

# BR TC

*Catalunya* 2020-2021



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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 campus** 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 on the Paragould location.

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

### **Pocahontas Campus**

P.O. Box 468

1410 Highway 304 East

Pocahontas, AR 72455

### **Paragould Location**

P.O. Box 1565

1 Black River Drive

Paragould, AR 72450

## Faculty

BRTC faculty share a devotion to their diverse disciplines and programs and a commitment to the intellectual, technical, and professional growth of their students. The typically 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 <http://www.hlcommission.org/>. Some programs are also accredited through other agencies, located in the College section.

## Degrees and Programs

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

## Library

The library contains approximately 27,100 volumes of in-house materials and provides access to thousands of periodicals through the internet and CD-ROM databases. 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 students' 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 Paragould followed by the appropriate extension.

Purpose	Office	Phone Number
General Information	Office of Student Affairs	(870) 248-4000
Academic Program Information	Office of Academic Affairs	(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) 248-4116
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.



Douglas G. Cox.....	June 30, 2021
Carolyn J. Collins .....	June 30, 2022
David Coker.....	June 30, 2023
Daniel Moore .....	June 30, 2024
Robert Olvey .....	June 30, 2025
Sue McGowan.....	June 30, 2026
????.....	June 30, 2027

## Officers of the Board

Carolyn J. Collins .....	Chair
David Coker.....	Vice-Chair
Ruth Ann Ellis.....	Secretary

## President of the College

Dr. Martin Eggensperger, Ph.D.

B.S., University of Central Arkansas; Ph.D., University of Arkansas at Little Rock

## President's Cabinet

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

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

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 & Administration  
B.S., M.S., S.C.C.T., Arkansas State University

## Academic Calendar

Please note the following academic calendars are subject to change.

## Academic Year

2020-2021

## Fall 2020

Aug 17 – Dec 18, 2020

Classes Begin (16wk, 1st 8-wk).....	Aug 17 (M)
Last Day to Add a Class(es).....	Aug 19 (W)
Labor Day Holiday: <i>Campus Closed</i> .....	Sept 7 (M)
Last Day to Drop (1st 8-wk).....	Oct 1 (R)
Mid-Term Exams.....	Oct 5-10 (M-S)
Intent to Graduate Form Due.....	Oct 5 (M)
1st 8-wk Finals .....	Oct 7-11 (W-Su)
Last Day to Add Online 8-wk Class.....	Oct 9 (F)
8-wk Classes Begin.....	Oct 12 (M)
Last Day to Add 8-wk Trad Class.....	Oct 12 (M)
Registration for Returning Students.....	Nov 6 (F)
Last Day to Drop a Class.....	Nov 13 (F)
Thanksgiving Holiday: <i>No Classes, Offices Open</i> .....	Nov 23-25 (M-W)
<i>Campus Closed</i> .....	Nov 26-27 (R-F)
Last Day to Drop 8-wk Class .....	Dec 1 (T)
Final Exams .....	Dec 8-14 (T-M)
Grades Due .....	Dec. 15 (T)
Commencement .....	Dec 17 (R)
Holiday Break: <i>Campus Closed</i> .....	Dec 23–Jan 1 (W-F)

## Wintersession 2020-21

Dec 18 – Jan 7, 2020-21

Last Day to Add Online Class .....	Dec 18 (F)
Classes Begin .....	Dec 18 (F)
Last Day to Drop a Class.....	Jan 4 (M)
Final Exams .....	Jan 7 (R)

## Spring 2021

Jan 11 – May 14, 2021

Classes Begin (16-wk, 1st 8-wk) .....	Jan 11 (M)
Last Day to Add a Class(es).....	Jan 13 (W)

Martin Luther King Day: <i>No Classes, Offices Open</i> .....	Jan 18 (M)
Last Day to drop (1st 8-wk) .....	Feb 25 (R)
Midterm Exams .....	March 1-6 (M-S)
1st 8-wk Finals .....	March 3-7 (W-Su)
Intent to Graduate Form Due.....	March 8 (M)
2nd 8-wk Classes Begin.....	March 8 (M)
Spring Break: <i>No Classes, Offices Open</i> .....	March 22-26 (M-F)
Registration for Returning Students.....	April 5 (M)
Last Day to Drop a Class.....	April 9 (F)
Final Exams .....	May 4-10 (T-M)
Commencement .....	May 13 (R)

**Intersession 2021****May 17 – 27, 2021**

Last Day to Add/Drop a Class(es).....	May 17 (M)
Classes Begin (M-R 8:00 a.m. - 2:30 p.m).....	May 17 (M)
Memorial Day Holiday: <i>Campus Closed</i> .....	May 24 (M)
Final Exams .....	May 27 (R)

**Summer I 2021****May 31 – June 27, 2021**

Classes Begin .....	May 31 (M)
Last Day to Add a Class(es).....	May 31 (M)
Last Day to Drop a Class(es).....	June 17 (R)
Final Exams .....	June 24 (R)
Last Day of Classes (Online only).....	June 27 (Su)

**Summer II 2021****July 6 – Aug 1, 2021**

Independence Day Holiday Observed: <i>Campus Closed</i> .....	July 5 (M)
Classes Begin .....	July 6 (T)
Last Day to Add a Class(es).....	July 6 (T)
Last Day to Drop a Class(es).....	July 22 (R)
Final Exams .....	July 30 (F)
Last Day of Classes (Online only).....	August 1 (S)

## Academic Year

2021-2022

## Fall 2021

Aug 16 – Dec 17, 2021

Classes Begin (16-wk) .....	Aug 16 (M)
Last Day to Add a Class(es).....	Aug 18 (W)
Labor Day Holiday: <i>Campus Closed</i> .....	Sept 6 (M)
Last Day to drop 1st 8-wk.....	Sept 30 (F)
Mid Term Exams .....	Oct 4-9 (M-S)
Intent to Graduate Form Due.....	Oct 4 (M)
1st 8-wk Finals .....	Oct 6-10 (W-Su)
Last Day to Add Online 8-wk Class.....	Oct 8 (F)
8-wk Classes Begin.....	Oct 11 (M)
Last Day to Add 8-wk Trad Class.....	Oct 11 (M)
Registration for Returning Students.....	Nov 5 (F)
Last Day to Drop a Class.....	Nov 12 (F)
Thanksgiving Holiday: <i>No Classes, Offices Open</i> .....	Nov 22-24 (M-W)
<i>Campus Closed</i> .....	November 25-26 (R-F)
Last Day to Drop 8-wk Class .....	Nov 30 (T)
Final Exams .....	Dec 7-13 (T-M)
Commencement .....	Dec 16 (R)
Holiday Break: <i>Campus Closed</i> .....	Dec 23–Jan 1 (R-M)

## Wintersession 2021-22

Dec 17 – Jan 6, 2021-22

Last Day to Add Online Class .....	Dec 17 (F)
Classes Begin .....	Dec 17 (F)
Last Day to Drop a Class.....	Jan 4 (T)
Final Exams .....	Jan 6 (M)

## Spring 2022

Jan 10 – May 13, 2022

Faculty Report Back.....	Jan 3 (M)
Classes Begin (16wk, 1st 8-wk) .....	Jan 10 (M)
Last Day to Add a Class(es).....	Jan 12 (W)

Martin Luther King Day: <i>No Classes, Offices Open</i> .....	Jan 17 (M)
Last Day to drop (1st 8-wk) .....	Feb 24 (R)
Midterm Exams .....	Feb 28-Mar 5 (M-S)
1st 8-wk Finals .....	Mar 2-6 (W-Su)
Intent to Graduate Form Due.....	March 7 (M)
2nd 8-wk Classes Begin.....	March 7 (M)
Spring Break: <i>No Classes – Admin Offices Open</i> .....	March 21-25 (M-F)
Registration for Returning Students.....	April 8 (F)
Last Day to Drop a Class.....	April 8 (F)
Final Exams .....	May 3-9 (T-M)
Commencement .....	May 12 (R)

**Intersession 2022****May 16 – 27, 2022**

Last Day to Add/Drop a Class(es).....	May 16 (M)
Classes Begin, M-R 8:00 a.m. - 2:30 p.m. ....	May 16 (M)
Final Exams .....	May 27 (F)
Memorial Day Holiday: <i>Campus Closed</i> .....	May 30 (M)

**Summer I 2022****May 31 - June 26, 2022**

Classes Begin .....	May 31 (T)
Last Day to Add a Class(es).....	May 31 (T)
Last Day to Drop a Class(es).....	June 16 (R)
Final Exams .....	June 24 (F)
Last Day of Classes (Online only).....	June 26 (Su)

**Summer II 2022****July 5 – 31, 2022**

Independence Day Holiday: <i>Campus Closed</i> .....	July 4 (M)
Classes Begin .....	July 5 (T)
Last Day to Add a Class(es).....	July 5 (T)
Last Day to Drop a Class(es).....	July 21 (R)
Final Exams .....	July 29 (F)
Last Day of Classes (Online only).....	July 31 (Su)

# 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.

## 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 308,578 square feet and a total of 23 buildings on 100 acres.

The vocational school became Black River Technical College in 1991, operating temporarily under the supervision of the Department of Higher Education. In 1993, the college became an independent institution of higher education. A board of trustees, appointed by 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 23,000, 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 gives full-text accessibility to thousands of magazines and journals and provide abstracts for many more. Students can also log on to the library's home page at <http://library.blackrivertech.edu> for easy access to the online catalog and selected databases as well as for online assistance. Books and journal articles which the library does not own can usually be obtained through interlibrary loan if enough prior notice is given (usually ten days).

Distance learners enrolled at the college are provided with detailed information for accessing the online catalog and the Internet databases through the library's home page. 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 50+ 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 accredited by the Higher Learning Commission (<http://www.hlcommission.org/>). Its programs have been approved by the Arkansas Department 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:

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

## Assessment Program

Black River Technical College is committed to provide students with a high-quality education and 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 frequently 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 academic assessment processes are overseen by the Academic Assessment Committee. Assessment occurs across four levels:

1. Course,
2. Program,
3. Co-curricular, and
4. General education.

## 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, instructors adopted learning outcomes for each of their courses. Subsequently, instructors measure student attainment of these outcomes as students progress through individual courses.

## Program-Level Outcomes

Instructors identify and measure program-level outcomes, reflecting the knowledge and skills students should attain as a result of completing a program whether a certificate or associate's degree. 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 which is an integral component of each associate's degree. Students completing an associate's degree 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. 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. These processes include an outcomes-centered administrative and support unit review cycle as outlined in Policy 2102. The committee also ensures institutional key performances indicators are tracked, measured, and disseminated to all constituents. In conjunction with other college constituents, the committee aids in evaluating the strategic plan and makes recommendations to the president.

Policies and procedures related to the use of assessment data are continuously improving to provide explicit guidelines to college employees, students, and stakeholders on the reporting and use of assessment data. Although BRTC's assessment processes continue to evolve, the institution's belief in and commitment to the assessment of student learning is evident.

## Learning Outcomes Assessment

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

At the completion of other programs and certificates, students take the National Occupational Competency Testing Institute (NOCTI) examinations or the state or national examinations required for specific certificates. BRTC is committed to providing its students with a productive learning environment.

The college has broadly endorsed the concept of the assessment of student academic achievement. Students will be asked to complete a variety of assessments of learning outcomes or of institutional effectiveness. This involves measuring how well students are actually learning by having the following embedded in all aspects of the college:

- in the classroom by using Classroom Assessment Techniques (CATs);
- in each program by way of the measurable objectives that are included in this catalog;
- at the institutional level by pretests/post-tests such as the NOCTI tests;
- and, at different stages of the student's academic career from before initial registration to after graduation with employer and alumni surveys.

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

## Degrees and Certificates Offered

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

### 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

- General Education

### Associate of General Studies Degree

- General Education

### Associate of Science Degree

- Agriculture
- Business
- Criminal Justice
- Fire Service Administration

### Associate of Science in Liberal Arts and Science Degree

- Addiction Studies
- Communication Sciences and Disorders

### 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
- Business Technology Applications
- Computer Information Technology
- Emergency Medical Technician/Paramedic
- Firefighter Essentials
- General Technology
- General Technology–Health Professions Nursing
- General Technology–Health Professions Respiratory
- Gunsmithing Technology
- Industrial Maintenance Technology
- Medical Office Administration
- Nutrition and Dietetics
- Registered Nursing
- Respiratory Care

## Certificate of General Studies

- General Education

## Technical Certificates

- Accounting Assistant
- Auto Collision Technology
  - Cosmetic Repair Technology
  - Structural Repair Technology
- Automotive Service Technology
  - Electrical-Engine Specialty
  - Powertrain-Systems Specialty
- Criminal Justice
- Firefighter Essentials
- Health Professions
  - Nursing Emphasis
  - Respiratory Emphasis
- Gunsmithing Technology - Rifle Emphasis
- Industrial Electricity/Electronics
- Machine Tool Technology
- Medical Coding
- Medical Transcription
- Microcomputer Repair Technician
- Nutrition and Foodservice Management
- Paramedic

- Practical Nursing
- Precision Agriculture
- Web Design
- Welding

## Certificates of Proficiency

- Accounting
- Agriculture
- Criminal Justice
- Emergency Medical Technician
- Firefighter Essentials
- Law Enforcement Training Academy
- Machinist
- Medical Coding
- Nutrition and Foodservice Management
- Nursing Assistant
- Phlebotomy
- Pistolsmithing
- Riflesmithing
- Shotgunsmithing
- Welding

# Academic Information and Policies

## 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:

1. have been out of all colleges for at least three years; **and**
2. file a written request for academic clemency with the Registrar within the first two weeks of their first semester; **and**
3. complete a minimum of 12 credit hours of graded courses from a regionally accredited college with a GPA of 2.00 or better, as a fulltime student; **and**
4. 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.

## 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 college official, staff, faculty or campus police officer acting in performance of their duties .
- Failure to comply with the directions or request of 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 officials, 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 dishonesty is an academic offense and a code of conduct violation. The Director of Student Development shall defer to the Vice President of Academic Affairs in instances of academic dishonesty. This includes all learning modalities including traditional, hybrid, and online.

## 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.

## Academic Success Center/Tutoring

The Academic Success Center (ASC) is available on the Pocahontas campus and the Paragould location for all students. The services include free tutoring in English, Math, Science, and other content areas; computer lab providing access to the internet, email, and course-related software; study rooms; study sessions; and helpful handouts. Tutoring is available to all BRTC students at both locations. BRTC also offers free online tutoring through SmarThinking. Students may access SmarThinking through a link on the Moodle Student Lounge.

## 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 his/her 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 on a regular basis.
- **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.
- **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 in the beginning level and progress to include reading and writing skills.
- **College Preparatory/Pre-employment**— High school graduates who wish to brush up on math, reading, or language skills to prepare for further education, college entrance exams, or employment may also enroll in adult education classes.
- **Work-based Education**— Basic skills training instruction designed to meet the specific education needs of an industry is available through the adult education services of BRTC.

## 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>

## 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 with 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 (pending HLC approval)

- University of Central Arkansas

### Associate of Science in Criminal Justice

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

### Associate of Science in Fire Service Administration

- Arkansas Tech University
- Eastern Oregon University



## Associate of Applied Science in Accounting

- John Brown University

## Associate of Applied Science in Nutrition and Dietetics

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

## Associate of Applied Science in Registered Nursing

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

## Associate of Applied Science in Transfer Disclaimer

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

## High School Articulated Credit

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

## 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 Academic Affairs.

### 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:

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

### Course/College Withdrawal

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

- Students must drop courses in the myBRTC portal or complete a drop form 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. Fulltime status is equal to 15 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 Academic Affairs.

## Competency Exam for Math for Healthcare Professionals

Challenging the Math for Healthcare Professionals course for credit by examination is for students who are currently an LPN/LVN, who have not taken the course, and have previous math (as well as drug dosage calculation) experience. Those students are encouraged to sit for this exam. Students who have attempted the class and have not made a “C” or higher are not allowed to sit for this exam. This three-hour course is a required prerequisite for the ARNEC program. Students who are interested in taking the exam will contact the campus Program Chair to complete the “Request to Test for Math Competency Form”.

This form will be completed and the request sent to IT to set up an ID and password in Blackboard. The ID and password will be sent back to the program chair to set the date of the exam. The student will pay for the exam as directed and present the receipt prior to taking the proctored exam. The official results will be sent to the program chair to complete the appropriate paperwork for the Registrar to enter on the student’s transcript.

- Students will be allowed to take the competency exam one (1) time.
- The department will verify that the student has not taken the exam at any of the other ARNEC institutions. Note: ARNEC keeps a state-wide log of all students taking the competency exam.
- Students who make 90% or better will be allowed to receive credit for the Math for Healthcare Professionals course.

## Credit for Previous Training (PLA)

Persons with previous training in their program objective may be granted credit if approved by the appropriate Academic Vice President and the course instructor. The student must furnish evidence,

request evaluation, and may be required to take proficiency examinations in order to receive this credit. The Veterans Administration and other financial aid offices are notified of credit given for previous training when applicable.

## 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 Academic Affairs 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 three formats:

- video,
- hybrid, and
- online courses.

In each instance, BRTC carefully assesses the course content and all aspects of the learning to ensure distance education study adheres to the same level of quality and effectiveness required of all instruction in HLC-accredited institutions.

### Online

Students complete all or most aspects of coursework via Moodle, the college's course management system, and are not required to attend class on campus.

### Video Conferencing/CVN

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

### Hybrid

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

## 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 fees may also be assessed.

## Benefits/Challenges of Distance Education

Perhaps the greatest benefit of distance education is the measure of convenience it affords students. These courses provide students the opportunity to plan their study time around family and work. Course materials are accessible at students' convenience and can eliminate the time and expense of commuting to campus.

However, online courses are not suited for everyone. 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 BRTC website. Students in online courses must be self-motivated and self-disciplined to be successful in an online course.

## 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 a working 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.

## Video Conferencing Classes

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

## Hybrid Classes

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

## Online Classes

Students in online classes complete almost all aspects of coursework via Moodle, the course management software utilized by BRTC, from the convenience of their own home. 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, students will have a certain number of hours of online coursework required each week. For example, online courses that are worth three credit hours will require students to work for a minimum of three hours a week online. Additional time may be spent in the online class in order to complete homework, assigned reading, and other study needs.

## Grades and Grade Point

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

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

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

## 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:

1. The appeal shall be presented, when possible, within five (5) working days after the occurrence of the situation. The request must state his/her request in writing and submit the request to the Office of the Registrar.
2. 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
  - Director of the Career Pathways Program
  - Dean of Business and Technical Education
  - Dean of General Studies
  - Dean of Nursing and Allied Health
  - Executive Director of Paragould Operations
3. 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.
4. In the event a student is dissatisfied with the decision, he/she may submit a written petition to the Administrative Appeals Committee. This committee consists of three of the following individuals:
  - Vice President of Academic Affairs
  - Vice President of Student Affairs
  - Vice President of Finance & Administration
  - Vice President of Institutional Advancement
5. 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.

## 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 his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade:

- The student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
- At the time of the incomplete request, the student must have completed at least sixty percent of the academic semester. Each instructor may set a higher completion level requirement for his/her individual course.

- At the time of the incomplete request, the student must have a “C” or above in the course.
- At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
- The instructor of the course has sole discretion in initiating an incomplete grade request. Instructors may deny an incomplete request even if a student meets the minimum requirements as outlined above.

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

## 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 Intent to Graduate form no later than midterm.
- Students should contact the Finance Office to make sure that they do not have any financial holds on their permanent records.
- Students must complete 18 hours of work at BRTC to fulfill requirements.

## 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 advisement 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 <http://acts.adhe.edu/studenttransfer.aspx>.

# 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 an 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>.

## 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 [www.immunization.section@arkansas.gov](mailto:www.immunization.section@arkansas.gov) after July 1.
- If applicable, official college transcripts from all college courses attempted while in high school, 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 high school, completed the core curriculum, AND submitted ACT scores of 19 on English, Reading, and Mathematics or the equivalent SAT or Accuplacer scores. 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 ACT scores of 19 on English, Reading, and Mathematics or equivalent SAT or Accuplacer scores.

### Conditional Admission

First-time freshmen who do not meet the requirements for unconditional admission will be accepted on a conditional admission basis and will be limited to 12-14 hours for the first semester (unless scholarships require additional hours).

During the first 30 credit hours of enrollment, conditional students must complete all developmental coursework required and meet as schedules will allow with the Student Success Coordinator during the first week and throughout the first semester.

## 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 attended.
- 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 [www.immunization.section@arkansas.gov](mailto:www.immunization.section@arkansas.gov) after July 1.

## 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 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 GPA will enter as an unconditional admission.

### Conditional Admission

Transfer and readmit students enrolling at BRTC with less than a 2.00 cumulative GPA will enter as a conditional admission and be limited to 12-15 credits hours. Credit hour exceptions must have approval by the Director of Admissions, Vice President of Student Affairs, or Vice President of Academic Affairs.

## 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 transfer student admissions procedures.

- A completed Application for Admissions.

- Letter of good standing or proof of clear registration from 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 [www.immunization.section@arkansas.gov](mailto:www.immunization.section@arkansas.gov) 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 second week of class for the fall and spring semesters and by the end of the third day in the 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

Black River Technical College 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 or pending criminal history including whether the applicant is required to register as a sex offender. When an applicant has been arrested for, charged with, or found responsible for 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 review 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 his/her 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 Student Development
- Director of Admissions
- Assistant Director of Admissions
- Public Safety Officer Supervisor
- Director of Adult Education

### Procedures

If the felony and/or sex offender question on the application form is checked yes, the applicant will be sent a letter 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)
- Letter explaining the incident and why the applicant would like to attend BRTC
- Reference letters (optional)
- Criminal History Check from Arkansas and the state(s) in which the felonies occurred (Fees may be required to complete this check).

The Arkansas State Check can be completed by contacting the following:

**Arkansas State Police Identification Bureau**  
#1 State Police Plaza Dr.

Little Rock, AR 72209  
(501) 618-8500  
[www.asp.state.ar.us](http://www.asp.state.ar.us)

Please make sure all the requested information is mailed in as one packet. Completed prior criminal history packets may be mailed to

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

Make sure all of the requested information is mailed in as one packet. Once all of the information is received by 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 application 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.

## Appeal 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.

## 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 8<sup>th</sup> 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 on BRTC campuses and online 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 Item I, II, III, IV, and V as follows:

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



<b>Enrollment</b>	<b>Math Score Required</b>	<b>English Score Required</b>	<b>Reading Score Required</b>	<b>Total Test Scores Required</b>
Any General Education Math Course	Yes	No	Yes	2
Any General Education English Course	No	Yes	Yes	2
Any General Education Course	No	No	Yes	1
Any Career and Technical Education Course	No	No	No	0

<b>Concurrent High School Students</b>			
<b>High School Student Level = 13/14 or Enroll Status = 13/16</b>			
<b>Test</b>	<b>Math</b>	<b>English</b>	<b>Reading</b>
ACT	21	19	19
SAT	460	450	470
PSAT	46	45	47
Accuplacer – Classic	77	83	78
Aspire – 10 <sup>th</sup> Grade	432	428	428

<b>High School SENIORS Enrolling in Remedial Classes</b>			
<b>High School Student Level = 14</b>			
<b>Test</b>	<b>Math</b>	<b>English</b>	<b>Reading</b>
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 – 10 <sup>th</sup> Grade	426	421	422
Redesigned SAT	460		

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

### Registration Deadlines

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

## 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 [www.immunization.section@arkansas.gov](mailto:www.immunization.section@arkansas.gov) 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.

### 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 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	
Calculus BC	3	
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

AP Exam	Required Score	Credit Awarded
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
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 test, please contact the Registrar.		

