not be released if there is any outstanding financial obligation to BRTC.

Smoking and Tobacco

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

Student Complaint Process

Black River Technical College encourages student communication with the administration, faculty, and staff regarding college operations and procedures, and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Wherever possible, complaints at Black River Technical College are handled in an informal manner. Administrators, faculty, and staff maintain an open-door policy to

discuss issues of concern for all students. Faculty and staff serve as a resource for individuals seeking assistance in resolving matters within the College community.

Students are encouraged to first attempt to resolve complaints with the faculty or staff person. If unresolved, students should next speak to the departmental chairperson or supervisor of the faculty, the Director of Student Development, or staff member in an effort to resolve the matter. Should a student deem that the existing policies, personnel, and departmental offices cannot address their specific concern or complaint, Black River Technical College, in accordance with federal regulations, accepts and maintains records of formal written grievances filed with the Human Resources department.

Student complaints fall into one of two categories: (1) informal expressions of dissatisfaction, and (2) written complaints which include any concern, issue, or suggestion not covered by the policies as outlined in the Catalog and Student Handbook or by state and federal law.

Black River Technical College administrative office hours are posted internally and on the website. The general information phone number is (870) 248-4000 or toll free at 1-866-890-6933.

Please refer to the BRTC Student Handbook for additional information regarding the following:

- student complaint process,
- judicial process,
- student's right to appeal, and
- student appeal and grievance procedures.

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

Chief of Police
(870) 248-4034

Sexual Harassment Policy (Title IX)

Black River Technical College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Black River Technical College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Black River Technical College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. The full Title IX policy and procedure is found at https://blackrivertech.org/about/mandated- information/title-ix.

Sex Offenders

The Arkansas Sex and Child Offender Registration Act found in Ark. Code Ann. § 12-12-901 et seq., also known as "Megan's Law", is the community notification law that allows law enforcement to communicate with the public when a sexual offender is in their area. In compliance with applicable law and for the safety of the BRTC community, when BRTC receives such notification, a subsequent notification may be delivered to the BRTC community when permitted.

The purpose of this policy is to provide timely and appropriate notification, in compliance with state and federal law, regarding registered sex offenders on any Black River Technical College (BRTC) campus. Specific details of any notification will be determined on a case-by-case basis as described herein. In addition, this policy is designed to implement provisions of Ark. Code Ann. § 12-12-913(g)(1)(4) which requires the board of trustees of an institution of higher education to adopt a written policy regarding the distribution to students of information regarding a sex offender in accordance with established guidelines and in compliance with state and federal law.

The entirety of the BRTC Sex Offender and Notification Policy may be obtained from Human Resources, the Director of Student Development, or Campus Law Enforcement.

Weapons on Campus

Students, employees, or guests are prohibited from possession of any type of firearm on the campus unless specifically exempted by state law. As of September 1, 2017, state law only allows individuals who meet certain criteria and undergo training to obtain an "Enhanced" permit to carry a concealed handgun on campus.

Exemptions may be made through the direction of the BRTC Gunsmithing Program.

Services for the Disabled

Black River Technical College's Coordinator of Disability/Access Services 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 reasonable academic accommodations, such as extended time, alternate testing locations, oral readers, notetakers, etc. BRTC has a team of employees who rotate as needed to read exams to students. BRTC will provide auxiliary aids, without cost, to those students with verified disabilities who require such services. If necessary, BRTC will provide appropriately trained service providers.

Students must contact the Coordinator of Disability/Access Services to initiate services. Accommodations received are determined by the documentation provided by the student. It is important to notify the Coordinator prior to classes beginning if you need accommodations.

Services begin when the Coordinator receives documentation. Students receiving services should contact the Coordinator if they feel they should be receiving additional accommodations or a different type of accommodation. All questions regarding services for the disabled should be addressed to the Coordinator of Disability/Access Services.

For additional information, please visit our website at https://blackrivertech.edu/brtcstudents/student-support-services/ada-accessibility-services.

Concern about physical access to facilities should be addressed to the following:

> **Black River Technical College**
> Coordinator of Disability/Access Services
> P.O. Box 468
> Pocahontas, Arkansas, 72455
> (870) 248-4000

Service Animals

Black River Technical College is committed to compliance with state and federal laws regarding individuals with disabilities. Service animals are regulated under the Americans with Disabilities Act because they are considered an accommodation needed by a person with a disability to perform specific tasks.

Campus Presence of Children, Family Members, or Friends

For safety purposes and to ensure an appropriate learning environment, family members including children and friends are not to be a regular presence on campus in classrooms or other areas of instruction including laboratories. Specific programs may prohibit children and guests completely.

Exceptions may be made at the discretion of the faculty member. BRTC students are responsible for communicating with their instructors and are responsible for their guests while on campus.

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.

Associate 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 clerks, accounts receivable clerks, payroll clerks, and inventory control clerks.

English/Communication   6 Hours Required

~ENG 1003 Freshman English I*..3

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

~ENG 1023 Technical Writing*...3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or Higher.......................................3

Business Foundation   48 Hours Required

~ACCT 2003 Introduction to Financial Accounting 3

~ACCT 2013 Introduction to Managerial Accounting..3

ACCT 2033 Payroll Accounting..3

ACCT 2043 Introduction to Cost Accounting 3

ACCT 2063 Applied Accounting Concepts...3

ACCT 2073 Certified Bookkeeper Review..3

ADMS 2073 Professional Development..3

~ADMS 2563 Business Communications...3

BSYS 2583 Spreadsheets for Managerial Decisions..3

BUAD 1013 Introduction to Business..3

BUAD 1033 Business Ethics...3

BUAD 1043 Personal Financial Planning...3

~CA 1903 Introduction to Computer Concepts*..3

CIS 1073 Computerized Accounting...3

LAW 2023 Legal Environment of Business..3

~ECON 2313 Principles of Macroeconomics 3

Business Elective (see approved list) 3

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

Business Elective   3 Hours Required

ACCT 1003 Accounting I 3

ADMS 2413 Word/Information Processing 3

BSYS 2003 Business & Professional Presentation Techniques...3

ECON 2323 Principles of Microeconomics 3

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.

English/Communication   6 Hours Required

~ENG 1003 Freshman English I* 3

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

~ENG 1023 Technical Writing*...3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher.............................3

Business Foundation   51 Hours Required

~ACCT 2003 Introduction to Financial Accounting 3

~ACCT 2013 Introduction to Managerial Accounting...3

ACCT 2063 Applied Accounting Concepts 3

ADMS 2073 Professional Development...3

ADMS 2413 Word/Information Processing 3

~ADMS 2563 Business Communications..3

BSYS 2003 Business or Professional Presentations...3

BSYS 2583 Spreadsheets for Managerial Decisions..3

~BUAD 1013 Introduction to Business...3

~BUAD 1023 Introduction to Marketing...3

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

~ECON 2313 Principles of Macroeconomics 3

~CIS 1073 Computerized Accounting..3

~LAW 2023 Legal Environment of Business..3

MGMT 1013 Introduction to HR Management 3

MGMT 2613 Principles of Supervision 3

MGMT 2623 Small Business Management 3

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 CompTIA A+, Net+, Microsoft certifications including MCP, MCTS. Among their skills is the 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.

English/Communication   6 Hours Required

~ENG 1003 Freshman English I*...3

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

~ENG 1023 Technical Writing*..3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

Business Foundation   49 Hours Required

ADMS 2073 Professional Development..3

~ADMS 2563 Business Communications**...3

BUAD 1043 Personal Financial Planning...3

~CA 1903 Introduction to Computer Concepts..3

CIS 1024 Network Server Technology 4

CIS 1044 PC Troubleshooting Repair I 4

CIS 2004 Networking Operating System Technology..4

CIS 2014 LAN Administration 4

CIS 2044 PC Repair II 4

CIS 2204 Networking Concepts..4

CIS 2303 Network Applications 3

CIS 2424 Advanced LAN Administration..4

~ECON 2313 Principles of Macroeconomics 3

MGMT 2633 IT Project Management 3

Networking Directed Electives   3 Hours Required

CIS 1083 Web Page Design 3

CIS 1023 Network Media Infrastructure 3

CIS 1034 Introduction to Computer Programming 4

CIS 1054 Computer Forensics 4

CIS 2103 Internship in Networking (must get approval from advisor)...3

MGMT 2623 Small Business Management 3

Associate of Applied Science in Emergency Medical Technician- Paramedic (*Currently Inactive*)

The Associate of Applied Science degree in EMT-Paramedic is designed to provide students with the knowledge of extensive pre-hospital care and the 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 Cognitive and Psychomotor Exams.

This program is primarily aimed at providing education to EMTs desiring to move to the next level of certification. While other allied health professionals who have a current EMT certification are welcome and encouraged to attend this program, no courses will be waived.

Upon successful completion of the program and required exit examinations, students will be eligible to test for the National Registry of Emergency Medical Technicians (NREMT) Paramedic exam. State licensure requirements vary from state to state and national certification alone does not guarantee licensure. To find specific requirements pertaining to licensure in Arkansas please visit https://www.healthy.arkansas.gov/programs-services/topics/emergency-medical-services.

BRTC's Nursing and Allied Health programs contract with healthcare facilities in order for students to meet their clinical course outcomes. These facilities may have additional mandatory requirements that students and faculty must comply with in order to attend clinical within their facility. If for any reason, those requirements are not met by a student and the facilities prohibit attendance, a student may not be able to complete the program requirements, resulting in the inability to successfully complete the program.

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

- Be 18 years of age prior to starting the clinical component and provide a copy of your birth certificate
- Meet all requirements of the Arkansas Department of Health, Division of Emergency Services

- Students must complete all BRTC enrollment requirements and submit all documents to the Office of Admissions.
- EMT Certification or license from state of residence
- Complete physical exam documenting good physical and mental health
- Must have access to high-speed internet through a laptop, tablet, or personal computer. Cell phone access may not be adequate

Applicants must complete all enrollment requirements before class selection is made.

Upon acceptance into the program, in order to be in compliance with clinical site affiliation agreements:

- Background checks will be conducted on selected applicants prior to the beginning of the program. If an applicant's background check is unsatisfactory, he/she will not be admitted to the program. Note: This background check is conducted at the student's expense.
- Provide proof of current American Heart Association, Healthcare Provider, CPR certification
- Students must be able to pass random drug screens while enrolled in the program
- Students will be required to show proof of immunity (titer) or record of immunization against the following communicable diseases:
- MMR
- Tetanus, Diphtheria, and Pertussis (Tdap)
- if a student did not have a Tdap at or after age 11, must have a Tdap
- all students must have a Td or Tdap every ten years.
- Tuberculosis Skin Test (PPD), IGRA, or Chest X-ray
- Hepatitis B
- Varicella-proof may consist of:
- Two vaccines, at least 1 month apart or
- Varicella antibody titer indicating immunity
- Influenza Vaccination (within the most recent flu season)

All immunizations must be current upon acceptance and maintained during the program. Other immunizations may be required per facility.

Liability insurance is required on all students attending clinicals and is available through a group policy. Additional program-specific fees will be attached to your tuition each semester.

All students will be required to successfully pass the Paramedic Readiness Exam (FISDAP) with a total score of 73% or higher in order to test for the National Registry EMT-Paramedic exam.

Students will be notified of time and date of the testing. If unsuccessful, students will be responsible to schedule remediation with the program director. The first two attempts are covered in the assessment fee. Any additional attempts will require purchase of the exam by the student. **Failure to pass the Paramedic Readiness exam will result in not being able to sit for NREMT Paramedic exams.**

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

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

Clinical observation will be scheduled in a variety of hospital settings. Paramedic ambulance internship and clinicals are required.

First Semester (Fall)

~ENG 1003 Freshman English I* 3

EMS 2009 Emergency Medical Technician...9

EMS 1013 Anatomy & Physiology for EMS***...3

Second Semester (Spring)

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

~ENG 1023 Technical Writing...3

~MTH 1213 Math for Healthcare Professionals**... 3

*Social Science Elective 3

***EMS 2009 is a prerequisite or corequisite for this course. This course must be completed prior to or along with EMS 1213 Paramedic I.

A final grade of "C", or higher, is required in each core course. Students must successfully complete the Emergency Medical Technician class (EMS 2009) and pass the National Registry of Emergency Technicians (NREMT). Students are required to provide a copy of their EMT card (State or NREMT) before enrolling in the paramedic core classes. In the event that they have not received their EMT card, 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 (Inter-Session and Summer I)

EMS 2103 Paramedic Practicum Three 3

EMS 2105 Paramedic Three 5

Sixth Semester (Summer II)

EMS 2203 Practicum Four...3

*See General Education Requirements course descriptions.
** Students must test into Math for Healthcare Professionals or enroll in MTH 1213 Math for Healthcare Professionals AND MATH 0001 based on ACT, SAT, or ACCUPLACER scores.

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 firefighters, 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.

General Education Foundation   12 credit hours

~CA 1903 Introduction to Computer Concepts..3

~ENG 1003 Freshman English I* 3

~ENG 1013 Freshman English II*..3

~MATH 1023 College Algebra (or equivalent) *..3

Emergency Medical Services Foundation   9 credit hours

EMS 2009 Emergency Medical Technician...9

Fire Science Foundation   34 credit hours

FS 1013 Fire Apparatus, Hydraulics, and Water Supply 3

FS 1153 Fire Arson Detection...3

FS 1711 Firefighter I 11

FS 2008 Firefighter II 8

FS 2133 Fire Prevention 3

FS 2163 Fire Protection Systems 3

FS 2183 Fire Officer I...3

FS 2082 Fire Prevention - Codes and Ordinances 2

Social Science Elective   3 credit hours (select one)

~ECON 2313 Principles of Macroeconomics **OR**

~HIST 2083 Arkansas History **OR**

~POSC 2103 U.S. Government **OR**

~PSY 2513 Introduction to Psychology 3

*See General Education Requirements course descriptions.

Associate of Applied Science in Gunsmithing Technology

AAS Gunsmithing Technology is a 2-year program that will teach students all aspects of firearms building, maintenance, and repair.

English/Communication   6 Hours Required

~ENG 1003 Freshman English I* 3

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

~ENG 1023 Technical Writing* 3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

Social Science   3 Hours Required

GUNS 2803 US Firearm History & 2A Law 3

Gunsmithing Foundation   30 Credit Hours Required

GUNS 1001 Basic Firearm Safety & Maintenance 1

GUNS 1003 Gunsmithing Theory I...3

GUNS 1013 Gunsmithing Theory II 3

GUNS 1103 Firearms Repair I...3

GUNS 1203 Riflesmithing 3

GUNS 1303 Shotgunsmithing...3

GUNS 1403 Pistolsmithing..3

GUNS 1503 Stockmaking 3

GUNS 1603 Metal Finishing 3

GUNS 2002 Accurizing Factory Rifles 2

GUNS 2103 Firearms Repair II 3

Machining Foundation   18 Credit Hours Required

    MEH 1103 Intro to Machine Processes 3

    MEH 1203 Basic Blueprint Reading...3

    MEH 1206 Basic Lathe Operation 6

    MEH 1406 Basic Mill Operation 6

*Student applicants for gunsmithing must be at least 18 years of age to apply for admission into the program. They must also be able to complete and pass an ATF form 4473 to purchase a firearm.

Associate of Applied Science in Health Sciences

The Associate of Applied Science degree program in Health Sciences allows the student to design an individualized program of study in order to pursue a career path in a health-related profession.

There are pathway options for those students seeking either nursing or respiratory care.

Nursing Emphasis

Sixty credit hours are required for the Health Sciences Nursing Emphasis option. The curriculum will consist of the following:

General Education Courses   9 Hours Required

    ~ENG 1003 Freshman English I* 3

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

    ~ENG 1023 Technical Writing..3

    ~PSY 2513 Introduction to Psychology...3

Major Technical Discipline   18 Hours Required

    ~BIOL 2104 Microbiology with Lab 4

    NRS 2203 Basic Human Nutrition 3

    BIOL 2004 Human Anatomy and Physiology I & Lab*...4

    BIOL 2414 Human Anatomy and Physiology II & Lab 4

    MTH 1213 Math for Healthcare Professionals**...3

Minor/Related/Support Courses   33 Hours Required

Students may choose from the following with approval from advisor:

    ADMS 2413 Introduction to Word Processing..3

    ~ANTH 2233 Introduction to Anthropology*..3

    BIOL 1014 Biology for Majors & Lab...4

PN 1326 Nursing Specialty 6

~POSC 2103 US Government...3

~PSY Developmental Psychology +...3

PSY 2523 Survey of Abnormal Psychology 3

~QM 2113 Business Statistics 3

RNSG 2112 Nursing Process I 12

RNSG 2123 Nursing Practicum I 3

RNSG 2216 Nursing Process II 6

RNSG 2223 Nursing Practicum II 3

RNSG 2312 Nursing Process III 12

RNSG 2323 Nursing Practicum III...3

RNUR 2106 RN Clinical Practicum I 6

RNUR 2109 Nursing Concepts I...9

RNUR 2212 Nursing Concepts II 12

RNUR 2216 RN Clinical Practicum II..6

RNUR 2310 Nursing Concepts III..10

RNUR 2316 RN Clinical Practicum III 6

~SCOM 1203 Oral Communications 3

~SOC 2213 Principles of Sociology*..3

SPAN 1013 Elementary Spanish I*...3

SPAN 1023 Elementary Spanish II 3

*See General Education Requirements course descriptions.
** Students must test into Math for Healthcare Professionals or enroll in MTH 1213 Math for Healthcare Professionals AND MATH 0001 based on ACT, SAT, or ACCUPLACER scores.

Respiratory Emphasis

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

General Education Courses   12 Hours Required

~ENG 1003 Freshman English I*...3

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

~ENG 1023 Technical Writing..3

MTH 1213 Math for Healthcare Professionals**...3

~PSY 2003 Developmental Psychology **OR**

~PSY 2513 Introduction to Psychology* **OR**

~SOC 2213 Principles of Sociology..3

Major Technical Discipline   15 Hours Required

~BIOL 2004 Human Anatomy and Physiology I & Lab*..4

~BIOL 2104 Microbiology with Lab 4

~BIOL 2414 Human Anatomy and Physiology II & Lab..4

~MEDL 1003 Medical Terminology..3

Minor/Related/Support Courses   33 Hours Required

Students may choose from following with approval from advisor:

ADMS 2413 Introduction to Word Processing..3

~ANTH 2233 Introduction to Anthropology..3

~BIOL 1004 Biological Science & Lab 4

BIOL 1014 Biology for Majors & Lab 4

~CA 1903 Introduction to Computer Concepts*..3

~CHEM 1004 General Chemistry I & Lab..4

CHEM 2004 General Chemistry II & Lab 4

CHEM 1033 Intro to Organic & Biochemistry..3

EMS 2009 Emergency Medical Technician...9

GSP 1004 Physical Science and Lab..4

~HIST 2763 US History to 1876* **OR**

~HIST 2773 US History since 1876*..3

~MATH 1023 College Algebra or higher...3

MEDL 1001 Introduction to Healthcare Issues...1

MEDL 1022 Phlebotomy Practicum..2

MEDL 1033 Foundations of Human Anatomy & Physiology 3

MEDL 1043 Medical Coding I (Spring, Summer) 3

MEDL 1073 Phlebotomy...3

NA 1001 Introduction, Ethics, and Legal Aspects 1

NA 1201 Clinical Practicum 1

NA 1202 Nursing Arts...2

NA 1301 Restorative Care 1

NRS 2203 Basic Human Nutrition 3

~PSY 2003 Developmental Psychology 3

PSY 2523 Survey of Abnormal Psychology 3

~QM 2113 Business Statistics 3

RES 1001 Beginning Pharmacology 1

RES 1103 Respiratory Care Sciences..3

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

RES 2002 Clinical Practicum II..2

RES 1302 Internal Medicine I 2

RES 2401 Respiratory Care Equipment Lab II 1

RES 2103 Mechanical Ventilation I..3

RES 2503 Neonatal and Pediatric Respiratory Care 3

RES 2303 Mechanical Ventilation II 3

RES 2203 Respiratory Critical Care..3

RES 2105 Clinical Practicum III 5

RES 2102 Advanced Cardiopulmonary Evaluation...2

RES 2502 Internal Medicine II...2

RES 2207 Clinical Practicum IV 7

~SCOM 1203 Oral Communication..3

~SOC 2213 Principles of Sociology 3

SPAN 1013 Elementary Spanish I*...3

SPAN 1023 Elementary Spanish II 3

*See General Education Requirements course descriptions.
** Students must test into Math for Healthcare Professionals or enroll in MTH 1213 Math for Healthcare Professionals AND MATH 0001 based on ACT, SAT, or ACCUPLACER scores.

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:

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

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.

English/Communication   6 Hours Required

~ENG 1003 Freshman English I* 3

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

~ENG 1023 Technical Writing* 3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

Business Foundation   6 Hours Required

~CA 1903 Introduction to Computer Concepts* 3

MGMT 2613 Principles of Supervision **OR**

MGMT 2603 Leadership Issues 3

Industrial Maintenance Foundation   3 Hours Required

IMT 1703 Hydraulics 3

Industrial Electricity Foundation   24 Hours Required

ELT 1004 Basic Electricity/Electronics 4

ELT 1204 AC/DC Fundamentals 4

ELT 1504 Electronic Circuits 4

ELT 1604 Programmable Logic Control Technology..4

ELT 1704 Industrial Electrical Systems 4

ELT 1804 Motors and Motor Controls 4

Machine Tool Technology Foundation   9 Hours Required

MEH 1103 Introduction to Machine Process...3

MEH 1203 Basic Blueprint Reading...3

MEH 1503 Fundamentals of CNC..3

Welding Technology Foundation   6 Hours Required

WLD 1003 Gas Shield Arc Welding..3

WLD 1023 MIG Welding 3

Social Science Elective   3 Hours Required

Associate of Applied Science in Medical Office Administration

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, and assisting the billing department.

English/Communication   6 Hours Required

~ENG 1003 Freshman English I* 3

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

~ENG 1023 Technical Writing*...3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

Business Foundation   51 Hours Required

~ACCT 1003 Accounting I or Higher..3

ADMS 1513 Keyboarding for Professionals I 3

ADMS 2073 Professional Development...3

ADMS 2413 Word/Information Processing 3

~ADMS 2563 Business Communications...3

BSYS 2583 Spreadsheets for Managerial Decisions..3

BUAD 1033 Business Ethics...3

BUAD 1043 Personal Financial Planning..3

~BUAD 1013 Introduction to Business...3

~CA 1903 Introduction to Computer Concepts..3

CIS 1073 Computerized Accounting...3

Associate of Applied Science in Registered Nursing

> **NOTE**: There is a special application, entrance exam, and selection process for the different pathways within this degree, including specific deadlines. Students must be accepted into the program. Completion of prerequisite courses does not guarantee admission.

The Traditional Registered Nursing (RN) and the LPN to RN Transition programs meet the minimum requirements for approval by the Arkansas State Board of Nursing (ASBN) and the Arkansas Department of Higher Education (ADHE). Both degree tracks offer excellent educational opportunities while preparing the graduate to sit for the NCLEX-RN national examination.

Graduates of the program receive an Associate of Applied Science degree which prepares them to take the NCLEX-RN. Due to the strenuous nature of the nursing curriculum, BRTC reserves the right to determine eligibility of any student to enroll or continue in the nursing program. Eligibility to progress in the program 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.

ASBN requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not ensure ASBN's approval to take the licensure examination.

Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act. Each applicant to the program is required to sign a statement, before beginning the nursing program, that states they have read and understand the Arkansas Nurse Practice Act A.C.A. §17-3-102 and A.C.A.§17-87-312. These annotated codes include the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license. Access to the current annotated codes are located at the at the link below:

- https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks

Refer to the state in which you reside for any additional licensure requirements.

Black River Technical College's Nursing and Allied Health programs contract with healthcare facilities in order for students to meet their clinical course outcomes. These facilities may have additional mandatory requirements that students and faculty must comply with in order to attend clinical within their facility. If for

any reason, those requirements are not met by a student and the facilities prohibit attendance, a student may not be able to complete the program requirements, resulting in the inability to successfully complete the program.

Prospective students will be required to:

- Provide an official high school transcript (or GED completion transcript)
- Provide official transcripts from all colleges attended
- Complete the specified entrance exam
- Complete an application for the respective nursing program
- Complete the required general education courses from an accredited college or university with a grade of "C" or better
- Sign the Nurse Practice Act Bars of Licensure Acknowledgement on the nursing program application
- Sign the Mental & Physical Abilities Statement required to provide safe and effective client care

Students will be ranked and selected based on the required general education course GPA and nursing entrance exam score.

All classes are taught in English, 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 Accuplacer or ACT.

Upon acceptance into the program, students must complete all BRTC enrollment requirements and submit all documents to the Office of Admissions.

In order to be in compliance with clinical site affiliation agreements, selected students must:

- Purchase the criminal background check located in their acceptance letter. If the background check is unsatisfactory, they will not be admitted to the program. Additionally, any criminal charges acquired while enrolled in the program must be reported to the Director of Nursing to determine if the student is still eligible to attend clinical sites. If the student is unable to attend clinicals, they cannot meet the course and program learning outcomes.
- Pass random drug screens while enrolled in the program
- Obtain a physical exam prior to starting the nursing program
- Provide proof of immunity (titer) or record of immunization against the following communicable diseases:
    - MMR- two (2) vaccines
    - Tetanus, Diphtheria, and Pertussis (Tdap)- if a student did not have a Tdap at or after age 11, must have a Tdap. Must maintain a Tdap or Td every ten years.
    - Tuberculosis Skin Test (PPD), IGRA, or Chest X-ray- must maintain PPD/IGRA annually; chest x-ray per current Health Department guidelines
    - Hepatitis B- three (3) dose series that must be started prior to entering the program
    - Varicella- two (2) vaccines, at least 1 month apart or Varicella antibody titer indicating immunity
    - Influenza Vaccination (must maintain current flu season vaccination)

*Other vaccines may be required by specific clinical agencies depending on any current endemics/pandemics. Student acceptance letter will have the most up-to-date list.

Liability insurance is required on all students attending clinicals and is available through a group policy. Additional program-specific fees will be attached to your tuition each semester.

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

AAS Registered Nursing Traditional Pathway

Pre-Professional Courses   27 Hours Required

BIOL 2004 Human Anatomy and Physiology I & Lab*...4

BIOL 2104 Microbiology with Lab 4

BIOL 2414 Human Anatomy and Physiology II & Lab 4

~ENG 1003 Freshman English I* 3

~ENG 1013 Freshman English II **OR**

~ENG 1023 Technical Writing...3

MTH 1213 Math for Healthcare Professionals **...3

NRS 2203 Basic Human Nutrition 3

~PSY 2513 Introduction to Psychology..3

** Students must test into Math for Healthcare Professionals or enroll in MTH 1213 Math for Healthcare Professionals AND MATH 0001 based on ACT, SAT, or ACCUPLACER scores.
*See General Education Requirements course descriptions.

Students who speak English as a second language must exhibit English competency as assessed by the Accuplacer, SAT, or ACT.

> **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   15 Hours Required

RNUR 2106 RN Clinical Practicum I 6

RNUR 2109 Nursing Concepts I...9

Second Semester   18 Hours Required

RNUR 2212 Nursing Concepts II 12

RNUR 2216 RN Clinical Practicum II...6

Third Semester   16 Hours Required

RNUR 2310 Nursing Concepts III..10

RNUR 2316 RN Clinical Practicum III 6

A "C" or higher is also required in ALL pre-professional courses. An overall final grade of "C" or higher is required in all Nursing Concept courses, as well as a 78% or higher average on exams.

Clinical Practicum courses are pass/fail. Passing score is required.

AAS Registered Nursing LPN to RN Transition Pathway

The LPN to RN Transition program requires an active, unencumbered nursing license for entrance.

General Education Requirements   27 or 28 Hours Required

~ BIOL 2004 Human Anatomy & Physiology I & lab 4

~ ~BIOL 2104 Microbiology with lab 4

~ BIOL 2414 Human Anatomy & Physiology II & 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 2513 Introduction to Psychology..3

*Students must test into Math for Healthcare Professionals or enroll in MTH 1213 Math for Healthcare Professionals AND MATH 0001 based on ACT, SAT, or ACCUPLACER scores.

Nursing Course Curriculum   39 Hours Required

Spring Semester

RNSG 2112 Nursing Process I 12

RNSG 2123 Nursing Practicum I 3

Summer Semester

RNSG 2216 Nursing Process II...6

RNSG 2223 Nursing Practicum II 3

Fall Semester

RNSG 2312 Nursing Process III 12

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). 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.

This program requires application and acceptance to be enrolled.

Students successfully completing the program requirements are awarded an Associate of Applied Science degree and will make an application to the NBRC for Therapist Multiple Choice (TMC) Examination.

Upon successful completion of the Respiratory Care program at Black River Technical College, graduates will be qualified to sit for the NBRC credentialing exam. Licensure regulations vary widely from state to state and successful completion of the program does not guarantee professional licensure. Professional licensure in Arkansas is regulated by the Arkansas State Medical Board. For more information about the ASMB, and for specific regulations tied to the licensure process, please visit http://www.armedicalboard.org/Professionals/pdf/mpa.pdf.

Black River Technical College's Nursing and Allied Health programs contract with healthcare facilities in order for students to meet their clinical course outcomes. These facilities may have additional mandatory requirements that students and faculty must comply with in order to attend clinical within their facility. If for any reason, those requirements are not met by a student and the facilities prohibit attendance, a student may not be able to complete the program requirements, resulting in the inability to successfully complete the program.

Students interested in enrolling in the professional curricula will be required to:

- Have a high school diploma or equivalent (GED)
- Complete all pre-professional curricula
- Complete an application for admittance into the professional curriculum by October 1 including essay
- Submit all official transcripts
- Attend RRT Meet & Greet
- Pass an entrance exam

Have access to high speed internet through a laptop, tablet or personal computer. Cell phone access may not be adequate. Upon acceptance into the program, in order to be in compliance with clinical site affiliation agreements:

- Background checks will be conducted on selected applicants prior to the beginning of the program. If an applicant's background check is unsatisfactory, he/she will not be admitted to the program. Note: This background check is conducted at the student's expense.
- Students must complete all BRTC enrollment requirements and submit all documents to the Office of Admissions.
- Students must be able to pass random drug screens while enrolled in the program
- Students will be required to show proof of immunity (titer) or record of immunization against the following communicable diseases:
- MMR's
- Tetanus, Diphtheria, and Pertussis (Tdap)
- if a student did not have a Tdap at or after age 11, must have a Tdap
- all students must have a Td or Tdap every ten years.
- Tuberculosis Skin Test (PPD), IGRA, or Chest X-ray
- Hepatitis B
- Varicella-proof may consist of:
- Two vaccines, at least 1 month apart or
- Varicella antibody titer indicating immunity
- Influenza Vaccination (within the most recent flu season)

All immunizations must be current upon acceptance and maintained during the program. Other immunizations may be required per facility.

Liability insurance is required for all students attending clinicals and is available through a group policy. Additional program-specific fees will be attached to your tuition each semester

Further information about the selection process is listed on the BRTC website.

Pre-Professional Courses   Credit Hours

~ BIOL 2004 Human Anatomy and Physiology I & Lab* 4

~ BIOL 2104 Microbiology with Lab...4

~ BIOL 2414 Human Anatomy and Physiology II & Lab..4

~ ~ENG 1003 Freshman English...3

~ ~ENG 1013 Freshman English II* OR

~ ~ENG 1023 Technical Writing 3

~ MEDL 1003 Medical Terminology 3

~ MTH 1213 Math for Healthcare Professionals** 3

~ ~PSY 2003 Developmental Psychology **OR**

~PSY 2513 Introduction to Psychology **OR**

~ ~SOC 2213 Principles of Sociology...3

*See General Education Requirements course descriptions.

**Students must test into Math for Healthcare Professionals or enroll in MTH 1213 Math for Healthcare Professionals AND MATH 0001 based on ACT, SAT, and/or Accuplacer scores.

A final grade of "C" or higher is required in all the pre-professional and core 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 their 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   Credit Hours

RES 1001 Beginning Pharmacology 1

RES 1002 Clinical Practicum I 2

RES 1103 Respiratory Care Sciences 3

RES 1105 Non-Critical Care 5

RES 1302 Internal Medicine I 2

RES 1501 Respiratory Equipment Lab I 1

RES 2003 Cardiopulmonary Anatomy and Physiology 3

Intercession/Summer I/Summer II Semester

RES 2002 Clinical Practicum II 2

RES 2103 Mechanical Ventilation I 3

RES 2401 Respiratory Care Lab II 1

RES 2502 Internal Medicine II 2

RES 2503 Neonatal and Pediatric Respiratory Care 3

Fall Semester

RES 2102 Advanced Cardiopulmonary Evaluation 2

RES 2105 Clinical Practicum III 5

RES 2203 Respiratory Critical Care 3

RES 2303 Mechanical Ventilation II 3

Spring Semester

RES 2207 Clinical Practicum IV 7

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 coursework 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 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 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   9 Hours Required

~ENG 1003 Freshman English I 3

~ENG 1013 Freshman English II..3

~SCOM 1203 Oral Communications 3

Math   3 Hours Required

~MATH 1023 College Algebra **OR**

~MATH 1053 Mathematical Reasoning/Quantitative Literacy 3

Science   8 Hours Required

~BIOL 1004 Biological Science & Lab OR

~BIOL 2004 Human Anatomy and Physiology I & Lab...4

CHEM 1004 General Chemistry I and Lab OR

GSP 1004 Physical Science & Lab OR

GSP 1024 Earth Science & Lab 4

Fine Arts   6 Hours Required

~FAM 2503 Fine Arts Musical 3

~FAT 2203 Fine Arts Theatre 3

~FAV 2503 Fine Arts Visual..3

World Civilization   3 Hours Required

~HIST 1013 World Civilization to 1660 **OR**

~HIST 1023 World Civilization since 1660 3

U.S. History/Government   3 Hours Required

~HIST 2763 The United States to 1876 **OR**

~HIST 2773 The United States Since 1876 **OR**

~POSC 2103 U. S. Government 3

Social Science Elective   3 Hours Required

~ANTH 2233 Introduction to Anthropology...3

~ECON 2313 Principles of Macroeconomics 3

~GEOG 2613 Introduction to Geography 3

~HIST 2083 Arkansas History..3

~POSC 2103 U.S. Government..3

~PSY 2513 Introduction to Psychology..3

~SOC 2213 Principles of Sociology 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

Humanities   6 Hours Required

~ENG 2003 Introduction to World Literature I 3

~ENG 2013 Introduction to World Literature II..3

~PHIL 1103 Introduction to Philosophy...3

Directed Electives   19 Hours Required

~ACCT 2003 Introduction to Financial Accounting 3

~ACCT 2013 Introduction to Managerial Accounting...3

~ADMS 1513 Keyboarding for Professionals I...3

~ADMS 2563 Business Communications...3

AGEC 1003 Introduction to Agriculture Economics 3

AGRI 1211 Seminars in Agriculture..3

ANSC 1613 Introduction to Animal Science..3

ANSC 1621 Introduction to Animal Science Lab..1

~ANTH 2233 Intro to Cultural Anthropology 3

PHYS 2133 Survey of Physics for the Health Profession...3

POSC 1003 Introduction to Politics...3

~POSC 2103 U.S. Government..3

PSSC 1301 Introduction to Plant Science Lab 1

PSSC 1303 Introduction to Plant Science 3

PSSC 2813 Introduction to Soils...3

PSSC 2811 Introduction to Soils Lab..1

~PSY 2003 Developmental Psychology 3

~PSY 2513 Introduction to Psychology..3

PSY 2523 Survey of Abnormal Psychology 3

~QM 2113 Business Statistics 3

SOC 2203 Social Problems 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

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

Associate of General Studies

General Education

The Associate of General Studies degree may be used to provide a basis for attaining General Studies courses and/or technical electives when a student desires to gain direct employment or transfer for a baccalaureate degree. The degree is less scheduled and more flexible than the associate of applied science degree.

The Associate of General Studies degree requires 60 credit hours as follows:

- 15 hours of General Education Required Courses
- 45 hours of Electives (any courses offered at BRTC)

## General Education Core							15 Hours Required
~ CA 1903 Introduction to Computer Concepts..3

~ENG 1003 Freshman English I 3

~ENG 1013 Freshman English II **OR**

~ENG 1023 Technical Writing...3

~MATH 1023 College Algebra **OR**

~MATH 1053 Mathematical Reasoning/Quantitative Literacy **OR**

MTH 1213 Math for Healthcare Professionals...3

Social Science elective to be selected from ANTH, ECON, HIST, PSY, or SOC...................................3

Electives Courses   45 Hours Required

Electives to be selected from any combination of courses offered by BRTC....................................45

Associate of Science in Agriculture

The Associate of Science in Agriculture is designed to equip students with a broad knowledge of the increasingly important area of agriculture. Students may choose an area of emphasis including agriculture business, animal science, plant and soil science, or agriculture studies. The two-year degree will prepare students for employment or transfer to a four-year institution. This is a 60-credit hour degree program.

General Education Core Courses   35 Hours Required

~BIOL 1004 Biological Science & Lab (or higher) 4

~CHEM 1004 General Chemistry I & Lab...4

~ECON 2313 Principles of Macroeconomics **OR**

~SOC 2213 Principles of Sociology 3

~ENG 1003 Freshman English I 3

~ENG 1013 Freshman English II...3

~ENG 2003 Introduction to World Literature I **OR**

~ENG 2013 Introduction to World Literature II...3

~FAM 2503 Fine Arts Musical **OR**

~FAT 2203 Fine Arts Theater **OR**

~FAV 2503 Fine Arts Visual..3

~HIST 1013 World Civilization to 1660 **OR**

~HIST 1023 World Civilization since 1660 3

~HIST 2763 The United States to 1876 **OR**

~HIST 2773 The United States since 1876 **OR**

~POSC 2103 United States Government 3

~MATH 1023 College Algebra...3

~SCOM 1203 Oral Communications 3

Agriculture Core Requirements   16 Hours Required

AGEC 1003 Introduction to Agriculture Economics 3

AGRI 1211 Seminars in Agriculture...1

ANSC 1613 Introduction to Animal Science..3

ANSC 1621 Introduction to Animal Science Lab...1

PSSC 1301 Introduction to Plant Science Lab 1

PSSC 1303 Introduction to Plant Science 3

PSSC 2811 Introduction to Soils Lab...1

PSSC 2813 Introduction to Soils...3

Students completing the AS in Agriculture should select one of the following emphasis areas to complete the degree:

Agriculture Business Emphasis   9 Hours Required

~ACCT 2003 Introduction to Financial Accounting 3

~ACCT 2013 Introduction to Managerial Accounting...3

~ECON 2323 Principles of Microeconomics 3

Animal Science Emphasis   9 Hours Required

~BIOL 2104 Microbiology & Lab..4

CHEM 2004 General Chemistry II &: Lab 4

SPT 1001 Special Topics 1

*This course may be an internship or a lab/research directly related to the field of study.

Plant and Soil Science Emphasis   9 Hours Required

AGRI 1103 Precision Technology...3

AGRI 2003 Agriculture Technology 3

~CA 1903 Introduction to Computer Concepts...3

Agriculture Studies Emphasis   9 Hours Required

AGRI 1103 Precision Technology...3

AGRI 2003 Agriculture Technology 3

ELT 1703 Farm Electronics/PLC...3

IMT 1703 Hydraulics 3

WLD 1093 Farm Welding...3

Associate of Science in Business

The Associate of Science (AS) Business degree provides a course of study and a degree for students who intend to transfer to a four-year institution as a Business major. All public four-year institutions in Arkansas (with the exception of the 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   Credit Hours

~ENG 1003 Freshman English I 3

~MATH 1023 College Algebra 3

~FAM 2503 Fine Arts Musical **OR**

~FAT 2203 Fine Arts Theatre **OR**

~FAV 2503 Fine Arts Visual...3

~SCOM 1203 Oral Communications 3

~CA 1903 Introduction to Computer Concepts...3

Second Semester   Credit Hours

~ENG 1013 Freshman English II..3

~ENG 2003 Introduction to World Literature I **OR**

~ENG 2013 Introduction to World Literature II..3

~SOC 2213 Principles of Sociology 3

~ACCT 2003 Introduction to Financial Accounting 3

~ECON 2313 Principles of Macroeconomics 3

Second Year

First Semester   Credit Hours

~ACCT 2013 Introduction to Managerial Accounting..3

~ECON Principles of Microeconomics 3

~BIOL 1004 Biological Science & Lab 4

~QM 2113 Business Statistics 3

~HIST 1013 World Civilization to 1660 **OR**

~HIST 1023 World Civilization since 1660 3

~GSP 1004 Physical Science & Lab 4

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

~HIST 2773 U.S. History since 1876 **OR**

~POSC 2103 United States Government 3

~LAW 2023 Legal Environment of Business..3

MATH 2143 Business Calculus...3

*Directed Elective: See Business Advisor regarding ACTS Hours Required 3

~ADMS 2563 Business Communications **-** if transferring to ASU, HSU, UCA, or UAFS

~BUAD 1013 Introduction to Business - If transferring to ATU, UALR, UAM, UAPB, or SAU

Associate of Science in Criminal Justice

The Associate of Science in Criminal Justice is intended to prepare students for entry-level positions in the field of criminal justice and increase students' knowledge in each integral part of the criminal justice system. **This degree is offered face-to-face and 100% online**. This is a 60-credit hour degree program.

General Education Core 35 Hours Required

English/Communications 9 Hours Required

~ENG 1003 Freshman English I 3

~ENG 1013 Freshman English II...3

~SCOM1203 Oral Communications 3

Math 3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher.......................................3

Life Sciences 4 Hours Required

~BIOL 1004 Biological Science & Lab 4

Physical Sciences 4 Hours Required

~CHEM 1014 General Chemistry I & Lab..4

~GSP 1004 Physical Science & Lab **OR**

GSP 1024 Earth Science & Lab 4

Fine Arts 3 Hours Required

~FAM 2503 Fine Arts Musical **OR**

~FAT 2203 Fine Arts Theatre **OR**

~FAV 2503 Fine Arts Visual..3

History   3 Hours Required

~HIST 2763 The United States to 1876 **OR**

~HIST 2773 The United States Since 1876 3

Humanities   3 Hours Required

~PHIL 1103 Introduction to Philosophy **OR**

~ENG 2003 Introduction to World Literature I **OR**

~ENG 2013 Introduction to World Literature II..3

Social Sciences   6 Hours Required

~ANTH 2233 Cultural Anthropology 3

~GEOG 2613 Introduction to Geography 3

~HIST 1013 World Civilization to 1660 3

~HIST 1023 World Civilization Since 1660 3

~PSY 2513 Introduction to Psychology...3

~SOC 2213 Principles of Sociology..3

Criminal Justice Core   16 Hours Required

CRIM 1023 Introduction to Criminal Justice..3

CRIM 2013 Survey of Corrections 3

CRIM 2253 Criminal Investigations 3

CRIM 2263 Criminal Evidence & Procedure 3

CRIM 2301 Careers in Criminal Justice 1

SOC 2203 Social Problems 3

Criminal Justice Core   9 Hours Required

CRIM 1053 Intro to Law Enforcement..3

CRIM 1073 Introduction to Criminology..3

CRIM 1083 Introduction to Forensic Science 3

CRIM 2043 Community Relations in the Administration of Justice...3

CRIM 2133 Juvenile Delinquency and Law 3

~POSC 2103 U. S. Government 3

Associate of Science in Education, K-6 Elementary Education

The Associate of Science in Education (K-6) is for those students wishing to complete the first two years of a baccalaureate program in the K-6 education field. Students planning to transfer should follow carefully the curriculum advised by the senior institution to which they will transfer. This is a 60-credit hour degree program.

General Education Core   35 Hours Required

English/Communications   9 Hours Required

~ENG 1003 Freshman English I 3

~ENG 1013 Freshman English II..3

~SCOM 1203 Oral Communications 3

Math   3 Hours Required

~MATH 1023 College Algebra **OR**

~MATH 1053 Math Reasoning/QL

(**Note**: The course selected will be dependent on a four-year transfer) 3

Sciences   8 Hours Required

~BIOL 1004 Biological Science & Lab (or higher) 4

~GSP 1004 Physical Science & Lab..4

Fine Arts   3 Hours Required

~FAM 2503 Fine Arts Musical **OR**

~FAT 2203 Fine Arts Theatre **OR**

~FAV 2503 Fine Arts Visual...3

World Civilization   3 Hours Required

~HIST 1013 World Civilization to 1660 **OR**

~HIST 1023 World Civilization since 1660...3

History   3 Hours Required

~HIST 2763 The United States to 1876 **OR**

~HIST 2773 The United States Since 1876 3

Government   3 Hours Required

~POSC 2103 United States Government 3

Humanities   3 Hours Required

~ENG 2003 Introduction to World Literature I 3

~ENG 2013 Introduction to World Literature II...3

Education Core   25 Hours Required

ECH 2123 Literature for the Young Child...3

ECH 2173 Child Development..3

EDU 2013 Introduction to Education...3

EDU 2803 Introduction to K-12 Educational Technology 3

HIST 2083 Arkansas History..3

MATH 2113 Mathematics for Elementary Teachers I...3

MATH 2123 Mathematics for Elementary Teachers II 3

GSP 1024 Earth Science and Lab 4

Associate of Science in Fire Service Administration

The A.S. in Fire Service Administration is designed to provide upper-level management skills to firefighters who wish to be promoted 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 field. This program is 100% online. This makes it a perfect situation for personnel already employed at a fire department who need a degree to be promoted to the officer level, but don't have the time to attend face-to-face college classes.