## 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. BRTC provides a list of ACCUPLACER testing dates, times and locations for each semester of the school year, at both the Pocahontas and Paragould locations. This list may be found online at [www.blackrivertech.edu](http://www.blackrivertech.edu) or by calling (870) 248-4000. Any student who cannot attend one of the testing dates may call Pocahontas at (870) 248-4000, Paragould at (870) 239-0969, or toll free at 1-866-890-6933 to schedule an appointment. Test scores that are over 5-years-old cannot be used for enrollment purposes. A free ACCUPLACER study app can be downloaded by going to [www.accuplacerpractice.collegeboard.org](http://www.accuplacerpractice.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

<b>ACT Math</b>		
<b>Score</b>	<b>Course Number</b>	<b>Course Title</b>
	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 MATH 1054	College Algebra <b>and</b> MATH 0001 Pre-Calculus <b>and</b> MATH 0001
16+	MTH 1213	Math for Healthcare Professionals
0-18	MATH 1053	Mathematical Reasoning/Quantitative Literacy <b>and</b> MATH 0001
0-17	MATH 0053	Foundations for College Algebra <b>and</b> MATH 0001
0-15	MTH 1213	Math for Healthcare Professionals <b>and</b> MATH 0001

<b>Next Gen Accuplacer QAS Test</b>		
<b>Score</b>	<b>Course Number</b>	<b>Course Title</b>
281+	MATH 2143 MATH 2204	Business Calculus Calculus I
265+	MATH 1023	College Algebra
265-280	MATH 1054	Pre-Calculus
260+	MATH 1053	Mathematical Reasoning/Quantitative Literacy
251-264	MATH 1023 MATH 1054	College Algebra <b>and</b> MATH 0001 Pre-Calculus <b>and</b> MATH 0001
248+	MTH 1213	Math for Healthcare Professionals
0-259	MATH 1053	Mathematical Reasoning/Quantitative Literacy <b>and</b> MATH 0001
0-250	MATH 0053	Foundations for College Algebra <b>and</b> MATH 0001
0-247	MTH 1213	Math for Healthcare Professionals <b>and</b> MATH 0001

<b>SAT Math</b>		
<b>Score</b>	<b>Course Number</b>	<b>Course Title</b>
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

SAT Math		
Score	Course Number	Course Title
950-1059	MATH 1023 MATH 1054	College Algebra <b>and</b> MATH 0001 Pre-Calculus <b>and</b> MATH 0001
0-979	MATH 1053	Mathematical Reasoning/Quantitative Literacy <b>and</b> MATH 0001
0-949	MATH 0053	Foundations for College Algebra <b>and</b> 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*

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

## Reading

Students must enroll in a reading course in their first semester if they score below 19 on the reading section of the ACT, or below 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 two or more remedial classes must pass COLL 1001 (Student Success) during the first college semester attended.

## Academic Transition Courses

Students enrolled in three Academic Transition Courses may not exceed a maximum credit load of 12 semester hours during the semester of enrolling in these courses. These courses are non-transferrable. The Academic Transition Courses are as follows:

- READ 0033 Reading
- ENG 0023 Writing Fundamentals
- MATH 0053 Foundations for College Algebra

Students whose scores require two or more 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
- Biology
- Business Communications
- Developmental Psychology
- Economic Issues and Concepts

- Freshman English I
- History of Vietnam War
- Human Anatomy and Physiology I
- 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
- World Literature I
- World Literature II

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

\$96.00 .....	Example for 15 credit hours: \$1,440.00
In-State Phlebotomy .....	\$106.00 per credit hour
In-State Respiratory .....	\$116.00 per credit hour
In-State Paramedic .....	\$116.00 per credit hour
In-State Practical Nursing .....	\$126.00 per credit hour
In-State Registered Nursing .....	\$126.00 per credit hour

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

\$189.00 .....	Example for 15 credit hours: \$2,835.00
Out-of -State Phlebotomy .....	\$199.00 per credit hour
Out-of -State Respiratory .....	\$209.00 per credit hour
Out-of -State Paramedic .....	\$209.00 per credit hour
Out-of -State Practical Nursing .....	\$219.00 per credit hour
Out-of -State Registered Nursing .....	\$219.00 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 time of 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 institutional fees waived on credit courses. However, students are responsible for paying program 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 Wintersession.....Last business day before classes begin

## Payment Options

Payment options are available to students through the myBRTC portal, <https://mybrtc.blackrivertech.org>, and clicking on **Account Summary**.

## Drops for Non-Payment

Students who fail to make payment in full or make payment arrangements through myBRTC, or do not have available financial aid in place will 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.....	\$2.00 per credit hour
Student Assessment Fee .....	\$4.00 per credit hour
Student Success Fee.....	\$2.00 per credit hour
Deferred Maintenance Fee.....	\$11.00 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 [www.blackrivertech.edu](http://www.blackrivertech.edu) 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
Wintersession	.....	December 1
Intersession	.....	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 .....	0%

#### *Wintersession, 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.....	0%

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

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

### Refund for Non-Credit Courses

Before first class meeting.....	100%
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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. Receipt 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

Wintersession ..... first week of class

Spring ..... first 10 days of class

Intersession ..... 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

### Cancelled Classes

Students enrolled in classes which are cancelled 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
- 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

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

After the Financial Aid Office has determined eligibility, the student will be notified by email to view available awards on MyBRTC student portal.

## 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.fafsa.ed.gov](http://www.fafsa.ed.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 MyBRTC <http://mybrtc.blackrivertech.org>.

### 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 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.

### Federal Stafford Loan

BRTC participates in the Federal Direct Student Loan Program in which a student borrows from the federal government. Low-interest loans are available to help students with educational expenses that are incurred as a college student. There are two types of Federal loans: subsidized and unsubsidized.

#### 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:

1. Entrance Loan Counseling at [www.studentloans.gov](http://www.studentloans.gov) ,
2. Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov)
3. BRTC Student Loan Packet.

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.

## Federal Plus Loan

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

## Veterans' Affairs

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 [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/). Students should contact VA Representative in the Office of Student Affairs on the Pocahontas 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 U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from 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.

### Workforce Investment Opportunities Act

BRTC works with the Northeast Arkansas Development Council (NADC) in placing students in programs under WIOA. 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. Interested students should contact the Financial Aid Office for further information regarding the application process or may contact the local office in Paragould at (870) 239-6533.

## 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.

## 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 <http://scholarships.adhe.edu> to apply or may contact ADHE at 1-800-54-STUDY if they have questions.

### Arkansas Academic Challenge Scholarship

The Arkansas Academic Challenge Scholarship program is a college scholarship which 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, grade point average, and financial need standards.

Applicants must be accepted for admission and be enrolled in an approved Arkansas college or university in a program leading to a baccalaureate degree, associate degree, or associate of applied science degree. The scholarship is available to first-time entering students following graduation from high school and nontraditional students. More information can be found at [www.adhe.edu](http://www.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.

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

<http://ace.arkansas.gov/arrehabservices/pages/default.aspx>

## Arkansas Career Pathways

The Arkansas Career Pathways program offers enhanced training and educational opportunities for eligible current and prospective students through assistance to attend or continue their education at BRTC. The Arkansas Career Pathways program offers enhanced training and educational opportunities for eligible current and prospective students through assistance to attend or continue their education at BRTC.

### Eligibility

Career Pathways applicants may be eligible if they

1. have a dependent child under 21 years of age in the home on a full time basis **and**
2. if the annual household income is below 250% of the Federal Poverty Level (FPL)

### Assistance Benefits

As funds are available, qualified students may be eligible for assistance with

- transportation costs,
- childcare costs,
- tuition,

- fees,
- books and
- job search assistance while working toward a GED, certificate or degree at BRTC.

## 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 <http://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:

- Arkansas law enforcement officer,
- fulltime or volunteer municipal firefighter,
- Arkansas Highway and Transportation Department (AHTD) employee,
- state forestry employee,
- state correction employee,
- state park employee, or
- qualified emergency services worker who was killed or permanently or totally disabled in the line of duty.

The scholarship pays for tuition and certain mandatory fees. Apply at <http://scholarships.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.

## 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 <http://www.blackrivertech.org/financial-aid>.

## Scholarship Deadlines

Deadlines for BRTC scholarships are as follows:

Fall 2020.....	March 1, 2020
Spring 2021.....	January 1, 2021
Fall 2021.....	March 1, 2021
Spring 2022.....	January 1, 2022

## 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 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 fulltime 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)

## Academic Distinction Scholarship

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

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

The scholarship covers full tuition up to 16 credit hours and is renewable up to four semesters provided the recipient successfully completes the following:

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

## Academic Incentive Scholarship

The Academic Incentive Scholarship is awarded to first-time entering freshmen who are Arkansas residents 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 provided the recipient successfully completes a minimum of 12 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 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 provided the recipient maintains a cumulative GPA of 2.0 each semester and is successfully enrolled as a fulltime 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 2.50 (on 4.00 scale). Recipients must be Arkansas residents graduating from an accredited high school. Completion of a minimum of 12 credit hours per semester is required.

## BRTC Foundation Scholarships

The BRTC Foundation awards several scholarships annually (number of awards is contingent upon available funds) to students in a variety of degrees and certificates. Some scholarships are for full

tuition, some are for supplies, and some fund other aspects of a student's education. Refer to <http://www.blackrivertech.org/financial-aid/scholarship-opportunities> for more information.

## Mary Sallee Single Parent Scholarships

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

## Other Scholarships

Additional scholarship information is available on the BRTC scholarship webpage <http://www.blackrivertech.org/financial-aid/scholarship-opportunities> that 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 Fall, Spring, and Summer semesters and will measure the following standards:

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

**200%** – The 200% timeframe of degree programs is, for example, 4 years for a 2-year degree and 8 years for a 4-year degree.

**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:

$$\frac{\text{\# of hours completed}}{\text{\# of hours attempted}}$$

**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. 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 absences.
- 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 with an earned grade taken more than 2 times.
- 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 his/her own expense and meets the above policy requirements; aid eligibility may then be reinstated. If it is determined that a student has exceeded the 150% timeframe OR academic progress reflects the inability to complete a degree within the timeframe, the student will be suspended and a student's only option for reinstatement of aid is by appealing the suspension status. A student may only choose the appeal option IF he/she can complete his/her program within the 30 hours upon approval of the appeal.

## 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 required documents, to the Financial Aid Office to be reviewed by the Appeals Committee by the established deadline. The decision of the Financial Aid Appeals Committee is final; there is no further avenue of appeal. A student can appeal **one time** while attending BRTC.

## Probation Status

Appeals which are approved will place a student on probation and reinstate aid eligibility for a semester. Upon completion of that semester, if the student meets both quantitative and qualitative standards, the probation status will be removed.

If standards are not met, the student will revert back to suspension status. If satisfactory academic progress standards are not attainable within one semester, an academic plan may be provided for applicable students. Conditions for such a plan is described in the below paragraph.

## Academic Plan

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

1. Maintains a term GPA of 2.50 each semester,
2. Maintains a cumulative GPA of 2.0 each semester,

3. Completes 100% of enrolled courses,
4. Enrolls only in courses necessary for completion of their current major, and
5. 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 which probation allows as long as the student meets the following requirements:

1. Enrolls only in courses necessary for completion of appealed major,
2. Completes 100% of enrolled courses,
3. Achieves a term GPA of 2.50 each semester,
4. Completes the program within 2 attempted semesters,
5. Earns a cumulative 2.0 GPA at the end of the 2 attempted semesters, and
6. 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 of 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 record and determine if extenuating or unusual circumstances existed.

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

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

## Academic Plan

Appeals granted approval for students who were suspended based on timeframe, will be reinstated aid eligibility under the condition of an Academic Plan. The academic plan will only allow students

to enroll for courses needed for completion of chosen major. *Any deviation from the academic plan will result in suspension.*

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

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

- **Typed appeal essay**- clearly identify 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 need 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 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 mail. 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 his/her mailing address on file is correct to avoid delays in receiving funds.

## Mandated Information

Mandated information may be accessed on the BRTC website at <http://www.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 on the basis of race, color, sex, religion, national origin, age, handicap/disability, or other unlawful factors in employment practices, or admission and treatment of students. Any questions regarding this policy should be addressed to the President:

Black River Technical College  
**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 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 include: 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 request for transcript should be made at [www.studentclearinghouse.org](http://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 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, 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 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 his/her specific concern or complaint, Black River Technical College, in accordance with federal regulations, accepts and maintains records of formal written grievance 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 offices 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

**Tony Saylor**  
Chief Security Officer  
(870) 248-4000, ext. 4034.

## Sexual Harassment Policy (Title IX)

### Policy Statement

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

## Introduction

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

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

## Jurisdiction

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

## Definition of Terms

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

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

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

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

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

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

Sexual Harassment falls into two categories:

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

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

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

1. Sexually explicit questions that are of an intrusive nature
2. Vulgar or offensive and suggestive sexual comments
3. Name calling that is degrading or gender based
4. Persistent sexual slurs or innuendos
5. Rating of a person's physical appearance
6. Unwanted sexual harassment such as notes, letters, telephone calls, emails, social media messages or pins that are of a sexual nature.

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

1. Stalking of a sexual nature
2. Ogling or leering of the physique
3. Intentionally observing nudity or sexual acts of another person's without their knowledge
4. Inappropriate hand or body movements that are of a sexual nature

5. Vulgar display of materials that are of a sexual nature, such as, pictures, calendars, cards, social media.

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

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

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

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

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

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

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

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

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

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

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

**Sexual Contact** includes the following:

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

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

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

- Invasion of sexual privacy or prostituting another person
- Non-consensual video or audio-taping of sexual activity

- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- Engaging in voyeurism
- Knowingly transmitting an STI or HIV to another person
- Exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

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

- In order to give effective consent, one must be at least sixteen years-old.
- Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of the sexual interaction). Alcohol or other drug use, unconsciousness or blackout is an example of incapacitation.
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

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

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

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

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

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

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

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. Length of the relationship
  - b. Type of the relationship
  - c. Frequency of interaction between the persons involved in the relationship
3. Includes sexual or physical abuse or the threat of such abuse (does not include emotional or psychological)

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

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

**Stalking** is defined as

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

## Policy Expectations With Respect to Consensual Relationships

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

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

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

## Confidentiality

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that any information received as part of the college's resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of the college's obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

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

## Complaint/Grievance Procedure

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

### Informal Complaint Resolution

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

### Formal Complaint/Grievance Procedures

#### *Responsibility to Report*

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment is strongly encouraged to report it. The college must



know about incidents of sexual harassment in order to stop them, protect victims, safeguard the rights of complainants and respondents, and prevent future incidents.

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

## Notification

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

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

## Investigation

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

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

## Hearing

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

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

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

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

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

## Appeals

A complainant or respondent may appeal the findings of an investigation under specific circumstances. The complainant or respondent must contact the Title IX Coordinator within five business days of receiving the letter stating findings and sanctions. Acceptable means of

notification include email, fax, hand delivered notification, or postal delivery. The grounds for an appeal are as follows:

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

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

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

The procedures governing the hearing of appeals include the following:

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

## Complaint and Grievance Process Provisions

### Time Periods

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

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

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

## No Retaliation

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

## False Reports

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

## Office of Civil Rights Complaint

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

## Effective Date

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

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

## Statement of the Rights of Complainant

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

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

- The right to conduct officials comprised of representatives of both genders.
- The right to have college policies and procedures followed without material deviation.
- The right to be informed in advance of any public release of information regarding the complaint.
- The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

### Statement of the Rights of Respondent

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

The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training.

- The right to have college policies and procedures followed without material deviation.
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the respondent's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the respondent as necessary. The college should be notified five (5) business days in advance of the hearing if an advisor or advocate will accompany the respondent.
- The right to a fundamentally fair hearing, as defined in these procedures.

- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
- The right to written notice of the outcome and sanction of the hearing.
- The right to conduct officials comprised of representatives of both genders.
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

## Sex Offenders

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

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

## Weapons on Campus

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

## Services for the Disabled

Black River Technical College's coordinator of services for the disabled is also the compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The coordinator can arrange for academic adjustments, workplace accommodations, and auxiliary aids for qualified students. BRTC will provide auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If necessary, BRTC will provide appropriately trained service providers.

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

**ADA Coordinator**

Black River Technical College  
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. All questions regarding service animals should be directed to the ADA Coordinator.

## 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 room AD112.



## 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 clerk, accounts receivable clerk, payroll clerk, and inventory control clerk.

<b>English/Communication</b>	<b>6 Hours Required</b>
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3
<b>Mathematics</b>	<b>3 Hours Required</b>
~MATH 1053 Mathematical Reasoning/Quantitative Literacy <b>OR</b> Higher.....	3
<b>Business Foundation</b>	<b>48 Hours Required</b>
~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 1513 Keyboarding for Professionals I.....	3
ADMS 2413 Word/Information Processing .....	3
BSYS 1023 Professional Office Systems .....	3
ECON 2323 Principles of Microeconomics.....	3
LAW 2023 Legal Environment of Business.....	3
MGMT 2623 Small Business Management.....	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* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3

**Mathematics**

**3 Hours Required**

~MATH 1053 Mathematical Reasoning/Quantitative Literacy <b>OR</b> higher .....	3
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**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
~ECON 2323 Principles of Microeconomics .....	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 Business Technology Applications

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

### English/Communication

**6 Hours Required**

~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3

### Mathematics

**3 Hours Required**

~MATH 1053 Mathematical Reasoning/Quantitative Literacy <b>OR</b> higher .....	3
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### Business Foundation

**52 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 2003 Business and Professional Presentation Techniques.....	3
BSYS 2013 Web Page Design .....	3
BSYS 2583 Spreadsheets for Managerial Decisions .....	3
~BUAD 1013 Introduction to Business .....	3
BUAD 1043 Personal Financial Planning.....	3

~CA 1903 Introduction to Computer Concepts .....	3
CIS 1013 Introduction to Computer Information Systems.....	3
CIS 1073 Computerized Accounting .....	3
CIS 2043 Database Management Systems.....	3
CIS 2044 PC Repair II .....	3
CIS 2073 Illustrative Publications .....	3
~ECON 2313 Principles of Macroeconomics .....	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* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3

### Mathematics 3 Hours Required

~MATH 1053 Mathematical Reasoning/Quantitative Literacy <b>OR</b> higher .....	3
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### 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
<b>Networking Directed Electives</b>	<b>3 Hours Required</b>
BSYS 2013 Web Page Design .....	3
CIS 1023 Network Media Infrastructure .....	3
CIS 1034 Introduction to Computer Programming.....	3
CIS 1054 Computer Forensics .....	3
CIS 2103 Internship in Networking ( <i>must get approval from advisor</i> ) .....	3
MGMT 2623 Small Business Management .....	3

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

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

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

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

- must have access to high speed internet through a laptop, tablet or personal computer. Cell phone access may not be adequate

**First Semester (Fall) Credit Hours**

~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* <b>OR</b>	
~ENG 1023 Technical Writing.....	3
~MATH 1213 Math for Healthcare Professionals** .....	3

\*Social Science Elective .....

\*\*\*EMS 2009 is a prerequisite or co-requisite 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 (Intersession and Summer I)**

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

**Sixth Semester (Summer II)**

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

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

Clinical observation will be scheduled in the following areas:

- Emergency Department
- Intensive Care

- Mental Health
- OB/Newborn Nursery
- Pediatrics
- Surgery Department

Paramedic ambulance internship and clinical rotations are required.

## Associate of Applied Science in General Technology

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

General Education Courses	15 Hours Required
~CA 1903 Introduction to Computer Concepts* .....	3
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3
~MATH 1023 College Algebra (or equivalent)* <b>OR</b>	
~MATH 1053 Mathematical Reasoning/Quantitative Literacy OR higher.....	3
Social Science Elective* .....	3

\*See General Education Requirements course descriptions.

Major Technical Discipline	21 Hours Required
Courses in one of the following major areas must be the focus of the program.	

- Auto Collision Technology
- Automotive Service Technology
- Nutrition and Foodservice Management
- Industrial Electricity/Electronics
- Industrial Maintenance Technology
- Machine Tool Technology
- Microcomputer Repair Technician
- Welding
- Web Design

Minor/Related/Support Courses	24 Hours Required
The student will select one of three options to complete the A.A.S. degree program.	

- Completion of two 9-12 semester credit hours for minors.

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

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

## Nursing Emphasis

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

<b>General Education Courses</b>	<b>9 Hours Required</b>
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing .....	3
~PSY 2513 Introduction to Psychology* .....	3
Major Technical Discipline .....	21 Hours Required
~BIOL 2104 Microbiology with Lab* .....	4
NRS 2203 Basic Human Nutrition* .....	3
~PSY 2003 Developmental Psychology* .....	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

<b>Minor/Related/Support Courses</b>	<b>30 Hours Required</b>
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Students may choose from following with approval from advisor:

ADMS 1213 Medical Transcription .....	3
ADMS 2413 Introduction to Word Processing .....	3
~ANTH 2233 Introduction to Anthropology* .....	3
BIOL 1014 Biology for Majors & Lab .....	4
~BIOL 1004 Biological Science & Lab*.....	4
~CA 1903 Introduction to Computer Concepts* .....	3
~CHEM 1004 General Chemistry I and Lab.....	4
~CHEM 1023 General Chemistry II* <b>AND</b>	



~CHEM 1021 General Chemistry II Lab* .....	4
CHEM 1033 Intro to Organic & Biochemistry* .....	3
EMS 2009 Emergency Medical Technician .....	9
~ENG 2003 Introduction to World Literature I <b>OR</b>	
~ENG 2013 Introduction to World Literature II .....	3
~FAM 2503 Fine Arts Musical <b>OR</b>	
~ FAT 2203 Fine Arts Theatre <b>OR</b>	
~FAV 2503 Fine Arts Visual.....	3
~GSP 1004 Physical Science & Lab* .....	4
~HIST 1013 World Civilization to 1660 <b>OR</b>	
~ HIST 1023 World Civilization since 1660.....	3
~HIST 2763 The United States to 1876* <b>OR</b>	
~HIST 2773 The United States Since 1876*.....	3
~MATH 1023 College Algebra (or equivalent) * .....	3
MEDL 1001 Introduction to Healthcare Issues .....	1
MEDL 1003 Medical Terminology .....	3
MEDL 1022 Phlebotomy Practicum.....	2
MEDL 1033 Foundations of Human Anatomy & Physiology.....	3
MEDL 1043 Medical Coding ( <i>Fall</i> ) .....	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
PN 1002 Fundamental Pharmacology .....	2
PN 1004 PN Clinical Practicum I.....	4
PN 1006 Clinical Practicum I .....	6
PN 1007 Nursing Fundamentals .....	7
PN 1106 Clinical Practicum II .....	6
PN 1106 PN Clinical Practicum II.....	6

PN 1112 Medical/Surgical Nursing.....	12
PN 1202 PN Clinical Practicum III .....	2
PN 1206 Clinical Practicum III .....	6
PN 1310 Medical-Surgical Nursing .....	10
PN 1326 Nursing Specialty.....	6
PN 1329 Specialty Nursing .....	9
~POSC 2103 US Government.....	3
PSY 2523 Survey of Abnormal Psychology* .....	3
~QM 2113 Business Statistics.....	3
RNSG 2116 Nursing Process II.....	6
RNSG 2119 Nursing Process I.....	9
RNSG 2123 Nursing Practicum I .....	3
RNSG 2223 Nursing Practicum II.....	3
RNSG 2311 NCLEX-RN Preparations.....	1
RNSG 2318 Nursing Process III .....	8
RNSG 2323 Nursing Practicum III .....	3
RNUR 2104 RN Clinical Practicum I.....	4
RNUR 2105 Fundamental Nursing Concepts .....	5
RNUR 2203 Nursing Concepts of the Childbearing Family.....	3
RNUR 2204 RN Clinical Practicum II .....	4
RNUR 2206 Medical-Surgical Nursing Concepts I.....	6
RNUR 2213 Pediatric Nursing Concepts.....	3
RNUR 2302 Mental Health Nursing Concepts .....	2
RNUR 2305 RN Clinical Practicum III.....	5
RNUR 2306 Medical Surgical Nursing Concepts II.....	6
RNUR 2312 Nursing Leadership & Role Development.....	2
~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, ACCUPLACER or COMPASS scores.

## Respiratory Emphasis

Sixty credit hours 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* <b>OR</b>	
~ENG 1023 Technical Writing .....	3
MTH 1213 Math for Healthcare Professionals** .....	3
~PSY 2003 Developmental Psychology <b>OR</b>	
~PSY 2513 Introduction to Psychology* <b>OR</b>	
~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 1213 Medical Transcription .....	3
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 and Lab.....	4
~CHEM 1023 General Chemistry II* <b>AND</b>	
~CHEM 1021 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* <b>OR</b>	
~HIST 2773 US History since 1876* .....	3
~MATH 1023 College Algebra <b>OR higher</b> .....	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>Fall only</i> ) .....	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
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, ACCUPLACER or COMPASS scores.