First Year

First Semester   Credit Hours

~ENG 1003 Freshman English I 3

~CA 1903 Introduction to Computer Concepts...3

~FAM 2503 Fine Arts Musical* **OR**

~FAT 2203 Fine Arts Theater* **OR**

~FAV 2503 Fine Arts Visual...3

FS 1093 Principles of Emergency Services...3

FS 2163 Fire Protection Systems 3

Second Semester   Credit Hours

~BIOL 1004 Biological Science & Lab 4

~ENG 2003 Introduction to World Literature I 3

~MATH 1023 College Algebra* **OR**

~MATH 1053 Mathematical Reasoning/Quantitative Literacy 3

FS 2133 Fire Prevention...3

FS 2183 Fire Officer I..3

Second Year

First Semester   Credit Hours

~GSP 1004 Physical Science and Lab*...4

~ENG 1013 Freshman English II*...3

~HIST 1013 World Civilization to 1660* **OR**

~HIST 1023 World Civilization since 1660*...3

FS 2193 Fire Officer II 3

FS 2063 Fire Strategy and Tactics..3

Second Semester   Credit Hours

~PSY 2513 Introduction to Psychology...3

~POSC 2103 United States Government*...3

~HIST 2763 The United States to 1876* **OR**

~HIST 2773 The United States since 1876...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.

General Certificate Programs

Certificate of General Studies

General Education

The Certificate of General Studies (CGS) comprises the majority of the 35 credit hours in the State Minimum General Education Core. The CGS will guide students to complete the General Education core in the student's first year of college, as well as give students an intermediate completion point.

The Certificate of General Studies requires 31 credit hours as follows:

General Education Core   31 Hours Required

~BIOL 1004 Biological Science & Lab (or higher) **OR**

~ GSP 1004 Physical Science & Lab...4

~CA 1903 Introduction to Computer Concepts..3

~ENG 1003 Freshman English I 3

~ENG 1013 Freshman English II...3

~ENG 2003 Introduction to World Literature I **OR**

~ENG 2013 Introduction to World Literature II **OR**

~FAM 2503 Fine Arts Musical **OR**

~FAT 2203 Fine Arts Theatre **OR**

~FAV 2503 Fine Arts Visual...3

~HIST 2763 The United States to 1876 **OR**

~HIST 2773 The United States Since 1876 3

~MATH 1023 College Algebra OR

~MATH 1053 Mathematical Reasoning/Quantitative Literacy 3

~PSY 2513 Introduction to Psychology **OR**

~SOC 2213 Principles of Sociology...3

~SCOM 1203 Oral Communications 3

Social Science elective to be selected from ANTH, ECON, HIST, PSY, **OR** SOC......................3

Technical Certificate Programs

Accounting Assistant

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

English/Communications   3 Hours Required

~ENG 1003 Freshman English I 3

Mathematics   A3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

Business Foundation   24 Hours Required

~ACCT 2003 Introduction to Financial Accounting 3

~ACCT 2013 Introduction to Managerial Accounting 3

ADMS 2073 Professional Development..3

BSYS 2583 Spreadsheets for Managerial Decisions..3

BUAD 1013 Intro to Business 3

BUAD 1043 Personal Financial Planning..3

~CA 1903 Introduction to Computer Concepts*..3

CIS 1073 Computerized Accounting..3

*See General Education Requirements course descriptions.
This certificate program will count towards an A.S. in General Studies.
This certificate program will count towards an A.A.S. in Accounting.

Agriculture

The 31-credit hour Technical Certificate in Agriculture is a part of BRTC's stackable degrees in Agriculture. Students may obtain a Certificate of Proficiency, a Technical Certificate, then the Associate of Science in Agriculture. This gives an additional point of completion in the progression. All classes in the Technical Certificate may be applied to the AS in Agriculture.

Required Courses   25 Hours Required

AGEC 1003 Introduction to Agriculture Economics 3

AGRI 1211 Seminars in Agriculture..1

ANSC 1613 Introduction to Animal Science..3

ANSC 1621 Introduction to Animal Science Lab..1

~BIOL 1004 Biological Science & Lab (or higher) 4

~ENG 1003 Freshman English I 3

~MATH 1023 College Algebra 3

PSSC 1301 Introduction to Plant Science Lab 1

PSSC 1303 Introduction to Plant Science 3

~SCOM 1203 Oral Communications 3

Elective Courses to be selected from the following: 6 Hours Required

AGRI 1103 Precision Technology..3

AGRI 2003 Agriculture Technology 3

~CA 1903 Computer Concepts 3

CDL 1006 Commercial Truck Driving..6

~ECON 2313 Principles of Macroeconomics **OR**

~SOC 2213 Principles of Sociology 3

PSSC 2811 Introduction to Soils Lab..1

PSSC 2813 Introduction to Animal Science..3

Auto Collision Repair Technology

Two One-Year Technical Certificates

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.

Automotive Collision Repair Technology - Cosmetic Repair Technology

First Semester (Even Fall)   Credit Hours

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* **OR**

~SCOM 1203 Oral Communications* **OR**

COM 1013 Career Communications 3

Second Semester (Odd Spring)　　　　　　　　　　　　　　　　Credit Hours

AB 1013 Mechanical & Electrical Repair 3

AB 1034 Complete Auto Refinishing 4

AB 1044 Design Based Repair 4

AB 1054 Plastic Repair 4

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

*See General Education Requirement course descriptions.
This certificate program will count towards an A.S. in General Studies.

Automotive Collision Repair Technology - Structural Repair Technology

First Semester (Odd Fall)　　　　　　　　　　　　　　　　　　Credit Hours

AB 1023 Resistance Spot-Welding 3

AB 1064 Body Panels 4

AB 1074 Materials and Equipment 4

AB 1204 Fiberglass Repair 4

~ENG 1003 Freshman English I* **OR**

~SCOM 1203 Oral Communications* **OR**

COM 1013 Career Communications 3

Second Semester (Even Spring)　　　　　　　　　　　　　　　Credit Hours

AB 1033 Restraint Systems 3

AB 1094 Waterborne Systems 4

AB 1104 Structural Repair Methods 4

AB 1084 Collision Electronics 4

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

*See General Education Requirement course descriptions.
This certificate program will count towards an A.S. in General Studies.

Automotive Service Technology

Two 1-Year Technical Certificates

The Automotive Service Technology program 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.

Automotive Service Technology - Electrical-Engine Specialty Certificate

First Semester (Even Fall)   Credit Hours

AST 1023 Automotive Electrical Accessories 3

AST 1045 Automotive Electrical Systems..5

AST 1056 Automotive Engines 6

~ENG 1003 Freshman English I* **OR**

~SCOM 1203 Oral Communications* **OR**

COM 1013 Career Communications*..3

Second Semester (Odd Spring)   Credit Hours

AST 1033 Automotive Fuel Systems...3

AST 1075 Automotive Ignition Systems 5

AST 1086 Automotive Emissions Systems 6

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher...3

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

Automotive Service Technology - Powertrain-Systems Specialty Certificate

First Semester (Odd Fall)   Credit Hours

AST 1006 Auto Transmissions and Transaxles..6

AST 1015 Automotive Manual Drive Trains...5

AST 1043 Automotive Drive Axles..3

~ENG 1003 Freshman English I* **OR**

COM 1013 Career Communications* **OR**

~SCOM 1203 Oral Communications 3

 AST 1003 Auto Heating and Air Conditioning 3

 AST 1026 Auto Suspension and Steering..6

 AST 1065 Automotive Brakes 5

 ~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

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

Business Administration

The Technical Certificate in Business Administration is designed for students as an introduction to accounting, management, computer technology, and communication areas of study. Students will be preparing for potential entry-level positions in a variety of business fields. Thirty hours are required for this certificate.

English/Communication   3 Hours Required
 ~ENG 1003 Freshman English I* 3

Mathematics   3 Hours Required
 ~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

Business Foundation   24 Hours Required
 ~ACCT 2003 Introduction to Financial Accounting 3

 ~ACCT 2013 Introduction to Managerial Accounting 3

 ADMS 2073 Professional Development...3

 ADMS 2413 Word/Information Processing 3

 ~BUAD 1013 Introduction to Business...3

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

 ~ECON 2313 Principles of Macroeconomics 3

 MGMT 2613 Principles of Supervision 3

Criminal Justice

The Criminal Justice Technical Certificate is a part of BRTC's stackable degrees in Criminal Justice. Students may obtain a Certificate of Proficiency, Technical Certificate, then the Associate of Science in Criminal Justice. This gives an additional point of completion in the progression. All classes may be applied to the AS in Criminal Justice.

Required Courses   33 Hours Required
 CRIM 1023 Introduction to Criminal Justice..3

CRIM 1053 Intro to Law Enforcement 3

CRIM 1083 Introduction to Forensic Science 3

CRIM 2013 Survey of Corrections 3

CRIM 2263 Criminal Evidence & Procedure 3

~ENG 1003 Freshman English I 3

~ENG 1013 Freshman English II 3

~MATH 1023 College Algebra **OR**

~MATH 1053 Mathematical Reasoning/Quantitative Literacy 3

~SCOM 1203 Oral Communications 3

~SOC 2213 Principles of Sociology 3

SOC 2203 Social Problems 3

Education

The Technical Certificate in Education is a part of the stackable degree program for the Associate of Science in Education (K-6), which is for those students wishing to complete the first two years of a baccalaureate program in the K-6 education field. Students planning to transfer should follow carefully the curriculum advised by the senior institution to which they will transfer.

Required Courses   31 Hours Required

~BIOL 1004 Biological Science & Lab (or higher) 4

ECH 2173 Child Development 3

EDU 2013 Introduction to Education 3

EDU 2803 Introduction to K-12 Educational Technology 3

~ENG 1003 Freshman English I 3

~ENG 1013 Freshman English II 3

~MATH 1023 College Algebra 3

MATH 2113 Mathematics for Elementary Teachers I 3

MATH 2123 Mathematics for Elementary Teachers II 3

~SCOM 1203 Oral Communications 3

Emergency Services Response

The Emergency Services Response program is designed to provide high school (CTC) students with the knowledge of modern municipal and rural fire protection and emergency medical skills and be able to apply

that knowledge effectively. Students are introduced to various aspects of the fire and EMS service through classroom and laboratory exercises.

Students will experience a fast-paced, high-stress level of training that mimics modern fire and EMS service duties and requirements. This program is a career ladder where Emergency Services Response Program graduates receive a technical certificate and prepares them to advance to the Associates of Applied Science in Fire Science or their Associates of Science in Fire Service Administration.

Graduates should be prepared to take the necessary certifications to enter the emergency services as an entry-level firefighter/EMT and have met the qualifications of NFPA 1023 and 2013, Arkansas State Minimum Firefighter Standards (IFSAC Firefighter 1 and 2.)

Required Courses   34 Hours Required

English/Communications   3 Hours Required

~ENG 1003 Freshman English I **OR**

~SCOM 1203 Oral Communications **OR**

COM 1013 Career Communications 3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

Emergency Medical Services Foundation   9 Hours Required

EMS 2009 Emergency Medical Technician 9

Fire Science Foundation   19 Hours Required

FS 1005 Firefighter I 5

FS 1006 Firefighter IA 6

FS 2008 Firefighter II 8

This certificate program will count toward the A.A.S in Fire Science

Firefighter Essentials

The Firefighter Essentials program is designed to provide students with the knowledge of modern municipal and rural fire protection and the skills to apply that knowledge effectively. Students are introduced to various aspects of the fire service through classroom and laboratory exercises. Students will experience a fast-paced, high-stress level of training that mimics modern fire service duties and requirements.

This program is a career-ladder where Firefighter Essentials program graduates receive a technical certificate which prepares them to seek employment in the fire-service field as well as advance their education into the Associates of Applied Science in Fire Science.

Graduates should be prepared to enter the fire service as entry-level firefighters and have met the qualifications of NFPA 1023 and 2013, Arkansas State Minimum Firefighter Standards (IFSAC Firefighter 1 and 2.)

Required Courses   31 Hours Required

English/Communications   3 Hours Required

~ENG 1003 Freshman English I **OR**

~SCOM 1203 Oral Communications **OR**

COM 1013 Career Communications 3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher   3

Fire Science Foundation   25 Hours Required

FS 1013 Fire Apparatus, Hydraulics and Water Supply 3

FS 1103 Emergency Medical Responder 3

FS 1711 Firefighter I 11

FS 2008 Firefighter II 8

This certificate program will count toward the A.A.S in Fire Science

Gunsmithing Technology

The Gunsmithing Technology program is designed to teach students all aspects of firearm building, maintenance, and repair.

Rifle Emphasis

Required Courses   34 Credit Hours

English/Communications   3 Hours Required

~ENG 1003 Freshman English I* 3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

Gunsmithing Foundation   10 Hours Required

GUNS 1001 Basic Firearm Safety & Maintenance 1

GUNS 1003 Gunsmithing Theory I...3

GUNS 1103 Firearms Repair I...3

GUNS 1203 Riflesmithing 3

Machining Foundation   18 Hours Required

MEH 1103 Intro to Machine Processes 3

MEH 1203 Blueprint Reading...3

MEH 1206 Basic Lathe Operations...6

MEH 1406 Basic Mill Operations..6

*Student applicants for gunsmithing must be at least 18 years of age to apply for admission into the program. Students must also be able to complete and pass an ATF form 4473 to purchase a firearm.
This certificate will count towards an A.A.S. in Gunsmithing Technology and/or A.S. in General Studies.

Health Sciences

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

Common Educational Requirements   Credit Hours

~BIOL 2004 Human Anatomy and Physiology I & Lab..4

~BIOL 2104 Microbiology with Lab 4

~ BIOL 2414 Human Anatomy and Physiology II & Lab..4

~ENG 1003 Freshman English I 3

~ENG 1013 Freshman English II **OR**

~ENG 1023 Technical Writing...3

MTH 1213 Math for Healthcare Professionals*...3

One emphasis area required from below.

Nursing Emphasis

NRS 2203 Basic Human Nutrition 3

~PSY 2513 Introduction to Psychology...3

Respiratory Emphasis

MEDL 1003 Medical Terminology...3

~PSY 2003 Developmental Psychology **OR**

~PSY 2513 Introduction to Psychology **OR**

~SOC 2213 Principles of Sociology 3

*Students must test into Math for Healthcare Professionals or enroll in MTH 1213 Math for Healthcare Professionals AND MATH 0001 based on ACT, SAT, and/or Accuplacer scores.

Industrial Automation

Required Courses   Credit Hours

English/Communications   3 Hours Required

~ENG 1003 Freshman English I * **OR**

~SCOM 1203 Oral Communications* **OR**

COM 1013 Career Communications...3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher..3

Industrial Automation Core   24 Hours Required

ELT 1004 Basic Electricity/Electronics **OR**

ELT1204 AC/DC Fundamentals **OR**

ELT 1504 Electronic Circuits **OR**

ELT 1704 Industrial Electrical Systems...4

ELT1804 Motors & Motor Controls 4

ELT1604 Programmable Logic Control Technology...4

ELT1203 Intro to Robotics & Programming I 3

ELT1303 Robotic Operations & Maintenance...3

ELT2203 Robot Programming II 3

ELT2303 Robot Studio Programming...3

*See General Education Requirements course descriptions.
This certificate program will count towards an A.S. in General Studies
This certificate program will count towards an A.A.S. in Industrial Maintenance Technology.

Industrial Electricity/Electronics

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 to 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.

Required Courses   Credit Hours

English/Communications   3 Hours Required

~ENG 1003 Freshman English I * **OR**

~SCOM 1203 Oral Communications* **OR**

COM 1013 Career Communications..3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher.......................................3

Electricity Foundation   12 Hours Required

ELT 1004 Basic Electricity/Electronics 4

ELT 1504 Electronic Circuits...4

ELT 1704 Industrial Electrical Systems..4

Electricity Foundation   12 Hours Required

ELT 1804 Motors and Motor Controls 4

ELT 1204 AC/DC Fundamentals 4

ELT 1604 Programmable Logic Control Technology...4

*See General Education Requirements course descriptions.
This certificate program will count towards an A.S. in General Studies. This certificate program will count towards an A.A.S. in Industrial Maintenance Technology

Law Enforcement Training (LETA)

The LETA program is a course of study consisting of more than 550 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 and veterans who have had active duty status within the last 10 years. 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 LETA 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, 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 dismissal 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 24 credit hours, of which 12 credit hours are applicable toward the Associate of Science in Criminal Justice degree. For more information log on https://www.dps.arkansas.gov/law- enforcement/clest/ or https://blackrivertech.org/academics/service-programs/leta/leta- programs/basic-police-training.

Specialty Course   15 Credit Hours

CRIM 1003 Criminal Justice Workshop III 3

CRIM 1023 Introduction to Criminal Justice...3

CRIM 1053 Introduction to Law Enforcement 3

CRIM 2043 Community Relations & Administration of Justice 3

CRIM 2263 Criminal Evidence and Procedures...3

Related Electives   9 Credit Hours

CRIM 1001 Criminal Justice Workshop I 1

CRIM 2073 At Scene Traffic Crash Investigating..3

CRIM 2201 DWI Standardized Field Sobriety Testing...1

CRIM 2241 Tactical Skills for Law Enforcement 1

PE 1003 Physical Conditioning for LETA...3

*See General Education Requirements course descriptions.

Professional Training Credits

BRTC will award up to a maximum of 12 hours of credit (based on a 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.

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

Law enforcement students may substitute 3 hours for Criminal Procedures; 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, the University of Arkansas System Criminal Justice Institute, the 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.

This program is ineligible for financial aid.

Machine Tool Technology

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.

Required Courses   Credit Hours

English/Communications   3 Hours Required

~ENG 1003 Freshman English I * **OR**

~SCOM 1203 Oral Communications * **OR**

COM 1013 Career Communications...3

Mathematics   3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher.......................................3

Machine Tool Foundation   12 Hours Required

MEH 1103 Introduction to Machine Processes...3

MEH 1203 Basic Blueprint Reading...3

MEH 1206 Basic Lathe Operations..6

Machine Tool Foundation   12 Hours Required

MEH 1303 Metals and Alloys/Basic Die-making..3

MEH 1406 Basic Mill Operation 6

MEH 1503 Fundamentals of CNC..3

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

Medical Coding

The Technical Certificate in Medical Coding is for students new to the medical field who wish to learn and develop skills that will assist them in preparing for a career in medical coding. Students will be exposed to a variety of issues relating to the healthcare field as well as common medical terminology which will relate to

their future careers in medical coding. Upon completion of the TC in Medical Coding, students will be prepared to sit for the Certified Professional Coder (CPC) certification which is a requirement for future employment in the medical coding field.

English/Communication   3 Hours Required
~ENG 1003 Freshman English I 3

Mathematics   3 Hours Required
~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

Business Foundation   24 Hours Required
ADMS 2073 Professional Development 3

BUAD 1043 Personal Financial Planning 3

~CA 1903 Introduction to Computer Concepts 3

MEDL 1003 Medical Terminology 3

MEDL 1033 Foundations of Human Anatomy & Physiology 3

MEDL 1043 Medical Coding I (Spring) 3

MEDL 1063 Medical Coding II (Summer) 3

MEDL 2003 Medical Coding III (Fall) 3

This certificate program will count towards an A.S. in General Studies.
This certificate program will count towards an A.A.S. in Medical Office Administration.

Microcomputer Repair Technician

This program is designed to prepare students for managing, maintaining, and repairing the microcomputer system. Designed to provide students with a solid base of 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.

English/Communication   3 Hours Required
~ENG 1003 Freshmen English I 3

Mathematics   3 Hours Required
~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher 3

Business Foundation   25 Hours Required
~ADMS 2073 Professional Development 3

BUAD 1043 Personal Financial Planning 3

~CA 1903 Introduction to Computer Concepts 3

CIS 1044 PC Troubleshooting & Repair I 4

This certificate program will count towards an A.S. in General Studies.
This certificate program will count towards an A.A.S. in Computer Information Technology.

Nutrition and Foodservice Management

The Nutrition and Foodservice Management Technical Certificate 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 the management of healthcare facilities. Students complete a minimum of 150 hours of clinical experience under the supervision of a registered dietitian, as required by ANFP. All courses are offered online, with the exception of Field Experience, which is a clinical internship.

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

Black River Technical College's Nursing and Allied Health programs contract with healthcare facilities in order for students to meet their clinical course outcomes. These facilities may have additional mandatory requirements that students and faculty must comply with in order to attend clinicals within their facility. If for any reason, those requirements are not met by a student and the facilities prohibit attendance, a student may not be able to complete the program requirements, resulting in the inability to successfully complete the program.

Additional program requirements include the following:

- Background checks will be conducted prior to the beginning of Field Experience. If an applicant's background check is unsatisfactory, he/she may not be allowed to attend the clinical facility. Note: This background check is conducted at the student's expense.
- Students will be required to show proof of immunity (titer) or record of immunization against the following communicable diseases:
- MMR's
- Tetanus, Diphtheria, and Pertussis (Tdap)
- if a student did not have a Tdap at or after age 11, must have a Tdap
- all students must have a Td or Tdap every ten years.
- Tuberculosis Skin Test (PPD), IGRA, or Chest X-ray
- Hepatitis B
- Varicella-proof may consist of:
- Two vaccines, at least 1 month apart or
- Varicella antibody titer indicating immunity
- Influenza Vaccination (within the most recent flu season)
- Students are also responsible for transportation costs associated with travel to clinical sites

- Prospective students must have a high school diploma or equivalent (GED)

All immunizations must be current upon acceptance and maintained during the program. Other immunizations may be required per facility.

Liability insurance is required on all students attending clinicals and is available through a group policy. Additional program-specific fees will be attached to your tuition each semester

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 CBDM. The cost of the exam is not included in the program fees. Students who pass the exam become Certified Dietary Managers (CDM) and Certified Food Protection Professionals (CFPP).

First Semester   Credit Hours

HEC 1004 Introduction to Nutrition and Menu Planning...4

HEC 1103 Food Systems Management 3

HEC 1303 Quantity Food Production...3

HEC 1403 Field Experience 3

Second Semester   Credit Hours

~CA 1903 Introduction to Computer Concepts*..3

~ENG 1003 Freshman English I **OR**

~SCOM 1203 Oral Communications 3

HEC 1102 Sanitation and Safety...2

~MEDL 1003 Medical Terminology...3

NRS 2203 Basic Human Nutrition 3

*See General Education Requirements course descriptions.
This certificate program will count towards an A.S. in General Studies.
A final grade of "C" or higher is required on all core courses.

Paramedic (Currently Inactive)

Five-Semester Technical Certificate

The Emergency Medical Technician-Paramedic Technical 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 Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (https://www.caahep.org/) upon the recommendation of the Committee on Accreditation of Education Programs of the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of   **CoAEMSP**
Allied Health Education Programs   (214) 703-8445
(727) 210-2350   www.coaemsp.org
https://www.caahep.org/

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 exams.

This program is primarily aimed at providing education to EMTs desiring to move to the next level of certification. While other allied health professionals who have a current EMT certification are welcome and encouraged to attend this program, no courses will be waived.

Upon successful completion of the program and required exit examinations, students will be eligible to test for the National Registry of Emergency Medical Technicians (NREMT) Paramedic

exam. State licensure requirements vary from state to state and national certification alone does not guarantee licensure. To find specific requirements pertaining to licensure in Arkansas please visit https://www.healthy.arkansas.gov/programs-services/topics/emergency-medical-services.

Black River Technical College's Nursing and Allied Health programs contract with healthcare facilities in order for students to meet their clinical course outcomes. These facilities may have additional mandatory requirements that students and faculty must comply with in order to attend clinicals within their facility. If for any reason, those requirements are not met by a student and the facilities prohibit attendance, a student may not be able to complete the program requirements, resulting in the inability to successfully complete the program.

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 of the Arkansas Department of Health, Division of Emergency Services
- Students must complete all BRTC enrollment requirements and submit all documents to the Office of Admissions.
- EMT Certification or license from state of residence
- Complete physical exam documenting good physical and mental health
- Must have access to high-speed internet through a laptop, tablet, or personal computer. Cell phone access may not be adequate

Applicants must complete all enrollment requirements before class selection is made. Upon acceptance into the program, in order to be in compliance with clinical site affiliation agreements:

- Background checks will be conducted on selected applicants prior to the beginning of the program. If an applicant's background check is unsatisfactory, he/she will not be admitted to the program. *Note: This background check is conducted at the student's expense.*
- Provide proof of current American Heart Association, Healthcare Provider, CPR certification
- Students must be able to pass random drug screens while enrolled in the program
- Students will be required to show proof of immunity (titer) or record of immunization against the following communicable diseases:
- MMR's

- Tetanus, Diphtheria, and Pertussis (Tdap)
- if a student did not have a Tdap at or after age 11, must have a Tdap
- all students must have a Td or Tdap every ten years.
- Tuberculosis Skin Test (PPD), IGRA, or Chest X-ray
- Hepatitis B
- Varicella-proof may consist of:
- Two vaccines, at least 1 month apart or
- Varicella antibody titer indicating immunity
- Influenza Vaccination (within the most recent flu season)

All immunizations must be current upon acceptance and maintained during the program. Other immunizations may be required per facility.

Liability insurance is required on all students attending clinicals and is available through a group policy. Additional program-specific fees will be attached to your tuition each semester.

All students will be required to successfully pass the Paramedic Readiness Exam (FISDAP) with a total score of 73% or higher in order to test for the National Registry EMT-Paramedic exam.

Students will be notified of the time and date of the testing. If unsuccessful, students will be responsible to schedule remediation with the program director. The first two attempts are covered in the assessment fee. Any additional attempts will require the purchase of the exam by the student. ***Failure to pass the Paramedic Readiness exam will result in not being able to sit for NREMT Paramedic exams.***

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

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

Clinical observation will be scheduled in a variety of hospital settings. Paramedic ambulance internship and clinical rotations are required.

First Semester: Fall   Credit Hours

EMS 1013 Anatomy & Physiology for EMS..3

EMS 1203 Paramedic Practicum One..3

EMS 1213 Paramedic One...13

Second Semester: Spring   Credit Hours

EMS 1304 Paramedic Practicum Two 4

EMS 1313 Paramedic Two..13

Third Semester: Inter-Session & Summer I   Credit Hours

EMS 2103 Paramedic Practicum Three 3

EMS 2105 Paramedic Three 5

Fourth Semester: Summer II   Credit Hours

EMS 2203 Paramedic Practicum Four 3

*General Education requirements course descriptions.
***EMS 2009 is a prerequisite or corequisite for this course. This course must be completed prior to or along with EMS 1213 Paramedic I.

Practical Nursing

Three-Semester Certificate

> **NOTE**: There is a special application, entrance exam, and selection process for this degree, including specific deadlines. Students must be accepted into the program.

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).

Graduates of the program receive a Technical Certificate Practical Nursing which prepares them to take the NCLEX-PN. Due to the strenuous nature of the nursing curriculum, BRTC reserves the right to determine the 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 Licensed Practical Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

ASBN requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not ensure ASBN's approval to take the licensure examination.

Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement, before beginning the nursing program, that states ou have read and understand the Arkansas Nurse Practice Act A.C.A. §17-3-102 and A.C.A.§17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license. Access to the current annotated codes is located at the link below:

- https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks

Refer to the state in which you reside for any additional licensure requirements.

Black River Technical College's Nursing and Allied Health programs contract with healthcare facilities in order for students to meet their clinical course outcomes. These facilities may have additional mandatory requirements that students and faculty must comply with in order to attend clinicals within their facility. If for any reason, those requirements are not met by a student and the facilities prohibit attendance, a student may not be able to complete the program requirements, resulting in the inability to successfully complete the program.

Prospective students will be required to:

- Provide an official high school transcript (or GED completion transcript)
- Provide official transcripts from all colleges attended

- Complete the specified entrance exam
- Complete an application for the program
- Sign the Nurse Practice Act Bars of Licensure Acknowledgement on the nursing application
- Sign the Mental & Physical Abilities Statement required to provide safe and effective client care

Students will be ranked and selected based on the required nursing entrance exam score.

All classes are taught in English, 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 Accuplacer or ACT.

Upon acceptance into the program, in order to be in compliance with clinical site affiliation agreements:

- Purchase the criminal background check located in their acceptance letter. If the background check is unsatisfactory, they will not be admitted to the program. Additionally, any criminal charges acquired while enrolled in the program must be reported to the Director of Nursing to determine if the student is still eligible to attend clinical sites. If the student is unable to attend clinicals, they cannot meet the course and program learning outcomes.
- Pass random drug screens while enrolled in the program
- Obtain a physical exam prior to starting the nursing program
- Provide proof of immunity (titer) or record of immunization against the following communicable diseases:
  o MMR- two (2) vaccines
  o Tetanus, Diphtheria, and Pertussis (Tdap)- if a student did not have a Tdap at or after age 11, must have a Tdap. Must maintain a Tdap or Td every ten years.
  o Tuberculosis Skin Test (PPD), IGRA, or Chest X-ray- must maintain PPD/IGRA annually; chest x-ray per current Health Department guidelines
  o Hepatitis B- three (3) dose series that must be started prior to entering the program
  o Varicella- two (2) vaccines, at least 1 month apart or Varicella antibody titer indicating immunity
  o Influenza Vaccination (must maintain current flu season vaccination)

*Other vaccines may be required by specific clinical agencies depending on any current endemics/pandemics. Student acceptance letter will have the most up-to-date list.

Liability insurance is required on all students attending clinicals and is available through a group policy. Additional program-specific fees will be attached to your tuition each semester.

> **Note:** Due to differences in the nursing curriculum in other nursing programs, transfer credit for previously taken practical nursing courses is not accepted. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.
>
> **Note**: Due to the academic rigor of the coursework within the nursing program, no additional classes may be taken concurrently with nursing classes.

First Semester   Credit Hours

PN 1006 PN Clinical Practicum I..6

PN 1009 Nursing Fundamentals...9

Second Semester   Credit Hours

PN 1106 PN Clinical Practicum II 6

PN 1112 Medical/Surgical Nursing..12

Third Semester   Credit Hours

PN 1203 PN Clinical Practicum III..3

PN 1326 Nursing Specialty 6

An overall final grade of "C" or higher is required in all didactic courses, as well as a 78% or higher average on exams. Clinical Practicum courses are pass/fail. A passing score is required.

Welding

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 1 AWS plate welding certification given in accordance with the American Welding Society Structural Welding Code, Section D1.1.

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

First Semester   Credit Hours

English/Communication   3 Hours Required

~ENG 1003 Freshman English I* **OR**

~SCOM 1203 Oral Communications* **OR**

COM 1013 Career Communications...3

Welding Foundation   12 Hours Required

WLD 1013 Arc Welding...3

WLD 1023 MIG Welding 3

WLD 1083 Blueprint Reading 3

WLD 1103 Welding Theory 3

Second Semester   Credit Hours

Mathematics   3 Required Hours

~MATH 1053 Mathematical Reasoning/Quantitative Literacy or higher...3

Welding Foundation   12 Hours Required

WLD 1003 Gas Shielded Arc Welding 3

WLD 1043 Position Welding..3

WLD 1053 Certification Lab 3

WLD 1203 Fabrication Welding 3

*See General Education Requirements for course descriptions
This certificate program will count towards an A.S. in General Studies

Certificate of Proficiency Programs

Accounting

The Certificate of Proficiency Accounting is designed to prepare students for accounting data entry jobs by providing them with an introduction to accounting and business. Certificate of Proficiency graduates may also continue their education towards the Accounting Assistant Technical Certificate and the Associate of Applied Science in Accounting or other business programs.

Business Foundation   18 Required Hours

~ACCT 1003 Accounting 1..3

ADMS 2073 Professional Development...3

BSYS 2583 Spreadsheets for Managerial Decisions..3

~BUAD 1013 Introduction to Business..3

~CA 1903 Introduction to Computer Concepts...3

CIS 1073 Computerized Accounting...3

This program is financial aid eligible.
This certificate program will count toward the A.A.S in Accounting.

Agriculture

This Certificate of Proficiency in Agriculture is designed to equip students with knowledge of the increasingly important area of agriculture, prepare students for employment, or give a foundation for continuing their education toward a Technical Certificate in Agriculture or Associate of Science in Agriculture.

Required Courses   17 Credit Hours

AGEC 1003 Introduction to Agriculture Economics 3

AGRI 1103 Precision Technology...3

AGRI 1211 Seminars in Agriculture...1

~CA 1903 Introduction to Computer Concepts...3

PSSC 1301 Introduction to Plant Science Lab 1

PSSC 1303 Introduction to Plant Science 3

WLD 1093 Farm Welding **OR**..3

    BIOL 1004 Biological Sciences & Lab 4

This program is ineligible for financial aid.

Criminal Justice

The Certificate of Proficiency in Criminal Justice is intended to prepare students for entry-level positions in the field of criminal justice and increase students' knowledge in each integral part of the criminal justice system. Some of these courses may be taken online.

Required Courses   15 Credit Hours

    CRIM 1023 Introduction to Criminal Justice..3

    CRIM 1053 Introduction to Law Enforcement 3

    CRIM 1083 Introduction to Forensic Science 3

    CRIM 2013 Survey of Corrections 3

    CRIM 2263 Criminal Evidence & Procedure 3

This program is ineligible for financial aid.

Education

The Certificate of Proficiency in Education is a part of the stackable degree program for the Associate of Science in Education (K-6), which is for those students wishing to complete the first two years of a baccalaureate program in the K-6 education field. Students planning to transfer should follow carefully the curriculum advised by the senior institution to which they will transfer.

Required Courses   9 Credit Hours

    EDU 2013 Introduction to Education..3

    EDU 2803 Introduction to K-12 Educational Technology 3

    Elective from General Education courses applicable to AS in Education..3

Emergency Medical Technician

Students who complete the nine-credit-hour emergency medical technician course are eligible for a certificate of proficiency. Upon successful completion of the course and all institutional, national, and state requirements, students will be eligible to test for the National Registry of Emergency Medical Technician exam. Exam candidates who pass the exam and subsequently receive licensure will demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to their role as an entry-level EMT; demonstrate the technical proficiency in all skills necessary to fulfill the role of an entry-level EMT and be able to follow protocols consistent with state and national standards.

Upon successful completion of the program and required exit examinations, students will be eligible to test for the National Registry of Emergency Medical Technicians (NREMT) EMT exam. State licensure requirements vary from state to state and national certification alone does not guarantee licensure. To find specific requirements pertaining to licensure in Arkansas please visit https://www.healthy.arkansas.gov/programs-services/topics/emergency-medical-services.

Black River Technical College's Nursing and Allied Health programs contract with healthcare facilities in order for students to meet their clinical course outcomes. These facilities may have additional mandatory requirements that students and faculty must comply with in order to attend clinicals within their facility. If for any reason, those requirements are not met by a student and the facilities prohibit attendance, a student may not be able to complete the program requirements, resulting in the inability to successfully complete the program.

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

- Be 18 years of age prior to starting the clinical component and provide a copy of birth certificate
- Meet all requirements of the Arkansas Department of Health, Division of Emergency Services
- Students must complete all BRTC enrollment requirements and submit all documents to the Office of Admissions.
- Complete physical exam documenting good physical and mental health
- Must have access to high speed internet through a laptop, tablet or personal computer.

In order to comply with clinical facility requirements, upon entrance into the program:

- Background checks will be conducted on selected applicants prior to the beginning of the program. If an applicant's background check is unsatisfactory, he/she will not be admitted to the program. Failure to pass the background check will result in not being able to complete clinical hours and subsequently not being able to test for the national exam or obtain licensure. Not completing clinical hours will affect the final grade for the class. Note: This background check is conducted at the student's expense.
- Complete assigned clinical hours in order to meet minimum requirements for taking the National Exam and obtaining state licensure
- Students must be able to pass random drug screens while enrolled in the program
- All students will be required to successfully pass the EMT Readiness Exam (FISDAP) with a total score of 73% or higher in order to test for the National Registry EMT exam. Students will be notified of time and date of the testing. If unsuccessful, students will be responsible to schedule remediation with the program director. The first two attempts are covered in the assessment fee. Any additional attempts will require purchase of the exam by the student.

> Failure to pass the EMT Readiness exam will result in not being able to sit for NREMT EMT exams.

Students will be required to show proof of immunity (titer) or record of immunization against the following communicable diseases:

- MMR's
- Tetanus, Diphtheria, and Pertussis (Tdap)
    - if a student did not have a Tdap at or after age 11, must have a Tdap
    - all students must have a Td or Tdap every ten years.
- Tuberculosis Skin Test (PPD), IGRA, or Chest X-ray

- Hepatitis B
- Varicella-proof may consist of:
    - Two vaccines, at least 1 month apart or
    - Varicella antibody titer indicating immunity
- Influenza Vaccination (within most recent flu season)

All immunizations must be current upon acceptance and maintained during the program. Other immunizations may be required per facility.

Liability insurance is required on all students attending clinical and is available through a group policy. Additional program specific fees will be attached to your tuition each semester.

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

Students will be eligible to take the NREMT exam for EMT's upon successful completion of course. Employment standards require this certification for entry into the profession.

Required Courses   Credit Hours

EMS 2009 Emergency Medical Technician..9

This program is ineligible for financial aid.

Firefighter Essentials

The Firefighter Essentials program is designed to provide students with the knowledge of modern municipal and rural fire protection and the skills to apply that knowledge effectively. Students are introduced to various aspects of the fire service through classroom and laboratory exercises.

Students will experience a fast-paced, high-stress level of training that mimics modern fire service duties and requirements. This program is a career ladder where Firefighter Essentials graduates who complete the certificate of proficiency in Firefighter Essentials are prepared to complete the remaining course required for their technical certificate in Firefighter Essentials.

This program is structured as a 13-week training course. For the first 11 weeks, students will complete Firefighter Essentials in preparation for their Firefighter I and II exams. Then if the student is 18 years of age or older they can enroll for an additional 2 weeks of training to complete the driver operator course. (The driver operator is not required to complete the CP)

Required Courses   19 Hours Required

FS 1711 Firefighter I 11

FS 2008 Firefighter II 8

This program is ineligible for financial aid.
This certificate program will count toward the A.A.S in Fire Science

General Studies

The CP of General Studies consists of 12 credit hours in the State Minimum General Education Core. The CP is part of the stackable credentials toward the Certificate of General Studies (CGS) and Associate of Arts (AA) and will guide students to complete the General Education core, as well as giving students an intermediate completion point.

The Certificate of General Studies requires 12 credit hours as follows:

Required Courses   12 Hours Required

~ENG 1003 Freshman English I 3

~ENG 1013 Freshman English II **OR**

~ENG 1023 Technical Writing..3

~MATH 1023 College Algebra **OR**

~MATH 1053 Mathematical Reasoning/Quantitative Literacy 3

~PSY 2513 Introduction to Psychology **OR**

~SOC 2213 Principles of Sociology...3

Industrial Electricity

The Industrial Electricity program is designed to prepare students for jobs in the use of technical knowledge and skills to operate, maintain, install and repair electrical, electronic and instrumentation controls in an industrial environment. Upon completion of this program, students will be awarded a certificate of proficiency in the field of industrial electricity.

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.

Required Courses   Credit Hours

Electricity Foundation   12 Hours Required

ELT 1004 Basic Electricity/Electronics 4

ELT 1504 Electronic Circuits...4

ELT 1704 Industrial Electrical Systems..4

This certificate program will count toward the Technical Certificate in Industrial Electricity/Electronics. This certificate program will count toward the A.A.S in Industrial Maintenance Technology.

Law Enforcement

The Certificate of Proficiency in Law Enforcement is stackable for the TC from the Law Enforcement Training Academy (LETA). Some of these courses may be taken online.

Required Courses   12 Credit Hours

LETA 1023 Introduction to Criminal Justice 3

LETA 1053 Introduction to Law Enforcement 3

LETA 2043 Community Relations in the Administration of Justice 3

LETA 2263 Criminal Evidence & Procedure 3

This program is ineligible for financial aid.

Machinist

The Certificate of Proficiency in Machinist will educate students with the basic set of skills needed to apply for entry level machinist positions in the manufacturing and machine tool industries. This CP will also provide students the skills needed to continue their education in Machine Tool Technology as well as Gunsmithing at BRTC.

Machine Tool Foundations   18 Hours Required

MEH 1103 Introduction to Machine Process..3

MEH 1203 Basic Blueprint Reading..3

MEH 1206 Basic Lathe Operation 6

MEH 1406 Basic Mill Operation 6

This program is ineligible for financial aid.
This certificate program will count toward the Technical Certificate in Machine Tool Technology.
This certificate program will count toward the A.A.S. in Gunsmithing Technology.

Medical Coding

The Certificate of Proficiency in Medical Coding is geared toward students with prior medical field knowledge. Students should have a solid understanding of medical terminology along with a core understanding of anatomy and physiology. With this previous knowledge, students will learn the coding skills needed to enter the field of medical coding as well as prepare them to sit for the Certified Professional Coder (CPC) certification which is required for gainful employment in various medical coding positions.

Required Courses   6 Credit Hours

MEDL 1043 Medical Coding I...3

MEDL 1063 Medical Coding II 3

This program is ineligible for financial aid.
This certificate program will count toward the Technical Certificate in Medical Coding.
This certificate program will count toward the A.A.S in Medical Office Administration.

Nursing Assistant

The four-to-eight-week Nursing Assistant certificate program, approved by the Department of Human Services, Office of Long-Term Care, 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, home health setting and other medical facilities.

> **Note:** Under Arkansas law, long term care facilities shall not knowingly employ or hire a person who has pleaded guilty or nolo contendere to, or has been found guilty of, any of the offenses listed in Arkansas Code Ann. §20-38-105.
> https://www.publichealthlawcenter.org/sites/default/files/Arkansas%20Statute%20Title%2020%20%20Subtitle%202%20Chapter%2038.pdf

An entrance exam must be completed by anyone interested in the program and may be used for selection if class size requires it. Program enrollment requirements include admission to BRTC and completion of the current college placement examination.

Upon successful completion of the required training, the trainee must pass the state competency evaluation/examination administered by the testing company contracted with the OLTC. An individual must complete the state competency examination within 12 months of graduation from a training program or retraining will be required.

Upon completion of this program, each student will be required to take the National Occupational Competency Testing Institute (NOCTI) Nursing Assistant Exam as a 3rd Party Assessment for this program.

Black River Technical College's Nursing and Allied Health programs contract with healthcare facilities in order for students to meet their clinical course outcomes. These facilities may have additional mandatory requirements that students and faculty must comply with in order to attend clinicals within their facility. If for any reason, those requirements are not met by a student and the facilities prohibit attendance, a student may not be able to complete the program requirements, resulting in the inability to successfully complete the program.

Prospective students will be required to:

- Provide an official high school transcript or GED completion transcript (if applicable)
- Provide official transcripts from all colleges attended
- Complete the required entrance exam
- Students must complete all BRTC enrollment requirements and submit all documents to the Office of Admissions.

> **Note**: Any individual listed on the Adult Maltreatment Registry is ineligible for this program.

All classes are taught in English, 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 Accuplacer or ACT.

Upon acceptance into the program, in order to be in compliance with clinical site affiliation agreements:

- Background checks may be conducted on selected applicants prior to the beginning of the program. If an applicant's background check is unsatisfactory, he/she will not be admitted to the program. Note: This background check is conducted at the student's expense.
- Students must be able to pass random drug screens while enrolled in the program
- Students will be required to show proof of immunity (titer) or record of immunization against the following communicable diseases:
    - MMR's
    - Tetanus, Diphtheria, and Pertussis (Tdap)
        - if a student did not have a Tdap at or after age 11, must have a Tdap
        - all students must have a Td or Tdap every ten years.
    - Tuberculosis Skin Test (PPD), IGRA, or Chest X-ray
    - Influenza Vaccination (within most recent flu season)

All immunizations must be current upon acceptance and maintained during the program. Other immunizations may be required per facility.

Liability insurance is required on all students attending clinical and is available through a group policy. Additional program specific fees will be attached to your tuition each semester.

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

Required Courses   Credit Hours

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.

Nutrition and Foodservice Management

The Nutrition and Foodservice Management Certificate of Proficiency program is a one-semester program 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 the management of healthcare facilities. Students complete a minimum of 150 hours of clinical experience under the supervision of a registered dietitian, as required by ANFP. All courses are offered online, with the exception of Field Experience, which is a clinical internship.