## 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.

<b>English/Communication</b>	<b>6 Hours Required</b>
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3
<b>Mathematics</b>	<b>3 Hours Required</b>
~MATH 1053 Mathematical Reasoning/Quantitative Literacy OR higher.....	3
<b>Social Science</b>	<b>3 Hours Required</b>
GUNS 2803 US Firearm History & 2A Law .....	3
<b>Gunsmithing Foundation</b>	<b>28 Hours Required</b>
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
MEH 1103 Intro to Machine Processes.....	3
MEH 1203 Basic Blueprint Reading.....	3

MEH 1206 Basic Lathe Operation.....	3
MEH 1406 Basic Mill Operation.....	3
<b>Gunsmithing Electives (student's choice)</b>	<b>20 Hours Required</b>
GUNS 1203 Riflesmithing.....	3
GUNS 1303 Shotgunsmithing .....	3
GUNS 1403 Pistolsmithing** .....	3
GUNS 1503 Stockmaking I .....	3
GUNS 2502 Stockmaking II.....	2
GUNS 1603 Metal Finishing I .....	3
GUNS 2603 Metal Finishing II.....	3
GUNS 2612 Metal Finishing III .....	2
GUNS 2103 Firearms Repair II.....	3
GUNS 1702 Basic Handloading & Ballistics .....	2
GUNS 2702 Advanced Handloading & Ballistics.....	2
GUNS 2002 Accurizing Factory Rifles .....	2

\*Student applicants for gunsmithing must be at least 18 years of age to apply for admission into the program.

\*\*Student applicants must be at least 21 years of age to take GUNS 1403 Pistolsmithing as part of the A.A.S. Gunsmithing Technology

## 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.

<b>English/Communication</b>	<b>6 Hours Required</b>
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3
<b>Mathematics</b>	<b>3 Hours Required</b>
~MATH 1053 Mathematical Reasoning/Quantitative Literacy OR higher.....	3
<b>Business Foundation</b>	<b>6 Hours Required</b>
~CA 1903 Introduction to Computer Concepts* .....	3
MGMT 2613 Principles of Supervision .....	3
<b>Industrial Maintenance Foundation</b>	<b>3 Hours Required</b>
IMT 1703 Hydraulics.....	3
<b>Industrial Electricity Foundation</b>	<b>23 Hours Required</b>
ELT 1103 Basic Electricity/Electronics.....	3
ELT 1306 Motors and Motor Controls .....	6
ELT 1406 Industrial Electrical Systems .....	6
ELT 1504 Electronic Circuits .....	4
ELT 1604 Programmable Logic Control Technology .....	4
<b>Machine Tool Technology Foundation</b>	<b>9 Hours Required</b>
MEH 1103 Introduction to Machine Process .....	3
MEH 1203 Basic Blueprint Reading <b>OR</b>	
TECH 1803 Computer Aided Drafting and Design I .....	3
MEH 1503 Fundamentals of CNC.....	3
MGMT 2603 Leadership Issues <b>OR</b>	
WLD 1003 Gas Shield Arc Welding .....	3
WLD 1023 MIG Welding .....	3
Social Science Elective* .....	3

## 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, assisting the billing department.

<b>English/Communication</b>	<b>6 Hours Required</b>
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II* <b>OR</b>	
~ENG 1023 Technical Writing* .....	3
<b>Mathematics</b>	<b>3 Hours Required</b>
~MATH 1053 Mathematical Reasoning/Quantitative Literacy OR higher.....	3
<b>Business Foundation</b>	<b>51 Hours Required</b>
ACCT 1003 Accounting I <b>OR</b> Higher .....	3
ADMS 1213 Medical Transcription ( <i>Fall only in Pocahontas, Spring only in Paragould</i> ).....	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 1023 Professional Office Systems .....	3
BSYS 2583 Spreadsheets for Managerial Decisions .....	3
BUAD 1033 Business Ethics .....	3
~CA 1903 Computer Concepts .....	3
CIS 1073 Computerized Accounting .....	3
MEDL 1003 Medical Terminology .....	3
MEDL 1033 Foundations of Human Anatomy & Physiology <b>OR</b>	
MEDL 1043 Medical Coding I.....	3
MEDL 1063 Medical Coding II .....	3
MEDL 2003 Medical Coding III .....	3
~PSY 2513 Introduction to Psychology <b>OR</b>	
~SOC 2213 Principles of Sociology .....	3



## Associate of Applied Science in Nutrition and Dietetics

The Associate of Applied Science degree in Nutrition and Dietetics prepares students to transfer to a four-year university as part of a career-laddering process in the dietetics and nutrition field. This degree program is designed to enable individuals to draw on technical and professional knowledge in making effective decisions in dietetics.

Fees for liability insurance, uniforms, and student membership also apply. Students must successfully complete all college requirements and program requirements with a 2.00 GPA to be eligible for graduation.

### Program Goals

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

#### First Year

First Semester	Credit Hours
HEC 1004 Introduction to Nutrition and Menu Planning ( <i>Corequisite HEC 1403</i> ) .....	4
HEC 1103 Food Systems Management ( <i>Corequisite HEC 1403</i> ).....	3
HEC 1303 Quantity Food Production.....	3
HEC 1403 Field Experience ( <i>Corequisites HEC 1004 &amp; HEC 1103</i> ).....	3
<b>Second Semester</b>	
~CA 1903 Introduction to Computer Concepts* .....	3
~ENG 1003 Freshman English I <b>OR</b>	
HEC 1102 Sanitation and Safety.....	2
~MEDL 1003 Medical Terminology .....	3
NRS 2203 Basic Human Nutrition .....	3
~SCOM 1203 Oral Communications.....	3

#### Second Year

First Semester	Credit Hours
~ BIOL 2004 Human Anatomy and Physiology I with Lab* .....	4
~ENG 1003 Freshman English I <b>OR</b>	
~SCOM 1203 Oral Communications.....	3

HEC 2203 Nutrition in the Life Cycle .....3  
 ~MATH 1023 College Algebra (equivalent or higher) .....3  
 ~PSY 2513 Introduction to Psychology\* .....3

**Second Semester**

~BIOL 2104 Microbiology with Lab .....4  
 ~BIOL 2414 Human Anatomy and Physiology II with Lab .....4  
 ~ENG 1013 Freshman English II \* **OR**  
 ~ENG 1023 Technical Writing\* .....3  
 HEC 2233 Community Nutrition .....3

\*See for General Education Requirements course descriptions.

A final grade of “C” or higher is required in all core courses.

## Associate of Applied Science in Registered Nursing

### Traditional Pathway

**NOTE:** There is a special application and deadline for this program. Students must be accepted into this program. Completion of prerequisite courses does not guarantee admission.

Applications are available on the BRTC website and will be open for application as follows:

- February 1 to April 1 ..... for following fall
- September 1 to October 31 ..... for the following spring

The Registered Nursing (RN) program meets the minimum requirements for approval by the Arkansas State Board of Nursing (ASBN) and the Arkansas Department of Higher Education (ADHE). The program provides an excellent education, preparing the graduate for the NCLEX-RN national examination.

Graduates of the program receive an Associate of Applied Science in Registered Nursing and upon graduation, students are eligible to apply to take the NCLEX-RN national examination required by the Arkansas State Board of Nursing for licensure as a RN.

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 you have read and understand ACA §17-87-302 and §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. Access both annotated codes at the links below:

- <http://www.blackrivertech.org/wp-content/uploads/2020/02/CBCAct990of2019.Feb2020-1.pdf>
- <http://www.blackrivertech.org/wp-content/uploads/2020/02/CBC.17.87.312.Feb20-1.pdf>

If the facilities will not allow you to participate in the clinical experiences, you may be unable to complete the course requirements, therefore, unable to successfully complete the program.

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

- sign the Nurse Practice Act Bars of Licensure Acknowledgement Form
- possess physical and mental abilities essential for safe and effective client care
- pass a drug screen once enrolled and throughout the RN program
- complete an application for the nursing program
- complete nursing entrance exam on scheduled date with a 58.7% or higher (approximate cost of exam is \$65.00 and is the responsibility of the applicant)
- complete all pre-professional curricula with a grade of "C" or higher
- a student may lack up to 2 (two) courses at the time of selection; however, neither may be Anatomy and Physiology I with lab.

Students accepted into the program must complete all BRTC enrollment requirements and submit all documents to the Office of Admissions.

Students accepted into the program will be required to submit to and pass a criminal background check in order to be accepted into the program and attend clinical. The cost of this background check is approximately \$60.00 and is the responsibility of the student.

Once selected, students will be required to show proof of immunity (titer) or record of immunization against the following communicable illnesses:

- varicella (chicken pox);
- Influenza (Flu);
- MMR;
- Tetanus, Diphtheria, and Pertussis (Tdap).

Students must also provide a record of a recent (within 1 month of program start date) of the following:

- negative Tuberculosis Skin Test (PPD),
- IGRA, or
- Chest X-ray.

**Hepatitis B:** Students must either provide dates of vaccination, titer of immunity, or sign a waiver that they are declining the vaccine and understand the risk.

Liability insurance is required on all students attending clinical and is available through a group policy at an approximate cost of \$16.00/semester. Additional program specific fees will be attached to your tuition each semester.

**Pre-Professional Courses**

**26 Hours Required**

~ BIOL 2004 Human Anatomy and Physiology I & Lab* .....	4
~ BIOL 2414 Human Anatomy and Physiology II & Lab* .....	4
~ENG 1003 Freshman English I* .....	3
~ENG 1013 Freshman English II <b>OR</b> .....	3
~ENG 1023 Technical Writing	
MTH 1213 Math for Healthcare Professionals ** .....	3
NRS 2203 Basic Human Nutrition* .....	3
~PSY 2003 Developmental Psychology* .....	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, ACCUPLACER or COMPASS scores.

\*See General Education Requirements course descriptions.

Students who speak English as a second language must exhibit English competency as assessed by the Accuplacer 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**

**13 Hours Required**

~BIOL 2104 Microbiology with Lab .....	4
RNUR 2104 RN Clinical Practicum I.....	4
RNUR 2105 Fundamental Nursing Concepts .....	5

**Second Semester**

**16 Hours Required**

RNUR 2203 Nursing Concepts of the Childbearing Family.....	3
RNUR 2204 RN Clinical Practicum II .....	4
RNUR 2206 Medical/Surgical Nursing Concepts I.....	6
RNUR 2213 Pediatric Nursing Concepts.....	3

**Third Semester**

**15 Hours Required**

RNUR 2302 Mental Health Nursing Concepts .....	2
RNUR 2305 RN Clinical Practicum III.....	5
RNUR 2306 Medical/Surgical Nursing Concepts II .....	6

RNUR 2312 Nursing Leadership & Role Development.....2

A final grade of “C”, or higher, is required in each nursing course. A “C” or higher is also required in ALL pre-professional courses.

## LPN/LVN to RN Transition

### Mission

The mission of the Arkansas Rural Nursing Education Consortium (ARNEC) is to provide a quality, comprehensive, accessible, and affordable registered nursing program to students in rural Arkansas. Through the associate degree programs offered at participating institutions, ARNEC seeks to instill the value of educational progression and lifelong learning. ARNEC is committed to providing LPN and LVN students the knowledge, skills, and attitudes necessary for successful entry into registered nursing practice.

### Outcomes

The four program student learning outcomes are:

1. Demonstrate quality and safe care that supports a culture of health through evidence-based nursing.
2. Apply critical thinking necessary to provide patient-centered care to diverse populations.
3. Collaborate with interdisciplinary team members to provide leadership in all healthcare settings.
4. Integrate professional nursing practice through communication, knowledge, technology, and support of quality improvement measures.

### Admission

ARNEC reserves the right to alter the curriculum and admission policies whenever change is deemed necessary. For further information on admission, application and requirements visit <http://www.arnec.org>.

**NOTE:** There is a special application and deadline for this program.

Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 p.m. and clinical time will take place on weekends, but some weekdays may be utilized.

All students applying to the ARNEC LPN/LVN to RN program must read the Arkansas Nurse Practice Act, ACA §17-87-302 and §17-87-312, indicating that they understand and acknowledge receiving this information. All students entering the nursing program will be required to have a criminal background check. The student must be aware that clinical facilities will not allow them to practice as a student if they have committed certain crimes. Therefore, without the clinical experiences, the student will not be able to meet the requirements of the Nursing Program. If the facilities will not allow you to participate in the clinical experiences, you will be advised to withdraw from the program.

All students should be aware that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing's approval to take the licensure examination. There is a possibility that you could complete the nursing program, but be barred from taking boards for licensure. Completion of the program does not guarantee that you will be granted licensure to practice as a nurse. Access both annotated at the links below:

- <http://www.blackrivertech.org/wp-content/uploads/2020/02/CBCAct990of2019.Feb2020-1.pdf>
- <http://www.blackrivertech.org/wp-content/uploads/2020/02/CBC.17.87.312.Feb20-1.pdf>

This program meets the requirements of the Arkansas State Board of Nursing.

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

### Entrance Requirements

Applicants must show proof of the following:

- Completion of an ARNEC program application packet during the application time frame of January 1st-August 31st for the next academic year
- Graduation from a State Board approved technical/practical nursing program
- Possess a valid, unencumbered LPN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of "C" or better
- A grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall required general education courses
- An official high school transcript (or GED completion transcript)
- Official transcripts from all colleges attended
- Completion of the required entrance exam
- Drug screen per BRTC policy
- 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.

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

## Acceptance

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

- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
- Current PPD Skin Test or Chest X-Ray
- Verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed

Applicants may lack one of the required general education courses by the start of the fall semester

**Note:** All required general education courses must be completed by the time nursing courses begin the following January. Due to the academic rigor of the coursework within the nursing program, no additional classes may be taken concurrently with nursing classes unless approved by the program chair.

The selected applicant must complete and pass the background check. An instruction sheet will be provided to the applicant (approximately a \$60.00 cost). Once selected, student will be required to show proof of immunity to (titer) or record of immunization against the following communicable illnesses:

- Varicella (chicken pox);
- Influenza A & B (Flu);
- MMR;
- Tetanus, Diphtheria, and Pertussis (TdaP).

Students selected for admission will receive a letter of acceptance into the program by early November and will need to return the acceptance form to BRTC stating that they are accepting the invitation and will enroll in the program. This form can be emailed to the program chair, faxed, or brought to the nursing department in person. If the student chooses to email or fax their form of acceptance, they should follow up by calling the nursing department to make sure it was received.

In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

Students that accept a seat in the program will be required to attend a mandatory orientation on the BRTC Pocahontas campus prior to beginning the RN program.

## Academic Progression

In order to progress in the nursing curriculum, the student must meet the following criteria: The student must maintain a 2.0 "C" (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest "C" grade) to progress.

## Readmission Candidates

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

## Transfers

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

## Advanced Placement of Students

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

## Note to All Applicants

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

## Graduation Policy

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

## ATI Comprehensive Predictor

1. Students must show successful completion of the preparatory NCSBN Eight Week Review by the assigned date in order to take the ATI Comprehensive Predictor.
2. The Comprehensive Predictor grade will be placed in the NCLEX Preparation Course 2311.
3. If the student passes the predictor of 90% or higher, their grade will be assigned as follows:
  - a) **Passes the first attempt:** The grade earned on the first predictor will be recorded. Scores can range from 90 to 99% depending on the students' exam score.
  - b) **Passes the second attempt:** The students grade will be entered as the score earned up to 89 but not less than a 78%.

If the student does not pass the Predictor within the 90% predictability range, a remediation plan needs to be discussed with the student and counseling of the student of probability to pass boards will be unlikely.

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



**General Education Requirements****33 Hours Required**

~ BIOL 2004 Human Anatomy & Physiology I & lab .....	4
~BIOL 2104 Microbiology with lab .....	4
~ BIOL 2414 Human Anatomy & Physiology II & lab.....	4
~CA 1903 Intro to Computer Concepts <b>OR</b>	
CIS 1013 Intro to Computer Information Systems .....	3
~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
~PSY 2003 Developmental 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, ACCUPLACER or COMPASS scores.

**Nursing Course Curriculum****33 Hours Required****Semester I: Spring**

RNSG 2119 Nursing Process I.....	9
RNSG 2123 Nursing Practicum I .....	3

**Semester II: Summer**

RNSG 2216 Nursing Process II .....	6
RNSG 2223 Nursing Practicum II .....	3

**Semester III: Fall**

RNSG 2318 Nursing Process III .....	8
RNSG 2311 NCLEX-RN Preparation .....	1
RNSG 2323 Nursing Practicum III .....	3

Total Credit Hours Required: 66 Hours

**Associate of Applied Science in Respiratory Care**

The Respiratory Care program meets the requirements for approval by the Committee on Accreditation for Respiratory Care (CoARC). 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 application to the NBRC for Therapist Multiple Choice (TMC) Examination.

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,
- pass a urine drug screen once enrolled in the program, and
- have access to high speed internet through a laptop, tablet or personal computer. Cell phone access may not be adequate

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

<b>Pre-professional Courses</b>	<b>Credit Hours</b>
~ 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* <b>OR</b>	
~ENG 1023 Technical Writing .....	3
MEDL 1003 Medical Terminology .....	3
MTH 1213 Math for Healthcare Professionals** .....	3
~PSY 2003 Developmental Psychology <b>OR</b>	
~PSY 2513 Introduction to Psychology <b>OR</b>	
~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, ACCUPLACER or COMPASS 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..

<b>Professional Courses Spring Semester</b>	<b>Credit Hours</b>
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
<b>Intercession/Summer I/Summer II Semester</b>	
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
<b>Fall Semester</b>	
RES 2102 Advanced Cardiopulmonary Evaluation .....	2
RES 2105 Clinical Practicum III.....	5
RES 2203 Respiratory Critical Care .....	3
RES 2303 Mechanical Ventilation II .....	3
<b>Spring Semester</b>	
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 course-work in their major. The emphasis is such that the student may meet the lower division requirements in general education courses offered at most four-year institutions. Students planning to transfer should follow carefully the curriculum advised by the senior institution to which they will transfer. The Associate of Arts degree may be completed entirely online with the proper selection of online 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

<b>General Education Core</b>	<b>35 Hours Required</b>
<b>English/Communications</b>	<b>9 Hours Required</b>
~ENG 1003 Freshman English I.....	3
~ENG 1013 Freshman English II.....	3
~SCOM 1203 Oral Communications.....	3
<b>Math</b>	<b>3 Hours Required</b>
~MATH 1023 College Algebra <b>OR</b> .....	3
~MATH 1053 Mathematical Reasoning/Quantitative Literacy .....	3
<b>Science</b>	<b>8 Hours Required</b>
<i>Biological Science (one course and its laboratory)</i>	
~BIOL 1004 Biological Science & Lab <b>OR</b>	
~BIOL 2004 Human Anatomy and Physiology I & Lab.....	4
<i>Physical Science (one course and its laboratory)</i>	
~CHEM 1004 General Chemistry I and Lab <b>OR</b>	
~GSP 1004 Physical Science & Lab .....	4
<b>Fine Arts</b>	<b>6 Hours Required</b>
~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 .....3

~HIST 2773 The United States Since 1876.....3

~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

**Physical Education** **1 Course Required (2/3 Hours)**

NRS 2203 Basic Human Nutrition **OR**.....3

PE 1002 Concepts of Fitness .....2

**Directed Electives** **17 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.....	3
~ANTH 2233 Intro to Cultural Anthropology .....	3
ART 1013 Design I .....	3
ART 1033 Drawing I .....	3
ART 1043 Drawing II .....	3
ART 1063 Elective Painting for Non-Majors .....	3
ART 2413 Graphic Design I .....	3
~BIOL 1004 Biological Science with Lab.....	4
~BIOL 2004 Human Anatomy and Physiology I and Lab .....	4
~BIOL 2414 Human Anatomy and Physiology II and Lab .....	4
~BIOL 2104 Microbiology & Lab .....	4
~BUAD 1013 Introduction to Business.....	3
~CA 1903 Introduction to Computer Concepts .....	3
~CHEM 1004 General Chemistry I & Lab .....	4
CHEM 1021 Lab for Gen Chemistry II .....	1
CHEM 1023 General Chemistry II .....	3
~CRIM 1023 Introduction to Criminal Justice .....	3
CRIM 1053 Introduction to Law Enforcement.....	3
CRIM 1073 Criminology .....	3
CRIM 1081 Introduction to Forensic Science Lab .....	1
CRIM 1083 Introduction to Forensic Science .....	3
CRIM 2013 Survey of Corrections .....	3
CRIM 2043 Community Relations in the Administration of Justice.....	3
CRIM 2133 Introduction to Juvenile Delinquency & Law .....	3
CRIM 2253 Criminal Investigation.....	3
CRIM 2263 Criminal Evidence & Procedure .....	3

ECH 2013 Survey of Early Childhood.....	3
ECH 2173 Child Development .....	3
~ECON 2313 Principles of Macroeconomics .....	3
~ECON 2323 Principles of Microeconomics .....	3
ECON 2333 Economic Issues & Concepts.....	3
EDU 2013 Introduction to Education .....	3
~ENG 1023 Technical Writing .....	3
~ENG 1033 Creative Writing .....	3
~ENG 2003 Introduction to World Literature I .....	3
~ENG 2013 Introduction to World Literature II.....	3
ENG 2023 Literature in Modern Popular Culture .....	3
ENG 2033 Women’s Literature .....	3
ENG 2103 Introduction to Poetry and Drama .....	3
ENG 2113 Introduction to Fiction .....	3
ENG 2143 American Literature I.....	3
ENG 2153 American Literature II .....	3
~FAM 2503 Fine Arts Musical .....	3
~FAT 2203 Fine Arts Theatre .....	3
~FAV 2503 Fine Arts Visual .....	3
~GEOG 2613 Introduction to Geography.....	3
GEOL 1004 Introduction to Geology .....	4
~GSP 1004 Physical Science with Lab .....	4
~HIST 1013 World Civilization to 1660 .....	3
~HIST 1023 World Civilization Since 1660.....	3
~HIST 2763 The United States to 1876 .....	3
~HIST 2773 The United States Since 1876 .....	3
~HIST 2083 Arkansas History.....	3
HIST 2783 History of the Vietnam War .....	3
HIST 2793 United States Women’s History .....	3
HUM 1003 International Travel .....	3

HUM 1013 The Holocaust .....	3
HUM 1033 Local Community Heritage .....	3
~MATH 1033 Plane Trigonometry .....	3
~MATH 1054 Pre-Calculus .....	4
MATH 2113 Mathematics for Elementary Teachers I .....	3
MATH 2123 Mathematics for Elementary Teachers II .....	3
~MATH 2204 Calculus I .....	4
~MATH 2214 Calculus II .....	4
MUS 1021 Concert Choir I.....	1
MUS 1031 Concert Choir II .....	1
MUS 1041 Concert Choir III .....	1
MUS 1051 Concert Choir IV.....	1
MUS 1061 Kimbrough Singers I .....	1
MUS 1071 Kimbrough Singers II .....	1
MUS 1081 Kimbrough Singers III .....	1
MUS 1091 Kimbrough Singers IV .....	1
NRS 2203 Basic Human Nutrition .....	1
PE 1002 Concepts of Fitness.....	2
PE 1111 Physical Conditioning.....	1
~PHIL 1103 Introduction to Philosophy.....	3
PHYS 2034 University Physics I .....	4
PHYS 2044 University Physics II.....	4
~PHYS 2054 General Physics I .....	4
~PHYS 2064 General Physics II.....	4
PHYS 2133 Survey of Physics for the Health Profession.....	3
POSC 1003 Introduction to Politics.....	3
~POSC 2103 U.S. Government.....	3
PSSC 1301 Introduction to Plant Science Lab.....	3
PSSC 1303 Introduction to Plant Science .....	3
PSSC 2813 Introduction to Soils.....	3



PSSC 2811 Introduction to Soils Lab .....	3
~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 associates of applied science degrees.

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 <b>OR</b>	
~ENG 1023 Technical Writing.....	3
~MATH 1023 College Algebra <b>OR</b>	
~MATH 1053 Mathematical Reasoning/Quantitative Literacy <b>OR</b>	

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.....	4
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## 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.

**General Education Core Courses****35 Hours Required**

~BIOL 1004 Biological Science & Lab.....	4
~CHEM 1004 General Chemistry I & Lab .....	4
~ECON 2313 Principles of Macroeconomics <b>OR</b>	
~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 <b>OR</b>	
~ENG 2013 Introduction to World Literature II .....	3
~FAM 2503 Fine Arts Musical <b>OR</b>	
~FAT 2203 Fine Arts Theater <b>OR</b>	
~FAV 2503 Fine Arts Visual .....	3
~HIST 1013 World Civilization to 1660 <b>OR</b>	
~HIST 1023 World Civilization since 1660 .....	3
~HIST 2763 The United States to 1876 <b>OR</b>	
~HIST 2773 The United States since 1876 <b>OR</b>	
~POSC 2103 United States Government .....	3
~MATH 1023 College Algebra.....	3
~SCOM 1203 Oral Communications.....	3

**Agriculture Core Requirements****16 Hours Required**

AGEC 1003 Introduction to Agriculture Economics.....	3
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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 1021 Lab for General Chemistry II .....	1
~CHEM 1023 General Chemistry II.....	3
*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 (pending HLC approval)

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 Business majors. All public four-year institutions in Arkansas (with the exception of University of Arkansas at Fayetteville) will accept this degree as satisfaction for all basic and core business course requirements. For this degree, 62 credit hours are required. Course substitutions are not allowed.

### First Year

First Semester	Credit Hours
~ENG 1003 Freshman English I.....	3
~MATH 1023 College Algebra.....	3
~FAM 2503 Fine Arts Musical <b>OR</b>	
~FAT 2203 Fine Arts Theatre <b>OR</b>	
~FAV 2503 Fine Arts Visual.....	3
~SCOM 1203 Oral Communications.....	3
~CA 1903 Introduction to Computer Concepts.....	3
<b>Second Semester</b>	
~ENG 1013 Freshman English II.....	3
~ENG 2003 Introduction to World Literature I <b>OR</b>	
~ENG 2013 Introduction to World Literature II.....	3
~SOC 2213 Principles of Sociology.....	3
~ACCT 2003 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 <b>OR</b>	
~HIST 1023 World Civilization since 1660.....	3
<b>Second Semester</b>	

~GSP 1004 Physical Science & Lab .....	4
~HIST 2763 U.S. History to 1876 <b>OR</b>	
~HIST 2773 U.S. History since 1876 <b>OR</b>	
~POSC 2103 United States Government.....	3
~LAW 2023 Legal Environment of Business .....	3
MATH 2143 Business Calculus.....	3
<b>*Directed Elective: See Business Advisor regarding ACTS</b>	<b>3 Hours Required</b>
~ADMS 2563 Business Communications <b>OR</b> .....	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.**

<b>General Education Core</b>	<b>35 Hours Required</b>
<b>English/Communications</b>	<b>9 Hours Required</b>
~ENG 1003 Freshman English I .....	3
~ENG 1013 Freshman English II.....	3
~SCOM1203 Oral Communications.....	3
<b>Math</b>	<b>3 Hours Required</b>
~MATH 1023 College Algebra.....	3
~MATH 1053 Mathematical Reasoning/Quantitative Literacy .....	3
<b>Life Sciences</b>	<b>4 Hours Required</b>
~BIOL 1004 Biological Science & Lab.....	4
<b>Physical Sciences</b>	<b>4 Hours Required</b>
~GSP 1004 Physical Science & Lab .....	4
~CHEM 1014 General Chemistry I and Lab.....	4
<b>Fine Arts</b>	<b>3 Hours Required</b>
~FAM 2503 Fine Arts Musical.....	3
~FAT 2203 Fine Arts Theatre .....	3
~FAV 2503 Fine Arts Visual.....	3
<b>History</b>	<b>3 Hours Required</b>

~HIST 2763 The United States to 1876 .....	3
~HIST 2773 The United States Since 1876.....	3
<b>Humanities</b>	<b>3 Hours Required</b>
~PHIL 1103 Introduction to Philosophy .....	3
~ENG 2003 Introduction to World Literature I.....	3
~ENG 2013 Introduction to World Literature II .....	3
<b>Social Sciences</b>	<b>6 Hours Required</b>
~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
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<b>Criminal Justice Core</b>	<b>16 Hours Required</b>
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
<b>Criminal Justice Core</b>	<b>9 Hours Required</b>
CRIM 1053 Intro to Law Enforcement .....	3
CRIM 1073 Introduction to Criminology .....	3
CRIM 1081 Introduction to Forensic Science Lab.....	1
CRIM 1083 Introduction to Forensic Science .....	3
CRIM 2043 Community Relations in the Administration of Justice .....	3
CRIM 2133 Juvenile Delinquency and Law .....	3
FS 1093 Principles of Emergency Services .....	3
FS 1153 Fire Arson Detection.....	3
~POSC 2103 U. S. Government .....	3

## 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 promote to the officer ranks in the fire service. It is also a viable pathway for those who are not yet in the emergency services but who may want to enter into the emergency management 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 promote 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* <b>OR</b>	
~FAT 2203 Fine Arts Theater* <b>OR</b>	
~FAV 2503 Fine Arts Visual* .....	3
FS 1093 Principals of Emergency Services .....	3
FS 2163 Fire Protection Systems .....	3

### Second Semester

~BIOL 1004 Biological Science & Lab.....	4
~ENG 2003 Introduction to World Literature I*.....	3
~MATH 1023 College Algebra* <b>OR</b>	
~MATH 1053 Mathematical Reasoning/Quantitative Literacy .....	3
FS 2133 Fire Prevention .....	3
FS 2183 Fire Officer I .....	3

### Second Year

#### First Semester

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

#### Second Semester

~PSY 2513 Introduction to Psychology .....	3
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~POSC 1003 Introduction to Politics .....3  
~HIST 2763 The United States to 1876\* **OR**  
~HIST 2773 The United States since 1876\* **OR**  
~POSC 2103 United States Government\* .....3  
FS 1221 Firefighter Safety and Survival: Company Officer’s Resp.....1  
FS 2043 Special Problems in Fire Science – Capstone project .....3

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



# General Certificate Programs

## Certificate of General Studies

### General Education

The Certificate of General Studies (CGS) is comprised of 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 giving students an intermediate completion point.

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

<b>General Education Core</b>	<b>31 Hours Required</b>
~BIOL 1004 Biological Science & Lab <b>OR</b>	
~ 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 <b>OR</b>	
~ENG 2013 Introduction to World Literature II <b>OR</b>	
~FAM 2503 Fine Arts Musical <b>OR</b>	
~FAT 2203 Fine Arts Theatre <b>OR</b>	
~FAV 2503 Fine Arts Visual.....	3
~HIST 2763 The United States to 1876 <b>OR</b>	
~HIST 2773 The United States Since 1876 .....	3
~MATH 1023 College Algebra <b>OR</b> .....	
~MATH 1053 Mathematical Reasoning/Quantitative Literacy .....	3
~PSY 2513 Introduction to Psychology <b>OR</b>	
~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.

<b>English/Communications</b>	<b>3 Hours Required</b>
~ENG 1003 Freshman English I .....	3
<b>Mathematics</b>	<b>4 Hours Required</b>
~MATH 1053 Mathematical Reasoning/Quantitative Literacy OR higher.....	3
<b>Business Foundation</b>	<b>24 Hours Required</b>
~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.

### 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.

## Auto Collision Cosmetic Repair Technology

<b>First Semester</b>	<b>Credit Hours</b>
AB 1003 Welding and Cutting .....	3
AB 1004 Non-structural Repair .....	4
AB 1014 Preparation and Refinish .....	4
AB 1024 Estimation.....	4
~ENG 1003 Freshman English I* <b>OR</b>	
~SCOM 1203 Oral Communications* <b>OR</b>	
COM 1013 Career Communications* .....	3
<b>Second Semester</b>	
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.A.S. degree in General Technology.

## Auto Collision Structural Repair Technology

<b>First Semester</b>	<b>Credit Hours</b>
AB 1023 Resistance Spot-Welding .....	3
AB 1064 Body Panels .....	4
AB 1074 Materials and Equipment .....	4
AB 1204 Fiberglass Repair .....	4
CA 1903 Introduction to Computer Concepts ** .....	3
~ENG 1003 Freshman English I* <b>OR</b>	
~SCOM 1203 Oral Communications* <b>OR</b>	
COM 1013 Career Communications .....	3

### Second Semester

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.A.S. degree in General Technology.

## Automotive Service Technology

### Two One-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.

### Electrical-Engine Specialty Certificate

#### First Semester

#### Credit Hours

AST 1023 Automotive Electrical Accessories .....	3
AST 1045 Automotive Electrical Systems .....	5
AST 1056 Automotive Engines .....	6
~MATH 1053 Mathematical Reasoning/Quantitative Literacy OR higher.....	3

#### Second Semester

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

### Powertrain-Systems Specialty Certificate

#### First Semester

#### Credit Hours

AST 1006 Auto Transmissions and Transaxles .....	6
AST 1015 Automotive Manual Drive Trains.....	5
AST 1043 Automotive Drive Axles .....	3
~MATH 1053 Mathematical Reasoning/Quantitative Literacy <b>OR higher</b> .....	3

### Second Semester

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

## 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.

### Criminal Justice Requirements

**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 <b>OR</b>	
~MATH 1053 Mathematical Reasoning/Quantitative Literacy .....	3
~SCOM 1203 Oral Communications .....	3
~SOC 2213 Principles of Sociology .....	3
SOC 2203 Social Problems .....	3

## 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 Science in Fire Service Administration.

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

<b>Required Courses</b>	<b>27 Hours Required</b>
COM 1013 Career Communications <b>OR</b>	
~ENG 1003 Freshman English I <b>OR</b>	
~SCOM 1203 Oral Communications <b>OR</b> .....	3
FS 1013 Fire Apparatus, Hydraulics and Water Supply .....	3
FS 1103 Emergency Medical Responder .....	3
FS 1153 Fire Arson Detection.....	3
FS 1711 Firefighter I.....	8
FS 2008 Firefighter II.....	4
~MATH 1053 Mathematical Reasoning/Quantitative Literacy <b>OR</b> higher .....	3

## Gunsmithing Technology

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

### Rifle Emphasis

<b>Required Courses</b>	<b>Credit Hours</b>
~ENG 1003 Freshman English I* .....	3
GUNS 1001 Basic Firearm Safety & Maintenance .....	3
GUNS 1003 Gunsmithing Theory I.....	3
GUNS 1103 Firearms Repair I .....	3

GUNS 1203 Riflesmithing.....	3
~MATH 1053 Mathematical Reasoning/Quantitative Literacy OR higher.....	3
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.

## Health Professions

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 <b>OR</b>	
~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 2003 Developmental Psychology .....	3
~PSY 2513 Introduction to Psychology .....	3

### Respiratory Emphasis

MEDL 1003 Medical Terminology .....	3
~PSY 2003 Developmental Psychology <b>OR</b>	
~PSY 2513 Introduction to Psychology <b>OR</b>	
~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, ACCUPLACER or COMPASS scores.

## 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.

<b>First Semester</b>	<b>Credit Hours</b>
ELT 1103 Basic Electricity/Electronics**.....	3
ELT 1204 AC/DC Fundamentals.....	4
ELT 1406 Industrial Electrical Systems .....	6
~MATH 1053 Mathematical Reasoning/Quantitative Literacy <b>OR</b> higher .....	3
<b>Second Semester</b>	
ELT 1306 Motors and Motor Controls .....	6
ELT 1504 Electronic Circuits .....	4
ELT 1604 Programmable Logic Control Technology .....	4
~ENG 1003 Freshman English I * <b>OR</b>	
~SCOM 1203 Oral Communications* <b>OR</b>	
COM 1013 Career Communications*.....	3

\*See General Education Requirements course descriptions.

\*\* Co-Requisite Course

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



## 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.

<b>First Semester</b>	<b>Credit Hours</b>
MEH 1103 Introduction to Machine Processes .....	3
MEH 1203 Basic Blueprint Reading.....	3
MEH 1206 Basic Lathe Operations .....	6
~MATH 1053 Mathematical Reasoning/Quantitative Literacy OR higher.....	3
<b>Second Semester</b>	
~ENG 1003 Freshman English I * <b>OR</b>	
~SCOM 1203 Oral Communications * <b>OR</b>	
COM 1013 Career Communications* .....	3
MEH 1303 Metals and Alloys/Basic Die-making .....	3
MEH 1406 Basic Mill Operation .....	6
MEH 1503 Fundamentals of CNC.....	3

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

\*See General Education Requirements course descriptions.

## 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.

<b>English/Communication</b>	<b>3 Hours Required</b>
~ENG 1003 Freshmen English I .....	3
<b>Mathematics</b>	<b>3 Hours Required</b>
~MATH 1053 Mathematical Reasoning/Quantitative Literacy OR higher.....	3

<b>Business Foundation</b>	<b>24 Hours Required</b>
~CA 1903 Computer Concepts.....	3
MEDL 1001 Introduction to Health Care .....	1
MEDL 1003 Medical Terminology .....	3
MEDL 1003 Foundations of Human Anatomy & Physiology <b>OR</b>	
~BIOL 2004 Human A&P I w/lab <b>AND</b>	
~BIOL 2414 Human A&P II w/lab.....	3 or 8
MEDL 1043 Medical Coding I.....	3
MEDL 1064 Medical Coding II .....	3
MEDL 2003 Medical Coding III .....	3
~PSY 2513 Introduction to Psychology .....	3

## Medical Transcription\*

This program prepares individuals to execute verbatim medical conference minutes, medical reports, and medical orders. It includes instruction in dictation and simultaneous recording, analysis of notes and visual evidence, medical terminology, data processing applications and skills, formal medical reports and correspondence formats, professional standards, and applicable law and regulations. This program provides a pathway into the A.A.S Medical Office Administration.

<b>English/Communication</b>	<b>3 Hours Required</b>
~ENG 1003 Freshmen English I .....	3
<b>Mathematics</b>	<b>3 Hours Required</b>
~MATH 1053 Mathematical Reasoning/Quantitative Literacy <b>OR higher</b> .....	3
<b>Business Foundation</b>	<b>25 Hours Required</b>
ADMS 1213 Medical Transcription, ( <i>Spring only</i> ).....	3
( <i>Pocahontas odd years, Paragould even years</i> )	
ADMS 1513 Keyboarding for Professionals I.....	3
ADMS 2413 Word/Information Processing .....	3
~ADMS 2563 Business Communications .....	3
BSYS 1023 Professional Office Systems .....	3
~CA 1903 Introduction to Computer Concepts .....	3
MEDL 1001 Introduction to Health Care .....	1
MEDL 1003 Medical Terminology .....	3
MEDL 1003 Foundations of Human Anatomy & Physiology.....	3

## Microcomputer Repair Technician

This program is designed to prepare students for managing, maintaining, and repair of the microcomputer system. Designed to provide students with a solid base in computer repair knowledge. Students train to build, customize, manage, maintain, service and support personal computers and their peripheral equipment. Professional certifications include, CompTIA A+ and CompTIA Net+. Graduates are capable of filling positions in entry level IT support positions.

<b>English/Communication</b>	<b>3 Hours Required</b>
~ENG 1003 Freshmen English I .....	3
<b>Mathematics</b>	<b>3 Hours Required</b>
~MATH 1053 Mathematical Reasoning/Quantitative Literacy <b>OR higher</b> .....	3
<b>Business Foundation</b>	<b>22 Hours Required</b>
~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
CIS 2004 Network Operating System Technology .....	4
CIS 2044 PC Troubleshooting & Repair II .....	4
CIS 2204 Networking Concepts .....	4

## Nutrition and Foodservice Management

The Nutrition and Foodservice Management program is a course of study containing classroom and clinical experience as outlined by the Association of Nutrition and Foodservice Professionals (ANFP). The program prepares selected students to manage food service operations. Students receive instruction regarding management of healthcare facilities. Students complete a minimum of 150 hours of clinical experience under the supervision of a registered dietitian, as required by ANFP. All courses are offered in the traditional and online method.

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

Students are required to purchase liability insurance each semester (approximately \$16.00), the purchase of uniforms (approximately \$35.00), and textbooks (price varies with class schedule). Students are also required to become student members of the ANFP for a fee of \$64.00. Students are also responsible for transportation costs associated with travel to clinical sites. Students are required to take a TB skin test or chest x-ray before enrollment and a flu shot must be obtained

prior to Field Experience. Prospective students must have a high school diploma or equivalent (GED). All students enrolled in Field Experience will be required to submit to and pass a criminal background check in order to be allowed to attend clinical. The cost of the background check is approximately \$60.00 and is the responsibility of the student.

The Nutrition and Foodservice Management program is approved by the Association of Nutrition and Foodservice Professionals (ANFP), 406 Surrey Woods Drive, St. Charles, IL 60174 (800) 323-1908. Upon completion of course requirements, students are eligible to take the credentialing exam given by 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).

<b>First Semester</b>	<b>Credit Hours</b>
HEC 1004 Introduction to Nutrition and Menu Planning ( <i>Corequisite HEC 1403</i> ) .....	4
HEC 1103 Food Systems Management ( <i>Corequisite HEC 1403</i> ).....	3
HEC 1303 Quantity Food Production.....	3
HEC 1403 Field Experience ( <i>Corequisites HEC 1004 &amp; HEC 1103</i> ).....	3
<b>Second Semester</b>	
~CA 1903 Introduction to Computer Concepts* .....	3
~ENG 1003 Freshman English I <b>OR</b>	
~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.A.S. degree in Nutrition and Dietetics.

A final grade of "C" or higher is required on all core courses.

## Paramedic

### Five-Semester Certificate

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

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

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

- be 18 years of age by the application deadline and provide a copy of birth certificate
- meet all requirements for admission to Black River Technical College
- meet all requirements of the Arkansas Department of Health, Division of Emergency Services
- provide proof of current American Heart Association, Healthcare Provider, CPR certification
- EMT Certification or license from state of residence
- complete physical exam documenting good physical and mental health
- pass a urine drug screen once enrolled in the EMT-Paramedic program
- pass a criminal background check (CBC) at the student's expense
- 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 each class's student selection for is made.

Students are required to purchase malpractice insurance before entering Paramedic Practicum. This insurance is assessed as a fee to the respective practicum course.

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.

<b>First Semester: Fall</b>	<b>Credit Hours</b>
EMS 1013 Anatomy & Physiology for EMS*** .....	3
EMS 1203 Paramedic Practicum One.....	3
EMS 1213 Paramedic One.....	13
<b>Second Semester: Spring</b>	
EMS 1304 Paramedic Practicum Two .....	4
EMS 1313 Paramedic Two .....	13
<b>Third Semester: Intersession &amp; Summer I</b>	
EMS 2103 Paramedic Practicum Three .....	3
EMS 2105 Paramedic Three .....	5
<b>Fourth Semester: Summer II</b>	
EMS 2203 Paramedic Practicum Four .....	3

\*General Education requirements course descriptions.

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

Clinical observation will be scheduled in the following areas:

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

Paramedic ambulance internship and clinical rotations are required.

## Practical Nursing

### Three-Semester Certificate

**NOTE:** There is a special application and deadline for this program.

Applications are available online at

<https://dynamicforms.ngwebsolutions.com/Login.aspx?ReturnUrl=%2fSubmit%2fForm%2fStart%2fe83101ff-2b7f-4691-a5a4-6471b0c0cb41> and will be open for application between the dates of February 1– April 1 for fall enrollment only.

The Practical Nursing (PN) program meets the minimum requirements for approval by the Arkansas State Board of Nursing (ASBN) and the Arkansas Department of Higher Education (ADHE). The program was first approved in 1973 by the ASBN and graduated its first PN class in 1974. The program provides an excellent education, preparing the graduate for the NCLEX-PN national examination.

Graduates of the program receive a Technical Certificate in Practical Nursing and upon graduation; students are eligible to apply to take the NCLEX-PN national examination required by the Arkansas State Board of Nursing for licensure as a practical nurse (LPN).

The Arkansas State Board of Nursing (ASBN) 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 you have read and understand ACA §17-87-302 and §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. Both annotated codes are available here:

- <http://www.blackrivertech.org/wp-content/uploads/2020/02/CBCAct990of2019.Feb2020-1.pdf>
- <http://www.blackrivertech.org/wp-content/uploads/2020/02/CBC.17.87.312.Feb20-1.pdf>

If the facilities will not allow you to participate in the clinical experiences, you may be unable to complete the course requirements, therefore, unable to successfully complete the program.

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

- sign the Nurse Practice Act Bars of Licensure Acknowledgement Form
- possess physical and mental abilities essential for safe and effective client care
- pass a drug screen once enrolled and throughout the PN program
- complete an application for the nursing program
- complete nursing entrance exam on scheduled date with a 58.7% or higher (approximate cost of exam is \$65.00 and is the responsibility of the applicant)

Students accepted into the program must complete all BRTC enrollment requirements and submit all documents to the Office of Admissions.

Students accepted into the program will be required to submit to and pass a criminal background check in order to be accepted into the program and attend clinical. The cost of this background check is approximately \$60.00 and is the responsibility of the student.

Once selected, students will be required to show proof of immunity (titer) or record of immunization against the following communicable illnesses: varicella (chicken pox); Influenza (Flu); MMR; & Tetanus, Diphtheria, and Pertussis (TdaP). Students must also provide a record of a recent (within 1 month of program start date) negative Tuberculosis Skin Test (PPD), IGRA, or Chest X-ray. Hepatitis B: Students must either provide dates of vaccination, titer of immunity, or sign a waiver that they are declining the vaccine and understand the risk.

Liability insurance is required on all students attending clinical and is available through a group policy at an approximate cost of \$16.00/semester. Additional program specific fees will be attached to your tuition each semester.

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

**NOTE:** Due to the academic rigor of the coursework within the nursing program, no additional classes may be taken concurrently with nursing classes.

### Professional Courses

<b>First Semester</b>	<b>Credit Hours</b>
NA 1001 Intro/Ethic/Legal .....	1
NA 1201 Clinical Practicum.....	1
NA 1202 Nursing Arts.....	2
NA 1301 Restorative Care.....	1
PN 1004 PN Clinical Practicum I .....	4

PN 1007 Nursing Fundamentals .....	7
<b>Second Semester</b>	<b>Credit Hours</b>
PN 1106 PN Clinical Practicum II.....	6
PN 1112 Medical/Surgical Nursing.....	12
<b>Third Semester</b>	<b>Credit Hours</b>
PN 1202 PN Clinical Practicum III .....	2
PN 1326 Nursing Specialty .....	6

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

## Precision Agriculture

This certificate is a 25-hour technical certificate and is designed to equip students with knowledge of the increasingly important area of precision agriculture and emphasizes various technology applications. Some courses may be applied to the Associate of Science in Agriculture.

<b>Required Courses</b>	<b>Credit Hours</b>
AGRI 1103 Precision Technology .....	3
AGRI 2003 Agriculture Technology .....	3
~ENG 1003 Freshman English I <b>OR</b>	
~SCOM 1203 Oral Communications <b>OR</b>	
COM 1013 Career Communications.....	3
ELT 1703 Farm Electronics/PLC.....	3
IMT 1703 Hydraulics.....	3
~MATH 1053 Math Reasoning/Quantitative Literacy <b>OR higher</b> .....	3
PSSC 1303 Introduction to Plant Science .....	3
PSSC 1301 Introduction to Plant Science Lab.....	1
WLD 1093 Farm Welding.....	3

## Web Design

The purpose of the Web Design technical certificate program is to prepare students for entry level web design, web development, software development or mobile development careers. The following are competencies that students should possess after completing the Web Design technical certificate:

<b>English/Communication</b>	<b>3 Required Hours</b>
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~ENG 1003 Freshman English I\* .....3

### Mathematics

**3 Required Hours**

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

### Business Foundation

**25 Required Hours**

~ADMS 2073 Professional Development.....3

BSYS 2013 Web Page Design .....3

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

CIS 1013 Introduction to Computer Information Systems .....3

CIS 1034 Intro to Computer Programming .....4

CIS 1053 Introduction to Visual Communication .....3

CIS 1063 Advanced Web Design .....3

ECON 2313 Principles of Macroeconomics.....3

This certificate will count toward an AAS degree in General Technology..