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

Black River Technical College's Nursing and Allied Health programs contract with healthcare facilities in order for students to meet their clinical course outcomes. These facilities may have additional mandatory requirements that students and faculty must comply with in order to attend clinicals within their facility. If for

any reason, those requirements are not met by a student and the facilities prohibit attendance, a student may not be able to complete the program requirements, resulting in the inability to successfully complete the program.

In order to be in compliance with clinical site affiliation agreements, program requirements include:

- Background checks will be conducted prior to the beginning of Field Experience. If an applicant's background check is unsatisfactory, he/she may not be allowed to attend the clinical facility.

  > **Note:** This background check is conducted at the student's expense.

- Students will be required to show proof of immunity (titer) or record of immunization against the following communicable diseases:
  - MMR's
  - Tetanus, Diphtheria, and Pertussis (Tdap)
    - if a student did not have a Tdap at or after age 11, must have a Tdap
    - all students must have a Td or Tdap every ten years.
  - Tuberculosis Skin Test (PPD), IGRA, or Chest X-ray
  - Hepatitis B
  - Varicella-proof may consist of:
    - Two vaccines, at least 1 month apart or
    - Varicella antibody titer indicating immunity
  - Influenza Vaccination (within the most recent flu season)
- Students are also responsible for transportation costs associated with travel to clinical sites
- Prospective students must have a high school diploma or equivalent (GED)

All immunizations must be current upon acceptance and maintained during the program. Other immunizations may be required per facility.

Liability insurance is required on all students attending clinicals and is available through a group policy. Additional program-specific fees will be attached to your tuition each semester.

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 CBDM. The cost of the exam is not included in the program fees. Students who pass the exam become Certified Dietary Managers (CDM) and Certified Food Protection Professionals (CFPP).

First Semester   Credit Hours

HEC 1004 Introduction to Nutrition and Menu Planning..4

HEC 1103 Food Systems Management 3

HEC 1303 Quantity Food Production...3

HEC 1403 Field Experience 3

This program is ineligible for financial aid.

Patient Care Technician

Patient Care Technicians, or PCTs, work under the supervision of nurses, advanced practice personnel, and physicians to provide direct patient care of basic needs and draw labs. The Patient Care Technician Certificate of Proficiency will be awarded to students upon successful completion of the Nursing Assistant program and the Phlebotomy program. Patient Care Technicians are employed in hospitals, long-term care facilities, medical offices, and other healthcare-related areas. Students must meet all program requirements listed under Nursing Assistant and Phlebotomy in this catalog in order to be awarded this certificate.

Required Courses   17 or 22 Credit Hours

MEDL 1033 Foundations of Human Anatomy and Physiology **OR**

~BIOL 2004 Human A&P I with Lab **AND**

~BIOL 2414 Human A&P II with Lab 3/8

MEDL 1001 Introduction to Healthcare Issues 1

MEDL 1003 Medical Terminology 3

MEDL 1022 Phlebotomy Practicum 2

MEDL 1073 Phlebotomy 3

NA 1001 Introduction, Ethics, and Legal Aspects 1

NA 1201 Clinical Practicum 1

NA 1202 Nursing Arts 2

NA 1301 Restorative Care 1

A final grade of "C" or higher is required in all core courses.
This program is ineligible for financial aid.

Phlebotomy

This Certificate of Proficiency program prepares individuals, under the supervision of physicians and other healthcare professionals, to draw blood samples from patients using a variety of invasive procedures. Instruction includes basic vascular anatomy and physiology, blood physiology, skin and venipuncture techniques, specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations. Upon successful completion of this 12 or 17 credit-hour program, individuals will earn a certificate of proficiency. At the completion of this program, each student will be required to take the National Health Career Association's (NHA) Certified Phlebotomy Technician (CPT) exam as a Third-Party Assessment for this program.

Black River Technical College's Nursing and Allied Health programs contract with healthcare facilities in order for students to meet their clinical course outcomes. These facilities may have additional mandatory requirements that students and faculty must comply with in order to attend clinicals within their facility. If for any reason, those requirements are not met by a student and the facilities prohibit attendance, a student may not be able to complete the program requirements, resulting in the inability to successfully complete the program. Prospective students will be required to:

- Provide an official high school transcript (or GED completion transcript)
- Provide official transcripts from all colleges attended
- Complete an application (refer to the BRTC Phlebotomy webpage for specific program information)
- Applicants must complete all enrollment requirements and submit all documents before the student selection for each class is made.

All classes are taught in English, 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 Accuplacer or ACT. Upon acceptance into the program, in order to be in compliance with clinical site affiliation agreements:

- Background checks will be conducted on selected applicants prior to the beginning of the program. If an applicant's background check is unsatisfactory, he/she will not be admitted to the program. Note: This background check is conducted at the student's expense.
- Students must complete all BRTC enrollment requirements and submit all documents to the Office of Admissions.
- Students must be able to pass random drug screens while enrolled in the program
- Students will be required to show proof of immunity (titer) or record of immunization against the following communicable diseases:
    - MMR's
    - Tetanus, Diphtheria, and Pertussis (Tdap)
        - if a student did not have a Tdap at or after age 11, must have a Tdap
        - all students must have a Td or Tdap every ten years.
    - Tuberculosis Skin Test (PPD), IGRA, or Chest X-ray
    - Hepatitis B
    - Varicella. Proof may consist of:
        - Proof of two vaccines, at least 1 month apart or
        - Varicella antibody titer indicating immunity
    - Influenza Vaccination (within the most recent flu season)

All immunizations must be current upon acceptance and maintained during the program. Facilities may require other immunizations. Liability insurance is required on all students attending clinicals and is available through a group policy. Additional program-specific fees will be attached to your tuition each semester.

Required Courses   Credit Hours

MEDL 1033 Foundations of Human Anatomy and Physiology **OR**

~BIOL 2004 Human A&P I with Lab **AND**

~BIOL 2414 Human A&P II with Lab... 3/8

MEDL 1001 Introduction to Healthcare Issues..1

MEDL 1003 Medical Terminology..3

MEDL 1022 Phlebotomy Practicum...2

MEDL 1073 Phlebotomy...3

This program is ineligible for financial aid.
A final grade of "C" or higher is required in all core courses.

Pistolsmithing

The Certificate of Proficiency in Pistolsmithing is geared toward students who already have knowledge and demonstrable skills in the operation and use of machining equipment such as manual and CNC lathes and end mills along with basic hand tools and bench-tools. Students will learn all aspects of building, maintaining, and repairing pistols.

Required Courses   Credit Hours

GUNS 1001 Basic Firearm Safety & Maintenance 1

GUNS 1003 Gunsmithing Theory I...3

GUNS 1103 Firearms Repair I...3

GUNS 1403 Pistolsmithing..3

*Student applicants must be at least 18 years old to apply for admission into the Riflesmithing program. They must also be able to complete and pass an ATF form 4473 to purchase a firearm.
This program is ineligible for financial aid.

Riflesmithing

The Certificate of Proficiency in Riflesmithing is geared toward students who already have knowledge and demonstrable skills in the operation and use of machining equipment such as manual and CNC lathes, end-mills, and basic hand-tool and bench tools. Students will learn all aspects of building, maintaining, and repairing various types of popular rifles.

Required Courses   Credit Hours

GUNS 1001 Basic Firearm Safety & Maintenance 1

GUNS 1003 Gunsmithing Theory I...3

GUNS 1103 Firearms Repair I...3

GUNS 1203 Riflesmithing 3

*Student applicants must be at least 18 years old to apply for admission into the Riflesmithing program. They must also be able to complete and pass an ATF form 4473 to purchase a firearm.
This program is ineligible for financial aid.

Robotics Operation

Required Courses   Credit Hours

ELT1004 Basic Electricity/Electronics 4

ELT1203 Intro to Robotics & Programming I 3

ELT1303 Robotic Operations & Maintenance...3

Shotgunsmithing

The Certificate of Proficiency in Shotgunsmithing is geared toward students who already have knowledge and demonstrable skills in the operation and use of machining equipment such as manual and CNC lathes, end-mills, and basic hand tools and bench-tools. Students will learn all aspects of building, maintaining, and repairing various types of popular shotguns.

Required Courses   Credit Hours

GUNS 1001 Basic Firearm Safety & Maintenance 1

GUNS 1013 Gunsmithing Theory II 3

GUNS 1103 Firearms Repair I..3

GUNS 1303 Shotgunsmithing...3

*Student applicants must be at least 21 years old to apply for admission into the Shotgunsmithing program. They must also be able to complete and pass an ATF form 4473 to purchase a firearm.
This program is ineligible for financial aid.

Welding

The Welding program is a combination metal welding course consisting of metal cutting, arc welding, and semi-automatic (MIG) 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 1 AWS plate welding certification given in accordance with the American Welding Society Structural Welding Code, Section D1.1.

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

Welding Technology Foundation   12 Required Hours

WLD 1013 Arc Welding...3

WLD 1023 MIG Welding 3

WLD 1083 Blueprint Reading 3

WLD 1103 Welding Theory 3

Students must complete 1 AWS certification to complete this certificate.
This program is ineligible for financial aid
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Basic Certificates of Proficiency

Basic Certificates of Proficiency (also called BCs or BCPs) represent micro-credentials that students earn as they progress toward higher certificate or degree attainment. A micro-credential is a focused credential that is earned in a relatively short amount of time and represents a distinct skillset or knowledge base. While micro-credentials have value in and of themselves, they are also designed to stack together, leading to the completion of a higher certificate or degree. As such, they serve as formal, documentable markers of progress in a student's educational journey. Because basic certificates of proficiency are not typically standalone credentials, students typically do not participate in BRTC's graduation ceremonies until they also successfully complete another Certificate of Proficiency, a technical certificate, and/or an associate degree. The following table presents the basic certificates of proficiency currently offered at BRTC.

Certificate Name	1st Course in Certificate	2nd Course in Certificate	Hrs.
Allied Health	MEDL 1001 OR MEDL 1003 OR MEDL 1033 OR EMS 1013 OR HLTH 2513 OR HLTH 2523 OR MTH 1213 OR NRS 2203 (Any combination of the above-listed courses)		6-9
Microsoft Office Specialist	CA1903 - Intro to Computer Concepts	ADMS2413 - Word/Info Processing OR BSYS2003 - Business Professional Presentations OR BSYS2583 - Spreadsheets of Man Decisions OR CIS2043 – Database Management	5
Microsoft Operating Systems	CIS2004 - Network Operating System Technology	CIS2204 - Networking Concepts	8
Web Page Design	CIS1083 - Web Page Design	CIS2013 - Advanced Web Page Design	6
Networking	CIS2014 - LAN Administration	CIS2424 - Advanced LAN Administration	8
A+ Computer Technician	CIS1044 - PC Repair I	CIS2044 - PC Repair II	6
Fire Marshall Services	FS1153 - Fire Arson Detection	FS2133 – Fire Prevention	6
Fire Protection	FS2133 - Fire Prevention	FS2163 – Fire Protection Systems	6

Certificate Name	1st Course in Certificate	2nd Course in Certificate	Hrs.
Motor Controls	ELT1704 - Industrial Electrical Systems	ELT1804 - Motors & Motor Controls	8
Programmable Logic Controllers	ELT1504 - Electronic Circuits	ELT1604 -Programmable Logic Control Tech	8
Electricity	ELT1004 - Basic Electricity/Electronics	ELT1204 - AC/DC Fundamentals	8
Automotive Collision Welding	AB1003 - Welding & Cutting	AB1023 - Resistance Spot Welding	6
Collision Electronics	AB1013 - Mechanical & Electrical Repair	AB1084 - Collision Electronics	7
Structural Damage Repair	AB1044 - Design Based Repair	AB1104 - Structural Repair Methods	8
Non-metal Component Repair	AB1054 - Plastic Repair	AB1204 - Fiberglass Repair	8
Automotive Paint and Refinish	AB1014 - Preparation & Refinishing	AB1034 - Complete Auto Refinishing	8
Non-structural Analysis	AB1004 - Non-structural Repair	AB1044 - Design Based Repair	8
Non-structural Damage Repair	AB1004 - Non-structural Repair	AB1014 -Preparation & Refinishing	8
Engine Performance	AST1033 - Automotive Fuel Systems	AST1075 -Automotive Ignition Systems	6
Automatic Transmission and Transaxles	AST 1006 - Auto Transmissions & Transaxles	Only one class required	6
Brakes	AST1065 - Auto Brakes	Only one class required	5
Engine Repair	AST1056 - Automotive Engines	Only one class required	6
Suspension and Steering	AST1026 - Auto Suspension & Steering	Only one class required	8
Electrical-Electronics Systems	AST1023 - Automotive Electrical Accessories	AST1045 -Automotive Electrical Systems	8
Manual Drive Train and Axles	AST1015 - Auto Manual Drive Trains	AST1043 -Automotive Drive Axles	8

Certificate Name	1st Course in Certificate	2nd Course in Certificate	Hrs.
GSA Welding	WLD1003 - Gas Shield ARC Welding	WLD1103 - Welding Theory	6
MIG Welding	WLD1023 - MIG Welding	WLD1103 - Welding Theory	6
ARC Welding	WLD1013 - ARC Welding	WLD1103 - Welding Theory	6
Accounting	~ACCT2003 - Intro to Financial Accounting	~ACCT2013 - Intro to Managerial Accounting	6
Accounting Applications	ACCT2063 - Applied Accounting	BSYS2583 - Spreadsheets for Managerial Decisions	6
Computerized Accounting	~ACCT1003 - Accounting I	CIS1073 - Computerized Accounting	6
Payroll Accounting	~ACCT2003 - Intro to Financial Accounting	ACCT2033 - Payroll Accounting	6
Cost Accounting	~ACCT2013 - Intro to Managerial Accounting	ACCT2043 - Intro to Cost Accounting	6
Plant Sciences	AGRI 1103 Precision Technology	PSSC 1301 AND PSSC 1303 - Introduction to Plant Science and Lab	7
Commercial Truck Driving	CDL 1006		6

Course Descriptions

AB 1003 Welding and Cutting   3 credits

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 metals. 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

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 1033 Restraint Systems   3 credits

Includes diagnosing and servicing of the driver-side, and passenger-side airbags, as well as curtain and seat restraints systems. Seat belt operations removal and installation are included as well as the understanding of how each reacts in a collision. Vehicle and personal safety are taught.

AB 1013 Mechanical/ Electrical Repair   3 credits

Includes diagnosing and servicing of driver-side and passenger-side airbag 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

Corequisite: AB 1004 Non-Structural Repair/ AB 1024 Estimating.

Teaches skills and technical knowledge needed in the preparation of metal and plastics for modern basecoat, and clear coat paint systems. Students are taught the use of materials involved in preparation, along with the use and maintenance of spray-painting equipment. Costume striping, color combinations, detailing, applying the finish, and shop safety are presented.

AB 1023 Resistance Spot Welding and Bonding   3 credits

The 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

Corequisites: AB 1004 Non-Structural Repair and AB 1014 Preparation and Refinishing

Instruction in analyzing damage, estimating labor times, paint times, and part costs 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

Includes the technical knowledge necessary in the mixing and spraying of paints, and 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 Design Based Repair   4 credits

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

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 Spring Hill, Tennessee, to help students gain more knowledge of vehicles made of fiberglass and plastics.

AB 1064 Body Panels   4 credits

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

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

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 1094 Waterborne Paint Systems   4 credits

Includes surface preparation and procedures necessary used in the application of waterborne paints. Blending applications, special equipment, and materials involved in waterborne application are covered as well as shop safety and environmental issues in the Collision Refinish Industry. Safety is also included.

AB 1104 Structural Repair Methods   4 credits

Includes the repair and anchoring methods used in the 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 1204 Fiberglass Repair   4 credits

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 vehicles that contain fiberglass. Shop safety is included.

~ACCT 1003 Accounting I   3 credits

Covers the fundamental accounting concepts and procedures for sole proprietorship. Emphasis is given to the accounting cycle, which includes journalizing and posting transactions and preparing trial balances and financial statements. Emphasis is also given to internal control of cash, bank reconciliations, and basic payroll procedures.

~ACCT 2003 Introduction to Financial Accounting   3 credits

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 drawings. 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

Prerequisite: ~ACCT 2003 Introduction to 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 2033 Payroll Accounting   3 credits

Prerequisite: ~ACCT 2003 Introduction to 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).*

ACCT 2043 Introduction to Cost Accounting   3 credits

Prerequisites: ~ACCT 2003 Introduction to Financial Accounting and ~ACCT 2013 Introduction to Managerial Accounting. (with a grade of "C" or better).

This is an introductory course designed to provide students with a general understanding of the role that cost accounting plays in a business. The student will study different costing methods and systems, and overhead allocations. *(Fall).*

ACCT 2063 Applied Accounting Concepts   3 credits

Prerequisites: BSYS 2583 Spreadsheets for Managerial Decision Making and ~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 Introduction to Financial Accounting and Introduction to Managerial Accounting.

Microsoft Excel is required for this course. (Spring).

ACCT 2073 Certified Bookkeeper Review   3 credits

Prerequisites: ~ACCT 2003 Introduction to Financial Accounting and ~ACCT 2013 Introduction to Managerial Accounting (with a grade of "C" or better).

This course is designed to prepare students to take the Certified Bookkeeper Examination administered by the American Institute of Certified Bookkeepers (AIPB). Topics discussed in this course include adjusting and correcting entries, depreciation, payroll, inventory, internal controls, and fraud protection.

~ADMS 1513 Keyboarding for Professionals   3 credits

Designed to help students develop speed and accuracy by learning the touch operation of alphanumeric keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; and proper care of the equipment. Students produce letters, memos, and tables. The goal is 35 wpm with 5 or fewer errors.

Software and Computer equipment required:

- *Only Windows-based computers can be used. No Apple/Macintosh, Google Docs or Chromebooks will be supported.*
- *Microsoft Office 365*

ADMS 2073 Professional Development   3 credits

Designed to provide self-management tools including attitude, goal setting, life and personal financial management. Students will learn workplace basics relating to ethics, politics, diversity, accountability and relationships, and workplace policies and resources. Students will study communication, motivation, leadership, and how to deal with workplace conflict along with career planning tools for future job searches.

Software and Computer equipment required:

- *Only Windows-based computers can be used. No Apple/Macintosh, Google Docs or Chromebooks will be supported.*
- *Microsoft Office 365*

ADMS 2413 Word/Information Processing   3 credits

Prerequisite: Student must be able to key 25 wpm with less than 5 errors or have taken ~ADMS 1513 Keyboarding for Professionals I or CA1903 Computer Concepts or have working knowledge of Office Software Application.

The exercise-oriented course is an in-depth study of Microsoft Word which exposes students to practical examples of word processing tasks. Students will discover the underlying functionality of Microsoft Word by creating, modifying flyers, creating research papers, business letters, and multi-page documents. Resume creation and sharing will be introduced along with the use of mail merge, and working with newsletters.

- *Word MOS Certification Exam is required.*

Software and Computer equipment required:

- *Only Windows-based computers can be used. No Apple/Macintosh, Google Docs or Chromebooks will be supported.*
- *Microsoft Office 365*

~ADMS 2563 Business Communications   3 credits

Prerequisites: *~ENG 1003 Freshman English I, Ability to keyboard.*

Emphasizes the communication process in business practices and procedures. Topics include verbal/nonverbal skills, written business correspondence, reading skills, listening skills, design and delivery of presentations, and the employment search process. Microsoft Word is required.

Software and Computer equipment required:

- *Only Windows-based computers can be used. No Apple/Macintosh, Google Docs or Chromebooks will be supported.*
- *Microsoft Office 365*

AGEC 1003 Introduction to Agricultural Economics   3 credits

Introductory course providing students with the principles and application of economics in the agricultural industry. Topics covered include markets, supply/demand, market equilibrium, market efficiency, supply/demand elasticity, government policy and impact.

AGRI 1103 Precision Technology   3 credits

This course provides the concepts and tools of precision agriculture (PA). The Global Position System (GPS), Geospatial Information System (GIS), sensor technology, telematics, soil and nutrient spatial variability and automation applications in PA. Introductory use of each of these tools within the processes of PA is covered.

AGRI 1211 Seminars in Agriculture   1 credit

A course to introduce agriculture students to the different aspects of the industry. A combination of field trips, guest speakers, and student presentations will constitute the course.

AGRI 2003 Agriculture Technology   3 credits

Prerequisite: *AGRI 1103*

This course will prepare the student in the use of various precision farming hardware components. Hands-on experience with farm equipment displays and monitors. Students will examine irrigation methods, variable rate applicators, and automation systems of farm equipment. The use of smartphone applications relative to farm communications and equipment set-up and diagnosis will also be emphasized.

ANSC 1613 Introduction to Animal Science   3 credits

A study of the fundamentals of livestock production systems, feeding and nutrition, reproductive physiology, breeding science, health management, and marketing of the major and minor species.

ANSC 1621 Introduction to Animal Science Laboratory   1 credit

Prerequisite or Corequisite: *ANSC 1613.*

Practical study of the selection, reproduction, nutrition and marketing of the major livestock species.

~ANTH 2233 Introduction to Cultural Anthropology   3 credits

Prerequisite: *Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or (b) Completion of READ 0033 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 (6 lab)   3 credits

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 (6 lab)   3 credits

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, landscapes, 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 (6 lab)   3 credits

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 an emphasis on individual expressionism and choice of subject matter. Various media, such as pencils, colored pencils, charcoal, pastels, watercolor, and ink will be used. The choice of subject matter will range from live models, landscapes, 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 (6 lab)   3 credits

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 interests 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 (6 lab)   3 credits

An introductory graphic design class that presents the principles of typography, design, and visual communications. Much of this relates to advertising, 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 serves 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 (4 lab)   3 credits

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 Even Year*s).