## 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 plate welding certification given in accordance with the American Welding Society Structural Welding Code, Section D1.1, and Radiographic Examination.

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

### First Semester

**Credit Hours**

~MATH 1053 Mathematical Reasoning/Quantitative Literacy **OR higher**.....3

WLD 1083 Blueprint Reading .....3

WLD 1063 Welding Theory I .....3

WLD 1013 Arc Welding.....3

WLD 1023 MIG Welding .....3

### Second Semester

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

~SCOM 1203 Oral Communications\* **OR**

COM 1013 Career Communications\* .....3  
WLD 1003 Gas Shielded Arc Welding .....3  
WLD 1073 Welding Theory II.....3  
WLD 1043 Position Welding.....3  
WLD 1053 Certification Lab .....3

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

\*See General Education Requirements for course descriptions.

## Certificate of Proficiency Programs

### Accounting

The purpose of the Certificate of Proficiency in Accounting is to prepare students for entry-level data entry positions in various types of businesses.

<b>Business Foundation</b>	<b>18 Required Hours</b>
~ACCT 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.*

### 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 Precision Agriculture or Associate of Science in Agriculture.

<b>Required Courses</b>	<b>Credit Hours</b>
AGEC 1003 Introduction to Agriculture Economics.....	3
AGRI 1002 Seminar in Agriculture.....	2
AGRI 1103 Precision Technology .....	3
AGRI 1211 Seminar 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.....	3

*This program is ineligible for financial aid.*

## Basic Police Training Certification/Law Enforcement

The Basic Police Training 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 Basic Police Training program is conducted twice a year. The course consists of intensive instruction in standard police tactics, firearms, legal, educational, technical and tactical skills, physical education and conditioning, community relations, traffic crash investigation and enforcement, criminal justice system, first aid and safety, and ethics. In each course emphasis is placed upon the student officers achieving excellence in both academic subjects and firearms qualification training. In accordance with mandatory CLEST standards, an officer student must maintain an academic score of at least 70% on all examinations, and consistently fire at least 80% during firearms training. Failure to maintain academic and firearms qualification standards will result in 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 up to 24 credit hours, of which 15 of the credit hours are applicable towards the Associate of Applied Science degree in Criminal Justice. For more information log on [www.clest.org](http://www.clest.org) or [www.blackrivertech.org/leta](http://www.blackrivertech.org/leta).

<b>Specialty Course</b>	<b>Credit Hours</b>
CRIM 1001 Criminal Justice Workshop I .....	1
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
<b>Related Electives</b>	<b>Credit Hours</b>
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 1002 Concepts of Fitness* .....	2
PE 1111 Physical Conditioning* .....	1

\*See General Education Requirements course descriptions.

### Professional Training Credits

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

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

Twelve hours is the maximum of credit hours awarded for any CLEST or ADC certified Basic Law Enforcement or Basic Correction Officer Training Course. 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, University of Arkansas system Criminal Justice Institute, Arkansas Department of Correction and similar providers after appropriate verification of completion. Course credit is awarded after completion of groups of specific short courses for a specified Criminal Justice course and must be approved by the department chair. A short course may be applied toward only one credit course.

*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	Credit Hours
CRIM 1023 Introduction to Criminal Justice .....	3
CRIM 1053 Introduction to Law Enforcement .....	3
CRIM 2013 Survey of Corrections.....	3
CRIM 2263 Criminal Evidence & Procedure.....	3

*This program is ineligible for financial aid.*

## 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.

Students are required to:

- Purchase liability insurance through the college for the practicum hours related to this course
- Complete assigned clinical hours in order to meet minimum requirements for taking the National Exam and obtaining state licensure
- Obtain a physical exam and be approved by a health care provider using the required form in order to attend clinical
- Pass a drug screen, failure to do so will result in administrative withdraw from the EMT program
- Pass a criminal background check, 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.
- Pass the Fisdap Comprehensive Exam with a 65% in all content areas of the exam. If a student scores 65% or better on all content areas but one, the student may request to remediate in that single area and retest content of that area. Scoring less than 65% on two or more areas will require retaking the entire exam. The program director will determine appropriate remediation and acceptable retest scores. Students may attempt the comprehensive exam more than once. Additionally, students must make a "C" or better in the course in order to be eligible to take the national exam and to receive the Certificate of Proficiency.

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.

Required Courses	12 Hours Required
FS 1711 Firefighter I.....	8
FS 2008 Firefighter II.....	4

*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.

Required Courses	Credit Hours
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.*

## Medical Coding

The Certificate of Proficiency in Medical Coding is geared for 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	Credit Hours
MEDL 1043 Medical Coding I.....	3

MEDL 1063 Medical Coding II .....	3
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*This program is ineligible for financial aid.*

## Nursing Assistant

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

It is recommended that students interested in the program attend a scheduled orientation. An entrance exam will be given on the day of orientation and used for selection if class size requires. Program enrollment requirements include BRTC enrollment and placement examination completion.

Students are required to purchase liability insurance upon admission into the program. This is available through a group policy. This \$5.00 fee will be attached to your tuition each semester. Upon completion of this program each student will be required to take the National Occupational Competency Testing Institute (NOCTI). Nursing Assisting Exam as a 3rd Party Assessment for this program.

Once accepted into the program, students must:

- Pass a drug screen to be eligible to continue the program
- Show proof of a negative TB skin test, IGRA, or Chest X Ray
- Show proof of an up-to-date Tetanus vaccine
- Pass a Criminal Background Check to attend clinical

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

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

*This program is ineligible for financial aid.*



## Nutrition and Foodservice Management (Pending ADHE Approval)

The Nutrition and Foodservice Management program is a course of study containing classroom and clinical experience as outlined by the Association of Nutrition and Foodservice Professionals (ANFP). The program prepares selected students to manage food service operations. Students receive instruction regarding management of healthcare facilities. Students complete a minimum of 150 hours of clinical experience under the supervision of a registered dietitian, as required by ANFP. All courses are offered in the traditional and online method.

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

Students are required to purchase liability insurance each semester (approximately \$16.00), the purchase of uniforms (approximately \$35.00), and textbooks (price varies with class schedule). Students are also required to become student members of the ANFP for a fee of \$64.00. Students are also responsible for transportation costs associated with travel to clinical sites. Students are required to take a TB skin test or chest x-ray before enrollment and a flu shot must be obtained prior to Field Experience. Prospective students must have a high school diploma or equivalent (GED). All students enrolled in Field Experience will be required to submit to and pass a criminal background check in order to be allowed to attend clinical. The cost of the background check is approximately \$60.00 and is the responsibility of the student.

The Nutrition and Foodservice Management program is approved by the Association of Nutrition and Foodservice Professionals (ANFP), 406 Surrey Woods Drive, St. Charles, IL 60174 (800) 323-1908. Upon completion of course requirements, students are eligible to take the credentialing exam given by CBDM. The cost of the exam is not included in the program fees.

Students who pass the exam become Certified Dietary Managers (CDMs).

### Required Courses

### Credit Hours

HEC 1004 Introduction to Nutrition and Menu Planning ( <i>Corequisite HEC 1403</i> ) .....	4
HEC 1103 Food Systems Management ( <i>Corequisite HEC 1403</i> ).....	3
HEC 1303 Quantity Food Production.....	3
HEC 1403 Field Experience ( <i>Corequisites HEC 1004 &amp; HEC 1103</i> ).....	3

*This program is ineligible for financial aid.*

## Phlebotomy

This program prepares individuals, under 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 completion of this program each student will be required to take the National Healthcareer Association's (NHA) Certified Phlebotomy Technician (CPT) exam as a Third Party Assessment for this program.

## Online Application

- Applicants must complete all enrollment requirements and submit all documents before the student selection for each class is made.
- Applicants must be able to pass a Criminal Background Check prior to the beginning of the program, at the expense of the student.
- Once enrolled in the program, students must be able to pass a drug screen to continue in the program. This will be assessed as a fee.
- Accepted applicants must show proof of a negative TB skin test, IGRA, or negative Chest X-Ray
- Accepted applicants must show proof of an up-to-date Tetanus vaccine
- A final grade of "C" or higher is required in all core courses.

Required Courses	Credit Hours
~BIOL 2004 Human A&P I with Lab <b>AND</b>	
~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
MEDL 1033 Foundations of Human Anatomy and Physiology <b>OR</b>	

A final grade of "C" or higher is required in all core courses.

*This program is ineligible for financial aid.*

## Pistolsmithing

The Certificate of Proficiency in Pistolsmithing is geared for students that 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-tool and bench-tools. Students will learn all aspects of building, maintaining and repair pistols.

Required Courses	Credits
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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 21 years of age to apply for admission into the Pistolsmithing program.

*This program is ineligible for financial aid.*

## Riflesmithing

The Certificate of Proficiency in Riflesmithing is geared for students that 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 repair various types of popular rifles.

<b>Required Courses</b>	<b>Credit Hours</b>
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.

This program is ineligible for financial aid.

## Shotgunsmithing

The Certificate of Proficiency in Shotgunsmithing is geared for students that 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 repair various types of popular shotguns.

<b>Required Courses</b>	<b>Credit Hours</b>
GUNS 1001 Basic Firearm Safety & Maintenance .....	1
GUNS 1003 Gunsmithing Theory I.....	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.

This program is ineligible for financial aid.

## Troop School/Law Enforcement

Troop School is open to employees of the Arkansas State Police. Troop School consists of over 700 hours of intensive basic law enforcement training. The training includes classroom and hands-on aspects. The class is restricted to sworn, certified officers of the Arkansas State Police who have met the employment requirements set by the Department and must meet all requirements of the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Participants must pass a polygraph exam and meet certain physical requirements.

Troop School is offered on an as-needed basis. Areas of study and training include law enforcement tactics, crash investigation, the United States Constitution, elements of the criminal justice system, first aid, firearms, defensive tactics, Arkansas State Police policy and procedures, criminal law, ethics, community relations, juvenile matters, domestic issues, patrol procedures, and various other academic and tactical issues.

Officers enrolled in Troop School must maintain a 70% average in academics and achieve an 80% average in firearms. Failure to do either will result in dismissal from the program and termination of their status as a law enforcement officer for the State of Arkansas.

Upon successful completion, the Troop School Graduate will receive a total of 24 hours credit applicable towards an Associate of Applied Science degree in Criminal Justice.

<b>Specialty Course</b>	<b>Credit Hours</b>
CRIM 1001 Criminal Justice Workshop I .....	1
CRIM 1023 Introduction to Criminal Justice .....	3
CRIM 1043 Law Enforcement Ethics .....	3
CRIM 1053 Principles of Patrol .....	3
CRIM 2043 Community Relations & Administration of Justice .....	3
CRIM 2263 Criminal Evidence and Procedures .....	3
<b>Related Elective Courses</b>	<b>Credit Hours</b>
CRIM 2201 DWI/Standardized Field Sobriety Testing .....	1
CRIM 2073 At Scene Traffic Crash Investigation .....	3
CRIM 2241 Tactical Skills for Law Enforcement .....	1
PE 1002 Concepts of Fitness* .....	2
PE 1111 Physical Conditioning* .....	1

\*See General Education Requirements course descriptions

*This program is ineligible for financial aid.*

## Welding

The Welding program is a combination metal welding course consisting of metal cutting, arc welding, 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 plate welding certification given in accordance with the American Welding Society Structural Welding Code, Section D1.1, and Radiographic Examination.

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

<b>Welding Technology Foundation</b>	<b>12 Required Hours</b>
WLD 1003 Gas Shield Arc Welding .....	3
WLD 1023 MIG Welding .....	3
WLD 1043 Position Welding.....	3
WLD 1083 Blueprint Reading .....	3

*This program is ineligible for financial aid.*

## 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. *(Fall Even Years)*.

### **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. *(Fall Even Years)*.

### **AB 1033 Restraint Systems**

**3 credits**

Includes diagnosing and servicing of driver side, passenger side air bags, as well as curtain and seat restraints systems. Seat belt operations removal and installation is included as well as the understanding of how each reacts in a collision. Vehicle and personal safety are taught. *(Spring Odd Years)*.

### **AB 1013 Mechanical/ Electrical Repair**

**3 credits**

Includes diagnosing and servicing of driver side and passenger side airbags 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. *(Spring Even Years)*.

### **AB 1014 Preparation and Refinishing**

**4 credits**

*Co-Requisite: AB 1004 Non-Structural Repair/AB 1024 Estimating.*

Teaches skills and technical knowledge needed in the preparation of metal and plastics for modern basecoat, clearcoat paint systems. Students are taught the use of materials involved in preparation, along with the use and maintenance of spray painting equipment. Costume stripping, color combinations, detailing, applying the finish, and shop safety are presented. *(Fall Even Years)*.

### **AB 1023 Resistance Spot Welding and Bonding**

**3 credits**

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. *(Fall Odd Years)*.

### **AB 1024 Estimating**

**4 credits**

*Co-Requisite: AB 1004 Non-Structural Repair and AB 1014 Preparation and Refinishing.*

Instruction in analyzing damage, estimating labor times, paint times, and part cost used nationwide by professional repair shops and major insurance companies. Creating manual and computerized damage reports, and the use of crash estimating guides are included. *(Fall Even Years)*.

**AB 1034 Complete Auto Refinishing****4 credits**

Includes the technical knowledge necessary in the mixing and spraying of paints, primers, and the reduction and identification of paints and other materials used in professional automobile refinishing. The use of the computerized Cromavision matching system is taught; also paint blending, tinting procedures, and safety in the paint shop are included. *(Spring Even Years)*.

**AB 1044 Designed 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. *(Spring Even Years)*.

**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 Springhill, Tennessee, to help students gain more knowledge of vehicles made of fiberglass and plastics. *(Spring Even Years)*.

**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. *(Fall Odd Years)*.

**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. *(Fall Odd Years)*.

**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. *(Fall Odd Years)*.

**AB 1094 Waterborne Paint Systems****4 Credits**

Includes surface preparation and procedures necessary used in application of waterborne paints. Blending applications, special equipment and materials involved in waterborne application is covered as well as shop safety and environmental issues in the Collision Refinish Industry. Safety is also included. *(Spring Odd Years)*.

**AB 1104 Structural Repair Methods****4 credits**

Includes the repair and anchoring methods used in body over frame, Unitized and space frame body designs. The use of body alignment systems, anchoring equipment, and pulling and holding techniques are also taught on the vehicle. *(Spring Odd Years)*.

**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 transportation vehicles that contain fiberglass. Shop safety is included. *(Spring Odd Years)*.

**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 drawing. The owner's equity section is demonstrated by using either the sole proprietorship or corporation business entity. Students journalize and post transactions and prepare financial statements.

**~ACCT 2013 Introduction to Managerial Accounting****3 credits**

*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; ~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**

*Prerequisite: 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**

*Prerequisite: ~ACCT 2003 Introduction to Financial Accounting; ~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 1103 Legal Terminology**

**3 Credits**

Teaches an understanding of legal terminology involved with common legal documents. Emphasis is placed on developing an understanding of legal terminology through the study of law itself and on using legal terminology in many different ways rather than relying solely on rote memory. Students must use Office 2013 or higher for any written assignments. *(Fall)*.

**ADMS 1203 Legal Transcription**

**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.*

Designed to help students learn the activities performed by transcriptionist in a law firm or other legal setting. It provides an important role in converting the spoken word through audio files into the digital and printed form. Students will transcribe various types of legal documents including formatting skills, and this will equip them with the perspective and capacity for decision making and adapt that knowledge and these skills to any situation encountered in a law office. *(Spring)*.

**ADMS 1213 Medical Transcription**

**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.*

*Prerequisite or Co-requisite: MEDL 1003 Medical Terminology.*

Teaches beginning medical transcription and medical terminology. This course is designed to provide students with a working knowledge of the transcription of various types of medical reports and formatting skills of documents from audio files into reportable format. (*Fall-Pocahontas / Spring-Paragould*).

**~ADMS 1513 Keyboarding for Professionals I**

**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, reports and tables. Goal of 35 wpm with 5 or fewer errors.

**ADMS 2073 Professional Development**

**3 credits**

This focus of this course is to provide students with the basic skills for success in the workplace. Students learn self-management techniques, the importance of interpersonal relationships, and tools used to aid them in obtaining employment.

**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.*

This 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 MS Word so they can become more productive in their personal, professional, and educational endeavors.

**~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 required.

**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**

*Pre- or Co-requisite: 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, landscape, perspective sites, still life, and abstract subjects. When feasible, outdoor drawing sessions and a field trip to the Brooks Art Museum in Memphis, Tennessee, are scheduled activities outside the normal in-class participation. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**ART 1043 Drawing II (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 emphasis on individual expressionism and choice of subject matter. Various media, such as pencil, colored pencil, charcoal, pastels, watercolor, and ink will be used. The choice of subject matter will range from live models, landscape, perspective sites, still life, wildlife, to abstract entities. When feasible, outdoor drawing sessions and a field trip to the Brooks Art Museum in Memphis, Tennessee, are scheduled activities outside the normal in-class participation. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**ART 1063 Elective Painting for Non-Majors (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 interest and subject matter. When feasible, a field trip to the Brooks Art Museum in Memphis, Tennessee, is a scheduled activity outside the normal in-class participation. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**ART 2413 Graphic Design I (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 or in-house printing, and media design. Students are initially introduced to the concept of art in designs of words and imagery, rather than the business angle of desktop publishing. After the initial phase instills the importance of creative thought for outstanding computer graphics, students will learn Photoshop and InDesign software to create brilliant designs for movie posters, flyers, brochures, business logos, greeting cards, book jackets, and much more. When feasible, a field trip to an advertising or publishing firm is a scheduled activity outside the normal participation. This course services as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**AST 1003 Automotive Heating and Air Conditioning (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*).

**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 Year)*.

**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 Year)*.

**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 Year)*.

**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 Year)*.

**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 Year)*.

**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 Year)*.

**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 Year)*.

**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

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 Year)*.

**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 Year)*.

**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 manufactures scan tools, along with safety and use of shop and flat rate manuals are covered. *(Spring Odd Year)*.

**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 shop and flat rate manuals are covered. *(Spring Odd Year)*.

**~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 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 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, interaction with external environment.

**~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 are addressed.

**~BIOL 2414 Human Anatomy and Physiology II & Lab (1 lab)**

**4 credits**

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

This course will introduce students to the structures and physiology of the cardiovascular, respiratory, gastrointestinal, immune, endocrine, urinary, and reproductive systems.

**BSYS 1023 Professional Office Systems**

**3 credits**

*Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ~ADMS 1513 Keyboarding for Professionals I and completed or enrolled in Introduction to Computer Concepts.*

The main focus in this course includes instruction of transcription equipment/procedures as students prepare various types of office correspondence and proper phone etiquette, as well as, operation of the 10-key calculator through practical business math calculations. (*Fall Pocahontas/Spring Paragould*).

**BSYS 2003 Business and Professional Presentation Techniques**

**3 credits**

*Prerequisite: ~CA 1903 Introduction to Computer Concepts or working knowledge of required office software application.*

Introduces the student to various means of presenting information through the use of presentation software using Microsoft PowerPoint. The student will also learn the fundamentals of oral presentations and basic design concepts. PowerPoint is required for online course.

**BSYS 2013 Web Page Design**

**3 credits**

Students learn how to create a web page, format the page, and create forms with highly visual step-by-step instructions. Students will also learn how to enhance web pages and create their own designs. (*Fall only*).

**BSYS 2583 Spreadsheets for Managerial Decisions**

**3 credits**

*Prerequisite: ~CA 1903 Introduction to Computer Concepts or working knowledge of required Microsoft office software application.*

Theory and concepts of spreadsheets are introduced. Students receive instruction and practice in creating, formatting and editing spreadsheets using personal computers. Simulated business problems involve using "IF" statements, =NOW and =PMT functions. Advanced graphic features are

added to charts. Students also learn to manipulate data used in the what-if decision-making process. Students create templates and consolidate data from multiple sheets. Current version of Microsoft Excel required for online course.

**~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 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 analysis completed by the students. Students will be faced with real business dilemmas and will be responsible for deciding on the ethical decision to make. Students will discover the very gray areas of business ethics that employees and employers face in today's workplace. Microsoft Word required for online course.

**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: Student must be able to key 25 words per minute with less than 5 errors. All Computer Concepts students will be tested on the first day of class to determine words per minute. If the student cannot key 25 wpm with less than 5 errors, it is recommended that the student enroll in ~ADMS 1513 Keyboarding for Professionals I.*

Introduces the basics to 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, newsletters; Excel spreadsheets with tables, formulas, and charts; PowerPoint presentations with transitions, animations, and audio and video files.

**CHEM 1003 Introduction to Chemistry** **3 credits**

*Prerequisite: MATH 0053 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 use of hand-held calculator in problem solving will be included. Recommended for those with no prior study of chemistry.



**~CHEM 1004 General Chemistry I and Lab****4 credits**

*Prerequisite or Co-requisite: MATH 1023 College Algebra or equivalent or higher math course or placement score for College Algebra.*

Study of chemical reactions and equations, periodic relationships, the gaseous state, and the fundamentals of atomic theory, quantum theory, electronic structure, chemical bonding, stoichiometry and thermochemistry. Students will learn skills in balancing equations using gas rules and solubility. Lab will include introduction to basic principles, theories, and practices of general chemistry laboratory. Upon successful completion of this course the student will have gained the following competencies: use safety practices in the laboratory; draw graphs using correct techniques; determine the relationship between mass and volume of an object; acquire knowledge about relationships in the gas laws; perform titrations; write chemical equations; develop laboratory techniques using volumetric glassware; analyze a given situation; determine methods to perform test to identify unknown substances.

**~CHEM 1011 Laboratory for General Chemistry I****1 credit**

*Prerequisite or Co-requisite: Enrollment in this course is contingent upon earlier, or simultaneous, completion of CHEM 1013 General Chemistry I.*

Introduction to basic principles, theories, and practices of general chemistry laboratory. Upon successful completion of this course the student will have gained the following competencies: use safety practices in the laboratory; draw graphs using correct techniques; determine the relationship between mass and volume of an object; acquire knowledge about relationships in the gas laws; perform titrations; write chemical equations; develop laboratory techniques using volumetric glassware; analyze a given situation; determine methods to perform test to identify unknown substances.

**~CHEM 1013 General Chemistry I****3 credits**

*Prerequisite or Co-requisite: MATH 1023 College Algebra or equivalent or higher math course or placement score for College Algebra.*

Study of chemical reactions and equations, periodic relationships, the gaseous state, and the fundamentals of atomic theory, quantum theory, electronic structure, chemical bonding, stoichiometry and thermochemistry. Students will learn skills in balancing equations using gas rules and solubility.

**~CHEM 1021 Laboratory for General Chemistry II****1 credit**

*Prerequisite: CHEM 1011 Lab for General Chemistry I. Prerequisite or Co-requisite: CHEM 1023 General Chemistry II.*

Continuation of principles, theories, and practices utilized in the general chemistry laboratory. Upon successful completion of this course, the student will have gained the following competencies: use safety practices in the laboratory; practice titration; evaluate dissociation constants; estimate solubility product constants; perform titrations; synthesize compounds; compare buffered and unbuffered solutions; develop knowledge of chemical equilibria; determine molar mass from freezing

point; determine stoichiometry of reactions; estimate elemental content in a compound; analyze a given situation; determine methods to perform tests to identify unknown substances.

**~CHEM 1023 General Chemistry II**

**3 credits**

*Prerequisite: CHEM 1011 Lab for General Chemistry I, CHEM 1013 General Chemistry I.*

Study of liquids, solids, solutions, and the fundamentals of chemical kinetics, chemical equilibria, acids and bases, thermodynamics, and electrochemistry.

**CHEM 1031 Laboratory for Introduction to Organic & Biochemistry**

**1 credit**

*Prerequisite: CHEM 1011 Lab for Chemistry I, CHEM 1013 General Chemistry I. Prerequisite or Co-requisite: CHEM 1033 Introduction to Organic and Biochemistry, or instructor approval.*

Enhance lecture material through cooperative hands-on experiences in the laboratory. Upon successful completion of this course, the student will have gained the following competencies: use safety practices in the laboratory; conduct a variety of organic and biochemical experiments; analysis of procedures relevant to body functions.

**CHEM 1033 Introduction to Organic and Biochemistry**

**3 credits**

*Prerequisite: CHEM 1011 Lab for General Chemistry I, CHEM 1013 General Chemistry I, or instructor approval.*

Emphasis on applications to body functions. The student will gain an understanding and study applications to living organisms in the areas of radioactivity, hydrocarbons, organic compounds containing oxygen and nitrogen, carbohydrates, proteins, lipids and pathways of metabolism, and enzymes, vitamins, and hormones.

**~CHEM 2004 General Chemistry II & Lab**

**3 credits**

*Prerequisite: A grade of "C" or higher in CHEM 1004 or "C" or higher in CHEM 1011 and CHEM 1013.*

Continuation of principles, theories, and practices utilized in the general chemistry laboratory. Upon successful completion of this course, the student will have gained the following competencies: use safety practices in the laboratory; practice titration; evaluate dissociation constants; estimate solubility product constants; perform titrations; synthesize compounds; compare buffered and unbuffered solutions; develop knowledge of chemical equilibria; determine molar mass from freezing point; determine stoichiometry of reactions; estimate elemental content in a compound; analyze a given situation; determine methods to perform tests to identify unknown substances. Lab component will involve the study of liquids, solids, solutions, and the fundamentals of chemical kinetics, chemical equilibria, acids and bases, thermodynamics, and electrochemistry.

**CIS 1013 Introduction to Computer Information Systems**

**3 credits**

Introduces the student to a wide array of computer technology including hardware, software, and storage devices. Students will also become familiar with various forms of digital communication including social media, email, and webpages. These topics will be explored through the usage of both the desktop computer and mobile devices.

**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. *(Fall)*.

**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 1034 Introduction to Computer Programming****4 credits**

*Prerequisite: Each student must meet the criteria under either (a) or (b) as follows: (a) ACT Math score of 19+, Next Gen AccuPlacer QAS Test score of 251+ OR (b) the student must have earned a grade of "C" or higher in MATH 0053 Foundations for College Algebra.*

This course introduces basic computer programming concepts and applications. No prior experience in programming is assumed. Working within a programming environment, the course covers language syntax, data types operators, expressions, statements, loops, input/output, functional programming, and object-oriented programming.

**CIS 1044 PC Troubleshooting and Repair I****4 credits**

An active exploration into the operation, construction, and troubleshooting of personal computers. Emphasis will be placed on learning hardware functions, diagnostic and troubleshooting techniques, and safety. This course will help prepare the student for the COMPTIA A+ certification test 220-801. *(Fall)*.

**CIS 1053 Introduction to Visual Communication****3 credits**

This course will explore the principles, theories, and language of visual communication to help students analyze, interpret, and apply visual content to communicate more effectively.

**CIS 1054 Computer Forensics I (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, located, and how to recover all types of data. They will also learn how to explain, interpret, and draw the appropriate conclusions based on what data has been found and what the data could mean to the forensics case.

**CIS 1063 Advanced Web Design****3 credits**

This course expands on the knowledge obtained in Web Page Design. This course will cover implementing client-side scripting languages to create interactive web pages and web application

interfaces. Topics covered include advanced uses of HTML and CSS, using JavaScript and popular libraries to create interactive elements, CSS preprocessors, frameworks, content management systems, and evaluation of designs for the Web.

**CIS 1073 Computerized Accounting****3 credits**

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 Network Operating System Technology networking environment. In this course, students will learn to implement Network Operating System and conduct administration of resources; implement, manage, and troubleshoot hardware devices and drivers; monitor and optimize system performance and reliability, configure and troubleshoot the desktop environment; implement, manage, and troubleshoot network protocols and services; and implement, monitor and troubleshoot security. *(Fall)*.

**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 application.*

Designed to give students practical experience and proficiency in database management using Access through lecture and business simulated lab exercises. Students design and modify database structure, create and run queries, and create forms and reports. Students also create macros, join tables, and create forms with combo boxes. Microsoft Access required for online course. *(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 system and software installation, software functions, and diagnostics. This course will help prepare the student for the COMPTIA A+ certification test 220-802. *(Spring)*.

**CIS 2073 Illustrated Publications****3 credits**

*Prerequisite: Ability to keyboard.*

Introduces students to the fundamental concepts of using publishing software. Emphasis is placed on creating publication which include graphics, various type styles and formats. This is project-based course where students create creative flyers, letterheads, business cards, advertisements, a magazine cover, and prepare a business marketing campaign for a business of their choosing using Adobe InDesign. Student must purchase a subscription for the Adobe InDesign software for online versions of the course.

**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, establishing learning objectives and to 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 upon attendance, attitude, work habits, work ethics and leadership development. Students must have completed 30 hours of computer networking courses toward the AAS Business Technology Networking, 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. *(Fall)*.

**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 server, Microsoft Virtual PC.

**CIS 2424 Advanced LAN Administration (1 lab)****4 credits**

*Prerequisite: CIS 2014 LAN Administration. Instructor approval required for prerequisite.*

A study of the methods of managing a LAN. Topics will include network administration, managing networking hardware and software, managing group policies, administering file and print resources, administering web and remote access services.

**COLL 1001 Student Success****1 credit**

This course is designed to assist students in developing strategies that will aid them in meeting the demands of college life. The course's focus is on the development of practical knowledge and skills that will assist students in identifying and reaching academic goals. Among the topics included in the course are time management, test taking, communication skills, memory skills, study techniques, critical thinking skills, community and campus resources, and managing relationships.

**COLL 1102 College Success****2 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.**

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 students last semester*).

**CRIM 1013 Police Cyclist****3 credits**

Course is designed to meet instructional objectives recommended by the International Police Mountain Bike Association for law enforcement officer cyclist. Course will provide students with working knowledge of principles of effective cycling; identify and explain food sources; different types of exercises; necessary equipment for bicycle patrol; recognize road hazards; participate in practical riding maneuvers and exercises; conduct pre-ride safety checks; perform basic bicycle maintenance and repairs; appropriate techniques to contact suspect to effect arrest or field interrogation situations; learn riding techniques of curb ascending and descending, climbing hills, ascending and descending stairs, track standing and slow maneuvering. The student will further be trained in applicable traffic and vehicle stops from a bicycle, effective vehicle pursuits, person stops, suspect take downs and practical firing range related exercises.

**~CRIM 1023 Introduction to Criminal Justice****3 credits**

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, and controversies, and rules of moral judgment. Classes are exposed to the ways and means of making moral judgment, but not in specific situations. Difficult moral choices would include whether to arrest, to use deadly force, to prosecute, to participate in plea bargaining, to impose punishment, and from an organizational standpoint, whether to adhere to policy, to cooperate with supervisors, or to treat the public equitably.

**CRIM 1053 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 which plague law enforcement officers. Major emphasis is placed upon the more complex patrol activities, the techniques that successful officers have found to be most effective in performing their duties.

**CRIM 1063 Terrorism and Homeland Security**

**3 credits**

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 1081 Intro to Forensic Science Lab**

**1 credit**

This lab is intended to supplement CRIM 1081 Intro to Forensic Science. The lab will give students applications for knowledge gained from the classroom including fundamental concepts of forensic science, crime scene analysis, evidence collection and legal considerations of evidence collection.

**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 student 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 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 instruction on state requirements for submission of blood alcohol samples. The student will be trained in Arkansas law as it relates to alcohol testing and traffic, as well as the effects of alcohol on the human body. The student will participate in a mock courtroom scenario to assist them in preparing to testify in court about the test procedure.

**CRIM 2013 Survey of Corrections****3 credits**



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**

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**

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**

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 the emphasis on the social forces which create social change and disturbance. In addition, community policing concepts will be introduced and discussed.

**CRIM 2051 Drug Investigations**

**1 credit**

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**

Course is designed to provide the student the training necessary to complete a technical crash investigation. At this advanced level of training, the student will be able to recognize, interpret, and prepare physical evidence for further use in the reconstruction of the crash. At the conclusion of the course, the student will be able to examine vehicle lamps to determine if the lamps were illuminated at the time of collision; explain formulas used for speed estimates from skid marks, kinetic energy, airborne situations, scuff marks, conservation of linear momentum; explain physical evidence, vehicle dynamics, Newton's Laws of Motion, basic physics and mathematical concepts in their relationship to the crash investigation; gain knowledge to the concept of time, distance and motion; examine vehicle tires to determine if they contributed to the crash; explain the concept of hydroplaning as it applies to vehicle movement; use the latest photography, video recording and computer imaging concepts in their presentations and evidence in court; understand the proper use of geometry and trigonometry in crash investigations; understand uses of airborne equations in crash investigations; understand vehicle damage analysis and its use in determining collision movements and forces involved; use conservation of linear momentum and vectors and how they apply to traffic investigations.

**CRIM 2093 Traffic Crash Reconstruction**

**3 credits**

This course will provide the student skills necessary to complete a crash investigation to such a level of proficiency that reconstruction and analysis of the collision will be possible. This course will assist and prepare the student to testify in court at the expert level. Upon completion of this course, the student will be able to explain and demonstrate minimum speed equations, kinetic energy equations, airborne speed equations, radius equations, critical speed equation, and conservation of

momentum equations, explain Newton's Laws of Motion, what kinetic energy is, what potential energy is and how these energies relate to minimum speed. The student will be able to complete a time, distance and motion analysis and relate to a particular crash investigation and reconstruction; evaluate and interpret information from the initial investigation, follow-up reports and diagrams; understand the necessity of geometry, algebra and trigonometry and their application in crash investigation; understand basic applications to be used in reconstructing motorcycle and commercial motor vehicle crash investigations; taught special situation and use of equations involving lane change and critical turn away; application of the theory and use of vector analysis; and students will be involved with field exercises and application to show that they have participated in and can conduct their own imperial study in the areas of pedestrian walking studies and motor vehicle acceleration and deceleration testing.

**CRIM 2103 Police Internal Affairs****3 credits**

This course is designed for the newly assigned Internal Affairs Officer, the experienced Internal Affairs Officer who wants to update his/her skills, or the administrator/manager who wants to understand how Internal Affairs should work. It is further designed to take into account the needs of the small and medium size police agencies as well as the larger ones. At the conclusion of the course, the student will be able to define discipline and its relationship to organizational effectiveness; identify types of misconduct most likely to occur in police departments; understand the process involved in receiving and assigning the complaint for investigation; understand the steps involved in preparing a plan for the investigation of a personnel complaint; understand the steps involved in investigating a personnel complaint; identify activities required for properly preparing a plan for an interview; understand the steps involved in conducting an interview; and understand how constitutional law relates to the Internal Affairs process. Students will also be required to complete practical exercises.

**CRIM 2113 DWI Standardized Field Sobriety Test Instructor****3 credits**

Course is designed to prepare students to be trainers of law enforcement officers in the use of DWI Standardized Field Sobriety Testing (SFST) to meet training certification requirements recognized by the National Highway Traffic and Safety Agency (NHTSA). Course covers teaching methods, identification of domains of learning in the context of DWI enforcement; documents that make up the standard curriculum packages for the SFST School; content and format of the lesson plans for the SFST School, four-step process of teaching and learning; characteristics of a good SFST instructor; instructor preparation tasks for any session of the SFST School; appropriate questioning techniques to enhance students' involvement in presentations; and the use of visual aids to improve effectiveness of presentations.

**CRIM 2123 Inspection and Investigation of Commercial Vehicle Crashes****3 credits**

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.*

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.*

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**

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**

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**

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**

Course provides training to the student in accepted methods of physically controlling combative subjects and essentials to instruct a class. Course consists of legal issues, documentation/articulation of the use of force, physical techniques, matt stress drills, practice instruction, instruction qualification drills, and written exam.

**CRIM 2203 Law Enforcement Instructor Development****3 credits**

Course is designed to provide students with basic methods of instructing law enforcement classes with an emphasis on developing lesson plans. Students will prepare and deliver a short class to other students and will learn required Commission on Law Enforcement Training and Standards (CLEST), course approval request, regulations, and documentation requirements. Course meets CLEST requirements to be eligible for certification as a Law Enforcement Instructor.

**CRIM 2212 Law Enforcement Firearms Instructor****2 credit**

*Prerequisite: CRIM 2203 Law Enforcement Instructor Development or equivalent course.*

Course is designed for law enforcement officers to obtain certification as a Law Enforcement Firearms Instructor through the Commission on Law Enforcement Standards and Training (CLEST). Course topics include firearms liability, handgun transition, care and maintenance, malfunction drills, tactical procedures, range procedures, range officer training, night fire, scoring and documentation, and range observation. Students must maintain an academic grade of 70% or better and qualify on the handgun speed and accuracy course with a minimum score of 86%.

**CRIM 2213 40-Hour Law Enforcement Refresher Course****3 credits**

*Prerequisite: Must be sponsored by criminal justice agency.*

This course is designed to fulfill requirements of the Arkansas Commission on Law Enforcement Standards and Training (CLEST) for law enforcement officers who have been out of active law enforcement for three to four years, or for other special situations as determined by CLEST. Topics include juvenile code, child abuse, traffic laws, domestic violence, crimes against persons and property, drug interdiction and vehicle stops, ethics, firearms, gangs and extremist groups, interrogations, confessions after arrest, and jurisdiction of agencies.

**CRIM 2221 Radar/Lidar Operator Course****1 credit**

Course is designed to meet training requirements for police traffic radar operators required by the Commission on Law Enforcement Standards and Training (CLEST). Course has an emphasis on speed offenses and enforcement, basic principles of Radar, speed measurement, legal and general operational considerations, operation of specific Radar/Lidar devices, moot court, and same direction moving Radar.

**CRIM 2222 Law Enforcement Field Training Officer****2 credits**

Course is designed to fulfill requirements of the Commission on Law Enforcement Standards and Training (CLEST) for certification as a Field Training Officer. Course includes counseling and motivation techniques, documenting deficiencies, contemporary issues such as workplace sexual harassment, civil liability, cultural diversity, use of force, interpersonal communications, recruit remediation, ethics and functions of the Field Training Officer.

**CRIM 2223 Jailer's Course****3 credits**

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 criminal justice agency.*

This 110-hour course is required by the Commission of Law Enforcement Standards and Training (CLEST) for certification of auxiliary and part-time law enforcement officers. Course extensively

covers constitutional law, civil rights, civil liability, probable cause, search and seizure, laws of arrest, report writing, law enforcement standards, ethics, first responder First Aid, court organization and testifying, patrol procedures, traffic enforcement, investigations, defensive tactics, and firearms qualification.

**CRIM 2241 Tactical Skills for Law Enforcement**

**1 credit**

Course is designed for law enforcement officer students who need skills to function successfully by taking an interdisciplinary approach. The course examines aspects of safety, physical, legal, professional, and psychological issues confronting students in law enforcement today, providing insightful and tactically correct responses to the common problems law enforcement officers face. Course includes practical training exercises.

**CRIM 2242 Advanced Law Enforcement Firearm Instructor**

**2 credits**

*Prerequisite: CRIM 2211 Law Enforcement Firearm Instructor, or equivalent course.*

Course is designed to provide Certified Law Enforcement Firearms Instructors with the skills necessary to advance their Firearms Instructor capabilities. At this advanced level of training, the instructor will expand skills to correct student shooting deficiencies; interpret and teach Firing Range fundamentals; learn, analyze and teach unconventional shooting stances; analyze and teach various tactical shooting courses; teach the fundamentals of malfunction clearance drills; analyze and teach the fundamentals of shooting a shotgun; develop and present several firearms courses. The student will also be able to develop skills in range presentation. Course includes interactive technology and concepts used in firearms training courses.

**CRIM 2243 Basic Tactical Team Skills**

**3 credits**

Course is designed to introduce students to basic law enforcement team tactics and techniques. Course includes scouting and planning operations, team movement, dynamic and stealth entries, clearing and searching, use of inner and outer perimeters, various types of SWAT operations, and containment.

**CRIM 2253 Criminal Investigation**

**3 credits**

*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, examination of safeguarding personal constitutional liberties.

**CRIM 2273 Criminal Justice Internship**

**3 credits**

*Prerequisite: Approval of the instructor.*

Course is designed to enable students to work in law enforcement agencies, municipal courts, juvenile courts, delinquency control programs, and correctional institutions. Provides the opportunity to apply theoretical knowledge in a professional setting and develop specific skills. Students must develop a work and study plan, will be closely supervised, and must submit written reports on the work experience.

**CRIM 2283 Emergency Vehicle Operation Instructor**

**3 credits**

Course is designed to enable students to develop or refine emergency vehicle driving standards and programs. This course includes components which address training guidelines for legal aspects of law enforcement driving, non-emergency driving, emergency response driving, and pursuit driving. Students will be introduced to technology in developing driving skills, methods, and vehicle information which allows them to instruct safe driving behaviors and safe driving habits.

**CRIM 2293 Hostage Negotiations**

**3 credits**

Course is designed to provide students with the necessary skills to handle crisis/hostage negotiations, from a first responder situation to a prolonged crisis situation. Course will provide the communication skills necessary to carry on a dialogue with the subject(s), enable the negotiator to provide input to the 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 credits**

*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.*

Course is designed for personnel who have prior experience in criminal investigations. Course includes advanced fundamentals and techniques, crime scene kits, resource material, current fingerprint techniques, blood spatter analysis, advanced crime scene photography techniques, crime scene procedures and current computer related crimes.

**CRIM 2312 Defensive Tactics Instructor**

**2 credits**

Course provides training to the student in accepted methods of physically controlling combative subjects and essentials to instruct a class. Course consists of legal issues, documentation/articulation of the use of force, physical techniques, matt stress drills, practice instruction, instruction qualification drills, and written exam. *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 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 which can be effectively utilized in work with young children. Upon successful completion, students will have at their command a repertoire of activities in drawing and painting and other constructive art, in song, and in dance/movement, along with an understanding of their value in working with young children.

**ECH 2053 P. E. for Young Children****3 credits**

Age-appropriate activities in physical education will frame the work in this class, along with basic emphasis on physical development of the young child. One goal of this class is to train teachers to better understand the role of learning and physical activity in the young child, and to foster a lifelong participation in physical activity.

**ECH 2063 The Family****3 credits**

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**

Acquaint students with children's literature and the utilization of library materials and provides training in the utilization of library materials. Students will plan and implement a variety of activities utilizing literature to encourage children's physical, social, emotional, aesthetic, and cognitive development. (Six hours of direct contact with children utilizing varied teaching strategies required.).

**ECH 2143 Program Development for Preschoolers****3 credits**

Prepares students to understand and implement developmentally appropriate learning environments for children from 3 years to school-age. Emphasis is given to guidance techniques, nurturing responses, communication skills, and developmentally appropriate materials for cognitive, affective, and physical development of preschoolers.

**ECH 2163 Parenting and Community****3 credits**

This is a one-semester college level mixed media mode distance education course in early childhood education that employs 6 classroom meetings, video viewing, assigned observations in a child care center, one extended project with an individual presentation component reflecting on childcare, parenting, and community concerns, a midterm, and final assessment report. Parenting and Community focuses on the study of the developing child within the family structure as well as within the protective structure of the childcare center as well as the larger community. Several of the video modules explore variations on caregiving across geographical lines. Each style illuminates the others as well as itself and this juxtaposition of traditions and theories allows for better

understanding of various approaches, clearer contrasts among the different ways of taking care of children, and a greater understanding of underlying similarities within all.

**ECH 2173 Child Development****3 credits**

This course is designed to provide students with a comprehensive study of development from conception through the middle childhood years. Five clock hours of experience with children required.

**ECH 2183 Science and the Young Child****3 credits**

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**

This course is designed to provide students with an overview of the purposes and functions of education. The complex role and responsibilities of a teacher begin to be examined within the school setting. Thirty clock hours of classroom observation required.

**EDU 2803 Introduction to K-12 Educational Technology****3 credits**

Students in this course will examine and explore technology integration strategies with K-12 educational environments. Content will include an examination of technology integration

techniques using various application tools, instructional software, productivity software, and the Internet. Participants will also identify relative advantages for choosing technology integration strategies and resources for teachers to draw upon in developing their own technology integration activities; including lesson plans, and curriculum integration.

**ELT 1103 Basic Electricity/Electronics****3 credits**

The course is designed to provide understanding of the basic concepts of electrical and electronic circuits. Atomic structure, valence electrons, electron current flow, voltage, and power are the prelude to the study of resistance, capacitance, inductance, and electronic circuit behavior. Included is the physical identification, schematic symbols, and understanding of the behavior of common electronic parts. The study of Ohm's Law and capacitive and inductive reactance is implemented. This course is required the first semester of attendance.

**ELT 1204 AC/DC Fundamentals****4 credits**

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 1306 Motors and Motor Controls****6 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 1406 Industrial Electrical Systems****6 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 1504 Electronic Circuits****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****4 credits**

Both Allen-Bradley PLC-2 and Allen-Bradley SLC-500 systems in the laboratory are used to teach the student the basic concepts and programming skills necessary to maintain a working PLC system. Internal organization and system requirements are studied and compared to traditional relay-logic control. Troubleshooting and maintenance procedures are considered. The study of different number systems and the basics of computer logic circuits are examined as well.

**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.

**EMS 1013 Anatomy and Physiology for EMS****3 credits**

*Prerequisite or Co-requisite: 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 (on 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 setting, uploading simulated

medical records and patient information into the FISDAP program, and utilize the Moodle platform and online testing.

**EMS 1303 Paramedic Practicum Two****3 credits**

This class is a continuation of 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 the obstetrical and pediatric patient. All students will be required to have at least 10 IV starts or IV sticks give at least 10 IV med administrations and 10 IM med administrations. Students will also be required to write patient assessments on at least 10 obstetrical patients and 10 pediatric patients. Students will be required to complete a 12 hour shift in the psychiatric unit and required to write assessments on at least 10 psychiatric patients. Students will be required to complete 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 and 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 setting, uploading simulated medical records and patient information into the FISDAP program, and utilize the Moodle platform and online testing.

**EMS 2009 Emergency Medical Technician****9 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. No student will be exempt from this requirement.*

Advanced course to provide individuals with the skills necessary to assess and care for patients at the scene of an injury or illness. Students will also become familiar with the advanced stabilization and care of injured patient(s), as well as advanced rescue procedures.

**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 party on an ALS ambulance progressing into a leadership role with the assistance of the preceptor. Requirements will include documentation of at least 25 ALS transports

and at least 144 hours. Students will also be required to document all ambulance transports made during this period regardless of patient complaint. 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 recognition, management, and pathophysiology of patients who require special considerations. Included topics covered geriatric emergencies, abuse and assault, the challenged patient, and acute interventions for chronic care patients. This class includes an overview of ambulance operations, medical incident command, rescue operations, crime scene awareness, hazardous-material incidents, and rural EMS considerations. Lab portion of this class is to prepare the students for the practical portion of the National Registry Exam. Students will be required to utilize technology by documenting simulated patient encounters experienced in laboratory setting, uploading simulated medical records and patient information into the FISDAP program, and utilize 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**

Students who score below 19 on the ACT English Test or below 261 on the Next Gen Accuplacer Writing Test. In order to improve student learning, ENG 0023 will include a review of grammar and sentence structure, with emphasis on paragraph development and the fundamentals of essay writing. As students' progress, the writing process will be introduced. Writing Fundamentals will also serve to enhance the student's reading and analytical skills. The purpose of this class is to develop the student's writing abilities in order to help him or her in other disciplines, the workplace, and the community. If co-enrolled in Freshman English I, students must receive a grade of "C" or higher in Writing Fundamentals in order to pass 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 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 which 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 grade "C" or higher.*

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

**~ENG 1023 Technical Writing****3 credits**

*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 "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:* ~ENG 1003 Freshman English I, with a grade "C" or higher.

Introduction to the analysis and interpretation of global literary works from several historical periods ranging from the ancient texts of early civilizations through 1650.