AST 1006 Auto Transmissions and Transaxles (6 lab)   6 credits

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 gear set 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 Odd Years).*

AST 1015 Automotive Manual Drive Trains (6 lab)   5 credits

Theory, construction, operation and repair procedures of the drivetrain 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 Odd Years).*

AST 1023 Automotive Electrical Accessories (4 lab)   3 credits

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 Even Years).*

AST 1026 Automotive Suspension and Steering (6 lab)   6 credits

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 Odd Years).*

AST 1033 Automotive Fuel Systems (4 lab)   3 credits

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 Even Years).*

AST 1043 Automotive Drive Axles (4 lab)   3 credits

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 Odd Years).*

AST 1045 Automotive Electrical Systems (6 lab)   5 credits

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 Even Years).*

AST 1056 Automotive Engines (6 lab)   6 credits

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 the 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 Even Years).*

AST 1065 Automotive Brakes (6 lab)   5 credits

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 Even Years).*

AST 1075 Automotive Ignition Systems (6 lab)   5 credits

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 manufactured scan tools, along with safety and use of the shop and flat rate manuals are covered. *(Spring Odd Years).*

AST 1086 Automotive Emission Control Systems (6 lab)   6 credits

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 the shop and flat rate manuals are covered. *(Spring Odd Years).*

~BIOL 1004 Biological Science & Lab (1 lab)   4 credits

Prerequisite: *ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of Reading READ 0033 with a grade of "C" or higher.*

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 1014 Biology for Majors & Lab (1 lab)   4 credits

Prerequisite: *ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of Reading READ 0033 with a grade of "C" or higher.*

A study of the principles of biology. Provides the foundation for other advanced courses in the biological sciences. Includes an in-depth study of fundamental biological concepts including eh scientific process, classification, structure and functions, cellular metabolism, evolution, and genetics. Appropriate for biology and health science majors, as well as general education.

~BIOL 2004 Human Anatomy and Physiology I & Lab (1 lab)   4 credits

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of Reading READ 0033 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, and interaction with external environment. Must receive a grade of "C", or better, before enrolling in RNUR 2109 or RNSG 2112.

~BIOL 2104 Microbiology & Lab (1 lab)   4 credits

Prerequisite: Enrollment in this course is contingent upon earlier completion of ~BIOL 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 is addressed.

~BIOL 2414 Human Anatomy and Physiology II & Lab (1 Lab)   4 credits

Prerequisite: ~BIOL 2004 Human Anatomy and Physiology I & Lab with a grade of a "C" or higher.

This course will introduce students to the structures and physiology of the cardiovascular, respiratory, gastrointestinal, immune, endocrine, urinary, and reproductive systems.

BSYS 2003 Business and Professional Presentation Techniques   3 credits

Prerequisite: ~CA 1903 Introduction to Computer Concepts or working knowledge of required office software applications.

Introduces the student to various means of presenting information through the use of presentation software using Microsoft PowerPoint. Students will learn how to create, edit, and enhance presentations along with how to incorporate pictures, WordArt, charts, tables, collaboration, animation, and media into presentations.

PowerPoint MOS Certification Exam required. Software and Computer equipment required:

- *Only Windows-based computers can be used. No Apple/Macintosh, Google Docs or Chromebooks will be supported.*
- *Microsoft Office 365*

BSYS 2583 Spreadsheets for Managerial Decisions   3 credits

Prerequisite: ~CA 1903 Introduction to Computer Concepts or working knowledge of required Microsoft office software applications.

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. The current version of Microsoft Excel is required for online courses.

Software and Computer equipment required:

- *Only Windows-based computers can be used. No Apple/Macintosh, Google Docs or Chromebooks will be supported.*
- *Microsoft Office 365*

~BUAD 1013 Introduction to Business   3 credits

Survey course to acquaint students with the major institutions and practices in the business world and to provide fundamental concepts of business. Microsoft Word is required for an online course.

~BUAD 1023 Introduction to Marketing   3 credits

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 is required for online courses.

BUAD 1033 Business Ethics   3 credits

This will be a course with many case studies and situation analyses 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 workplace. Microsoft Word is required for online courses.

Software required: Microsoft Office 365

BUAD 1043 Personal Financial Planning   3 credits

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

Prerequisite: Students 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 ADMS1513 Keyboarding for Professionals I.

Introduces the basics of Microsoft Word, Excel, and PowerPoint which is the industry standard office software. This is a hands-on course where students create Word documents such as flyers, reports, and newsletters; Excel spreadsheets with tables, formulas, and charts; PowerPoint presentations with transitions, animations, and audio and video files.

Software and Computer equipment required:

- *Only Windows-based computers can be used. No Apple/Macintosh, Google Docs or Chromebooks will be supported.*
- *Microsoft Office 365*

CHEM 1003 Introduction to Chemistry   3 credits

Prerequisite: MATH 0044 Foundations of College Algebra or higher, or ACT Math score of 19+ or Next Gen AccuPlacer QAS Test score of 251+.

Fundamentals of chemical terms and applications to laboratory studies. Students will achieve an understanding of the foundations of chemistry, chemical formulas, chemical reactions, balancing equations, stoichiometry, and gas laws. Extensive drills on calculations and the use of hand-held calculators 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 or Corequisite: MATH 1023 College Algebra or equivalent or higher math course or placement score for College Algebra. It is recommended that CHEM 1003 Introduction to Chemistry be completed with a grade of "C" or better for students with no prior study of chemistry.

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. The lab will include an introduction to the basic principles, theories, and practices of a 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 1031 Laboratory for Introduction to Organic & Biochemistry   1 credit

Prerequisite: CHEM 1004 General Chemistry I & Lab with a "C" or better.
Prerequisite or Corequisite: CHEM 1033 Introduction to Organic and Biochemistry, or instructor approval.

Enhance lecture material through cooperative hands-on experiences in the laboratory. Upon successful completion of this course, the student will have gained the following competencies: use safety practices in the laboratory; conduct a variety of organic and biochemical experiments; analysis of procedures relevant to body functions.

CHEM 1033 Introduction to Organic and Biochemistry   3 credits

Prerequisite: CHEM 1004 General Chemistry I & Lab with a "C" or better

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.

~CHEM 2004 General Chemistry II & Lab   4 credits

Prerequisite: A grade of "C" or higher in CHEM 1004 or "C" or higher

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 un-buffered 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. Lab components will involve the study of liquids, solids, solutions, and the fundamentals of chemical kinetics, chemical equilibria, acids and bases, thermodynamics, and electrochemistry.

CIS 1023 Network Media Infrastructure   3 credits

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.

CIS 1024 Network Server Technology   4 credits

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 1044 PC Troubleshooting and Repair I   4 credits

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 220-1001.

CIS 1054 Computer Forensics I (1 lab)   4 credits

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, and 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 1073 Computerized Accounting   3 credits

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

Students will be introduced to the Network Operating System Technology networking environment. In this course, students will learn to implement a Network Operating System and conduct administration of resources; implement, manage, and troubleshoot hardware devices and drivers; monitor and optimize system performance and reliability, configure and troubleshoot the desktop environment; implement, manage, and troubleshoot network protocols and services; and implement, monitor and troubleshoot security.

CIS 2014 LAN Administration (1 lab)   4 credits

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

Prerequisite: ~CA 1903 Introduction to Computer Concepts or working knowledge of required office software applications.

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 create macros, join tables, and create forms with combo boxes. Microsoft Access is required for online courses. *(Spring).*

CIS 2044 P C Troubleshooting and Repair II   4 credits

An active exploration into the operation, construction, and troubleshooting of personal computers. Emphasis will be placed on learning operating systems and software installation, software functions, and diagnostics. This course will help prepare the student for the CompTIA A+ certification test 220-1002.

CIS 2103 Internship for Networking   3 credits

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, establish learning objectives, and coordinate learning activities with the employer or worksite 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 on 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, apply for this internship, and be approved prior to enrolling.

CIS 2204 Networking Concepts   4 credits

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.

CIS 2303 Networking Applications   3 credits

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 servers, and Microsoft Virtual PC.

CIS 2424 Advanced LAN Administration (1 lab)   4 credits

Prerequisite: CIS 2014 LAN Administration. Instructor approval is required for the 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, and administering web and remote access services.

COLL 0001 Student Success   0 credit

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.

COM 1013 Career Communications   3 credits

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
Designed to address specific topics to meet the needs of criminal justice personnel.

CRIM 1002 Criminal Justice Workshop II   2 credit
Designed to address specific topics to meet the needs of criminal justice personnel.

CRIM 1003 Criminal Justice Workshop III   3 credits
Designed to address specific topics to meet the needs of criminal justice personnel.

CRIM 1011 Overview of Criminal Justice Systems   1 credit
The course will introduce students to the career opportunities available in the criminal justice field and will teach students the skills and strategies needed to gain employment in this field. (*to be taken during the student's last semester*).

CRIM 1013 Police Cyclist   3 credits
The course is designed to meet instructional objectives recommended by the International Police Mountain Bike Association for law enforcement officer cyclists. The course will provide students with working knowledge of the 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 takedowns and practical firing range-related exercises.

~CRIM 1023 Introduction to Criminal Justice   3 credits
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
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
Students, or practitioners, are introduced to the fundamentals of ethical theory, doctrines, controversies, and rules of moral judgment. Classes are exposed to the ways and means of making moral judgments, 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 treat the public equitably.

CRIM 1053 Introduction to Law Enforcement   3 credits

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 that plague law enforcement officers. Major emphasis is placed upon the more complex patrol activities, the techniques that successful officers have found to be most effective in performing their duties.

CRIM 1063 Terrorism and Homeland Security   3 credits

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 1073 Introduction to Criminology   3 credits

Provides instruction with a heavy emphasis on criminological theories of crime and the study of crime.

CRIM 1083 Intro to Forensic Science   3 credits

This course is intended to introduce students to the fundamental concepts of forensic science and will include crime scene analysis, evidence collection, and legal considerations of evidence collection.

CRIM 2001 Intoximeter Operator   1 credit

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 students will participate in a mock courtroom scenario to assist them in preparing to testify in court about the test procedure.

CRIM 2009 121 Hour Law Enforcement Refresher Course   9 credits

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 the 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

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 instructions on state requirements for the 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 students 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

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

The 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

The 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

The 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

Provides an understanding of the complex factors in human relations. The philosophy of law enforcement is examined with an emphasis on the social forces that create social change and disturbance. In addition, community policing concepts will be introduced and discussed.

CRIM 2051 Drug Investigation   1 credit

The course will provide specific solutions for managing the operational aspects of methamphetamine and other relevant drug investigations.

CRIM 2053 Independent Studies   3 credits

Prerequisite: *Approval of Criminal Justice Advisor and Dean of General Studies.*

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 Dean of General Studies.

CRIM 2063 Police Administration and Management   3 credits

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

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

The course is designed to provide the student with 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

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 equations, 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

This course is designed for the newly assigned Internal Affairs Officer, the experienced Internal Affairs Officer who wants to update their 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-sized 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

The 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 & Investigation of Commercial Vehicle Crashes 3 credits

The 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

Prerequisite: CRIM 1023 Intro to Criminal Justice.

The 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

Prerequisite: CRIM 1023 Intro to Criminal Justice.

The 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

The 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

The 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

The 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

The course provides training to the student in accepted methods of physically controlling combative subjects and essentials to instruct a class. The course consists of legal issues, documentation/articulation of the use of force, physical techniques, matt stress drills, practice instruction, instruction qualification drills, and a written exam.

CRIM 2203 Law Enforcement Instructor Development   3 credits

The 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 the required Commission on Law Enforcement Training and Standards (CLEST), course approval requests, 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

Prerequisite: CRIM 2203 Law Enforcement Instructor Development or equivalent course.

The 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

Prerequisite: Must be sponsored by a criminal justice agency.

This course is designed to fulfill the 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 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

The course is designed to meet training requirements for police traffic radar operators required by the Commission on Law Enforcement Standards and Training (CLEST). The 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

The course is designed to fulfill the requirements of the Commission on Law Enforcement Standards and Training (CLEST) for certification as a Field Training Officer. The 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 Jailer's Course   3 credits

The 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

Prerequisite: Must be sponsored by a 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. The 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

The 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. The course includes practical training exercises.

CRIM 2242 Advanced Law Enforcement Firearm Instructors   2 credits

Prerequisite: CRIM 2211 Law Enforcement Firearm Instructor, or equivalent course.

The 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. The course includes interactive technology and concepts used in firearms training courses.

CRIM 2243 Basic Tactical Team Skills   3 credits

The course is designed to introduce students to basic law enforcement team tactics and techniques. The 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

Prerequisite: CRIM 1023 Intro to Criminal Justice.

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

Prerequisite: CRIM 1023 Intro to Criminal Justice.

The Rules of Evidence of import at the operational level in law enforcement and criminal procedures, personal conduct of the officer as a witness, and examination of safeguarding personal constitutional liberties.

CRIM 2273 Criminal Justice Internship   3 credits

Prerequisite: Approval of the instructor.

The 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

The course is designed to enable students to develop or refine emergency vehicle driving standards and programs. This course includes components that 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

The 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. The course will provide the communication skills necessary to carry on a dialogue with the subject(s), enable the negotiator to provide input to the on-scene 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 2301 Careers in Criminal Justice   1 credit

Careers in Criminal Justice should be taken in the student's final semester of the program. This course introduces students to the career opportunities available in the criminal justice field and assists students with skills and strategies needed to gain employment in the field.

CRIM 2303 Advanced Criminal Investigation   3 credits

Prerequisite: CRIM 2253 Criminal Investigation or equivalent.

The course is designed for personnel who have prior experience in criminal investigations. The 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   2 credits

The course provides training to the student in accepted methods of physically controlling combative subjects and essentials to instruct a class. The course consists of legal issues, documentation/ articulation of the use of force, physical techniques, matt stress drills, practice instruction, instruction qualification drills, and a written exam. *Re-Certification Course – See Advisor.*

CRIM 2322 Defensive Tactics Instructor Course   2 credits

Re-Certification Course – See Advisor.

CRIM 2332 Defensive Tactics Instructor Course   2 credits

Re-Certification Course – See Advisor.

CRIM 2342 Defensive Tactics Instructor Course   2 credits

Re-Certification Course – See Advisor.

CRIM 2352 Defensive Tactics Instructor Course   2 credits

Re-certification Course – See Advisor.

CRIM 2362 Defensive Tactics Instructor Course   2 credits

Re-Certification Course – See Advisor.

ECH 1003 Foundations of Early Childhood Education   3 credits

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

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

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 2013 Survey of Early Childhood Education   3 credits

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 are required.

ECH 2033 Literacy for Children/Families   3 credits

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 caregivers of young children to enhance their skills and resources for use with their children.

ECH 2043 Art, Music, and Creative Movement   3 credits

Students receive training in age-appropriate areas of the visual arts, movement, and music, exposing class participants to activities in these areas that 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 dance/movement, along with an understanding of their value in working with young children.

ECH 2053 P. E. for Young Children   3 credits

Age-appropriate activities in physical education will frame the work in this class, along with a basic emphasis on the 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

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

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

*Before classroom visits/observations students must complete a Background/Fingerprinting Check and the Arkansas Child Maltreatment Central Registry Training (links provided).

The course teaches candidates how to analyze and integrate developmentally appropriate children's literature of many genres. In addition to providing a survey of children's literature, this course involves an exploration of theory and practice. Participation in clinical experiences (classroom readings) is required.

### ECH 2143 Program Development for Preschoolers				3 credits

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 the cognitive, affective, and physical development of preschoolers.

### ECH 2163 Parenting and Community				3 credits

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 in caregiving across geographical lines. Each style illuminates the others as well as itself and this juxtaposition of traditions and theories allows for a 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

This course is designed to provide students with a comprehensive study of how and why children grow, develop, and learn. Students will examine how emotions, psychological state, and social relationships change throughout childhood and adolescence.

### ECH 2183 Science and the Young Child				3 credits

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 preschool to mid-level child.

Students completing this course will receive the following nationally recognized certificates: Project Learning Tree, Project Wet, and Project Wild.

### ~ECON 2313 Principles of Macroeconomics				3 credits

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or (b) Completion of READ 0033 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

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or (b) Completion of READ 0033 with a grade of "C" or higher.

Emphasis is placed on value, prices, distribution, international economics, and current problems.

EDU 2013 Introduction to Education   3 credits

*Before classroom visits/observations students must complete a Background/Fingerprinting Check and the Arkansas Child Maltreatment Central Registry Training (links provided).

This course is designed to provide students with an overview of the purposes and functions of education. The complex roles and responsibilities of a teacher will be examined within the school setting. Classroom observation will be required.

EDU 2803 Introduction to K-12 Educational Technology   3 credits

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 1004 Basic Electricity/Electronics (3 lecture/1 lab)   4 credits

The course is designed to provide an 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 are 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 requires the first semester of attendance.

ELT 1203 Intro to Robotics & Programming I   3 credits

The purpose of this course is to introduce an overview of the principles of industrial robotics, related systems, applications, and programming. The technical perspective of robot systems used in manufacturing is covered in these areas: Principles of Robotics, Power Supplies, and Movement Systems. Topics covered include degrees of freedom and programming.

ELT 1204 AC/DC Fundamentals (2 lecture/2 lab)   4 credits

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 1303 Robot Operations & Maintenance (2 lecture/1 lab)   3 credits

The objective of this course is to teach the basic operations and programming of a robot using a tech pendant, as well as the robotic cell hazards, health, safety, and maintenance requirements. Topics covered include jogging the robot, programming the robot, and maintenance calibration.

ELT 1504 Electronic Circuits (2 lecture/2 lab)   4 credits

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 (2 lecture/2 lab)   4 credits

Both Allen-Bradley PLC-2 and Allen-Bradley SLC-500 systems in the laboratory are used to teach the students 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.

ELT 1703 Farm Electronics/PLC   3 credits

Farm Electronics will be a combination of class and shop instruction to prepare students for electronic applications pertaining to agriculture needs, precision technology applications in particular. 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.

ELT 1704 Industrial Electrical Systems (2 lecture/2 lab)   4 credits

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, overcurrent 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 1804 Motors and Motor Controls (2 lecture/2 lab)   4 credits

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 troubleshoot the systems built in the lab.

ELT 2203 Robot Programming II (2 lecture/1 lab)   3 credits

This course provides instruction in high-level programming features and techniques. Includes off-line programming software for simulating robot layout and reach capabilities and robot program simulation.

ELT 2303 Robot Studio Programming (2 lecture/1 lab)   3 credits

This course teaches off-line programming software for simulating robot layout and reach capabilities and robot program simulation. Students will learn how to use ABB Robot Studio with IRC5 controllers.

EMS 1013 Anatomy and Physiology for EMS   3 credits

Prerequisite or Corequisite: *EMS 2009 Emergency Medical Technician.*

This course is a 3-credit hour class designed to prepare students for the anatomical and physiological foundations of the paramedic course curriculum. The course will cover the following body systems: Circulatory, Digestive, Endocrine, Integumentary, Immune, Muscular, Nervous, Renal, Reproductive, Respiratory, and Skeletal. Emphasis will be placed on the medical terminology and pathophysiology of disease processes associated with systems as they relate to emergencies in the pre-hospital setting.

EMS 1203 Paramedic Practicum One   3 credits

Students will be required to do a rotation of 104 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 (live Patient) advanced airway control as well as principles of ventilation management. Students will be required to document patient encounters, history and physical, and procedures utilizing simulated medical records through the FISDAP program.

EMS 1213 Paramedic One   13 credits

Prerequisite: *EMS 1013 Anatomy and Physiology for EMS*

This course will acquaint the student with the pre-hospital environment including roles and responsibilities of the Paramedic, Legal aspects of care, medication administration, pharmacology, airway management, anatomy and physiology, and basic cardiac and hemodynamic monitoring, with an emphasis on current treatment protocols. Students will be required to utilize technology by documenting simulated patient encounters experienced in laboratory settings, uploading simulated medical records and patient information into the FISDAP program, and utilizing the Moodle platform and online testing.

EMS 1303 Paramedic Practicum Two   3 credits

This class is a continuation of the Paramedics Practicum one. During this class, students will be scheduled 28 hours 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 obstetrical and pediatric patients. 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 48 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. Students will be required to document patient encounters, history physical, and procedures utilizing simulated medical records through the FISDAP program.

EMS 1313 Paramedic Two   13 credits

This course will provide an overview of Medical, Traumatic, and Obstetrical Emergencies. Medical emergencies will include recognition, management, and pathophysiology of cardiac emergencies (including ACLS), respiratory, diabetic, nervous system, non-traumatic abdominal pain, hepatic disorders, allergic reactions, toxicology, infectious diseases, environmental, geriatrics, pediatrics (includes PALS), and behavioral emergencies. Trauma emergencies will include assessment, management, and pathophysiology of traumatic human injuries, burns and multi-systems trauma. An in-depth study of the Arkansas Trauma System will be included. Students will be required to utilize technology by documenting simulated patient encounters experienced in laboratory settings, uploading simulated medical records and patient information into the FISDAP program, and utilizing the Moodle platform and online testing.

EMS 2009 Emergency Medical Technician   9 credits

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 the injured patient(s), as well as advanced rescue procedures.

EMS 2103 Paramedic Practicum Three   3 credits

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 parties 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. Students will be required to document patient encounters, history and physical, and procedures utilizing simulated medical records through the FISDAP program.

EMS 2105 Paramedic Three   5 credits

This class covers the recognition, management, and pathophysiology of patients who require special consideration. 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. The lab portion of this class is to prepare the students for the practical portion of the National Registry Exam. Students will be required to utilize technology by documenting simulated patient encounters experienced in laboratory settings, uploading simulated medical records and patient information into the FISDAP program, and utilizing the Moodle platform and online testing.

EMS 2203 Paramedic Practicum Four   3 credits

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. One hundred percent (100%) of graduation requirements must be met to complete this course. Students will be required to document patient encounters, history and physical, and procedures utilizing simulated medical records through the FISDAP program.

ENG 0023 Writing Fundamentals   no credit

This course is required for students who score below 19 on the ACT English Test or below 261 on the Next Gen Accuplacer Writing Test. ENG 0023 will include a review of grammar and sentence structure, with an emphasis on paragraph development and the fundamentals of essay writing. The purpose of this class is to develop the student's writing abilities in order to help him or her in other disciplines, the workplace, and the community. -Students enrolled in ENG 0023 Writing Fundamentals must be enrolled in ENG 1003 Freshman English I during the same term, with the same instructor and in the same modality. Students must receive a grade of "C" or higher in ENG 0023 Writing Fundamentals to be eligible to pass ENG 1003 Freshman English I.

~ENG 1003 Freshman English I | 3 credits

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) 19+ on the ACT English Test or 261+ on the Next Gen Accuplacer Writing Test, (b) Completion of Writing Fundamentals ENG 0023 with a grade of "C" or higher or enroll simultaneously in ENG 0023 and pass with a grade of "C" or higher.

Students write effective essays that demonstrate their ability to organize and communicate ideas with acceptable grammar, usage, mechanics, and punctuation.

~ENG 1013 Freshman English II | 3 credits

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

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

~ENG 1023 Technical Writing | 3 credits

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

Prerequisite: ~ENG 1003 Freshman English I, with a grade of "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

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or (b) Completion of READ 0033 with a grade of "C" or higher

Introduction to the analysis and interpretation of global literary works from several historical periods ranging from the ancient texts of early civilizations through 1650.