**~ENG 2013 Introduction to World Literature II****3 credits**

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

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

**ENG 2023 Literature in Modern Popular Culture****3 credits**

*Prerequisite:* ~ENG 1003 Freshman English I, with a grade of "C" or higher.

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

**ENG 2033 Women's Literature****3 credits**

*Prerequisite:* ~ENG 1003 Freshman English I, with a grade of "C" or higher.

An English elective focusing on women in the humanities. The primary concern of the class will be women in literature, but will also touch on the roles of women in other areas such as history,

science, art, etc. This reading and discussion intensive course is designed to introduce students to the often overlooked contributions of women throughout history to the world in which we live.

**ENG 2103 Introduction to Poetry and Drama****3 credits**

*Prerequisite: ~ENG 1003 Freshman English I, with grade "C" or higher, or with special permission from Department Head.*

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

**ENG 2113 Introduction to Fiction****3 credits**

*Prerequisite: ~ENG 1003 Freshman English I, with a grade of "C" or higher, or with special permission from Department Head.*

Introduces students to short fiction and the novel, focusing on works which represent the diversity of the human experience. Emphasis on reading, interpreting, and writing about fiction.

**ENG 2143 American Literature I****3 credits**

*Prerequisite: ~ENG 1003 Freshman English I, with a grade of "C" or higher. It is strongly recommended that students complete ~ENG 1013 Freshman English II, 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: ~ENG 1003 Freshman English I, 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 art works. Famous movie clips, videos, and actual art pieces are presented. The student is introduced to the world of art that surrounds the globe, yet is present within one's own home. The student, regardless of background or experience, will gain the artistic knowledge of artwork from galleries, museums, movies (animated and live action), literary material, advertisements, logos, architecture, pottery, clothing, and even car designs. A field trip to the Brooks Art Museum in Memphis, Tennessee, is a scheduled activity, when feasible, outside the normal in-class participation.

**FS 1011 Basic Rappelling**

**1 credit**

Allows students to learn how to use proper rescue principles and techniques required in elevated rescue.

**FS 1013 Fire Apparatus, Hydraulics, and Water Supply**

**3 credits**

Deals with the various formulas and principles for fireground hydraulics and pump operations as well as maintenance and operation of emergency vehicles. Students will become familiar with the various types of water supplies for fire protection. Practical exercises are conducted involving emergency vehicles, driving and pump operations, as well as tanker shuttle operation.

**FS 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 the injured patients as well as rescue procedures.

**FS 1111 Auto Extrication**

**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 Detection**

**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 appreciation of their responsibilities for reducing such incidents by improving safety considerations.

**FS 1431 Structure Fires I** **1 credit**

Provides individuals with knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in a basic structure fire. Practical exercises are used to ensure understanding of the proper method of structural firefighting.

**FS 1441 Structure Fires II** **1 credit**

*Prerequisite: FS 1431 Structure Fires I.*

Provides students with the knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in a basic structure fire. Exercises are used to ensure understanding of structural firefighting.

**FS 1451 Structure Fires III** **1 credit**

*Prerequisite: FS 1431 Structure Fires I, FS 1441 Structure Fires II.*

Advanced course which provides firefighters with knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in an advanced structure fire. Practical exercises are utilized to ensure understanding of proper methods of structural firefighting.

**FS 1471 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 information presented in FS 1241 Initial Response to Hazardous Materials Incidents I course. More detail and new concepts are provided on procedures, usage, and related considerations following the chronology of a hazardous materials incident.

**FS 1651 Structure Fires IV** **1 credit**

*Prerequisite: FS 1451 Structure Fires III.*

Advanced course which provides firefighters with knowledge and skills to function safely and effectively as an integral member of a firefighting team in an advanced structure fire called for in NFPA 1001. Practical exercises are utilized to ensure understanding of proper methods of structural firefighting in advanced scenarios.

**FS 1661 Exterior Fires****1 credit**

Students are introduced to the knowledge and skills called for in NFPA 1001 in the subject area of Fire Control. Course will include both lecture and practical application of the skills retained.

**FS 1711 Firefighter I****8 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****4 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 satisfactorily 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 recognition of different types, fire characteristics, safety factors, and specific strategy of structures. An individually designed research paper relative to the fire science field, fire science seminars, and/or field service assignments.

**FS 2063 Fire Strategy and Tactics****3 credits**

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, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

**FS 2163 Fire Protection Systems****3 credits**

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 level within the department. Topics covered in the course are general knowledge and skills; human resource management; community and government relations; administration; inspection and investigations; emergency services delivery; and health and safety.

**~GEOG 2613 Introduction to Geography****3 credits**

*Prerequisite: ACT Reading score of 19+ , Next Gen 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. Use of maps is emphasized and special points of views in political, economic, and urban geography are presented.

**GEOL 1004 Introduction to Geology****4 credits**

*Prerequisite: ACT Reading score of 19+ , Next Gen 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 0053 Foundations of College Algebra with a "C" or higher.*

The relationship of man to his physical world. Content of the course is centered on the development of our modern concepts about matter and energy and how this development is related to the social order of which man is a part. This course does not satisfy science certification for secondary school teachers. It is not accepted as a course requirement for any natural science field.

**GSP 1024 Earth Science & Lab****4 credits**

*Prerequisite: ACT Reading score of 19+ , Next Gen Accuplacer Reading score of 253+ , OR completion of READ 0003 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 basic nomenclature of parts, the cleaning and maintaining of firearms, the tools needed for basic care, 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 students 1 st 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 lecture and two laboratory hours a week.

**GUNS 1013 Gunsmithing Theory II****3 credits**

*Pre-requisite: GUNS 1003 Gunsmithing Theory I*

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 lecture and two laboratory hours a week.

**GUNS 1103 Firearms Repair I****3 credits**

*Prerequisite: GUNS 1013 Gunsmithing Theory II*

This course is a study of repairing of all types of rifles, pistols, and shotguns stressing factory methods and techniques, diagnosing malfunctions, fitting and adjusting parts. One lecture and two laboratory hours a week.

**GUNS 1203 Riflesmithing****3 credits**

*Pre-requisite: GUNS 1003 Gunsmithing Theory I*

This course is a detailed study in 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, headspacing 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 paper and presentation 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***Pre-requisite: GUNS 1203 Riflesmithing*

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 lecture and two laboratory hours per week.

**GUNS 1403 Pistolsmithing****3 credits***Pre-requisite: GUNS 1103 Firearms Repair I*

This course is an in-depth study of the custom handgun. 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 link and ramped barrels, throating, ranging, cylinder timing, fitting slides to frames, installing aftermarket accessories, as well as dealing with accuracy and recoil issues. Two lecture and two lab hours per week.

**GUNS 1503 Stockmaking I****3 credits***Pre-requisite: GUNS 1203 Riflesmithing*

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 lecture and two laboratory hours a week.

**GUNS 1702 Basic Handloading & Ballistics****2 credits**

This course is a study of the bullet's flight from barrel to target; history and evolution of loading components; use of various types of powder, primers and cases; types of bullets and effect on rifling in barrel; actual loading and testing of ammunition; loading tools and dies; and safety factors. One lecture and two laboratory hours a week.

**GUNS 2002 Accurizing Factory Rifles****2 credits***Pre-requisites: MEH 1206 Basic Lathe Operations, MEH 1406 Basic Mill Operations, and GUNS 1203 Riflesmithing*

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 blue printing 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 II****3 credits**

*Pre-requisite: GUNS 1103 Firearms Repair I*

This course is a study of diagnosing malfunctions 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 2502 Stockmaking II****2 credits**

*Pre-requisite: GUNS 1503 Stockmaking I*

This course is a continuation of GUNS 1503. It is designed to continue the construction of the American Classic Gunstock. Topics covered will include: forend tips, grip caps, butt plates, sling swivels, sanding, finishing, and checkering. One lecture hour and two laboratory hours a week.

**GUNS 2603 Metal Finishing II****3 credits**

*Pre-requisite: GUNS 1603 Metal Finishing I*

This course is a study of various chemical processes and metal preparation techniques as applied to gun metal finishing. Metal finishing processes including Nitre bluing or coloring, electro less nickel plating, zinc and manganese phosphate coating (Parkerizing), and aluminum anodizing will be covered in this course, as will metal preparation utilizing power and hand techniques, equipment, and safety factors. Students will develop skills with by preparing and applying these various metal finishes to project firearms. Two lecture hours and two laboratory hours a week.

**GUNS 2612 Metal Finishing III****2 credits**

*Pre-requisite: GUNS 1603 Metal Finishing I and GUNS 2603 Metal Finishing II*

This course is a continued study in metal preparation techniques and the chemical processes as they relate to metal finishing of firearms. Processes that were introduced in GUNS 1603: Metal Finishing I and GUNS 2603: Metal Finishing II will be expanded to more complex levels. These processes may include various bluing techniques, Parkerizing; spay finishes, aluminum anodizing, Electroless nickel plating, and hydrographic. Additional processes including Nickel Boron Plating and Electro-brush plating will be covered. The student will continue to develop and refine skills with these processes by the application to firearm projects. This course will consist of one lecture hour and two laboratory hours per week. Addition supervised laboratory hours will be required to complete this course.

**GUNS 2702 Advanced Handloading & Ballistics****2 credits**

*Pre-requisite: GUNS 1702 Basic Handloading & Ballistics*

This course is a builds upon the fundamentals learned in GUNS 1702: Handloading and Ballistics. This course delves deeper into the preparation and reloading of ammunition. An emphasis will be placed on advanced techniques used for constructing accurate ammunition, chronographing and understanding bullet velocities, design and efficiency, using progressive reloading equipment, and the procedures used to create cast bullets. Safety factors will continue to be emphasized. One lecture 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 particular focus on how 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 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 1001 Field Experience I**

**1 credit**

Sixty hours of hands-on supervised experience in commercial food service. Designed to complement/reinforce lecture and lab experiences. *(Fall)*.

**HEC 1002 Field Experience II**

**2 credits**

Supervised experience of 112 hours of hands-on to include patient care and food service department management. Designed to complement/reinforce lecture and lab experiences. *(Spring)*.

**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 application of scientific principles to food preparation and service. *(Fall)*.

**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. *(Spring)*.

**HEC 1101 Orientation to Healthcare**

**1 credit**

Emphasis is on exploring the roles of the dietary manager and the dietetic technician as members of the Healthcare team. Ethical and medico-legal dimensions of healthcare are presented. Medical terminology and communications are also covered in detail. *(Fall)*.



**HEC 1102 Sanitation and Safety****2 credits**

Principles of sanitation and safety as related to the foodservice industry are emphasized. Quality control and assurance as well as food and health regulations are covered. Emphasis is placed on prevention of hazards which may occur in institutional food service. Students must successfully complete a final examination from the Educational Foundation of the National Restaurant Association to receive a final grade in the course. Students will receive a certificate from the Education Foundation after successful completion of the exam. *(Fall)*.

**HEC 1103 Food Systems Management****3 credits**

Study of the organization and management of foodservice systems. Principles of planning, organizing, directing, controlling, and evaluating food service systems, human resource management, and fiscal resource management included. *(Fall)*.

**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. *(Spring)*.

**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. *(Spring)*.

**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. *(Spring)*  
*Online.*

**~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 0003 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 0003 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 0003 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 0003 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 0003 with a grade of "C" or higher.*

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

**HIST 2783 History of the Vietnam War**

**3 credits**

*Prerequisite: ACT Reading score of 19+, Next Gen Accuplacer Reading score of 253+, OR completion of READ 0003 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 0003 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: student must register for the class during the normal registration period for the semester in which the trip takes place. Normal tuition fees apply. The student is responsible for all costs associated with the tour. Student must complete required readings and other assignments as contracted with the BRTC Humanities faculty tour group leader. This course serves as an elective for students completing the Associate of Arts degree program.

**HUM 1013 The Holocaust****3 credits**

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: food ways, rites of passage, superstitions, and living by the "signs of the Zodiac." Students will then write their research in formal essays. This course serves as an elective for students completing the Associate of Arts degree. It is also a college transfer course.

**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. Current version of Microsoft Word required for online course.

**MATH 0001****Math Enrichment**

*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 0053 Foundations for College Algebra**

**no credit**

*Students who score below 18 on ACT, below 949 on SAT, or below 251 on Next Gen AccuPlacer QAS Test must enroll in this course AND MATH 0001 Math Enrichment.*

Students will simplify algebraic expressions, factor polynomials, solve and/or graph linear, quadratic, rational, 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 0053 Foundations for College Algebra.*

*Students scoring 19-20 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 1043 Numeracy Acquisition**

**3 credits (3 lec.).**

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

**MATH 1053 Mathematical Reasoning/Quantitative Literacy**

**3 credits**

*Students scoring 19+ on ACT, 980+ on 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 ensure Mathematical Reasoning/QL will satisfy the Math requirement in his/her area of study.

**MATH 1054 Pre-calculus****4 credits**

*Each student must meet the criteria under either (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 0053 Foundations for College Algebra. Students scoring below these scores MUST also take MATH 0001.*

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**

*Suggested 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 requirements of Elementary and Early Childhood Education majors. This course may not be used to satisfy the general education mathematics requirement. *(Fall).*

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

**MATH 2143 Business Calculus****3 credits**

*Offered during the Fall Semester on the Pocahontas Campus. Offered during the Spring Semester at the Paragould location.*

*Prerequisite: ~MATH 1023 College Algebra or ~MATH 1054 Pre-calculus 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 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 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'hospital's Rule; area as a limit and by integration; definite and indefinite integrals; Fundamental Theorem of Calculus; integration by substitution; Mean Value Theorem for Integration; and area between curves. (*Spring*).

**~MATH 2214 Calculus II**

**4 credits**

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

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

**MEDL 1063 Medical Coding II****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. (*Spring*).

**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****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 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, 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**

Interactive workshop that focuses on developing specific knowledge of managing the human resources at work. Students are introduced to the Americans with Disabilities Act, Equal Employment, Fair Labor Standards Act, training skills for supervisors, effective hiring practices, managing conflict at work, and supervising difficult employees. Microsoft Word is required for online course.

**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 his/her 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 or 248+ on Next Gen Accuplacer QAS Test may take this course. Students scoring below these scores MUST also take MATH 0001.*

Course provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include: interpretation of drug labels, syringe types, conversions, Roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records (MARs), dispensing, and proper documentation of medications as well as the Six Rights of Medication Administration and military time.

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

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

**MUS 1031 Concert Choir II** **1 credit**

Choral ensemble of mixed voice open to all students without audition for the study and performance of oratorios, cantatas, smaller choral works, standard anthem literature, and musicals. Students should be able to sing on pitch. Two one-hour rehearsals per week. In order to receive proper credit for Concert Choir II, III, or IV, courses must be taken sequentially.

**MUS 1041 Concert Choir III** **1 credit**

Choral ensemble of mixed voice open to all students without audition for the study and performance of oratorios, cantatas, smaller choral works, standard anthem literature, and musicals. Students should be able to sing on pitch. Two one-hour rehearsals per week. In order to receive proper credit for Concert Choir II, III, or IV, courses must be taken sequentially.

**MUS 1051 Concert Choir IV** **1 credit**

Choral ensemble of mixed voice open to all students without audition for the study and performance of oratorios, cantatas, smaller choral works, standard anthem literature, and musicals. Students should be able to sing on pitch. Two one-hour rehearsals per week. In order to receive proper credit for Concert Choir II, III, or IV, courses must be taken sequentially.

**MUS 1061 Kimbrough Singers I** **1 credit**

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

**MUS 1071 Kimbrough Singers II** **1 credit**

*Prerequisite: MUS 1061 Kimbrough Singers I.*

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

**MUS 1081 Kimbrough Singers III** **1 credit**

*Prerequisite: MUS 1061 Kimbrough Singers I, MUS 1071 Kimbrough Singers II.*

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

**MUS 1091 Kimbrough Singers IV**

**1 credit**

*Prerequisite: MUS 1061 Kimbrough Singers I, MUS 1071 Kimbrough Singers II, MUS 1081 Kimbrough Singers III.*

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus. Members should be able to read music and should have had prior choral experience. Two rehearsals required per week.

**NA 1001 Introduction/Orientation, Ethics and Legal Aspects**

**1 credit**

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 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, cardiovascular and respiratory activity.

**PE 1501 Archery****1 credit**

This course is designed as an introduction to archery and covers identification of basic archery equipment, outlines archery range set up 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 0003 with a grade of "C" or higher.*

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

**PHYS 2034 University Physics I****4 credits**

*Prerequisite or Co-requisite: Pre-Calculus, Co-requisite: ~MATH 2204 Calculus I.*

*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 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 Professions**

**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 1004 PN Clinical Practicum I**

**4 credits**

*Co-requisite: NA 1001 Intro/Ethics/Legal, NA 1201 Clinical Practicum, NA 1202 Nursing Arts, NA 1301 Restorative Care, PN 1007 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 demonstration in all skills in order to proceed.

**PN 1007 Nursing Fundamentals**

**7 credits**

*Co-requisite: NA 1001 Intro/Ethics/Legal, NA 1201 Clinical Practicum, NA 1202 Nursing Arts, NA 1301 Restorative Care, PN 1004 PN Clinical Practicum I*

This course serves as an introduction into basic anatomy and physiology, fundamental nursing principles, including the Nurse Practice Act, 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 math final and successful completion of a hands-on medication administration check-off.

**PN 1106 PN Clinical Practicum II**

**6 credits**

*Prerequisite: NA 1001 Intro/Ethics/Legal, NA 1201 Clinical Practicum, NA 1202 Nursing Arts, NA 1301 Restorative Care, PN 1004 PN Clinical Practicum I, PN 1007 Nursing Fundamentals.*

*Co-requisite: 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: NA 1001 Intro/Ethics/Legal, NA 1201 Clinical Practicum, NA 1202 Nursing Arts, NA 1301 Restorative Care, PN 1004 PN Clinical Practicum I, PN 1007 Nursing Fundamentals*

*Co-requisite: PN 1106 PN Clinical Practicum II*

This class covers 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 math final.*

**PN 1202 PN Clinical Practicum III**

**2 credits**

*Prerequisite: NA 1001 Intro/Ethics/Legal, NA 1201 Clinical Practicum, NA 1202 Nursing Arts, NA 1301 Restorative Care, PN 1004 PN Clinical Practicum I, PN 1007 Nursing Fundamentals, PN 1106 PN Clinical Practicum II, PN 1112 Medical/Surgical Nursing*

*Co-requisite: 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: NA 1001 Intro/Ethics/Legal, NA 1201 Clinical Practicum, NA 1202 Nursing Arts, NA 1301 Restorative Care, PN 1004 PN Clinical Practicum I, PN 1007 Nursing Fundamentals, PN 1106 PN Clinical Practicum II, PN 1112 Medical/Surgical Nursing*

*Co-requisite: PN 1202 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 0003 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 0003 with a grade of "C" or higher.*

Survey course which asks students to examine the fundamentals and functions of the United States Government and to discuss and debate basic public policy issues. Students gain a better understanding and perspective of the government, the obligations of citizens and their relationship to the government of the United States.

**PSSC 2813 Introduction to Soils****3 credits**

*Pre- or Co-requisite CHEM 1013.*

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**

*Pre- or Co-requisite: PSSC 2813 and CHEM 1013.*

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**

*Pre- or Co-requisite of 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 0003 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 0003 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 and working knowledge of Excel 2013 or higher.*

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 is required for this course.

**~QM 2113 Business Statistics****3 credits**

*Prerequisite: ~MATH 1023 College Algebra and working knowledge of Excel 2013 or higher.*

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 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 is on need for accuracy.

**RES 1002 Respiratory Clinical Practicum I****2 credits**

*Co-requisites: First semester Respiratory Care Core Curriculum.*

This class is an introduction into the clinical setting. The first 6-weeks emphasis will be on standards of practice in Patient Data Evaluation. 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 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 lec.)**

**5 credits**

This course is a comprehensive study of the assessment and care of the patient at a sub-acute level through classroom instruction and laboratory experience preparing the student for the clinical setting. 5 Units include:

**General Patient Care**—introduces the student to patient psychology, communication skills, record keeping, and patient assessment.

**Respiratory Care Pharmacology**—this unit continues where Beginning Pharmacology leaves off. It covers respiratory care drugs and physiological interactions with body systems.

**Professionalism, Critical Thinking, and Medical Ethics**—this unit explores the importance of clear communication in the relationships between therapists and doctors, nurses, allied health personnel, and most importantly, the patient and their family.

**Medical Gas, Aerosol, and Humidity Therapy**—Students will learn proper techniques for use of oxygen delivery devices, aerosols, and humidity appliances.

**Time Management**—introduces the concept of managing a treatment load and making efficient use of time in the clinical setting.

**RES 1302 Internal Medicine I**

**2 credits**

The etiology, pathogenesis, manifestations, and management of common cardiopulmonary diseases are discussed. Focus of the course is on the respiratory care management of diseases. Students will have a basic understanding of 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**

*Co-requisite: First Semester Respiratory Core Classes.*

Study of respiratory care equipment and procedures with emphasis placed on therapeutic gas administration, aerosol and humidity therapy, hyperinflation techniques and airway care, including artificial airways establishment and management. Students will be taught to address equipment issues such as: 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.*

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 to concept of oxygen and carbon dioxide transport and explore the principles of ventilation including, negative pressure, positive pressure, noninvasive ventilation, BiPAP, CPAP, and positive pressure ventilation.

**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, 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 presentation of Advanced Cardiopulmonary Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Neonatal Resuscitation Program (NRP). Students will become certified in each of these age specific curricula. Critical Care Pharmacology will be addressed in each of the areas.

**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, to include a neonatal/ pediatric rotation. Instructors will reinforce time management, use of technology, professionalism, medical ethics, and leadership. Students will continue to develop 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 classroom and laboratory. Students participate in supervised care of ventilated patients in hospital critical care units to include adult, pediatric, and neonatal intensive care units.

**RES 2401 Respiratory Equipment Lab II****1 credit**

*Prerequisite: RES 1501 Respiratory Equipment Lab I.*

This course will outline selection, assembly, and troubleshooting equipment used in assessing and performing mechanical ventilation will be addressed as well as performing quality control and calibration procedures. Point of care and regular arterial blood gas equipment quality control, calibration and maintenance will be addressed.

**RES 2502 Internal Medicine II****2 credits**

*Prerequisites: RES 1302 Internal Medicine I, Co-requisite: RES 2503 Neonatal/Pediatric Respiratory Care.*

The etiology, pathogenesis, manifestations, and management of common neonatal and pediatric cardiopulmonary diseases are discussed. Focus of the course is on the respiratory care management of diseases. Students will have a basic understanding of 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, critical thinking skills including decision-making, problem solving, and consulting techniques.

**RNSG 2119 Nursing Process I** **9 credits**

*Prerequisite: Acceptance into the ARNEC RN Program.*

*Co-requisite: RNSG 2123 Nursing Practicum I.*

Transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice. Incorporates evidence-based practice, medical/surgical, mental health, quality improvement, and professional standards.

**RNSG 2123 Nursing Practicum I** **3 credits**

*Prerequisite: Acceptance into the ARNEC RN Program.*

*Co-requisite: RNSG 2119 Nursing Process I.*

Applies medical/surgical and mental health nursing theory, critical thinking/clinical reasoning necessary for safe, patient-centered care. Incorporates evidence-based practice, quality improvement, and professional standards in a variety of healthcare settings.

**RNSG 2216 Nursing Process II** **6 credits**

*Prerequisite: RNSG 2123 Nursing Practicum I and RNSG 2119 Nursing Process I.*

*Co-requisite: RNSG 2223 Nursing Practicum II.*

Application of additional knowledge focusing on the childbearing family, newborn, women's health, and pediatric patients. It incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse.

**RNSG 2223 Nursing Practicum II** **3 credits**

*Prerequisite: RNSG 2123 Nursing Practicum I and RNSG 2119 Nursing Process I.*

*Co-requisite: RNSG 2216 Nursing Process II.*

Applies concepts learned in RNSG 2216 to provide safe, quality, patient-centered care to a diverse patient population focusing on wellness and acute conditions affecting the childbearing family, newborn, women's health, and pediatric patients.