~ENG 2013 Introduction to World Literature II | 3 credits

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or (b) Completion of READ 0033 with a grade of "C" or higher

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

ENG 2023 Literature in Modern Popular Culture | 3 credits

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or (b) Completion of READ 0033 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 discussions. It is designed to show students that literature can and does play an important role in popular culture.

ENG 2033 Women's Literature   3 credits

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or (b) Completion of READ 0033 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.

ENG 2103 Introduction to Poetry and Drama   3 credits

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or (b) Completion of READ 0033 with a grade of "C" or higher

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

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or (b) Completion of READ 0033 with a grade of "C" or higher

Introduces students to short fiction and the novel, focusing on works that represent the diversity of the human experience. Emphasis on reading, interpreting, and writing about fiction.

ENG 2143 American Literature I   3 credits

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or (b) Completion of READ 0033 with a grade of "C" or higher

This course will focus on American literature from Native American works through 1865. Students will learn about various cultures, ideas, genres, and literary techniques. Students will explore "Americanness," analyze and interpret various works, write an analysis, and reflect on the relationship between literature, culture, and society.

ENG 2153 American Literature II   3 credits

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or (b) Completion of READ 0033 with a grade of "C" or higher

This course will focus on a sample of works and cultural literary trends in American Literature from 1865 to the present. Students will explore "Americanness," analyze and interpret various works, write an analysis, and reflect on the relationship between literature, culture, and society. American Literature I is not a prerequisite for American Literature II.

~FAM 2503 Fine Arts Musical   3 credits

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

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

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 artworks. 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 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 1011 Basic Rappelling   1 credit

Allows students to learn how to use proper rescue principles and techniques required in elevated rescue.

FS 1005 Firefighter I   5 credits

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. The course is offered in the traditional classroom setting with interactive discussion as well as in a lab setting to evaluate the ability to do practical activities. The student must be able to perform strenuous physical activities.

FS 1006 Firefighter IA   6 credits

Beginning students will continue to learn 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. The course is offered in the traditional classroom setting with interactive discussion as well as in a lab setting to evaluate the ability to do practical activities. The student must be able to perform strenuous physical activities.

FS 1013 Fire Apparatus, Hydraulics, and Water Supply   3 credits

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 operations.

FS 1093 Principles of Emergency Services   3 credits

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 1103 Emergency Medical First Responder   3 credits

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 injured patients as well as rescue procedures.

FS 1111 Auto Extraction   1 credit

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 Detections   3 credits

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 1221 Firefighter Safety and Survival: The Company Officer's Responsibility 1 credit

Gives students an appreciation of the seriousness of firefighter injury and death and an appreciation of their responsibility for reducing such incidents by improving safety considerations.

FS 1431 Structure Fires I   1 credit

Provides individuals with the 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 an understanding of the proper method of structural firefighting.

FS 1441 Structure Fires II   1 credit

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 an understanding of structural firefighting.

FS 1451 Structure Fires III   1 credit

Prerequisite: FS 1431 Structure Fires I, FS 1441 Structure Fires II.

An advanced course that provides firefighters with the 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 an understanding of proper methods of structural firefighting.

FS 1471 Hazmat Awareness   1 credit

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 Hazmat Operations   1 credit

Prerequisite: FS 1471 Hazmat Awareness.

Reinforces and expands upon the information presented in the 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 1651 Structure Fires IV   1 credit

Prerequisite: FS 1451 Structure Fires III.

An advanced course that 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 an understanding of proper methods of structural firefighting in advanced scenarios.

FS 1661 Exterior Fires   1 credit

Students are introduced to the knowledge and skills called for in NFPA 1001 in the subject area of Fire Control. The course will include both lectures and practical application of the skills retained.

FS 1711 Firefighter I   11 credits

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. The course is offered in the traditional classroom setting with interactive discussion as well as in a lab setting to evaluate the ability to do practical activities. The student must be able to perform strenuous physical activities.

FS 2008 Firefighter II   8 credits

Enables the fire science 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; fire prevention, and public education. Upon satisfactory completion of this course and Firefighter I and Firefighter II, the fire science student will be allowed to challenge the written and practical test to meet the Standards of Firefighter Professional Qualifications of Firefighter I according to National Fire Protection Association 1901.

FS 2031 Building Construction for Firefighters   1 credit

Students study basic building construction as it is related to fire science. Emphasis is on the recognition of different types, fire characteristics, safety factors, and specific strategies of structures. An individually designed research paper relative to the fire science field, fire science seminars, and/or field service assignments.

FS 2043 Special Problems in Fire Science   3 credits

This is an individually designed research course relative to the fire science field, fire science seminars, and/or field service assignments. The students will complete a self-designed research paper with a topic chosen by the student and approved by the instructor. Instructor approval must be obtained prior to registration for the course.

FS 2063 Fire Strategy and Tactics   3 credits

Basic foundation in tactical concepts relative to extinguishing all classes of fire. Focus on the facts that affect strategic fire ground 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 2133 Fire Prevention   3 credits

This course provides fundamental information regarding the history and philosophy of fire prevention, the organization, and operation of a fire prevention bureau, the 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

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 2183 Fire Officer I   3 credits

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

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 levels 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

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or Completion of READ 0033 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. The use of maps is emphasized and special points of view on political, economic, and urban geography are presented.

GEOL 1004 Introduction to Geology   4 credits

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or Completion of READ 0033 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.

~GSP 1004 Physical Science & Lab   4 credits

Prerequisite: ACT Mathematics score of 19+, Next Gen Accuplacer QAS score of 260+, or completion of MATH 0044 Foundations of College Algebra with a "C" or higher.

The relationship of man to his physical world. The 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.

GSP 1024 Earth Science & Lab   4 credits

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 with a grade of "C" or higher.

Introduction to the basic concepts of Earth Sciences. Topics include scientific method/inquiry, earth structure and processes, earthquakes, volcanism, glacial formations, plate tectonics, weathering, erosion, atmosphere, climate, weather, oceans, rocks, minerals, fossils, and the history of the Earth.

GUNS 1001 Basic Firearm Safety & Maintenance   1 credit

This course is an introduction to basic firearms care and maintenance. This course will focus on firearms safety, understanding the basic nomenclature of parts, the cleaning, and maintenance of firearms, the tools needed for basic care, and the function of mechanical and telescopic sights including alignment and basic gunsmithing concepts as applicable to the novice. One lecture hour a week.

GUNS 1003 Gunsmithing Theory I   3 credits

This course must be taken during the student's 1st semester in the gunsmithing program. This course will give the student an explanation of firearms design, function nomenclature, assembly & disassembly, and minor repair. Students will use factory updates in this course. The course will cover shotguns (Over/under, Pump, Internal Gas Systems, External Gas Systems, Short & Long, and Recoil & Blowback Systems). Two lectures and two laboratory hours a week.

GUNS 1013 Gunsmithing Theory II   3 credits

This course will cover firearms design, function nomenclature, assembly and disassembly of guns, and minor gun repair. Factory updates for each gun will also be covered. The course will cover semi-automatic pistols, double-action revolvers, single-action revolvers, gas-operated rifles, and lever-action rifles. Two lectures and two laboratory hours a week.

GUNS 1103 Firearms Repair I   3 credits

This course is a study of repairing all types of rifles, pistols, and shotguns stressing factory methods and techniques, diagnosing malfunctions, and fitting and adjusting parts. One lecture and two laboratory hours a week.

GUNS 1203 Riflesmithing   3 credits

This course is a detailed study of the construction and assembly of custom rifles. It will include the study of the design and function of common commercial and military turn bolt rifles and the AR-15 style upper receiver. The following Riflesmithing topics will be covered during this course: design and function of various receiver designs, restyling of military actions to a sporter configuration, Accurizing procedures, breeching systems, barrel contouring and fitting, head spacing and chambering of barrels, trigger design and installation, bolt modifications, safety modifications, sight calculation and installation, magazine and receiver modifications, trouble diagnosis, and gas port location. The student will develop skills in these topics by re-barreling a commercial or military turn bolt rifle action and assembling an AR-15-style upper receiver. All barrel work will be done from a barrel blank. Students will be required to do research papers and presentations on rifle design. This course will consist of two lecture hours and two laboratory hours per week (Three credit hours). The student will need to continue supervised laboratory work to complete this course.

GUNS 1303 Shotgunsmithing   3 credits

This course is a study of advanced gunsmith practices, required in a professional gunsmithing career. Topics covered include barrel relining, choke tubes, barrel dent removal, back boring of shotgun barrels, bolt action feed work, stuck cartridge removal, bolt face repair, quarter ribs, and custom scope bases. Two lectures and two laboratory hours per week.

GUNS 1403 Pistolsmithing   3 credits

This course is an in-depth study of the custom handgun. The primary focus will be on the construction of a custom 1911 pistol. Students will also learn about custom Colt/Ruger single-action revolvers and the various S&W double-action PPC revolvers. Topics covered include building competition-level pistols, fitting links, and ramped barrels, throating, ranging, cylinder timing, fitting slides to frames, installing aftermarket accessories, as well as dealing with accuracy and recoil issues. Two lectures and two lab hours per week.

GUNS 1503 Stock Making I   3 credits

This course is an in-depth study of the design, fit, layout, and function of wood stocks. Students will learn to fit a stock to a shooter by the use of a "try-gun", and then perform the proper layout and construction of an American classic stock. Students will work on semi-inletted stocks. Two lecture hours and two laboratory hours per week.

GUNS 1603 Metal Finishing I   3 credits

This course is a study of the chemical processes and procedures used to produce a black oxide finish on firearms utilizing the hot caustic immersion and rust bluing processes. Metal preparation, bluing room design, equipment, chemicals, and safety factors will be covered. Polishing techniques and metal preparation utilizing primarily hand techniques will be emphasized. Students will develop skills by applying these processes to test pieces, tools, and project firearms. Two lectures and two laboratory hours a week.

GUNS 2002 Accurizing Factory Rifles   2 credits

In this course, the student will learn to modify a factory rifle to maximize its performance. This class will provide the knowledge necessary to develop the skills needed to convert a factory rifle into a precision instrument. This course will focus on the Remington, Savage, and Winchester Model 70/FN SPR actions, but will also be open to other pre-approved actions as well. This class will provide instruction in blueprinting actions and precision barrel chambering practices will be covered extensively, along with bedding the completed barreled action. This class also covers practical accessories, proper scope selection, and mounting optics. One lecture hour and two lab hours.

GUNS 2103 Firearms Repair   3 credits

This course is a study of diagnosing malfunctions in fitting and adjusting gun parts stressing factory methods and techniques for more complex repairs are studied. One lecture hour and two laboratory hours a week.

GUNS 2803 US Firearms History & 2A Law   3 credits

This course will be a concurrent survey study of two aspects of American firearm culture.

The first aspect will cover the technological development of iconic American firearms from American Independence to the 21st century with a particular focus on how the employment of firearms for both military and civilian purposes impacted the design improvements in firearms. The second aspect will study firearms-related law through the same time frame. There will be a detailed study of original documents of the Founders; Federal, State, local laws, Supreme Court decisions, and how all those directly impacted firearm manufacture, importation, ownership, and usage in several states.

HEC 1003 Food Science   3 credits

Principles underlying the selection and preparation of foods. Study of food components, market standards for products, grades, and labeling. Laboratory experiences provide the application of scientific principles to food preparation and service.

HEC 1004 Introduction to Nutrition and Menu Planning   4 credits

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.

HEC 1102 Sanitation and Safety   2 credits

Principles of sanitation and safety as related to the food service industry are emphasized. Quality control and assurance as well as food and health regulations are covered. Emphasis is placed on the prevention of hazards that 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.

HEC 1103 Food Systems Management   3 credits

Study of the organization and management of food service systems. Principles of planning, organizing, directing, controlling, and evaluating food service systems, human resource management, and fiscal resource management are included.

HEC 1303 Quantity Food Production   3 credits

Study of institutional food service systems, including menu planning, quality assurance, standardized recipes, volume food production, distribution, and services.

HEC 1403 Field Experience   3 credits

One hundred fifty hours of hands-on experience, with a minimum of 25 of the 150 hours supervised by a registered dietitian. The student will receive experience in commercial food service, patient care and food service department management. Designed to complement/reinforce lecture and lab experiences.

HEC 2203 Nutrition in the Life Cycle   3 credits

Study of the nutrient needs of the various stages of the life cycle. Techniques of assessment and nutritional intervention strategies are stressed.

HEC 2233 Community Nutrition   3 credits

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.

~HIST 1013 World Civilization to 1660   3 credits

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 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

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 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

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 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

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 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

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 with a grade of "C" or higher.

Social, economic, and political developments from Reconstruction to the present. This course focuses on industrial development, World War I and II, progressive reforms, the anxiety of the 1920s, the Great Depression, the Cold War, the 1960s, 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

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 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

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 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.

HUM 1003 International Travel   3 credits

Students who participate in BRTC's International Tour may enroll for 3 hours of humanities credit within the following guidelines: Students 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. Students 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

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

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: foodways, 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.

HUNT 1003 Introduction to Hunting   3 credits

The focus of this course will be to introduce the sport/tradition of hunting to beginners. Students will complete the Arkansas Game and Fish Commission's (AGFC) Hunter Education Course, will discharge firearms, will actively participate in multiple fair-chase hunts for wild game species, learn how to clean/field dress harvested game, and learn to prepare wild game dishes. Students will be required to purchase at least an Arkansas resident wildlife conservation license (HNT $10.50) and pay a $25.00 lab fee for the course.

IMT 1703 Hydraulics   3 credits

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.

~LAW 2023 Legal Environment of Business   3 credits

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. The current version of Microsoft Word is required for online courses.

MATH 0001 Math Enrichment   no credit

Corequisite: *Students must take this in conjunction with ~MATH 1023, ~MATH 1053, ~MATH 1054, or MTH 1213 if placement scores indicate.*

This course will cover just-in-time remedial strategies to support students as learners integrated into gateway mathematics courses.

MATH 0044 Foundations for College Algebra   no credit

Students who score 17 or below on the ACT, 948 or below 9 on the SAT, or 250 or below on the Next Gen AccuPlacer QAS Test must enroll in this course.

Students will simplify algebraic expressions, factor polynomials, solve and/or graph linear, quadratic, rational, and radical equations as well as linear inequalities, and solve systems of equations. This course also covers applications of these topics.

MATH 1023 College Algebra   3 credits

Prerequisite: *Each student must meet the criteria as follows: (a) score 21+ on the ACT Math Test, 265+ on the Next Gen AccuPlacer QAS Test, or 1060+ on the SAT or (b) the student must have earned a grade of "C" or higher in MATH 0044 Foundations for College Algebra.*
Note: *Students scoring 18-20 on the ACT or 251-264 on the Next Gen AccuPlacer QAS Test must also take MATH 0001 Math Enrichment.*

Quadratic equations and inequalities, complex numbers, roots, powers, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations, matrices, and determinants are covered.

~MATH 1033 Plane Trigonometry   3 credits

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 1053 Mathematical Reasoning/Quantitative Literacy   3 credits

Students scoring 19+ on the ACT, 980+ on the SAT, or 260+ on the Next Gen Accuplacer QAS Test may take this course. Students scoring below these scores MUST also take MATH 0001.

Mathematical Reasoning/QL will focus on solving contemporary applications using logic and mathematics to identify, analyze, generalize, and communicate quantitative relationships. (This course satisfies the state minimum core general education mathematics requirement for non-STEM majors). This course meets the general education mathematics requirements for certain programs of study. It is the student's responsibility to ensure Mathematical Reasoning/QL will satisfy the Math requirement in their area of study.

~MATH 1054 Pre-Calculus   4 credits

Each student must meet the criteria as follows (a) or (b) as follows: (a) score 21-23 on the ACT Math Test or 265-280 on the Next Gen Accuplacer QAS Test or 1060+ on the SAT (b) the student must have earned a grade of "C" or higher in MATH 0044 Foundations for College Algebra. Students scoring below these scores MUST also take MATH 0001. Note: Students scoring 18-20 on the ACT or 251-264 on the Next Gen Accuplacer QAS Test must also take MATH 0001 Math Enrichment.

This course concentrates on selected topics from College Algebra and Trigonometry; it may only be used as elective credit if 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 functions, and derivatives. *(Fall)*.

MATH 2113 Mathematics for Elementary Teachers I   3 credits

Prerequisite: ~MATH 1023 College Algebra or ~MATH 1053 Mathematical Reasoning/Quantitative Literacy 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 the 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

Prerequisite: MATH 2113 Mathematics for Teachers I with a grade of "C" or higher.

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

requirement. The course is designed to satisfy the requirements of Elementary and Early Childhood Education majors. This course may not be used to satisfy the general education mathematics requirement. *(Spring).*

MATH 2143 Business Calculus   3 credits

Prerequisite: *~MATH 1023 College Algebra with a grade of "C" or better or ~MATH 1054 Pre-calculus with a grade of "C" or better or an ACT Math Test score of 24+ or 281+ on the Next Gen Accuplacer QAS Test.*

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 the requirements for mathematics degrees. *(Spring).*

~MATH 2204 Calculus I   4 credits

Prerequisite: *High School Trigonometry with a grade of "C" or better and a score of 24+ on the ACT Math Test, 281+ on the Next Gen Accuplacer QAS Test, or complete ~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'hopital's Rule; area as a limit and by integration; definite and indefinite integrals; Fundamental Theorem of Calculus; integration by substitution; Mean Value Theorem for Integration; and area between curves. *(Spring).*

~MATH 2214 Calculus II   4 credits

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

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

MEDL 1001 Introduction to Healthcare Issues   1 credit

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

This course consists of 90 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

A course designed to teach students basic medical terms for anatomical and physiological processes and documentation of medical diseases and history of patient care. Correct spelling and pronunciation is required.

MEDL 1033 Foundations of Human Anatomy and Physiology   3 credits

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 BIOL 2004 Human Anatomy and Physiology I. (This is a non-transferable course.).

MEDL 1043 Medical Coding I (spring)   3 credits

Prerequisite: MEDL 1003 Medical Terminology; MEDL 1033 Foundations of Human Anatomy & Physiology or BIOL 2004 Human Anatomy and Physiology I with lab; ~BIOL 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.

MEDL 1063 Medical Coding II (summer)   3 credits

Prerequisite: MEDL 1043 Medical Coding I, BIOL 2004 Human Anatomy and Physiology I & Lab, and ~BIOL 2414 Human Anatomy and Physiology II & 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.

MEDL 1073 Phlebotomy   3 credits

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 2003 Medical Coding III (fall)s   3 credits

Medical Coding III will build on the coding skills learned in Medical Coding I & II by providing students with knowledge relating to coding for procedures that involve hospitalization for any length of time as well as in-patient living in long-term care facilities. This course is designed to help prepare the students for additional coding certifications.

MEH 1103 Introduction to Machine Processes   3 credits

The care and operation of basic machine tools, measuring instruments, and shop safety. Students learn the use of hand tools, drills, lathe 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

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

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

Covers the blanking and pierce dies, and 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. 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 1406 Basic Mill Operations   6 credits

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

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

An interactive workshop that focuses on developing specific knowledge of managing 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 is required for an online course.

MGMT 2603 Leadership Issues   3 credits

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 a 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..

MGMT 2613 Principles of Supervision   3 credits

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.

MGMT 2623 Small Business Management   3 credits

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 their business, as well as hearing from several small business owners as guest speakers.

MGMT 2633 Information Technology Project Management   3 credits

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).*

MTH 1213 Math for Healthcare Professionals   3 credits

Students who score 16+ on the ACT Math Test, 860+ on the SAT Math Test, or 248+ on the Next Gen Accuplacer QAS Test may take this course. Students scoring below these scores MUST also take MATH 0001.

The 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   1 credit

Choral ensemble of mixed voice is open to all students without auditioning 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 is open to all students without auditioning 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 is open to all students without auditioning 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 is open to all students without auditioning 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

A 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 are required per week.

MUS 1071 Kimbrough Singers II   1 credit

Prerequisite: MUS 1061 Kimbrough Singers I.

A 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 are required per week.

MUS 1081 Kimbrough Singers III   1 credit

Prerequisite: MUS 1061 Kimbrough Singers I, MUS 1071 Kimbrough Singers II.

A 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 are 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.

A 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 are required per week.

NA 1001 Introduction/Orientation, Ethics and Legal Aspects   1 credit

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

Students are assigned to area nursing homes for a minimum of 32 contact hours of clinical experience.

NA 1202 Nursing Arts   2 credits

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

Covers the 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

Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or COMPASS reading score of 83+ (b) Completion of READ 0033 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. Must receive a grade of "C" or higher for Nursing or Dietetics majors. Online.

PE 1002 Concepts of Fitness   2 credits

Learn to recognize basic concepts of fitness, including both health-related and skill-related fitness components. Examples of proper nutrition and exercise prescription will be emphasized, along with identification of basic exercise equipment, proper use and demonstration of adequate exercise form to improve body management, locomotion, and object control. Students will create and complete individualized SMART Goals, and evaluate their personal health, fitness, and nutrition.

PE 1111 Physical Conditioning   1 credit

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 emphasizes basic exercise techniques, the use of a variety of exercise equipment, and assesses individual fitness levels. This course focuses on basic conditioning. The course includes weight training, circuit training, and cardiovascular and respiratory activity.

PE 1501 Archery   1 credit

This course is designed as an introduction to archery and covers the identification of basic archery equipment, outlines archery range setup and safety procedures, and explains basic inspection, maintenance, and repair for bows and arrows. Students will also learn and demonstrate the NASP® 11 Steps to Archery Success and have the opportunity to practice shooting and scoring NASP® approved compound bows and aluminum arrows.

~PHIL 1103 Introduction to Philosophy   3 credits

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 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 Corequisite: Pre-Calculus, Corequisite: ~MATH 2204 Calculus I.

This course may be substituted for ~PHYS 2054, General Physics I. This course will meet the General Education Requirements for Physical Science. Six hours per week. Basic principles of mechanics, thermodynamics, materials, and wave motion utilizing calculus with multimedia computers (at each station) in a unified lecture/lab format.

~PHYS 2044 University Physics II   4 credits

Prerequisite: PHYS 2034 University Physics I, or ~PHYS 2054 General Physics I.

This course may be substituted for ~PHYS 2064 General Physics II, for PHYS 2083 and PHYS 2081 Fundamental Physics II and Lab. Six hours per week. 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.

~PHYS 2054 General Physics I   4 credits

Prerequisite: Pre-Calculus or higher-level math course, or ~MATH 1023 College Algebra with a grade "C" or higher plus high school trigonometry, or ~MATH 1033 Plane Trigonometry.