**RNSG 2318 Nursing Process III** **8 credits**

*Prerequisites: RNSG 2216, RNSG 2223 Co-requisite: RNSG 2311, RNSG 2323.*

This course incorporates higher level nursing care, critical thinking, management and leadership. The student will utilize the nursing process as a framework for caring for clients with complex healthcare needs. The student will care for clients in emergency situations (including bioterrorism preparedness), critical care, surgical care, and acute care, and advanced pharmacological concepts.

**RNSG 2323 Nursing Practicum III****3 credits**

*Prerequisites: RNSG 2216, RNSG 2223 Co-requisite: RNSG 2318, RNSG 2311*

This course applies concepts learned in RNSG 2318 to provide safe, quality, patient-centered care to a diverse patient population focusing on further medical/surgical conditions of the high acuity patient and family. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of patients in a variety of healthcare settings.

**RNSG 2311 NCLEX-RN Preparation****1 credit**

*Co-requisite: RNSG 2318 and RNSG 2323*

This online course provides a comprehensive review taught in the program in preparation for taking the NCLEX-RN.

**RNUR 2104 RN Clinical Practicum I****4 credits**

*Co-requisites: RNUR 2105 Fundamental Nursing Concepts*

This course is designed to provide opportunities to apply knowledge acquired in Fundamental 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 2105 Fundamental Nursing Concept****5 credits**

*Co-requisites: RNUR 2104 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 2203 Nursing Concepts of the Childbearing Family****3 credits**

*Pre-requisites: RNUR 2104 RN Clinical Practicum I, RNUR 2105 Fundamental Nursing Concepts*

*Co-requisites: RNUR 2204 RN Clinical Practicum II, RNUR 2206 Medical-Surgical Nursing Concepts I, RNUR 2213 Pediatric Nursing Concepts*

This course provides for the acquisition of knowledge related to nursing care of the diverse childbearing family during ante-partum, intrapartum and postpartum periods in a variety of settings. Emphasis on the bio-psycho-social-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period, to include normal and abnormal conditions. The nursing process is utilized to address the related client needs. The role of the registered nurse as a provider of care for the childbearing family is included. 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 2204 RN Clinical Practicum II**

**4 credits**

*Pre-requisites: RNUR 2104 RN Clinical Practicum I, RNUR 2105 Fundamental Nursing Concepts*

*Co-requisites: RNUR 2203 Nursing Concepts of the Childbearing Family, RNUR 2206 Medical-Surgical Nursing Concepts I, RNUR 2213 Pediatric Nursing Concepts*

This course is designed to provide opportunities to apply knowledge acquired in Medical-Surgical Nursing Concepts I, Nursing Concepts of the Childbearing Family, and Pediatric Nursing Concepts to provide safe and quality care to culturally diverse adult and pediatric clients 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 2206 Medical-Surgical Nursing Concepts I**

**6 credits**

*Pre-requisites: RNUR 2104 RN Clinical Practicum I, RNUR 2105 Fundamental Nursing Concepts*

*Co-requisites: RNUR 2203 Nursing Concepts of the Childbearing Family, RNUR 2204 RN Clinical Practicum II, RNUR 2213 Pediatric Nursing Concepts*

This course provides for the acquisition of knowledge related to nursing care of diverse adult clients experiencing medical-surgical health conditions. The nursing process is utilized to address client needs. The role of the registered nurse as a provider of care in medical-surgical nursing is included. 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 2213 Pediatric Nursing Concepts**

**3 credits**

*Pre-requisites: RNUR 2104 RN Clinical Practicum, RNUR 2105 Fundamental Nursing Concepts*

*Co-requisites: RNUR 2203 Nursing Concepts of the Childbearing Family, RNUR 2204 RN Clinical Practicum II, RNUR 2206 Medical-Surgical Nursing Concepts I*

This course provides for the acquisition of knowledge related to nursing care of diverse pediatric clients experiencing normal development and alterations in body systems. The nursing process is utilized to address the related client needs. The role of the registered nurse as a provider of care for pediatric clients is included. 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 2302 Mental Health Nursing Concepts**

**2 credits**

*Pre-requisites: RNUR 2104 RN Clinical Practicum I, RNUR 2105 Fundamental Nursing Concepts, RNUR 2203 Nursing Concepts of the Childbearing Family, RNUR 2204 RN Clinical Practicum II, RNUR 2206 Medical-Surgical Nursing Concepts I, RNUR 2213 Pediatric Nursing Concepts*

*Co-requisites: RNUR 2305 RN Clinical Practicum III, RNUR 2306 Medical-Surgical Nursing Concepts II, RNUR 2312 Nursing Leadership and Role Development*

This course provides for the acquisition of knowledge related to nursing care of diverse adult clients experiencing mental health conditions. The nursing process is utilized to address these client needs. The role of the registered nurse as a provider of care for individuals with mental health conditions is included. 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 2305 RN Clinical Practicum III**

**5 credits**

*Pre-requisites: RNUR 2104 RN Clinical Practicum I, RNUR 2105 Fundamental Nursing Concepts, RNUR 2203 Nursing Concepts of the Childbearing Family, RNUR 2204 RN Clinical Practicum II, RNUR 2206 Medical-Surgical Nursing Concepts I, RNUR 2213 Pediatric Nursing Concepts*

*Co-requisites: RNUR 2302 Mental Health Nursing Concepts, RNUR 2306 Medical-Surgical Nursing Concepts II, RNUR 2312 Nursing Leadership and Role Development*

This course is designed to apply the knowledge acquired in Mental Health Nursing Concepts, Medical-Surgical Nursing Concepts II, and Nursing Leadership and Role Development to provide safe and quality care to culturally diverse acute unstable adult clients in hospitals, as well as culturally diverse mental health clients in hospitals, clinics, and mental health facilities. The course will also provide for the application of knowledge in leadership and role development. Simulation is utilized in addition to clinical experiences in this course.

**RNUR 2306 Medical-Surgical Nursing Concepts II**

**6 credits**

*Pre-requisites: RNUR 2104 RN Clinical Practicum I, RNUR 2105 Fundamental Nursing Concepts, RNUR 2203 Nursing Concepts of the Childbearing Family, RNUR 2204 RN Clinical Practicum II, RNUR 2206 Medical-Surgical Nursing Concepts I, RNUR 2213 Pediatric Nursing Concepts*

*Co-requisites: RNUR 2302 Mental Health Nursing Concepts, RNUR 2305 RN Clinical Practicum III, RNUR 2312 Nursing Leadership and Role Development*

This course focuses on the nursing care of the client experiencing moderate and complex interruptions in physiological needs. The nursing process is utilized to address the related client needs. The role of the registered nurse as a provider of care for advanced medical-surgical clients is included. 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 2312 Nursing Leadership & Role Development**

**2 credits**

*Pre-requisites: RNUR 2104 RN Clinical Practicum I, RNUR 2105 Fundamental Nursing Concepts, RNUR 2203 Nursing Concepts of the Childbearing Family, RNUR 2204 RN Clinical Practicum II, RNUR 2206 Medical-Surgical Nursing Concepts I, RNUR 2213 Pediatric Nursing Concepts*

*Co-requisites: RNUR 2302 Mental Health Nursing Concepts, RNUR 2305 Clinical Practicum III, RNUR 2306 Medical-Surgical Nursing Concepts II*

This course provides an introduction to the roles 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. NCLEX-RN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of registered nursing are included.

**~SCOM 1203 Oral Communications**

**3 credits**

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

**~SOC 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 0003 with a grade of "C" or higher.*

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**

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

**~SPAN 1013 Elementary Spanish I****3 credits**

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

**~SPAN 1023 Elementary Spanish II****3 credits**

*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 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 plate. Fillet and groove welds are performed in positions. Upon completion of each position, a bend test is given before a new position is begun. A.W.S. certification available.

**WLD 1043 Position Welding****3 credits**

Structural procedures are covered with emphasis on the use of low hydrogen electrodes. Fillet and groove welds on steel plate are practiced. Bend tests are given following completion of each position. Instruction and practice is provided on metal cutting and preparation. A.W.S. certification available.

**WLD 1053 Certification Lab****3 credits**

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 1063 Welding Theory I****3 credits**

Classroom study of some commonly used welding and cutting processes. The theory of equipment operation, material preparation, safety, various welding techniques, and filler metal selection are also covered. Material is presented with lectures, videos, and discussion.

**WLD 1073 Welding Theory II****3 credits**

A continuation of WLD 1063 Welding Theory I with a review for new students. Weld testing, certification welding, welding defects and the theory and operation of inert gas welding processes are some of the areas covered. Material is presented in lecture and discussion form. Review areas include safety, material preparation, and material fit up.

**WLD 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. Set up different welding machines and Acetylene torch will also be emphasis.

## BRTC Administration, Faculty, and Staff

**Adams, Kim**, Academic Success Center Coordinator/Reading; B.S., M.S.E., Arkansas State University

**Akers, Shana**, Director of Student Information Systems and Research; A.A.S., A.A., Black River Technical College, B.A., M.Ed., University of Arkansas at Little Rock

**Alphin, Jessica**, RRT, Director of Clinical Education/Respiratory; A.A., A.A.S., Black River Technical College; B.S., Grand Canyon University

**Amos, Theresa**, Food Preparation Specialist

**Anderson, Linda**, Fiscal Support Technician-Accounts Payable; A.A., Black River Technical College

**Anderson, Mary**, Assistant Director of Admissions; A.A., Black River Technical College; B.S., Arkansas State University; M.S., Arkansas Tech University

**Avery, Alex**, Administrative Specialist I -Allied Health; A.A., Cisco College

**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; A.S., Arkansas State University, B.S., Williams Baptist College

**Bassham, Jared**, Law Enforcement Training; 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

**Bozarth, Katrina**, Administrative Specialist II, Corporate & Community Education-Paragould; A.A.S. Black River Technical College

**Bradford, Dana**, Corporate & Community Education Operations Coordinator-Paragould; B.S., M.S.E., Arkansas State University

**Bradley, Misty**, Assistant Director of Financial Aid; B.S., Williams Baptist College; M.B.A., Arkansas State University

**Caffrey, Brad**, Cafeteria/Purchasing Assistant; A.A., Black River Technical College

**Cagle, Kelsie**, R.N., Nursing; B.S.N., Arkansas State University

**Campbell, Janie**, Administrative Specialist III, Office of the Vice President of Academics

**Cato, Brook**, Science; B.A., M.S., Arkansas State University

- Checkett, Jonathan**, Computer Support Technician; Microcomputer Repair Technician Certificate, A.A.S., Black River Technical College
- Chester, Brandi**, Director of Financial Aid; B.S., M.S.E., Arkansas State University
- Clay, Dana**, Allied Health Academic Advisor; A.A.S., Black River Technical College, B.A., University of Arkansas at Little Rock
- Clements, Courtney**, English; B.A., M.A., M.S., S.C.C.T., Arkansas State University
- Clements, Dr. Derek**, History; B.S.E., M.A., M.A., S.C.C.T., Ph.D., Arkansas State University
- Collins, Elizabeth**, English; A.A., Black River Technical College; B.A., M.A., Arkansas State University
- Conrey, Ashley**, Financial Aid Advisor; C.P., A.A., Black River Technical College
- Crabtree, Rhonda**, Director of Career Pathways; B.A., Harding University; M.S., University of Central Arkansas
- Crawford, Darlene**, Bookstore Office Manager-Paragould; A.A.S, Black River Technical College
- Crow, Jason**, Landscape Technician
- Dail, Butch**, Auto Collision Cosmetic Repair Technology; A.S.E. & I-CAR Certifications, NOTCI; A.S., Arkansas State University; B.S., University of Arkansas
- Davis, Beth**, RTR, Phlebotomy; A.A.S., B.S. R.S., Arkansas State University, M.A.T., University of Central Arkansas
- Davis, Margo**, Coordinator of Recruitment, Retention & Placement, Career Pathways; B.S., Williams Baptist College
- Decker, Alan**, Director of Corporate & Community Education-Paragould; A.A., Arkansas State University-Newport; B.S., Arkansas State University
- DeClerk, Travis**, Automotive Service Technology; AST Certificate, Black River Vocational Technical School; A.S.E. Master Certified; A.A.S., Black River Technical College, B.S., Arkansas State University
- DeClerk, Zac**, IT Manager–SIS Support; B.S., Arkansas State University
- DeLoach, Jack**, Industrial Electricity/Electronics; B.S. Technology, Arkansas State University
- Derbes, Christina**, DTR, Nutrition and Dietetics; Dietary Manager Certificate, A.A.S., Black River Technical College
- Dickson, Phillip**, Dean of Technical Education, Title IX Coordinator; A.A.S., A.A., Black River Technical College; B.S.E., M.S., Arkansas State University; CompTIA: A+, Linux+, Cloud+ Certified; MOUS Certified
- Dillion, Dane**, Public Safety Officer; BRTC Law Enforcement Training Academy, A.A., A.A.S, Black River Technical College; B.S., University of Arkansas-Fort Smith
- Dyer, Carl**, Law Enforcement Training; B.S., Arkansas State University

- Earley, Josh**, Skilled Tradesman-Electricity; Master Electrician Certificate
- Edington, Beverly**, Fiscal Support Specialist; A.A., Three Rivers College
- Edington, Julie**, Executive Director of Human Resources; B.S., Williams Baptist College
- Eggensperger, Martin**, President; B.S., University of Central Arkansas; Ph.D., University of Arkansas at Little Rock
- Eveland, Joan**, Adult Education, B.S., M.S. Arkansas State University
- Felts, Nancy**, RN, Nursing; B.S.E., Arkansas State University; M.S.N, Capella University
- Fielder, Thomas**, Communications/Theatre; B.A., University of Michigan; M.F.A., Southern Mississippi University
- Flagg, Rex**, Science; B.S., M.S., Arkansas State University
- Frale, Dianna**, History Instructor; B.A., Middle Tennessee University; M.A., Arkansas State University; Ph.D., University of Memphis
- French, Angie**, Director of Admissions, Title IX Investigator; BS, Arkansas State University
- Graftenreed, Diane**, Administrative Specialist II, Corporate & Community Education; A.S., Black River Technical College
- Gray, Sissy**, Executive Director of Institutional Effectiveness; B.A., Harding University; M.S., Missouri State University; SCCT, Arkansas State University
- Green, Amber**, Assistant Director of Human Resources; A.S.B., Black River Technical College
- Green, Tahnee**, RN, Nursing Simulation Lab Coordinator; B.S.N., Arkansas State University
- Greene, Mike**, Director of Technology; B.S. Northeast Louisiana University, B.S. Arkansas State University
- Griffin, Lynda**, Science; A.A.S., B.A., Arkansas State University; M.S., Midwestern State University
- Griggs, Sherry**, Accountant I; A.A.S., A.A., Black River Technical College; B.S., Arkansas State University
- Grooms, Kelly**, Communications/Theatre. B.S.E., M.A., Arkansas State University.
- Guess, Bridget**, Academic Advisor; A.S. Certificate, A.A., A.A.S., Black River Technical College; B.A.S., Arkansas State University
- Gunn, Rickie**, Welding; B.S. E., M.S. Arkansas State University
- Guthrey, Janna**, Administrative Assistant, Office of the President
- Hall, Brittany**, Admissions Counselor/Recruiter; A.A. Black River Technical College
- Hall, Rachel**, Administrative Specialist II-Paragould; A.A.S., Black River Technical College
- Hankins, Ashley**, English and Philosophy; B.A., M.A., S.C.C.T., Arkansas State University

- Hankins, Chris**, Law Enforcement Training; B.S., M.A., Criminal Justice, Arkansas State University
- Hankins, Tonya**, R.N., Nursing; B.S.N., Arkansas State University. MSN Ed, Grand Canyon University
- Hardage, Kellee**, Business; B.S.E., M.S.E., Arkansas State University
- Harris, Travis**, Mathematics; B.S., M.S., Arkansas State University
- Harvey, Janice**, Campus Store and Procurement Manager; A.A., Black River Technical College
- Harwell, Neal**, Director of Student Development; B.A., University of Arkansas at Little Rock, M.S., Henderson State University
- Haskins, Alan**, Fire Science; A.A.S., Black River Technical College. B.S., M.S. Columbia Southern University
- Hibbard, Jennifer**, RN, Nursing; B.S.N., Arkansas State University
- Higginbotham, Kenny**, CDL Instructor
- Housh, Ramonda**, APRN, Dean of Nursing and Allied Health; B.S.N., RNP Certificate, Arkansas State University; M.N.Sc., University of Arkansas for Medical Sciences; Pediatric Nurse Practitioner-Certified
- Huggins, John**, Science; B.S.E., M.S., Arkansas State University
- Hunter, Laddie**, English; B.A., Lyon College; M.A., University of Arkansas
- Ingram, Trent**, Director of Physical Plant
- Inman, Lisa**, English; B.A., M.A., Arkansas State University
- Jackson, Lisa**, Developmental Education/Mathematics; A.S., B.S., M.S.E., Arkansas State University
- Junkersfeld, Amanda**, RN, Nursing Clinical Site Coordinator, ARNEC RN Program Chair; A.A., Black River Technical College; B.S.N., Arkansas State University; B.S., Arkansas State University
- Junkersfeld, ShayLee**, Accountant I; B.S., Arkansas State University
- Kersey, Darena**, Business Instructor/Coordinator for Concurrent Enrollment/TOPSS Coordinator; B.S.E., M.S.E., Arkansas State University; IC3 Certified; MOS Certified
- Keys, Randol**, Computer Support Technician-Paragould; A.A.S., Black River Technical College
- Koons, Rachel**, Social Sciences; A.A., Black River Technical College; M.A., New Mexico State University
- Lee, Linda**, Adult Education; A.A.A., B.S.E., Arkansas State University
- Lemmons, Tammie**, Director of Adult Education; B. S., M. S., Arkansas State University
- Lepard, Shawna**, Administrative Specialist II; A.A.S., Black River Technical College
- Liebhaber, Karen**, Vice President for Institutional Advancement; B.A., M. A., Arkansas State University

- Linam, Jason**, RRT, Respiratory Care Director, A.A., A.A.S., Black River Technical College; B.S., Southern New Hampshire University
- Linnstaedter, Joan**, English; B.A., Arkansas State University; M.A., Texas A & M University
- Lloyd, Aja**, Science; B.S., M.S., M.S.E., Arkansas State University
- Looney, Holly**, Instructional Technologist; B. S. Williams Baptist College; M.B.A., Southern Arkansas University
- Loveless, Angela**, Science; M.S.E., Arkansas State University
- Martin, Debora**, Administrative Specialist II
- Mathews, Erin Kerley**, Admissions Counselor; A.S., Black River Technical College
- McClintock, Amber**, Administrative Specialist II, A.A.S., Black River Technical College
- McGhehey, Drew**, Default Prevention Specialist; B. A., University of Central Arkansas
- Meier, Gary**, Machine Tool Technology; Machine Shop Certificate, Residential Carpentry Certificate, A.A.S., Black River Technical College
- Milligan, Brittany**, Library Technician; A.A., A.A.S., Black River Technical College
- Moore, Regina**, Director of Distance Education; A.A., Black River Technical College; B.A., University of Arkansas at Little Rock, M.S., Arkansas Tech University
- Morris, Eugenia**, Administrative Specialist I; A.A., Black River Technical College
- Mosier, Mark**, Law Enforcement Training; LETA, ALETA, A.S., Black River Technical College; B.S., Williams Baptist University
- Nelson, Thomas**, Public Safety Officer-Paragould; A.A.S., Black River Technical College, BRTC Law Enforcement Training Academy
- Nitzsche, Holli**, RN, Nursing Assistant Director; B.S.N., University of Arkansas
- Ogden, Shannon**, Business; B.S., M.B.A., Arkansas State University
- Patey, Raymond**, Science; B.S., Thomas Edison State College; B.S., M.S., University of Arkansas at Little Rock
- Patterson, Ron**, Associate Director of Student Services-Paragould; A.A., Three River Community College, B.S.E., M.A., Southeast Missouri State University
- Perkins, Daphne**, Mathematics; B.S.E., M.S., Arkansas State University; M.S., Texas A & M University
- Plaster, Darren**, Law Enforcement Training; B.S., University of Central Arkansas; M.C.J., Boston University
- Riddle, Kim**, Administrative Specialist II; A.A., A.A.S., Black River Technical College
- Robertson, Lisa**, Fiscal Support Technician-Student Accounts
- Robinett, Cindy**, Adult Education; B.S.E., M.S., Arkansas State University



- Rose, Bridgette**, Administrative Specialist III, B.S., Arkansas State University
- Rudi, Cynthia**, Administrative Specialist II, Student Affairs, Paragould
- Sade, Rhonda**, Bookstore Assistant; A.A.S., Black River Technical College
- Sanderson, Patricia**, Corporate & Community Education Workforce Program Development Coordinator-Paragould; A.A.S. degrees, State Technical Institute of Memphis, B.S., John Brown University
- Savage, Ann**, Director of Marketing and Aesthetics; B.B.A., University of Central Arkansas
- Saylor, Tony**, Public Safety Officer Supervisor; BRTC Law Enforcement Training Academy; A.A.S., Black River Technical College
- Shanlever, Susan**, Business Technology; B.S.B., University of Alabama; M.S., Arkansas State University
- Shearer, Francesca**, Career Coach-Paragould Schools; A.A.S., Black River Technical College; B.A., Arkansas State University
- Shields, John**, Maintenance Assistant
- Shore, Cally**, Program Specialist for Corporate & Community Education-Pocahontas, A.A., Black River Technical College; B.A., University of Arkansas
- Shults, Steve**, Director of Law Enforcement Training; B.S.E., M.A., Arkansas State University
- Simpson, Rebecca**, RN, Nursing; A.A., Three Rivers Community College
- Smith, Jason**, Vice President for Student Affairs; J.D., University of Arkansas Little Rock William H. Bowen School of Law; B.S., Arkansas State University
- Smith, Matthew**, EMT/Paramedic Director; A.A.S., Black River Technical College; B.S., Williams Baptist College; M.S.W., Union University
- Statler, Donna**, Dean of General Studies; B.S.E., M.S.E., Arkansas State University
- Steele, Douglas**, Skilled Tradesman, Carpentry
- Stewart, Lindsay**, Career Coach-Pocahontas Schools; B.S., Arkansas State University
- Stillwell, Allen**, Maintenance Assistant, Paragould
- Stillwell, Priscilla**, Executive Director of Paragould Operations; B.S.E., M.A., M.S.E., Arkansas State University
- Stone, Rhonda**, CPA, CGMA, Vice President for Finance and Administration; B.S., M.S., S.C.C.T., Arkansas State University
- Stout, Jessica**, Mathematics; B.A. Lyon; M.A. University of Central Arkansas
- Stroud, Tina**, RN, Nursing; B.S.N., Arkansas State University. M.S.N. Ed., Grand Canyon University
- Sullinger, Eric**, Network and Support Administrator; A.A., Black River Technical College; B.S., Arkansas State University

**Thielemier, Lane**, LETA/PE, B.S., M.S., Arkansas State University

**Thompson, Elizabeth**, Adult Education; B.S., M.S., Arkansas State University

**Throesch, Shauna**, Agriculture Instructor; B.S., M.Agr., Arkansas State University

**Thurman, Tamela**, SNAP E&T Coordinator-Adult Education; M.E., Southwest Baptist University

**Tyler, Abby**, Career Coach-Walnut Ridge & Sloan-Hendrix Schools; B.S.E, Arkansas State University,  
M.S.E, Arkansas State University

**Vacant**, Director of Nursing

**Walker, Ronnie**, Construction Manager; A.A.S., Phillips Community College

**Walker, Sonya**, Payroll Services Specialist; A.A., Black River Technical College

**Warnick, Mark**, Library Director; B.A., Harding University; M.S., Southern Christian University;  
MLIS, San Jose State University

**White, Mylea**, Student Success Coordinator; A.A., A.A.S., Black River Technical College; B.A.,  
University of Arkansas at Little Rock

**Whitlock, Matthew**, Landscape Technician

**Williams, Kelly**, Maintenance Assistant, Paragould

**Williams, Sandra**, Academic Success Center Coordinator/Developmental Education; B.A. Buena Vista  
University, M.E. Liberty University

**Winslow, Holly, R.N.**, Nursing Assistant, A.A.S., Black River Technical College

**Wren, John**, Skilled Tradesman/HVAC