This course will meet the General Education requirements for Physical Science. Six hours per week. The essentials of mechanics, heat, materials and simple harmonic motion in a unified lecture/laboratory format, utilizing multimedia computers at each student station.

~PHYS 2064 General Physics II   4 credits

Prerequisite: ~PHYS 2054 General Physics I.

Six hours per week. 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

PHYS 2133 Survey of Physics for the Health Professionals   3 credits

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 1006 PN Clinical Practicum I   6 credits

Corequisite: PN 1009 Nursing Fundamentals

This course includes basic nursing skills either in the nursing lab or in the clinical setting. Simulation exercises are embedded into lab skills. Students are assigned to long-term care facilities where they perform basic nursing care. The focus of Clinical Practicum I is the care of the adult and geriatric populations. Before entering clinical assignments, each student is required to successfully complete American Heart Association First Aid and CPR for the Healthcare Professional. Multiple basic skills, including venipuncture and intravenous (IV) therapy are taught. The student must successfully perform return demonstrations in all skills in order to proceed.

PN 1009 Nursing Fundamentals   9 credits

Corequisite: PN 1006 PN Clinical Practicum I

This course serves as an introduction to basic anatomy and physiology, fundamental nursing principles, including the Nurse Practice Act, the nursing process, cultural concepts, therapeutic communication, infection control, nutritional needs, developmental stages, and skills necessary for safe care. Legal, ethical, and historical data and concepts are discussed. More complex nursing procedures are integrated as the semester progresses, such as fundamentals of intravenous therapy techniques, equipment precautions, complications, and nursing responsibilities. The focus is on the adult and geriatric population.

Pharmacologic theory and practice are also incorporated in this course. The fundamental elements of pharmacology including basic math, systems of measurement, introduction to pharmacology, drug dosages, complex drug calculations, medication administration, insulin, and injections are taught in this course.

Successful completion of this course requires an 85% or higher on the math final and successful completion of a hands-on medication administration check-off.

PN 1106 PN Clinical Practicum II   6 credits

Prerequisite: PN 1006 PN Clinical Practicum I, PN 1009 Nursing Fundamentals. ***Corequisite:*** *PN 1112 Medical/Surgical Nursing*

Experience is obtained caring for medical-surgical clients in acute care and hospital settings, specialty outpatient clinics, community health clinics and home health agencies. Simulation exercises are provided in the nursing lab. Students are assigned the task of dosage calculation and medication administration. Clinical reasoning, Electronic Medical Records (EMR), written documentation, therapeutic communication, and oral communication are incorporated into this course.

PN 1112 Medical/Surgical Nursing   12 credits

Prerequisite: PN 1006 PN Clinical Practicum I, PN 1009 Nursing Fundamentals ***Corequisite:*** *PN 1106 PN Clinical Practicum II*

This class covers the medical and surgical conditions of the adult client. An emphasis is placed on the anatomy and physiology of the adult client, developmental stages, and the nursing, pharmacological, nutritional, spiritual and emotional care of the client as part of the holistic process of nursing care. Electronic Medical Records, written documentation, therapeutic communication, and oral communication are

incorporated into this course. Successful completion of this course requires an 85% or higher on the math final.

PN 1203 Clinical Practicum III   3 credits

*Prerequisite: PN 1006 PN Clinical Practicum I, PN 1009 Nursing Fundamentals, PN 1106 PN Clinical Practicum II, PN 1112 Medical/Surgical Nursing **Corequisite:** PN 1326 Specialty Nursing*

Experience is obtained with continued care of the medical-surgical client in acute care and hospital settings, specialty outpatient clinics and community health clinics, as well as additional clinical sites focused on Obstetrics, Neonatal, Pediatrics, and Mental Health nursing. Simulation exercises are provided in the nursing lab. Students are assigned the task of dosage calculation and medication administration. Clinical reasoning, Electronic Medical Records (EMR), written documentation, therapeutic communication, and oral communication are incorporated into this course.

PN 1326 Nursing Specialty   6 credits

*Prerequisite: PN 1006 PN Clinical Practicum I, PN 1009 Nursing Fundamentals, PN 1106 PN Clinical Practicum II, PN 1112 Medical/Surgical Nursing **Corequisite:** PN 1203 PN Clinical Practicum III*

This class covers normal and abnormal 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 anatomy and physiology, developmental stages, and 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, delegation, legal and ethical aspects of nursing including the Nurse Practice Act are included in this course. Electronic Medical Records, written documentation, therapeutic communication, and oral communication are incorporated into this course. Successful completion of this course requires an 85% or higher on math final.

POSC 1003 Introduction to Politics   3 credits

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 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

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 with a grade of "C" or higher.

A 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.

PSSC 2813 Introduction to Soils   3 credits

Prerequisite or Corequisite: CHEM 1004 General Chemistry I & Lab with a "C" or better

Introductory course in soil science to introduce students to the study, management, and conservation of soils. This course presents basic concepts of the chemical, physical and biological nature of soils.

PSSC 2811 Introduction to Soils Laboratory   1 credit

Prerequisite or Corequisite: PSSC 2813 and CHEM 1004 General Chemistry I & Lab.

Laboratory course in soil science to introduce students to the basic concepts of the chemical, physical and biological nature of soils.

PSSC 1303 Introduction to Plant Science   3 credits

A study of the fundamentals of crop plant growth and development, plant physiology, crop production, plant pest/disease management, and crop environmental considerations.

PSSC 1301 Introduction to Plant Science Laboratory   1 credit

Prerequisite or Corequisite: PSSC 1303.

Provides lab experience on basic concepts of plant structure, physiology, growth and propagation and plant-soil relationships.

~PSY 2003 Developmental Psychology   3 credits

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 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

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, OR completion of READ 0033 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.

PSY 2523 Survey of Abnormal Psychology   3 credits

Prerequisite: PSY 2513 – Introduction to Psychology offered Spring Semester only.

Introduction to the scientific study of abnormal behavior and psychological disorders, including an overview of changing perceptions of abnormality over time. The course introduces students to the current diagnostic system for psychological disorders and the basic symptoms, etiology, and treatments of these disorders.

~QM 2113 Business Statistics   3 credits

Prerequisite: ~MATH 1023 College Algebra with a grade of "C" or better and working knowledge of Excel.

Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, linear regression and correlation. Microsoft Excel 2013 is required for an online course. *(Fall).*

READ 0033 Reading   no credit

Students who score below 19 on the ACT Reading or below 253 on the Next Gen Accuplacer Reading Test must enroll in this class and pass with a grade of "C" or higher. This class should be taken the first semester

in which a student is enrolled. 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 below 19 on the ACT Reading Or below 253 on the Next Gen Accuplacer 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

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 on need for accuracy.

RES 1002 Respiratory Clinical Practicum I   2 credits

Corequisites: 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. Use of technology to navigate and compile data in the patient's electronic medical 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.

RES 1103 Respiratory Care Sciences   3 credits

This course focuses on the scientific foundations of patient care in Respiratory Therapy. There are 5 units:

- **Math and Algebra**—this is a basic operation 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.

RES 1105 Non-Critical Care   5 credits

This course is a comprehensive study of the assessment and care of the patient at a subacute 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.

RES 1302 Internal Medicine I   2 credits

The etiology, pathogenesis, manifestations, and management of common cardiopulmonary diseases are discussed. The focus of the course is on the respiratory care management of diseases. Students will have a basic understanding of radiologic findings, therapeutic modalities and patient interactions.

Lectures by the program medical director will provide physician/student interaction and additional medical insight into cardiopulmonary diseases.

RES 1501 Respiratory Equipment Lab I   1 credit

Corequisite: 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 selection and assembly of and troubleshooting equipment as well as performing quality control and calibration procedures.

RES 2002 Clinical Practicum II   2 credits

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, use of technology, professionalism, and medical ethics covered in 1st semester classes students learn the work ethic.

RES 2003 Cardiopulmonary Anatomy and Physiology   3 credits

Prerequisites: ~BIOL 2004, Human Anatomy & Physiology and Lab, And ~BIOL 2414, Human A&P II and Lab.

The 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 wall, mechanics of breathing, and control of respiration are also included.

RES 2102 Advanced Cardiopulmonary Evaluation   2 credits

Prerequisites: First and Second-semester Respiratory Care Core Classes.

This course will inform and help students integrate prior and new knowledge and sharpen their skill sets by practicing "real life" scenarios in the classroom and lab. Advanced patient assessments and monitoring equipment will be the focus of this course. 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.

RES 2103 Mechanical Ventilation I   3 credits

Prerequisites: First and Second Semester Respiratory Care Core Curriculum.

In this course, we will review the 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.

RES 2105 Clinical Practicum III   5 credits

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, electronically document, and evaluate respiratory care therapeutic modalities in adult patients on continuous mechanical ventilation. Emphasis is placed on professionalism, and critical thinking skills including decision-making, problem-solving, and consulting techniques.

RES 2203 Respiratory Critical Care   3 credits

Prerequisites: First and Second Semester Respiratory Care Core Curriculum.

In this class, we explore classroom, laboratory, and clinical presentations 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.

RES 2207 Clinical Practicum IV   7 credits

Prerequisites: RES 1002 Clinical Practicum I, RES 2002 Clinical Practicum II, RES 2105 Clinical Practicum III.

This is a continuation of Clinical Practicum III and involves students completing learning exercises and developing skills in the laboratory and clinical settings. Students will continue caring for critical care patients, including a neonatal/ pediatric rotation. Instructors will reinforce time management, use of technology, professionalism, medical ethics, and leadership. Students will continue to develop the critical thinking skills necessary to successfully complete HESI exit exams. Students will apply any competency/skills from the program during this semester.

RES 2303 Mechanical Ventilation II   3 credits

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 the classroom and laboratory. Students participate in supervised care of ventilated patients in hospital critical care units including adult, pediatric, and neonatal intensive care units.

RES 2401 Respiratory Equipment Lab II   1 credit

Prerequisite: RES 1501 Respiratory Equipment Lab I.

This course will outline the selection, assembly, and troubleshooting of 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

Prerequisites: *RES 1302 Internal Medicine I,* ***Corequisite****: RES 2503 Neonatal/Pediatric Respiratory Care.*

The etiology, pathogenesis, manifestations, and management of common neonatal and pediatric cardiopulmonary diseases are discussed. The focus of the course is on the respiratory care management of diseases. Students will have a basic understanding of radiologic findings, 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.

RES 2503 Neonatal/Pediatric Respiratory Care   3 credits

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, and critical thinking skills including decision-making, problem-solving, and consulting techniques.

RNSG 2112 Nursing Process I   12 credits

Prerequisite: *Acceptance into the LPN-to-RN Transition Pathway.* ***Corequisite:*** *RNSG 2123 Nursing Practicum I.*

This course introduces the licensed practical nurse to the knowledge, skills and attitudes required in the role of the registered nurse. The course defines the scope of practice of the RN and its role responsibilities. Fundamental concepts of client-centered care including health promotion and maintenance, physiological and psychosocial integrity, safe and effective care, communication, collaboration, and clinical judgment are explored at the registered nurse level.

RNSG 2123 Nursing Practicum I   3 credits

Prerequisite: *Acceptance into the LPN-to-RN Transition Pathway.* ***Corequisite:*** *RNSG 2112 Nursing Process I.*

This course is designed to provide opportunities to apply knowledge acquired in Nursing Process I at the registered nurse level. The focus is on safety and quality care to culturally diverse adult clients in hospitals, outpatient centers, clinics and skilled care facilities. Simulated lab practice and return demonstrations of related skills in addition to clinical experiences are utilized in this course.

RNSG 2216 Nursing Process II   6 credits

Prerequisite: *RNSG 2123 Nursing Practicum I and RNSG 2112 Nursing Process I* ***Corequisite:*** *RNSG 2223 Nursing Practicum II.*

This course provides for the acquisition of knowledge at the registered nurse level related to care of the childbearing family during ante-partum, intrapartum and postpartum periods, pediatric clients experiencing normal development and alterations in body systems and adult clients experiencing medical-surgical health conditions. The nursing process is utilized to address diverse client needs.

RNSG 2223 Nursing Practicum II   3 credits

*Prerequisite: RNSG 2123 Nursing Practicum I and RNSG 2112 Nursing Process I. **Corequisite:** RNSG 2216 Nursing Process II.*

This course is designed to provide opportunities to apply the knowledge acquired in Nursing Practicum II at the registered nurse level to provide safe and quality care to culturally diverse childbearing families, pediatric clients and adults in hospitals, outpatient centers, clinics, long-term acute care and pediatric health facilities. Simulation is utilized in addition to clinical experiences in this course.

RNSG 2312 Nursing Process III   12 credits

*Prerequisites: RNSG 2216, RNSG 2223 **Corequisite:** RNSG 2323.*

This course focuses on the registered nurse care of diverse clients experiencing moderate and complex interruptions in physiological needs, mental health conditions and the role of the registered nurse as a provider of care, manager of care, and member of the profession. These roles will be explored as they relate to the profession of nursing, legal and ethical issues, principles of teaching and learning, theory of nursing, professional accountability, current health issues, and leadership and management concepts.

RNSG 2323 Nursing Practicum III   3 credits

*Prerequisites: RNSG 2216, RNSG 2223 **Corequisite:** RNSG 2312*

This course is designed to provide opportunities to apply the knowledge acquired in Nursing Practicum III at the registered nurse level to provide safe and quality care to culturally diverse acute unstable adult clients in hospitals and mental health clients in hospitals, clinics, and mental health facilities. The course also provides for the application of knowledge in leadership and role development at the registered nurse level. Simulation is utilized in addition to clinical experiences in this course.

RNUR 2106 RN Clinical Practicum I   6 credits

Corequisites: RNUR 2109 Nursing Concepts I

This course is designed to provide opportunities to apply knowledge acquired in Nursing Concepts. Focus is on safe and quality care to culturally diverse adult clients in hospitals, outpatient centers, clinics and skilled care facilities. Simulated lab practice and return demonstrations of related skills in addition to clinical experiences are utilized in this course.

RNUR 2109 Nursing Concepts I   9 credits

Corequisites: RNUR 2106 RN Clinical Practicum I

This course provides for the acquisition of fundamental concepts of client-centered care by the registered nurse including health promotion and maintenance, physiological and psychosocial integrity, safe and effective care, communication, collaboration, and clinical judgment. An introduction to the nursing process, the role of the registered nurse, basic legal and ethical issues, and the use of electronic medical records is provided. Pharmacology is introduced with an emphasis placed on generic names, therapeutic actions, indications/uses, side effects, adverse reactions, and nursing implications of medication administration. Safety, clinical reasoning, and client teaching concepts are stressed to reduce preventable errors and promote positive client outcomes. Core concepts include critical thinking, client safety, the nursing process, communication, ethical/legal issues, cultural concepts, community resources, assessment techniques, nutritional needs, delegation, prioritization, and collaboration.

RNUR 2212 Nursing Concepts II   12 credits

Prerequisites: RNUR 2106 RN Clinical Practicum I, RNUR 2109 Nursing Concepts **Corequisites:** *RNUR 2216 RN Clinical Practicum II*

This course provides for the acquisition of knowledge related to the nursing care by the registered nurse of the childbearing family during ante-partum, intrapartum and postpartum periods, pediatric clients experiencing normal development and alterations in body systems and adult clients experiencing medical-surgical health conditions. The nursing process is utilized to address diverse client needs. Safety, clinical reasoning, and client teaching concepts are stressed to reduce preventable errors and promote positive client outcomes. Core concepts include critical thinking, client safety, the nursing process, communication, ethical/legal issues, cultural concepts, community resources, assessment techniques, nutritional needs, delegation, prioritization, and collaboration.

RNUR 2216 RN Clinical Practicum II   6 credits

Prerequisites: RNUR 2106 RN Clinical Practicum I, RNUR 2109 Nursing Concepts I. **Corequisites:** *RNUR 2212 Nursing Concepts II.*

This course is designed to provide opportunities to apply the knowledge acquired in Nursing Concepts II to provide safe and quality care to culturally diverse childbearing families, pediatric clients and adults in hospitals, outpatient centers, clinics, long-term acute care and pediatric health facilities. Simulation is utilized in addition to clinical experiences in this course.

RNUR 2310 Nursing Concepts III   10 credits

Prerequisites: RNUR 2106 RN Clinical Practicum I, RNUR 2109 Nursing Concepts I, RNUR 2106 Nursing Concepts II, RNUR 2216 RN Clinical Practicum II. **Corequisites:** *RNUR 2316 RN Clinical Practicum III*

This course focuses on the registered nursing care of diverse clients experiencing moderate and complex interruptions in physiological needs, mental health conditions and the role of the registered nurse as a provider of care, manager of care, and member of the profession. These roles will be explored as they relate to the profession of nursing, legal and ethical issues, principles of teaching and learning, theory of nursing, professional accountability, current health issues, and leadership and management concepts. Safety, clinical reasoning, and client teaching concepts are stressed to reduce preventable errors and promote positive client outcomes. Core concepts include critical thinking, therapeutic communication, client safety, the nursing process, communication, ethical/legal issues, cultural concepts, community resources, assessment techniques, nutritional needs, delegation, prioritization, and collaboration.

RNUR 2316 RN Clinical Practicum III   6 credits

Prerequisites: RNUR 2106 RN Clinical Practicum I, RNUR 2109 Nursing Concepts I, RNUR 2216 RN Clinical Practicum II, RNUR 2212 Nursing Concepts II. **Corequisites:** *RNUR 2310 Nursing Concepts III*

This course is designed to provide opportunities to apply the knowledge acquired in Nursing Concepts III to provide safe and quality care to culturally diverse acute unstable adult clients in hospitals and mental health clients in hospitals, clinics, and mental health facilities. The course also provides for the application of knowledge in leadership and role development. Simulation is utilized in addition to clinical experiences in this course.

~SCOM 1203 Oral Communications   3 credits

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

~SOC 2203 Social Problems   3 credits

The application of sociological perspectives to the investigation of major social problems currently faced by society.

~SOC 2213 Principles of Sociology   3 credits

Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, or completion of READ 0033 with a grade of "C" or higher.
NOTE: A student whose placement score requires READ 0033 is strongly advised against enrollment in this reading-intensive course prior to completion of READ 0033 Reading.

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.

~SPAN 1002 Basic Spanish for Law Enforcement   2 credits

The 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. The 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

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

~SPAN 1023 Elementary Spanish II   3 credits

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.

~SPAN 2013 Intermediate Spanish I   3 credits

Prerequisite: ~SPAN 1023 Elementary Spanish II, or by consent of the instructor.

Broadens the pre-existing knowledge of the language and culture in order to communicate with native speakers and to further develop fluency in basic conversation, reading, writing, and comprehension skills.

~SPAN 2023 Intermediate Spanish II   3 credits

Prerequisite: ~SPAN 2013 Intermediate Spanish I, or by consent of instructor.

Continues the development of proficiency in reading, writing, speaking, and comprehension skills with an emphasis on the written elements of the language.

SW 2203 Introduction to Social Work   3 credits

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

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

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.

WLD 1083 Blueprint Reading   3 credits

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

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 1013 Arc Welding   3 credits

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

The theory and operation of the MIG welding process and its equipment are covered. The application of MIG procedures is practiced on steel plates. 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 1043 Position Welding   3 credits

Structural procedures are covered with emphasis on the use of low hydrogen electrodes. Fillet and groove welds on steel plates 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

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.

WLD 1103 Welding Theory   3 credits

Classroom study of some commonly used welding and cutting processes. The theory of equipment operation, material preparation, and safety, various welding techniques, and filler metal selection are also covered. Weld testing, certification welding, welding defects and the theory and operation of inert gas welding processes are some of the areas covered. Material presented with lectures, videos, and discussion.

WLD 1203 Fabrication Welding   3 credits

Students will use several different welding processes including: SMAW, GMAW, GTAW, along with learning plasma cutting and oxy-fuel cutting. This class is highly project oriented and predominately a hands-on class. The student will learn many welding related skills in the class and learn to work as a team on projects and repairs on projects.

WLD 1093 Farm Welding   3 credits

Farm Welding will include SMAW (Shielded Metal Arc Welding) and GMAW (Gas Metal Arc Welding) in flat and horizontal positions. Weld safety and how to properly use Acetylene Torch and Plasma will also be demonstrated. This will prepare students for welding and cutting used in the agricultural industry. Setting up different welding machines and Acetylene torch will also be emphasized.

BRTC Employees

Adams, Kim, Tutoring Center Coordinator & Reading Instructor; B.S., M.S.E., Arkansas State University

Alexander, Cami, Administrative Specialist, Academic Affairs

Alphin, Jessica, RRT, Director of Clinical Education/Respiratory; A.A., A.A.S., Black River Technical College; B.S., Grand Canyon University

Amon, Shandra, Administrative Specialist, B.A., University of Illinois, M.E. Intercontinental University

Anderson, Braye, Support Technician - Paragould; A.A.S, Arkansas State University

Anderson, Joshlyn, R.N., Nursing; Technical Certificate, Practical Nursing, Black River Technical College; A.A.S. Registered Nursing, Black River Technical College; B.S.N. Walden University

Anderson, Linda, Accountant/Business Office Manager; A.A., Black River Technical College, B.B.A, University of Arkansas Little Rock

Anderson, Mary, Director of Admissions; A.A., Black River Technical College; .S.B.A, Arkansas State University; M.S., Arkansas Tech University

Baine, Brad, Vice President for Academic Affairs; B.S.E., Williams Baptist University; M.S.E., Arkansas State University; Ph.D., University of Arkansas

Baltz, Sheila, Adult Education Instructor; A.S., Arkansas State University, B.S., Williams Baptist College

Barber, Leyman, Computer Support Technician; A.A.S, Black River Technical College, B.S, Arkansas State University

Bassham, Jared, Director of Law Enforcement Training Academy; B.S.E., M.A., Arkansas State University

Bigger, Kim, Registrar; B.S., M.S., Arkansas State University

Bishop, Paige, Food Preparation Coordinator; Dietary Manager Certificate, Black River Technical College, A.A.S., Black River Technical College

Blaxton, Patti, Director of Corporate and Community Education-Pocahontas; B.S.E., M.S.E., Arkansas State University

Boles, Peter Ashley, B.A.T. Project; B.A., Arkansas State University

Bradford, Dana, Corporate & Community Education Operations Coordinator-Paragould; B.S., M.S.E., Arkansas State University

Bradley, Misty, Instructional Designer; B.S., Williams Baptist College; M.B.A., Arkansas State University

Busch, Joseph, Purchasing Assistant; A.A.S, Black River Technical College

Caffrey, Brad, Building Maintenance; A.A., Black River Technical College

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